

NEIGHBOURHOOD SERVICES COMMITTEE AGENDA



Monday 16 March 2015

at 9.30 am

in Committee Room B, Civic Centre, Hartlepool

MEMBERS: NEIGHBOURHOOD SERVICES COMMITTEE

Councillors Ainslie, Barclay, Dawkins, Gibbon, Jackson, James, Loynes

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

- 3.1 To receive the Minutes and Decision Record of the meeting held on 16 February 2015 (*previously circulated*)

4. KEY DECISIONS

- 4.1 Review of Concessionary Fare Payments to Bus Operators for 2015-16 – *Assistant Director, Neighbourhoods*
4.2 Local Transport Plan – Delivery Plan 2015-2021 – *Assistant Director, Neighbourhoods*
4.3 Five Year Highway Maintenance Programme – *Assistant Director, Neighbourhoods*

5. OTHER ITEMS REQUIRING DECISION

- 5.1 Ward Member Budgets and Civic Lottery Review – *Director of Regeneration and Neighbourhoods*



- 5.2 Proposed Residential Controlled Permit Parking Scheme – South Crescent,
Headland – *Assistant Director, Neighbourhoods*

6. ITEMS FOR INFORMATION

- 6.1 Allotments: 2016 Rules and Regulations – *Assistant Director,
Neighbourhoods*

7. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

ITEMS FOR INFORMATION

Date of next meeting – to be arranged



NEIGHBOURHOOD SERVICES COMMITTEE

16th March 2015



Report of: Assistant Director (Neighbourhoods)

Subject: REVIEW OF CONCESSIONARY FARE PAYMENTS
TO BUS OPERATORS FOR 2015-2016

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision test (I) and (ii) Applies. Forward Plan Reference No RN 05/15.

2. PURPOSE OF REPORT

2.1 To report the proposed re-imbursement arrangements with local bus operators for Concessionary Fares to be implemented from 1st April 2015 to 31st March 2016 inclusive.

3. BACKGROUND

- 3.1 The English National Concessionary Travel Scheme (ENCTS) came into operation on 1st April 2008. Under ENCTS holders of a concessionary pass are entitled to travel on buses free of charge between 9:30am and 11:00pm on weekdays and at any time at weekends anywhere in England. Under the Concessionary Bus Travel Act 2007 local enhancements are allowed to the ENCTS including, for example, removal of restrictions on the time of travel and use of companion passes.
- 3.2 In March 2009 Members considered a report on implementation of the ENCTS and approved a local enhancement in the Tees Valley that removed all restrictions on the time of free travel.
- 3.3 In March 2011 agreement was reached with the operators to continue the fixed payment system in 2011/12, with a revised enhancement of a fixed price of 30p per journey for trips commencing before 9:30am.
- 3.4 This same arrangement for a local enhancement of the National Scheme has remained in place since this date.

- 3.5 The Department for Transport has now issued its guidance for ENCTS reimbursement in 2015/16.
- 3.6 The Confederation of Passenger Transport (CPT), Index showing costs in the bus industry to June 30th 2014, indicates a 1.6% increase for England. The data for Northern England is marginally lower at 1.2%. Vehicle maintenance is the biggest cost pressure. The maintenance materials element shows a 5.3% increase for northern England, 3.5% for all ENCTS regions. The 20% reduction in the rate of Bus Service Operators Grant (BSOG) from April 2012, and further changes in January 2014 when tendered services ceased to be eligible, has had some impact on costs and will certainly be reflected in the demands made by operators. The CPT report states that 'experiences in the change of diesel costs continue to be affected by the differing outcomes of hedging programmes by various operators.' This caused figures for individual operators to range from a 7% reduction to an increase of 19%. Fuel now accounts for 17.4% of total operating costs.
- 3.7 Fares have continued to increase above the general inflation rate and the CPT cost index. This is important because DfT guidance is based not on cost increases but on the average adult fare. Increases averaging 3% were made across England to March 2014.
- 3.8 Most of the operators in the area have experienced passenger growth in the current financial year due to substantial fleet investment and network improvements and are expecting this to continue into 2015/16. However operators will still seek significant increases to recover lost BSOG income. This will be through the fare-box and this will have a knock-on effect on concessionary travel payments.
- 3.9 ENCTS journeys have shown a broadly flat trend, this is thought to be mainly due to the rising eligibility age for pensioners

4. PROPOSALS

- 4.1 It is recommended that approval be given to the continued participation in the Tees Valley Wide English National Concessionary Travel Scheme with an enhancement of a 30 pence flat fare for trips before 9.30am for the financial year 2015/16.

5 FINANCIAL CONSIDERATIONS

- 5.1 At the time of writing a system of fixed payments for implementing the ENCTS has been agreed between the Tees Valley Authorities and all the bus operators.
- 5.2 The current estimates show an overall increase of approximately 2.53% (compared to a 2.87% increase in 2014/15). As the network has largely remained the same and no one area has demonstrated any unique trends. It

is proposed to apportion Local Authority payments using the same percentage split as 2014/15 thereby providing each authority with an approximate 2.55% increase.

- 5.3 At this early stage, it is recommended that each of the authorities seeks to make provision in its budgets as follows:-

TABLE 3 – INITIAL ESTIMATE OF 2014/15 ENCTS COSTS

	2014 - 2015	Estimated 2015 - 2016	% Increase
Darlington	£3,064,245	£3,142,358	2.55%
Hartlepool	£2,214,146	£2,270,589	2.55%
Middlesbrough	£4,089,393	£4,193,639	2.55%
Redcar	£2,907,248	£2,981,359	2.55%
Stockton	£3,994,031	£4,095,846	2.55%

- 5.4 Each of the Local Authorities will be provided with a more detailed breakdown of pressures based on different operators once the data is available. It must be stressed that these are very much provisional figures and should not be assumed to be a 'ceiling'; especially in the absence of average fare data, any announced fare increases and data from some small operators.

6 LEGAL CONSIDERATIONS

- 6.1 The Council is required to comply with the Concessionary Bus Travel Act 2007 and any regulations issued by the Secretary of State in connection with the Act. The scheme operating in Hartlepool, and the wider Tees Valley, is compliant with the 2007 Act as well as the Transport Act 1985 and the Transport Act 2000 in respect of concessionary travel and with the relevant regulations produced by the Secretary of State. The local enhancement operated by all Tees Valley Authorities is permitted under Section 93 of the 1985 Act as amended by the 2000 and 2007 Acts.

7. EQUALITY AND DIVERSITY CONSIDERATIONS

- 7.1 There are no equality or diversity implications relating to this item.

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

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

9. RECOMMENDATIONS

- (i) Approval is given to continue participating in the Tees Valley wide enhancement to the English National Concessionary Travel Scheme (ENCTS) offering travel within and between the areas covered by Hartlepool, Stockton-on-Tees, Middlesbrough and Redcar and Cleveland Borough Councils.
- (ii) The Council continues to operate an enhanced scheme whereby all journeys prior to 9:30am on weekdays attract a nominal fare of 30p
- (iii) Charges for replacement passes remain at £5.

10. REASONS FOR RECOMMENDATIONS

- 10.1 To ensure that Hartlepool Borough Council continue to benefit from the joint negotiations with bus operators at a Tees Valley level to obtain the most cost effective scheme for the English National Concessionary Travel Scheme

11. BACKGROUND PAPERS

- 11.1 There are no background papers.

11. CONTACT OFFICER

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NEIGHBOURHOOD SERVICES COMMITTEE

16th March 2015



Report of: Assistant Director (Neighbourhoods)

Subject: LOCAL TRANSPORT PLAN – DELIVERY PLAN
2015 - 2021

1. TYPE OF DECISION / APPLICABLE CATEGORY

1.1 Forward Plan Reference No. RN3/15. Key Decision (tests (i) and (ii) apply

2. PURPOSE OF REPORT

2.1 To seek approval for the Local Transport Plan Strategic Delivery Plan (**Appendix 1**), covering the period 2015 – 2021.

3. BACKGROUND

3.1 The third Local Transport Plan, (LTP), covers the period 2011 – 2026, and sets out how a safe and sustainable transport system can be delivered within Hartlepool. It contains the key strategies which the Council works to, and is also aligned with regional strategies and local development frameworks.

3.2 To support this, a Strategic Delivery Plan was also developed, covering the 4 year period from 2011 – 2015, as this was the timescale funding had been confirmed over.

3.3 The Delivery Plan is now coming towards the end of its period, and therefore an updated plan has been produced. This update takes account of the change in Government policies which have taken place, and also the different funding mechanisms available as a result.

3.4 The Delivery Plan covers a 6 year period, as funding details have been released covering this period (indicative for Years 4, 5 and 6).

4. PROPOSALS

- 4.1 The proposed scheme types and budget allocations for the Integrated Transport Block are shown at 5.5.2 of the Delivery Plan, while the Highway Maintenance Block allocations are shown at 5.2.1. Although the Maintenance budget is shown to be reduced in later years, it is anticipated that this will be supported by additional funding from the Government's Challenge Fund.

5. FINANCIAL CONSIDERATIONS

- 5.1 All works / schemes will be funded from the Local Transport Plan allocation from Central Government, as per the tables referenced at 4.1 above.

6. EQUALITY AND DIVERSITY CONSIDERATIONS

- 6.1 There are no equality or diversity implications relating to this item.

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

- 7.1 There are no Section 17 implications relating to this item.

8. RECOMMENDATIONS

- 8.1 That the Neighbourhood Services Committee approves the updated Strategic Delivery Plan, covering the period 2015 - 2021.

9. REASONS FOR RECOMMENDATIONS

- 9.1 To enable the continuance of the Local Transport Plan delivery programme.

10. BACKGROUND PAPERS

- 10.1 There are no background papers.

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HARTLEPOOL BOROUGH COUNCIL LOCAL TRANSPORT PLAN 2015-2021

Strategic Delivery Plan

1. Introduction and Background

In 2011, Hartlepool Borough Council published its 3rd Local Transport Plan to cover the period up to 2026. Alongside this, a Delivery and Implementation Plan was produced for the period 2011/2015 in order to develop detailed plans, schemes and strategies that address the priorities and targets set out in the LTP. The Delivery Plan also sets out what the arrangements are for overseeing delivery, managing risks and monitoring outcomes.

This document is an updated Delivery and Implementation Plan for the 5 financial years from 2015/2016 to 2020/2021. It is to be read in conjunction with the 2011 – 2026 Local Transport Plan Document and supersedes Appendix 1 of that document (the 2011 – 2015 Delivery Plan).

Chapter 2 of this document reviews the 2011/2015 Delivery Plan outlining some of the successes over the period.

Chapter 3 considers how Hartlepool's Local Transport Plan fits into a changing context of plans, policies, developments and proposals that have been implemented or emerged since Hartlepool's 3rd local Transport Plan was published in 2011.

Chapter 4 gives a synopsis of Hartlepool Borough Council Local Transport Policies and Practice.

Chapter 5 provides details of Transport Funding over the period, including Local Transport Plan Integrated Transport Block and Highways Maintenance funding as well as non LTP sources of funding such as the Local Sustainable Transport Fund, and Local Growth Fund.

Chapter 6 considers how the Local Transport Plan will be delivered over this plan period in a time of increasing financial uncertainty for Local Authorities and potential implications of a Combined Authority for the Tees Valley.

Chapter 7 sets out our proposals for performance management of the delivery of the Local Transport Plan.

2. Review of LTP 3 Delivery 2011 / 2015

The Initial 3rd Local Transport Plan contained a Delivery and Implementation Plan for the period 2011 to 2015. Over this period, a wide range of schemes have been delivered and this Chapter reviews some of the schemes that have been delivered over this period.

Tees Valley Bus Network Improvement Scheme

As set out in the Main LTP document, Tees Valley Authorities have been working on a Bus Network Improvement Scheme to provide a comprehensive series of bus priority measures, improved passenger waiting facilities, consistently high quality specification for vehicles, and measures to improve information and ticketing on core bus routes across the Tees Valley.

An array of improvements have been developed across the Tees Valley costing £57.6m, of which £37.5m came from Central Government. The aim of the scheme is to halt and reverse declining patronage on bus services in the Tees Valley, and Hartlepool's allocation was more than £9 million.

In Hartlepool schemes included:

- Hartlepool Interchange
- Oxford Road / Catcote Road Junction Improvements
- Owton Manor Lane / Catcote Road Junction Improvements
- Hart Lane Improvements
- Brenda Road Roundabout Improvements
- Holdforth Road Roundabout
- Powlett Road Improvements
- Elwick Road / Catcote Road Improvements

Traffic Management Schemes

- Town Centre Traffic Signal Improvements – Incl. Re-allocation of lanes to maximise capacity
- York Road Town Centre Corridor
- Arncliffe/ Eamont/ Belmont/ Wansbeck Gardens Area One Way System

Local Safety Schemes

- Throston Grange Lane priority build outs

- Rossmere Way safety scheme
- Various School Safety Schemes – Including Eldon Grove, Rossmere and Sacred Heart
- A significant number of 20mph limits
- Warrior Drive priority build outs
- West View Road Puffin Crossing

Highways Maintenance Schemes

A total of £3,219,000 has been provided through the LTP Structural Maintenance allocation. This funding has been utilised to re-surface roads across the town together with repairs to bridges (i.e Brenda Road), footpath schemes and replacement of street lighting columns over 40 years of age.

Sustainable Travel

Hartlepool Borough Council joined in a partnership with Living Streets and 12 other local authorities, led by Durham County Council, to deliver the Walk to School Outreach programme. The project was funded from by the Local Sustainable Transport Fund for the period 2012 to 2015.

As part of the project, a Living Streets Walk to School Co-ordinator has been working in Hartlepool directly with children, schools, parents and communities to increase levels of walking to school at primary and secondary schools. All primary and secondary schools in Hartlepool have been involved in the project. Full monitoring reports are currently being compiled in order to fully evaluate the project, but indicative results show walking rates up from a baseline of 59% up to 66% at 5 weeks and 69% after one year.

One of the main benefits of the project has been the intensive work that has been undertaken with schools as part of the Schools Route Audit process in order to identify barriers that are preventing or discouraging walking to school. These barriers can be anything from a lack of signage, or dog fouling, or busy roads, real or perceived speeding traffic, to concerns about stranger danger.

From route audits we have identified highways engineering measures that have been developed into schemes as part of the Safer Routes to Schools budget. A number of schools have benefitted from cycle parking over the delivery plan period. In addition the need for a crossing facility was identified on West View Road in the vicinity of West View Primary School, St John Vianney RC Primary School and St Hild's C of E Secondary School. In 14/15 a scheme has been developed to install a new puffin

crossing. Also from concerns about parking and the speed of traffic in the areas around St Teresa's and Rossmere Primary Schools a 20mph School Safety Zone has been developed.

In line with the national increase in interest with cycling over the delivery plan period (from the Olympics and Tour de France successes), Hartlepool Borough Council have sought to promote cycling as a safe and active mode of travel. Over the delivery plan period, Hartlepool Borough Council became accredited to deliver Bikeability Cycle Training and provided training to over 2,500 pupils at schools in Hartlepool. Colleagues from Sport and Physical Activity have also developed Summerhill Visitors Centre (a country park on the outskirts of Hartlepool) to become a cycle hub offering maintenance, courses, a competition standard BMX track and facilities for mountain biking.

Road Safety – RTC Casualty Statistics

In May 2011 the Department for Transport (DfT) provided the Strategic Framework for Road Safety. The long term vision was to continue the downward trend in road casualties and also to reduce relatively high risk groups such as cyclists and children in deprived areas more quickly.

No targets or hard forecast has been set by Government, although performance will be monitored against key indicators. The main indicators are:

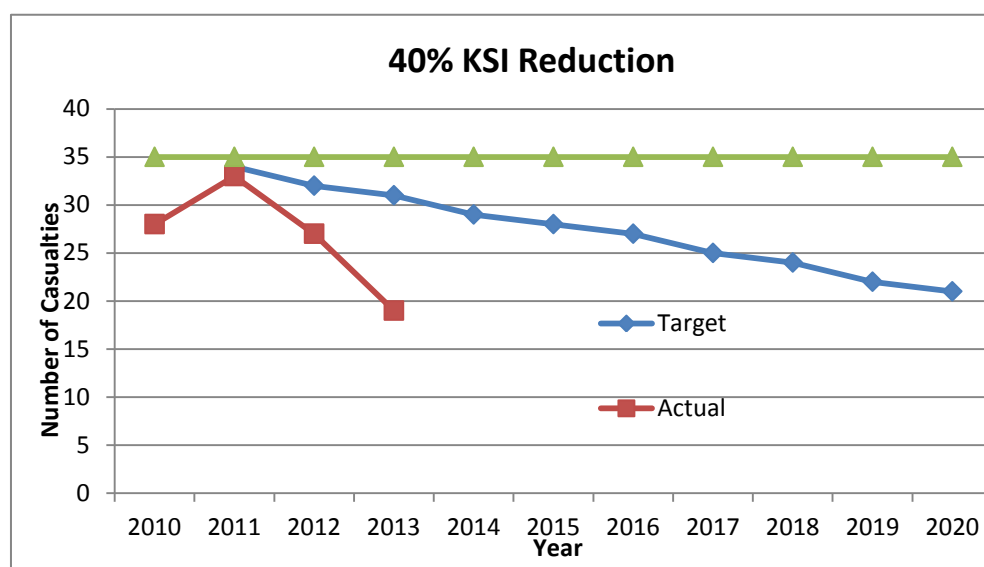
- Number of fatalities
- Number of serious injuries
- Car occupants casualties
- Motorcyclists casualties
- Pedal Cyclists casualties
- Pedestrians casualties
- Child Casualties

Cleveland Casualty Reduction Group did set specific targets are based on the 2005–2009 average as per the Strategic Framework for Road Safety. The aim is to achieve the following:

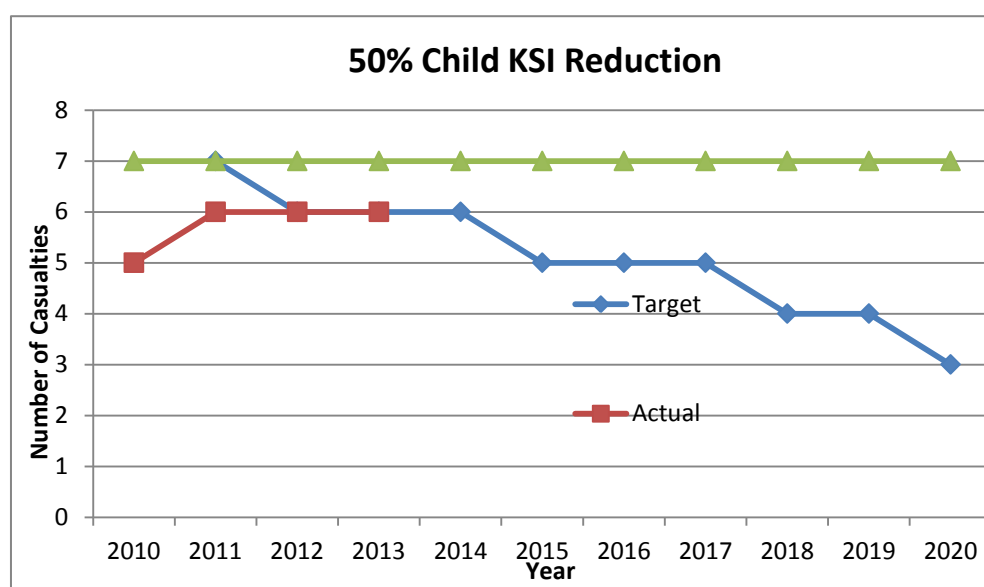
- *40% reduction in the number of people killed by 2020.
- 40% reduction in the number of people killed or seriously injured. (KSI)
- 50% reduction in the number of children (0-15) killed or seriously injured.

(*due to small numbers involved this will be monitored rather than a specific target.)

The two graphs below show the KSI and Child KSI targets and progression for Hartlepool. At the time of writing, data is only available up to 2013.



As can be seen, the number of people killed or seriously injured in road collisions in Hartlepool in 2013 is below the 2005 – 2009 baseline average and indeed the number recorded in 2013 is below the target 40% reduction by 2020 figure.



For the Child KSI target then again the 2013 figure for Hartlepool is below the 2005 – 2009 baseline but the 50% reduction target for 2020 has not yet been achieved. Child KSI's have remained at 6 per year for the last three years. As shown though,

the actual numbers of child KSI's are extremely low and as such could be subject to significant annual variation.

Cleveland Casualty Reduction Group require that monitoring of vulnerable road user casualties is undertaken. The following graphs shows the total casualty figures for 2010 onwards compared to the 2005 – 2009 baseline figures for powered two wheeler, pedal cyclist, and pedestrian casualties.

Pedestrian Casualties vs 2005 - 2009 Baseline



Pedal Cycle Casualties vs 2005 - 2009 Baseline



Powered Two Wheelers Casualties vs 2005 - 2009 Baseline



.As shown above, pedestrian casualties are below the 2005 – 2009 baseline level. However, the number of both powered two wheeler and pedal cycle casualties in Hartlepool in 2013 are above the 2005 – 2009 baseline (by 23% and 33% respectively). It should be noted that the actual numbers of casualties are relatively low and therefore subject to significant annual variation. That said the figures are

concerning in particular for pedal cyclists given recent cycling successes and increase in cycling that has been observed over recent years.

Rights of Way Improvements (CS)

Rights of Way access continues to improve and change as the LTP moves into a new period. With the next 6 year cycle commencing, more Rights of Way will look to be upgraded to accommodate the growing use of cycles. These upgrades would include the continuing provision of permissive cycle rights on relevant routes in the urban fringe and countryside sections of the public footpath network, thus providing safer routes to schools, services, employment and recreation.

A number of the countryside furniture units (stiles, gates etc) are old and in need of continual maintenance or repair and simple changes can positively affect the way that the public come to use the paths – now and in the future. By gradual removal of the old structures, and their replacement with either self-closing or kissing gates, the Council can then provide better access for a wider range of users, importantly including those with mobility/visual impairments or issues (eg mothers with pushchairs, young families, the elderly and the infirm).

These few changes have a greater effect on the Local Access Network and the local and visiting public.

In the last LTP period; the Council has already started these processes and provisions, to good effect, with the majority of the urban fringe public footpaths upgraded with surface and furniture improvements. Both pedestrians and the cyclists have benefited from the work carried out. One of the next requirements will be the promotion of the improvements and the review and reprinting of the Access and Cycle Leaflet Map.

3. A Transport Plan for Hartlepool - Changing Context

Since 2011 there have been a number of developments at National, Regional and Local levels in terms of policies and plans that will have a bearing on Transport in Hartlepool over the delivery plan period. This Chapter aims to provide a summary of the changing context as well as considering the implications for Transport in Hartlepool in light of the Aims and Objectives of the Local Transport Plan.

NATIONAL DEVELOPMENTS AND CONSIDERATIONS

Creating Growth, Cutting Carbon – January 2011

In 2011, the Government published a White Paper entitled 'Creating Growth, Cutting Carbon' which set out a vision for the UK Transport System as being an engine for economic growth, but that is also greener and safer and improves the quality of life in communities.

The white paper suggests that as Two-thirds of all journeys are under five miles, many trips could be easily cycled, walked or undertaken by public transport especially if these modes are made more attractive and practical.

In addition, it recognises that it is simply not possible for public transport, walking or cycling to represent a viable alternative to the private car for all journeys, particularly in rural areas and for some longer or multi-leg journeys. Therefore the Government is committed to making car travel greener by supporting the development of the early market in electric and other ultra-low emission vehicles.

The White Paper also recognises that Active travel is a great way for people to incorporate physical activity into their daily lives, and this is also emphasised by the Department of Health's Public Health White Paper. Improving the walking and cycling environment can dramatically improve local accessibility with positive benefits for growth and the local economy as well as for people's health. The public health benefits of increasing active travel are considerable.

Local Sustainable Transport Fund

Alongside the 'Creating growth, cutting carbon' White Paper, the DfT announced the introduction of the Local Sustainable Transport Fund (LSTF). The Fund allows local transport authorities outside London to "build on their plans for sustainable travel measures that support economic growth and reduce carbon.

A total of £560 million was originally made available through the LSTF and Local Authorities had to bid for funding for projects for their local areas over the period 2012 – 2015. A further round of bidding was opened for new schemes in 2015/2016.

Continued funding for Bikeability Cycle Training is also available via the LSTF up until 31st March 2016, again via a bidding process.

Door to Door Strategy – March 2013

Door to door strategy describes the government's vision for integrated sustainable journeys. It sets out what is expected from transport providers and what the government is doing to support door-to-door journeys.

The strategy focuses on 4 core areas which need to be addressed so that people can be confident in choosing greener modes of transport:

- accurate, accessible and reliable information about different transport options for their journey
- convenient and affordable tickets, for an entire journey
- regular and straightforward connections at all stages of the journey and between different modes of transport
- safe and comfortable transport facilities

Cycling Delivery Plan

The cycling delivery plan is the government's 10 year strategy on how we plan to increase cycling and walking across England.

It includes an ambition to double cycling levels by 2025 and increase the percentage of school children aged 5 to 10 years walking to school to 55% by 2025.

The delivery plan features a number of actions to meet these targets including plans for:

- infrastructure developments
- cycle-proofing roads
- wider transport infrastructure
- facilitating behaviour change across the country by promoting cycling and walking as alternative sustainable travel modes

A draft version of the delivery plan was published for consultation in November 2014 with a final version to follow. As part of the plan there is an opportunity for Local Authorities to make a commitment to developing cycling and in return the Government may make additional funding available, although no details are available at this stage. It is hoped that a cycle hire scheme can be developed following this, with sponsorship helping to fund the programme.

Highway Maintenance

The highway network is the largest and most visible publicly owned asset. It is used daily by the majority of the travelling public for commuting, business, social and leisure activities. It is fundamental to the economic, social and environmental wellbeing of local communities and to the prosperity of the nation as a whole.

Like any physical asset, the highway network requires maintenance and renewal to counter deterioration. New infrastructure, once built, also needs to be maintained over its useful life in order to deliver expected benefits. Poor quality roads can create congestion through road works and delays, which cost businesses and individuals through reduced productivity, increased fuel consumption, delayed deliveries and damage to vehicles.

The Government announced in June 2013 that it would be making available £5.8 billion capital - £976 million each year - over the course of the next parliament to tackle highway maintenance on the local highway network. This is a significant increase on past levels and presents an opportunity to make a real difference to the condition of our highway infrastructure.

During 2014 the DfT have been consulting on allocating this maintenance funding. In December 2014 The DfT confirmed that each Local Authority in England would receive a 'needs based' amount determined by a formula. In addition, from 2016/2017 there will additional funding available on an 'incentive basis' based on a Highway Authority's record in terms of efficiency or commitment to implement best practice within a period time. It has also been confirmed that a Challenge Fund will be implemented for Major Maintenance schemes.

REGIONAL DEVELOPMENTS AND CONSIDERATIONS

Tees Valley Local Enterprise Partnership - Strategic Economic Plan and Growth Deal

Tees Valley Unlimited (TVU) is the private and public sector Local Enterprise Partnership (LEP) striving to deliver jobs and economic growth across the Tees Valley. This will be achieved by tackling barriers to growth, developing key assets and further creating an environment that encourages economic growth and long term prosperity.

Prior to receiving LEP status, Tees Valley Unlimited had already published a 15 year Statement of Ambition, whereby the local partners would;

1. Drive the transition to a high value, low carbon economy.
2. Create a more diversified and inclusive economy.

The Statement of Ambition sets out some realistic outcomes to be achieved by 2025. These have recently been reviewed as part of the Tees Valley Strategic Economic Plan and are as follows:

- Increase GVA by £1billion (10% increase)
- Increase the number of enterprises by 3,200 (25% increase)

- Create 25,000 new jobs (to match the national employment rate)
- Increase the number of residents achieving NVQ Level 3 and Level 4 by 14,500

Progress towards these outcomes will be measured on an annual basis.

In November 2014, Tees Valley Unlimited signed a Growth Deal with the government which will see £90.3m invested in the Tees Valley area and further freedoms and flexibilities devolved to the area.

The Growth Deal is focused on driving skills and innovation, building more effective transport and infrastructure and creating an environment for business growth that will lead to the creation of a significant number of additional jobs.

£22.9m has been confirmed in the first year, with a further £67.4m of funding from 2016 onwards.

The projects which start in 2015/2016 will help to create up to 1,000 jobs, up to 1,500 training places, allow up to 1,500 homes to be built and generate up to £100 million in public and private investment.

The full strategic economic plan outlines all the aims and objectives of the deal, including the ambition of creating 25,000 new jobs over the next decade.

As part of the Growth Deal, a number of transport projects will be delivered across the Tees Valley including:

- **Central Park** - enabling infrastructure works on the Enterprise Zone site.
- **Bank Top station** - a study into remodelling the station in Darlington to support better connectivity, improved journey times and the commercial development of the station.
- **A689 Wynyard road improvements** - signalisation and road widening to complement the Highways Agency Pinch Point scheme on the A19 junction.
- **Durham Tees Valley Airport** - new road to open up access to the south side of the airport for aviation-related activities.
- **Ingleby Way /Myton Way** - road and junction improvements at Ingleby Barwick to support new housing.
- **A66 / Teesside Park Interchange** -
- **Sustainable Access to Employment Project** - delivery of a range of walking, cycling and public transport enhancements to accessibility to key employment locations across the Tees Valley.

TV Statement of Transport Ambition

As set out within the 3rd Local Transport Plan Document, in 2011 Tees Valley Unlimited have produced a Statement of Transport Ambition to identify specific objectives and priorities for transport over the next 10-15 years in the Tees Valley.

Tees Valley Unlimited are in the process of updating this document in light of developments such as the LEP, SEP and Combined Authority proposals.

Combined Authority Proposals

The five local councils in the Tees Valley (Darlington, Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees) are currently considering proposals for a Combined Authority to focus on economic growth and an ambition to create 25,000 new jobs for the Tees Valley.

The five councils, alongside the Local Enterprise Partnership, Tees Valley Unlimited already work closely together with local business to strengthen the local economy, attract new business investment, create more jobs, support businesses to grow, and improve transport and local skills.

In order to be best placed to be able to deliver the ambitious plans for the Tees Valley as well as being able to benefit from new powers and resources that the Government may devolve in the future, the Tees Valley are considering creating a Combined Authority to focus on economic development, transport, infrastructure and skills.

The role of each of the five councils will be undiminished. Each council will still be responsible, for example, for social care of young people and adults, local regeneration strategies, highways repairs and maintenance, libraries and the many other services they currently run.

Consultation is currently taking place in relation to the proposals and it is expected that a Combined Authority would come into operation late in 2015.

Tees Valley Bus Network Improvements

As detailed in Chapter 2, the focus on the development of the bus network has been at the fore through the planning and implementation of the Tees Valley Bus Network Improvements (TVBNI) and this five year implementation programme will be complete in March 2015. This programme has focused very much on investing in infrastructure to enable the punctuality and reliability of services to improve. It has also contained a strong marketing and information workstream, which has assisted in raising awareness and growing patronage.

The continuation of developments to the bus network is imperative as the Tees Valley continues to see changes in economic growth and growth in housing numbers. It is clear that factors that influence and grow bus passenger numbers are good information and marketing, a positive on-bus experience and the facilities at bus stops. This is of course all set in the context of a largely commercial network that is determined by the operators.

Initial thinking across the Tees Valley is that there is very little in the way of further infrastructure improvements that can achieve further reliability and therefore future investment needs to be targeted in response to building on recent infrastructure and investment and respond to the changing factors in the sub-region. These are:

- Creation of an ultra low carbon bus network – this will focus on fleet investment which is a continuous objective of the operators but would be seen as a method of accelerating investment in specialist vehicles that make the Tees Valley stand out as a national leader in partnership with the operators. There are many examples of low carbon vehicles including hydrogen, gas and conventional diesel. At a local level the roll out of the gas powered fleet in Darlington by Arriva has demonstrated a clear benchmark for smart efficient vehicles that really do attract additional growth in passenger numbers.
- Development of the tertiary network – previous and current investment has focused on the core routes of the bus network to achieve the reliability of the fast and frequent services. Attention needs to be turned to the further development of the tertiary network and focus on large key employment sites and emerging new housing sites, so that new growth can be captured and made commercially viable.
- Marketing and information – to build on the current work of TVBNI and focus on ongoing development of the Tees Valley Connect website and mobile devices, and the development of bus stop information using digital technology.

A19 / A689 Improvements

The A689 provides a link to the A19 to the south west of Hartlepool and beyond to the rest of the Tees Valley, Southern County Durham and the A1. The junction between the A689 and the A19 lies beyond the Hartlepool boundary, but is subject to congestion at peak times and this acts as a constraint to development in the Wynyard area (partly in Hartlepool) as well as to accessing jobs and opportunities across the wider Tees Valley area.

In 2014 the Highways Agency carried out a 'Pinch Point' scheme to improve the operation of the A19/A689 Wolviston Interchange. The aim of the scheme was to improve the queuing on the A689 westbound approach and on the A19 mainline southbound in the morning peaks which are a constraint to growth and planned development in the area. The works consisted of improving the layout at the merge of the A689 southbound entry slip and the A19, widening of the A689 west approach to the roundabout to four lanes, and the introduction of traffic signal control on all approach arms of the junction. This work was completed in December 2014.

In addition to this scheme, funding was also announced in the 2014 Autumn Statement to widen the stretch of A19 south of this junction to 3 lanes to the next junction at Norton. This again will help to alleviate the congestion that is experienced at peak times and ensure that the A19 has three lanes right through Teesside.

In addition to the A19 improvements, as discussed above, as part of the Tees Valley Growth Deal, a scheme has also been put forward for Signalisation and minor widening at 5 existing roundabouts on the A689.

The HA Pinch Point improvement deals with existing congestion and would have allowed the proposed new hospital at Wynyard as well as a number of housing developments in Stockton and Hartlepool to proceed without adverse impact on the A19 (T). However it will not address the congestion on the A689 but simply control access to/from the A19.

Further improvements would be required at the A1185 Wolviston, Wolviston services, Wynyard Avenue, Glenarm Road and Newton Hanzard roundabouts and that would be the purpose of this funding.

LOCAL DEVELOPMENTS AND CONSIDERATIONS

Hartlepool Vision

The Hartlepool Vision represents the ambition for the economic regeneration and development of Hartlepool over the coming years. The Hartlepool Vision covers all areas of the town and demonstrates the commitment to developing the town as a whole. All areas of Hartlepool have a role to play in ensuring a successful and vibrant town in the future.

A Regeneration Masterplan is being prepared and to help the Council to plan development across a number of key sites in the town centre and waterfront areas. The Master planning work is required because there are currently a number of major development and investment opportunities in Hartlepool, with the purchase of Jacksons Landing, development opportunities at Trincomalee Wharf, Hartlepool Maritime Experience and elsewhere in the town centre, therefore a coordinated approach is essential.

Hartlepool's future success will rely on all sectors of the Hartlepool economy delivering growth and employment opportunities. Our aim is to create major new

business, leisure and retail facilities, increase the town's profile as a visitor destination and produce a host of new job opportunities.

As the Master planning work progresses, there will be a range of transport priorities that will need to be considered and address over this LTP Delivery Plan period.

Hartlepool Local Plan

Hartlepool Borough Council is in the process of developing a new Local Plan which, once adopted, will replace the saved policies from the 2006 Local Plan and will become the new Development Plan for the town.

It is anticipated that a new plan will be adopted in 2016 which will guide the locations for new housing, employment, retail and commercial development. It will also provide policies aimed at delivering and supporting the necessary infrastructure improvements needed to allow new development to come forward; this includes road improvements, rail and public transport enhancements and the necessary pedestrian and cycle network improvements to ensure that development is sustainable. These policies will be backed up by a Local Infrastructure Plan which will provide more detail on the costs and timescales related to the various improvements necessary to accommodate the developments. The plan will also include policies on a wide range of other issues including renewable energy, green infrastructure and the historic environment. All of the policies contained within the plan will be used to guide development in Hartlepool for a period of 15 years.

Major Housing Developments

Significant new housing developments are proposed on the western edge of Hartlepool, with the two main sites proposed being a 'South West Extension' to the Fens/ Owton Manor estate, and at High Tunstall.

At the time of writing this document, discussions are ongoing with both developers, ahead of the applications being reported to Committee.

Western Link Road

It is planned that each development will provide a significant section of a new western link road for Hartlepool, which will be the key development of the town's highway network for the foreseeable future.

Access to Healthcare

A major concern for residents of Hartlepool is the changes that have been made to hospital services in recent years.

A number of reviews undertaken by North Tees and Hartlepool NHS Trust have found that they didn't consider they can continue to provide high standards of acute / emergency care over the it's two hospital sites (The University Hospital of Hartlepool and the University Hospital of North Tees in Stockton) until 2017 when they expected that a new hospital facility would open at Wynyard. This position was confirmed by the National Clinical Advisory Team Report in January 2013, which recommended that changes to service provision be made as soon as possible to ensure quality and safety of provision.

An appraisal of options was then undertaken by the North Tees and Hartlepool NHS Trust concluded that centralising services at North Tees was the only viable option and began a process of making changes to the services provided at each site resulting in a downgrading of the services provided from the Hartlepool site.

There is also a level of uncertainty that the proposed new hospital at Wynyard will no longer be proceeding due to funding issues.

In light of the changes in the provision, the Trust have put together a 'Transport Plan' dated October 2013. It sets out the arrangements for admissions to hospital that are now in place. It also details work they are doing on transport including the following:

- Provision of a shuttle bus service between the University Hospital of Hartlepool and the University Hospital of North Tees.
- Provision of a volunteer driver scheme to provide help to people needing to get to appointments.
- Negotiated discount for patients or visitors with a local taxi provider.
- Provision of car sharing scheme for staff, with priority bays for car sharers (not yet implemented).

Despite the above, there are major concerns relating to access to the University Hospital of North Tees for both patients and visitors from Hartlepool and the East Durham areas. There is no direct public transport link from Hartlepool or East Durham to the University Hospital of North Tees.

Healthwatch Hartlepool undertook trial public transport journeys in August 2013 and produced a report that sets out the difficulties in accessing North Tees hospital from Hartlepool.

The report has concludes that 'Travelling from Hartlepool to North Tees Hospital using bus and train services is arduous, tiring and for many undertaking the journey from Hartlepool it will take between 3 and 4 hours to make a round trip. This can

present an enormous obstacle to accessing care and to visiting family and friends that are receiving treatment at North Tees Hospital.’ In addition, ‘the various routes by which North Tees hospital can be accessed from Hartlepool by bus and train services are varied and in some circumstances can be difficult to plan’.

As part of the Tees Valley LSTF bid, a project to help improve access to Health care across the Tees Valley will be delivered during 2015 / 2016. The project will focus on access to North Tees, but will also consider access to other health care facilities in the Tees Valley.

Given that HBC and the NHS Trust are already seeking to put solutions in place to improve accessibility to the University Hospital of North Tees, we are seeking funding for a co-ordinator and resources that will enable us to work with staff patients and visitors to promote the various options, increase take up of the shuttle bus, offer personalised journey planning for staff and ultimately enable us to develop a case that a public transport service is commercially viable.

Hartlepool Transport Joint Strategic Needs Assessment

Hartlepool Borough Council have prepared a Joint Strategic Needs Assessment for Transport. This document considers how transport can impact on the health of residents of Hartlepool and sets out two key areas for consideration:

- Road Safety – every year there are people killed and seriously injured on the road network –particularly vulnerable road users.
- Active Travel – by working to encourage, promote and facilitate the use of more active forms of transport significant health benefits can be delivered helping to tackle issues such as physical inactivity and obesity.

High levels of vehicle use can also cause health concerns relating to poor air quality, however, at this time it is not suggested that this is a serious problem in Hartlepool.

Rural Access Issues

Hartlepool has 5 villages situated on the outskirts of the borough. These villages are Hart, Elwick, Greatham, Newton Bewley and Dalton Piercy. Through consultation with residents we are aware of the following issues that need to be addressed over the period of this Delivery Plan.

- Lack of public transport, especially for residents of Elwick and Dalton Piercy. What public transport there is often ceases to run early in the evening, leaving people unable to access the town for late-night shopping or social activities.
- Concerns relating to the isolation of elderly residents that need to spend large proportions of their income on accessing basic facilities such as healthcare.

- Concerns around isolation of children/young people, especially from social and sporting activities out of school/college hours.
- Access to employment/college is very difficult without effective public transport to get people to/from their place of work or education.
- Elwick and Dalton Piercy have direct access to the A19 and there are concerns over the level of traffic using these junctions particularly between 6-9.30 am and 4-7.00 pm. In addition, both of these villages are subject to 20mph speed limits and there are concerns that further traffic calming is needed.

KEY OBJECTIVES FOR TRANSPORT IN HARTLEPOOL OVER THE DELIVERY PLAN PERIOD

Hartlepool's 3rd Local Transport Plan sets out the Transport Vision for Hartlepool as:

Hartlepool will have a high quality, integrated and safe transport system that supports continued economic growth and regeneration. It will provide access to key services and facilities for all members of society, promote sustainable travel patterns of development and movement and minimise the adverse effect of traffic on local communities and the environment. The development of transport services and infrastructure will represent best value for money for users, operators and the Council.

The LTP also sets out the following key objectives for transport over the period:

- Delivering Sustainable Economic Growth
- Reducing the impact of transport on the environment and tackling climate change
- Safer and Healthier Travel
- Improve equality of opportunity through access to Services
- Quality of Life

As set out above, since 2011 there have been a number of developments at National, Regional and Local levels in terms of policies and plans but it is considered that the above vision and objectives are consistent in achieving meeting requirements and delivering an effective transport system for Hartlepool over the coming years and therefore no changes to the overall aims and objectives of the Local Transport Plan are proposed at this stage.

That said, there are a number of key priorities that we will endeavour to delivery over the period of this Delivery and Implementation Plan Period as outlined below:

- Improve Journey Time Reliability
- Maintain and Improve the Condition of the Road Network
- Improve Reduce Road Traffic Collisions on the Road Network
- Encouraging Active Modes of Transport – delivering LSTF Projects
- Improving Access to Employment Opportunities
- Promoting Public Transport – Bus and Rail

- Delivering Transport Aspects of the Hartlepool Vision Masterplan

4. Local Transport Delivery – Policies and Procedures

4.1 BACKGROUND

4.1.1 Our highway network consists not just of roads but also the footways, cycle paths, public rights of way, bridges, street lights, traffic signals and bus stops and is where nearly all travel within Hartlepool takes place. Our network has multiple uses and therefore has an important role to play in people's lives; however it is often taken for granted. Disruption on the highway network can occur when utility companies need to access the utility supplies which are buried under, or run alongside or over the highway network.

4.1.2 As part of LTP3 and our statutory duties as a highway authority we are committed to managing and maintaining the highway network. As limited funds are likely to be associated with the LTP3 period we need to plan in order to make use of the limited resources which are available to us and to make the best use of our existing assets. In this section we detail our commitment to managing and maintaining our highway network and associated transport services.

4.2 FUNCTIONAL HIERARCHY

4.2.1 With the limitations in funding we need to make best use of the funding we do have available and will therefore adopt a 'functional hierarchy' for the highway network to help us determine where the funds are best spent.

4.2.2 The functional hierarchy approach centres on the principle that a road, footpath or cycle path should be managed and maintained to a standard which is appropriate for its use (defined by its level of use and purpose). Based on this each route is assigned to a particular category.

Asset	Length	Estimated Value
Carriageways	384km	£287 million
Footways	629km	£70 million
Cycleways	58km	£1.3 million

4.2.3 We have to operate and maintain our highway assets under increasing pressures which include:

- Limited resources
- Mature networks
- Increased accountability
- Increasing public expectations

4.2.4 Managing the highway effectively can contribute directly to achieving our objectives by focussing on the achievement of four operational objectives. The objectives have been developed to maximise the highway management contribution to the Community Strategy themes. The four objectives are:

- To keep the highway network safe and well maintained at all times of the year
- To reduce congestion on the network by co-ordinating the works programmes of all organisations affecting the network
- To apply the principles of Local Agenda 21 via the increased use of low noise surfacing, recycled materials and by the adoption of a whole life costing strategy for treatment identification and selection
- To manage and monitor service performance and improvement through the effective use of performance management tools

4.3 KEY POLICIES AND PRACTICES

NETWORK MANAGEMENT DUTY AND DEVELOPMENT CONTROL

4.3.1 Whilst the Network Management Duty covers a wide range of activities, it is primarily concerned with the management of temporary activities (mainly road works) on the road network to minimise congestion and levels of disruption to those travelling in and through Hartlepool. These temporary activities can be classified as:

- Operational – road works carried out by ourselves, contractors or utility companies, road closures, refuse collection and parking enforcement
- Planned – such as sporting events, carnivals, parades, the Tall Ships
- Unplanned – such as road traffic collisions, vehicle breakdowns, emergency repairs to the road network and utilities and also inclement weather.

4.3.2 The Network Management Duty requires us to have specific procedures and practices in place to deal with these events.

4.3.3 With the exception of trunk roads the Borough Council is the Highway Authority for all public roads in Hartlepool, under the 2004 Traffic Management Act. As the Highway Authority, we are a statutory consultee on all planning applications for new developments. Through this role we provide advice for the planning authority on the safety and capacity of local roads and requirements on any direct access onto the highway network and any new highway infrastructure on the development.

- 4.3.4 As regards new development we believe that they should not have a significant detrimental impact on the network for 15 years after completion. Through the submission of Transport Assessments and Statements the developer needs to demonstrate that there is significant capacity in the local road network to accommodate any increases in traffic which might result from the proposed development. We expect that any necessary highway and transport improvements needed, will be funded by the developer. However, in some cases we will make a contribution to the improvements where working together there is a demonstrable improvement for existing road users.

GRITTING/SNOW CLEARING/INCLEMENT WEATHER

- 4.3.5 Following difficulties experienced across the country in the winter of 2009/10 we all became acutely aware of how important it is to provide an efficient winter service which permits the safe movement of traffic through Hartlepool and keeps delays to a minimum.
- 4.3.6 Our winter services team pre-treat designated routes in the event of an adverse weather forecast and we will repeat this treatment until the threat of inclement weather passes. Once all of the defined routes on the network are deemed to be clear of hazard and if the bad conditions continue then we will consider the treatment of other areas.

GULLY EMPTYING

- 4.3.7 Routine maintenance of gullies is undertaken to ensure that the highways remain free of water. The condition of the highway drainage system contributes to:
- The safety of road users;
 - The serviceability of the highway structure; and
 - The sustainability of the surrounding environment
- 4.3.8 When water accumulates on carriageways it can cause hazards to motorists and inadequate drainage also reduces the lifespan of the highway. The highway network in Hartlepool has a drainage system which consists of 21,000 gullies which remove surface water during periods of heavy rainfall.
- 4.3.9 Due to the importance of gullies in the functioning of the highway network all gullies are emptied at least once a year but those which are known to have issues are cleansed twice or more per year.

TREES, HEDGES, VERGES AND PLANTED AREAS

- 4.3.10 The verges are the margins between the highway boundary and the paved surfaces and any planting within these boundaries are our responsibility. A survey in 2002 identified 10, 347 highway trees and we estimate approximately 15kms of hedges and 12, 000km of verges. Three of the verges in Borough have been designated as Local Wildlife Sites. A further four road verges have been identified as having short sections with some botanical interest. An area of the A689 central reservation has been planted with wild flowers, which has helped to increase bio-diversity whilst also bringing about an aesthetic improvement, and adding to the ecological mix.
- 4.3.11 Given the number of verges in the Borough they can significantly contribute to biodiversity if they are managed appropriately. Road verges with botanical interest should be cut once a year in early autumn and the cuttings removed. Road verges whose biodiversity interest is other than primarily botanical should not be cut except for safety or aesthetic reasons. Rural verges are cut bi-annually and additional cutting will be undertaken, if necessary, on safety grounds
- 4.3.12 Reports of dangerous or nuisance trees and hedges are received from highway inspectors, councillors and the general public. A full condition survey of all Council highway trees was conducted in 2005 by an independent arboricultural consultant and overall their condition was deemed to be good.

TRAFFIC SIGNALS

- 4.3.13 Traffic signals can be used to provide:
- Improved facilities for vulnerable road users
 - Address congestion and safety issues at problem junctions
 - Traffic management
- 4.3.14 We are continually developing our traffic signals and controlled crossing network by signalling new junctions, grouping existing junctions together to improve traffic flows, adding pedestrian phases and improving facilities for the disabled. Hartlepool has also been part of the development of the Tees Valley UTM system. The Common Database is now operational, and other elements will be added as we work through the Delivery Plan period.
- 4.3.15 Certain junctions where traffic flows are heaviest are linked together via a SCOOT system, so that traffic can flow as smoothly as possible throughout the town. The areas which we currently have linked together are the A689, the Town Centre (York Road/ Park Road/ Victoria Road/ Church Square), and the Hart Lane corridor, extending into Raby Road. We are working towards providing pedestrian phases at all signalised junctions and also to provide facilities for disabled people at these locations. Our work at doing this will continue throughout the LTP3 period.

- 4.3.16 Our telematics assets includes approximately 28 junctions and 27 pedestrian crossings which have a gross replacement cost estimated at approximately £4 million. Many of the signalised junctions and controlled crossings are connected to the remote monitoring system or the urban traffic control system. This automatic reporting allows us to assess trends and determine if remedial measures are needed to deal with recurring faults. It is proposed that as part of the Maintenance Contract, the contractor will carry out an audit to verify the equipment and condition at each site. These reports will comprise a condition questionnaire, a printout of the settings for the installation and a set of photographs. The maintenance contract also allows for the reactive maintenance of one off faults and damage due to road traffic accidents.

STREET LIGHTS AND TRAFFIC SIGNS

- 4.3.17 We are responsible for the maintenance of some 13,500 street lights and 950 traffic signs. Our teams work to ensure that all new installations are designed to current electrical standards, undertake electrical inspections and testing and install street lighting columns for developers.
- 4.3.18 All energy used for the running of street lighting in Hartlepool and illuminated traffic signs is green electricity. We are proud to promote the fact that nearly 99% of all street lights are in working order at any one time and that the average time taken to repair a defective street light is 2 days.
- 4.3.19 As set out in Chapter Hartlepool Borough Council have undertaken a project to replace all of Hartlepool's 13,644 streetlights with LED lighting in order to make significant savings on its energy. It is estimated that the scheme will reduce the cost of providing street lighting by around £500k a year as well as saving around 2,500 tonnes of carbon per year.

CAR PARKING

- 4.3.20 There are strictly speaking three different types of car parking in Hartlepool, two of which we have a direct responsibility for.
- Private parking at homes or businesses which are owned and managed by the householder or business;
 - Off-street public car parks which are either owned by ourselves or private companies;
 - On-street car parking which is solely the responsibility of the Borough Council.

- 4.3.21 Whilst we have no direct control over the provision of privately operated car parking facilities we do recognise that managing the provision, price and location of these types of car parks can have a major influence on where people park as well as traffic flows and congestion.
- 4.3.22 We are responsible for the enforcement of a number of on street permit controlled zones which cover both residential and business areas. After the preparation of this LTP we are planning to prepare a specific Car Parking Strategy which will detail car parking in Hartlepool and how we will manage and control it to minimise disruption to the network and best promote the sustainable economic growth of Hartlepool. This Car Parking Strategy will also detail the success of Civil Parking Enforcement across the Borough and provide a framework for moving forward.

HIGHWAY INSPECTIONS

- 4.3.23 We have a dedicated Highway Inspection Service who carry out inspections on the highway network in Hartlepool which consists of 384km of carriageways and footways to ensure the safety of those who use the highway network.
- 4.3.24 The surveys consist of monthly inspections of the distribution network and six monthly inspections on all carriageways and footways in the Borough. In addition to this, areas such as small shopping centres have detailed quarterly inspections and the main shopping areas (such as the town centre) have detailed monthly inspections.

NETWORK SURVEYS

- 4.3.25 Data relating to our network is currently held on a UKPMS database and the CONFIRM system is used to store inventory and condition data about most of the authority's highway assets including lighting, signs etc and is therefore used as our main piece of asset management software. Our UKPMS network is available on our GIS mapping system and we are therefore able to access a graphical image of the current condition of our network based upon the results. A colour code method is used based upon red for failure, amber for inspection required and green for good condition. We are continually undertaking work to improve the quality of this data.
- 4.3.26 There are a number of national performance measures which are used to assess the condition of the roads. Best Value Performance Indicators for carriageways are:
- NI168 – Condition of Principal 'A' roads
 - NI169 – Condition of non-principal, classified ('B' and 'C') roads
 - BVPI 224(b) – Condition of Unclassified ('U') roads

- 4.3.27 As these indicators are used across England this enables comparisons between authorities. Each of the indicators provides a measure of the percentage of carriageways which are in need of further investigation and/or repair. The lower the figure for these indicators, the better the condition of our carriageways.
- 4.3.28 NI168 is derived from surveys of the 'A' road network carried out by a machine called a SCANNER. This measures a number of defects. This measures the number of defects, including rutting, texture depth, cracking and ride quality.
- 4.3.29 NI169 is also derived from SCANNER surveys. However, up to 2006 the condition of 'B' and 'C' roads was measured by visual surveys called Coarse Visual Inspections (CVI). These surveys record such defects as potholes, cracking, rutting etc.
- 4.3.30 BVPI 224b is derived from CVI surveys on 100% of the unclassified road network. Unclassified roads were previously measured by taking a 25% sample rotated on a four year basis. As the roads were surveyed on a cyclic basis, the same road was only surveyed once every four years. This made direct comparison difficult and as a result we have adopted the approach to survey 100% of the unclassified road network every year.
- 4.3.31 Road markings and studs are monitored at the same time as the periodic safety inspections of the carriageway.
- 4.3.32 Due to the changing nature of condition surveys over recent years it is difficult to compare the results where different approaches are taken particularly where measurements were previously by TRACS-TYPE and are now SCANNER. It is hoped that the survey method will remain consistent over the coming years to enable us to make direct comparisons.
- 4.3.33 The condition of the busiest footways are assessed by Detailed Visual Inspection (DVI) which is a walked, visual survey which records defects such as potholes, trip hazards, cracked slabs etc. As of 2011 we survey 25% of all footway categories over a four year timescale via the newly developed Footway Network Survey.

BARRIERS AND SAFETY FENCES

- 4.3.34 Barriers and safety fencing are used to separate different types of highway user from each other. Safety fences are routinely inspected in partnership with specialist officers from Durham County Council, and will also be repaired if defects are noted during carriageway/footway safety inspections. All other types of fences are not inspected and therefore the condition of these assets is only known from observations made by council staff or through public reporting.

ROAD SAFETY

- 4.3.35 Hartlepool Borough Council has a Statutory Duty under Section 39 of the Road Traffic Act to carry out investigations into Road Traffic Collisions that occur within Hartlepool and then to put measures to promote road safety such as education, training and publicity as well as any engineering measures that are deemed necessary.
- 4.3.36 All collisions which result in an injury to someone are reportable to the police and they record details of these collisions in the form of Stats 19. Stats19 data is provided by Cleveland, Durham and Northumbria police forces to the NE Regional Road Safety Resource who provide reports of traffic collisions in the area of Tees Valley. This data, and the analysis also included, provides a basis for road safety education, training and publicity in future years.

BUS SERVICES

- 4.3.37 We work in partnership with bus and rail operators to improve public transport by making it more accessible, convenient, safe, reliable and easy to use. This includes improving the consistency of journey times, better and more readily available travel information and providing safe and secure waiting areas. In rural areas we are working towards developing services that complement the commercial network and provide better access to goods and services for those without cars.

PUBLIC RIGHTS OF WAY

- 4.3.38 We will work with our colleagues and external partners to improve access for all legal users of the local rights of way network. The ROWIP consists of two main elements - an assessment of the extent to which local rights of way meet the present and likely future needs of the public and a statement of action which addresses the identified issues and outlines the strategic actions which will be used to bid for resources.

SUSTAINABLE AND ACTIVE TRAVEL

- 4.3.39 Hartlepool Borough Council have Statutory Duty under 2006 Education and Inspections Act to promote sustainable modes of travel for school journeys. The Council have produced a Sustainable Modes of Travel Strategy to set out how this is undertaken.

Increasingly, the importance of physical activity in maintaining and improving health is being recognised and providing suitable environments for pedestrians and cyclists to enable people to undertake journeys using these modes is a key way of enabling people to undertake the necessary levels of physical activity. We undertake a range of schemes to improve pedestrian and cycling routes, whether this is through rights of way improvements or safer routes to school schemes to simply providing new crossing facilities.

We also work undertake a wide range of sustainable travel and road safety promotional work to help encourage people to undertake more journeys on foot or by cycle. This will increase under the proposed Local Sustainable Transport Fund projects that will be delivered in 15/16. We also work with colleagues in health to undertake these types of promotions.

5. Funding

5.1.1 As part of the 2010 Spending Review, the Department of Transport announced a radical simplification of local transport funding, moving from 26 separate grant streams to just four.

- a local sustainable transport fund (resource);
- major schemes (capital)
- block funding for highways maintenance (capital) (Highways Maintenance Block); and
- block funding for small transport improvement schemes (capital) (Integrated Transport Block)

5.1.2 This section details the various transport funding that has been allocated to Hartlepool Borough Council.

5.2 HIGHWAY MAINTENANCE BLOCK

5.2.1 With limited resources available, the Government believes it is essential that highways maintenance continues to be prioritised, reflecting the economic and social importance to local communities, the need to safeguard the largest single local public asset, and the liabilities for future years that can be created from short-term cuts in maintenance.

The Government published the National Infrastructure Plan in December 2014 which confirmed Highways Maintenance Capital Funding on a regional basis. £270m was allocated for the North East Region. This followed on from consultation undertaken by the DfT in relation to how the highways maintenance funding is allocated. From this exercise, it has been determined that there will be a needs based element – allocated to Authorities by formula, which includes a 9% weighting for walking and cycling. In addition, there will also be an incentive element introduced from 2016/17 based upon an authority's record in pursuing efficiencies in asset management.

As well as well as those two elements, there will also be a challenge fund for local authorities to make bids to for funding for major maintenance schemes.

The needs based allocation for Hartlepool is shown in the table below.

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
	£000s	£000s	£000s	£000s	£000s	£000s
Needs Based Highways Maintenance Allocation	1185	1086	1053	953	953	953

The Needs based allocation is set for the first three years (2015/16 to 2017/18) with indicative allocations for subsequent three years from 2018/19 to 2020/21. The indicative allocations will be reviewed in 17/18 following a data refresh.

5.3 INTEGRATED TRANSPORT BLOCK

- 5.3.1 Following Spending Round 2013, £2.75bn has been allocated to ITB funding over the 6 year period from 2015/16 to 2020/21. This equates to £458m per year. Each year £200m of this funding will be top sliced and put into the Local Growth Fund (LGF). The first wave of allocations of the Local Growth Fund, including this element, to Local Enterprise Partnerships were announced on 7th July 2014. The remaining £258m of ITB funding per year will be allocated by formula.
- 5.3.2 Integrated transport block funding is crucial to help local authorities improve road safety, stimulate local economies by reducing congestion, and deliver social justice to their local communities. Research has shown that investment in such measures can provide very high value for money.
- 5.3.3 Local authority integrated transport block allocations are calculated through a needs-based formula, and the allocation for Hartlepool over the period 2015-2021 is given below.

CAPITAL ALLOCATIONS 2015-2021

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
	£000s	£000s	£000s	£000s	£000s	£000s
Integrated Transport Block	719	719	719	719	719	719

Note: 2015/16, 2016/17 and 2017/2018 are final allocations, 2018/19, 2019/20 and 2020/21 are indicative and will be reviewed in 2017/18 following a data refresh.

5.4 DELIVERING VALUE FOR MONEY

5.4.1 Delivering value for money is central to how the council plans and delivers all local services, including transport. In delivering the schemes set out within the third LTP, the council aims to achieve the best possible outcome for the funding available. Value for money will be achieved through the efficient planning, prioritising and delivery of improvements that contribute most to the objectives. Other ways that we will achieve best value for money include:

- Making the best use of past investment and the assets that we already have
- Maintaining our assets in a cost-effective way
- Ensuring that the most appropriate schemes are designed to address the identified problems and that the chosen scheme is delivered in the most efficient and timely fashion
- Ensuring that funding from different sources compliments one another, for example revenue funding used to support the capital programme and combining resources with other local authorities to deliver specific transport improvements
- Setting stretching targets to achieve more or better outcomes for the investment
- Identifying clear strategic priorities to focus investment
- Learning from best practice and understanding what worked and did not work in our previous LTPs.

5.5 INTEGRATED TRANSPORT CAPITAL PROGRAMME (2015/16 TO 2020/21)

5.5.1 The programme of schemes and policy initiatives has been developed to contribute towards meeting the shared priorities for transport. Over the first four years of the third LTP period up to £2.438million has been identified from the Integrated Transport Block, which will be supplemented by additional funding from non-LTP sources. The allocation of LTP capital funding across different areas of the Integrated Transport programme is provided overleaf:-

Allocation of Integrated Transport Block Capital Funding (2015/16 to 2020/21)

5.5.2 A more detailed list of specific schemes to be supported by the Integrated Transport Block

Theme	Scheme Type	2015-16 £000's	2016-17 £000's	2017-18 £000's	2018-19 £000's	2019-20 £000's	2020-21 £000's
Bus Infrastructure (BI)	Bus Stop Improvements	25	25	25	25	25	25
Cycling Schemes (CY)	Cycle tracks/lanes	100	100	100	100	100	90
	New cycle parking facilities	5	5	5	5	5	5
Sustainable Travel (ST)	Sustainable Travel Improvements	25	25	25	25	25	25
Local Safety Schemes (LS)	Safer routes to school	75	75	75	75	75	75
	Safety Camera Partnership	10	10	10	10	10	10
	Local Safety Schemes	75	75	75	75	75	75
	Signage Improvements	14	14	14	14	14	14
Road Crossings (RC)	Dropped Kerbs	25	25	25	25	25	25
Traffic Management and Traffic Calming (TM)	Traffic Signal Improvements	50	50	50	50	50	50
	School Safety Schemes	30	30	30	30	30	30
	Highway Improvement Schemes	75	75	75	75	75	75
Local Road Schemes (RD)	Verge Hardening Programme	50	50	50	50	50	50
	Access to Employment	50	50	50	50	50	50
Hartlepool Vision (HV)	Masterplan Improvements	50	50	50	50	50	50
Miscellaneous (OS)	Car park improvements	50	50	50	50	50	50
	Motorcycle training	10	10	10	10	10	10
	LTP Development						10
Total		719	719	719	719	719	719

Bus Infrastructure Schemes

Priorities Affected:	Accessibility, Congestion and Road Safety	Targets Affected:	Bus patronage,
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5.5.3 These schemes will improve infrastructure at existing bus stops. Schemes will be targeted towards the 'super core' and 'core' bus route corridors and will address the issue of dissatisfaction with the quality of bus stop infrastructure identified through consultation. Initiatives to be delivered over the period of the LTP Delivery Plan include:

- **Bus Stop Flags and Poles** – rolling programme to replace all bus stop poles and flags across the whole network. This will help to promote a high quality image of bus travel.
- **Bus Shelters** – programme to replace existing bus shelters to a consistent standard and design. Priority given to 'super core' routes, particularly those bus stops serving the shopping centre at York Road and Victoria Road. These measures will improve the image of bus travel and enhance passenger comfort and security.
- **Raised Kerbs at Bus Stops** - rolling programme to install raised kerbs at all outstanding bus stops across the network. Priority given to 'core' routes already operating low floor vehicles. This will enable easier access for the mobility impaired on a 'whole route' basis.

Cycling Schemes

Priorities Affected	Accessibility, Road Safety, Air Quality and Congestion	Targets Affected:	Cycling trips
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5.5.4 Provision of new cycle routes and facilities to encourage more people to cycle, more safely, more often. Schemes will be targeted towards the long-term development of a core network of cycle routes that will improve accessibility for commuting, leisure and recreational use. Projects include:

- **Cycle Route Audit** – determine the usage of existing network, identify "gaps" in the network and develop new routes to link retail, leisure, employment sites with residential areas and well as looking to develop new recreational routes.
- **Signage Audit** – determine what signage is required to inform people of cycle routes and destinations that can be reached.
- **Counters / monitoring** – identify areas where cycle counters can be installed to measure usage on the cycle network.
- **Cycle Parking** – identify areas where cycle parking is required, upgrade existing parking facilities.

Sustainable Travel

Priorities Affected	Accessibility, Road Safety, Economic Growth, Air Quality and Congestion	Targets Affected:	School travel / Cycling Trips
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5.5.5 The work we undertake via the LSTF projects (see below) in schools, businesses and in the community will identify barriers that are preventing or limiting the use of safe and active modes of transport. Projects could include:

- **New or improved pedestrian / cycle access to schools or business locations** – making it easier for pedestrians / cyclist to access locations
- **Improving provision for pedestrians / cyclists** – such as cycle parking or pedestrian waiting areas

Local Safety Schemes

Priorities Affected	Road Safety and Accessibility	Targets Affected:	Road traffic casualties
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5.5.6 Highways engineering schemes to promote improved safety on the road network including:

- **Safer Routes to School** – implementation of highway engineering improvements around schools and on school journeys. Includes programme to provide school safety zones and 20mph limits.
- **Local Safety Schemes** – highway engineering improvements targeted on the basis of accident analysis at sites, areas and accident types with a high accident rate. Measures will include junction improvements, safety fencing, new crossings and engineering modifications to the highway network as necessary.
- **Signage Improvements** – Improve signage for key destinations to help facilitate safer journeys on the road network

Road Crossings

Priorities Affected	Road Safety and Accessibility	Targets Affected:	Road traffic casualties / Accessibility
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5.5.7 Highway schemes to help people to cross roads incorporating:

- **Dropped Kerbs** – Facilities to assist pedestrians in crossing the road. Particularly valuable to those with mobility issues as well as pedestrians using pushchairs / wheelchairs or those on mobility scooters.

Traffic Management and Traffic Calming

Priorities Affected	Road Safety and Congestion	Targets Affected:	Road traffic casualties
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5.5.8 Highway engineering schemes to maximise the efficiency the existing highway network for the benefit of all users. Measures to be delivered over the period of the LTP Delivery Plan include:

- **Traffic Signal Improvements** – provision of schemes to manage traffic flows and improve facilities for pedestrians and cyclists at key junctions around Hartlepool
- **School Safety Schemes** – Tackling school gate parking and congestion issues.
- **Highways Improvement Schemes** – schemes to assist with traffic flow, safety and environmental improvements at locations where issues are identified.

Local Road Schemes

Priorities Affected	Road Safety, Economic Growth and Congestion	Targets Affected:	Road traffic casualties
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5.5.9 Schemes to make enhancements to local environments and accessibility

- **Verge Hardening Programme** – provision of hard standing for vehicles to park on in residential areas
- **Access to Employment** – Facilitating improved access to employment locations.

Hartlepool Vision

Priorities Affected	Accessibility, Road Safety, Congestion, Economic Growth Air Quality	Targets Affected:	Road traffic casualties
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5.5.10 Budget to assist delivery of the Transport requirements of the emerging Hartlepool Vision. Schemes may include:

- Accessibility improvements for pedestrians / cyclists
- Junction improvements

Miscellaneous

Priorities Affected	Accessibility, Road Safety, Congestion and Air Quality	Targets Affected:	Road traffic casualties
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5.5.11 Wide range of transport schemes and initiatives to support the wider LTP programme including:

- **Car Park Improvements** – continuation of programme to upgrade council controlled off-street car parks to ‘Park Mark’ award status. The town centre multi-storey car park was identified through consultation as the most important priority. Income generated by the council’s enforcement of car parking will be used to match the LTP funding.

MOTORCYCLE TRAINING SECTION REMOVED

5.6 MAINTENANCE CAPITAL PROGRAMME (2015/16 TO 2020/21)

5.6.1 Over the first three years the delivery plan period, capital funding totalling up to £2.528 million will be available for structural maintenance. This will be supplemented by the council's own revenue resources. The allocation of LTP capital funding across different areas of the maintenance capital programme is provided in the table below.

Allocation of Maintenance Capital Funding (2015/16 to 2020/21)

Theme	2015-16 £000's	2016-17 £000's	2017-18 £000's	2018-19 £000's	2019-20 £000's	2020-21 £000's
Structural Maintenance of Carriageways	1040	956	923	823	823	823
Structural Maintenance of Footways	50	50	50	50	50	50
Bridge Maintenance	95	80	80	80	80	80
Total	1185	1086	1053	953	953	953

Highway Maintenance

5.6.2 A wide range of carriageway and footway improvements have been programmed to arrest the decline and improve the overall condition of our highway network. A five-year programme for structural maintenance of the highway has been developed following detailed consideration of both road condition and hierarchy on the transport network (Shown at Appendix 1). Structural condition data from detailed and visual inspections and machine surveys as part of the National Indicator process have been used to inform this assessment.

- 5.6.3 Coarse Visual Inspection (CVI) surveys have been carried out on 100% of the road carriageway network in Hartlepool and revisited on a rolling programme in subsequent years. This has provided an early and clear technical assessment of the condition of the whole network to guide improvements, set targets and to cost additional funding levels required to maintain the highway network in a safe condition. Mechanical surveys are currently being carried out on the entire road carriageway network to provide a comparable baseline.
- 5.6.4 Whilst the formulaic capital maintenance allocation based on need and condition is accepted, the actual level of funding provided to the council is not sufficient to maintain the existing condition level and meet targets.

Bridge Maintenance

- 5.6.5 The council is responsible for 54 bridge structures across the borough. This includes 20 road carriageway bridges, and 34 bridges on public rights of way. A high priority is given to assessing, strengthening and maintaining bridges to minimise the need for future repairs. Regular inspections are carried out to identify problems and minimise additional future cost.
- 5.6.6 Many bridges are in need of some maintenance work, and some require significant repair to maintain their life and reduce excessive cost in the future. Typical repairs identified include repainting, deck waterproofing, steelwork protection. The priorities for the future bridge maintenance programme are based on road hierarchy and maintaining access for public transport, pedestrians, cyclists and access for industry.

Street Lighting

- 5.6.7 The council has developed a strategy to structurally assess the condition of all columns, attract additional funding and consult with the community. Street lighting improvements are identified and prioritised through the Street Lighting Forum, attended by the Police and Neighbourhood Watch Coordinators. Priority is given to improving locations with significant pedestrian movements, higher than average crime rates, significant night time accidents and designated areas of deprivation.
- 5.6.8 A programme for structural maintenance of street lighting columns has been developed following detailed consideration of both condition and hierarchy on the transport network. A full inventory of all road lighting stock, including street lights, signs and bollards, was undertaken in 2005. This has enabled us to identify and prioritise improvements to be delivered over the period of the second LTP and to be continued into the third LTP.
- 5.6.9 The Council are responsible for the maintenance of over 14,000 street lighting columns of which around 248 are over forty years of age. The CONFIRM database schedules annual detailed inspections of lighting equipment. All columns receive an annual structural inspection in addition to six yearly electrical testing. These inspections are carried out by the public lighting service. From a safety point of view all equipment with less than 1 year's residual life needs to be replaced in order to maintain the asset in a steady state. This would cost in the region of £100k. If this were rolled out to cover equipment with 2 years residual life remaining it would cost in the region of £0.5M.
- 5.6.10 THE COUNCIL IS ALSO CURRENTLY UNDERTAKING A TOWN-WIDE LED REPLACEMENT SCHEME, WHICH WILL SEE EVERY STREET LIGHT IN THE TOWN REPLACED WITH MODERN, ENERGY SAVING LED LIGHTS.

5.6.11 NON-LTP FUNDING SOURCES

In addition to capital funding secured through the LTP in the form of the Integrated Transport Block and the Highways Maintenance Block, there are a number of other sources of funding that will help us to deliver transport improvements and progress towards our targets and objectives. These include the council's own capital and revenue resources, contributions from private developers through section 106 and 278 agreements and specific grants detailed below.

5.7 LOCAL SUSTAINABLE TRANSPORT FUND – CONNECT TEES VALLEY

The Department for Transport announced in July 2014 that the Tees Valley Local Authorities would receive £1.3m of Local Sustainable Transport Fund funding towards its Connect Tees Valley sustainable transport project in 2015/16.

The project supports the Sustainable Access to Employment project announced as part of the Tees Valley Growth and will look to ensure that local people can travel sustainably to existing and future jobs that are to be created in the Tees Valley. This will be achieved through the further development of quality inter urban rail, bus and community transport services. The project will look to improve access to existing jobs and training, increase active travel by foot and bicycle and reduce the reliance on private motor vehicles. It will also look to increase the use of bus, trains, walking and cycling through marketing and information, to reduce congestion and carbon emissions in the Tees Valley.

This project builds on the investment and success of other Tees Valley wide public transport initiatives such as the Tees Valley Bus Network Improvement project. It also builds on the success of other sustainable transport investment in the Tees Valley including cycling and Sustainable Demonstration Town projects in Darlington and current LSTF projects in Darlington, Redcar & Cleveland, Hartlepool (as part of Living Streets project) and Middlesbrough (James Cook University Hospital Rail Station).

Two projects that Hartlepool will specifically benefit from are:

Access to Healthcare - A project to enhance access from Hartlepool to North Tees hospital, by promoting existing Trust Travel Plan (Shuttle, volunteer driver schemes, car sharing etc). The project will involve engaging face to face with employees, staff, visitors and patients at the trust with a view to improving access to North Tees Hospital. In addition the remit will cover collating information relating to access all NHS sites across the Tees Valley and also look to enhance information available on the Connect Tees Valley website.

Active Travel for Local Trips - This project would be to increase the use of walking and cycling for local trips around Hartlepool. It would help to identify necessary improvements to walking / cycling networks and engage directly with schools, businesses and community groups to promote and encourage the use of active travel through measures such as running guided cycle rides, participating in active travel challenges, running cycle clinic events and offering personalised travel information.

In addition, there will be a Tees Valley Wide Individualised Travel Marketing promotion taking place in selected areas within Hartlepool as well as

continued promotion of sustainable modes of Travel via the Connect Tees Valley brand.

5.8 HIGHWAYS MAINTENANCE CHALLENGE FUND

- 5.8.1 Potential bid to reclaim money spent on LED lighting replacement scheme and utilise that funding for other Transport Schemes within the borough.

6. Service Delivery

6.1 BACKGROUND

- 6.1.1 We work with a variety of public, private and voluntary organisations as part of delivering the LTP3 and other transport services.
- 6.1.2 We need to ensure the local communities are involved in delivering our transport strategy, we will engage with Neighbourhood groups to understand their local priorities for investment in transport. We will engage with communities to ensure that our work meets their aspirations as much as practicably possible.
- 6.1.3 Partnership working and delivery is a core element in achieving wider objectives, particularly in the Tees Valley. To achieve our objectives we will need to work across different sectors such as health, environment and education, and across administrative and physical boundaries.

6.2 TEES VALLEY UNLIMITED

Tees Valley Unlimited is the private and public sector Local Enterprise Partnership (LEP) striving to deliver jobs and economic growth across the Tees Valley. It is driven by a private sector-led Leadership Board which builds on more than a decade of successful partnership work to lead and co-ordinate the development of the Tees Valley economy.

Tees Valley Unlimited have led in the development of the Strategic Economic Plan for the Tees Valley and on the growth deal. Hartlepool Borough Council will continue to work with TVU and its sub groups (such as Transport Infrastructure Group) to develop transport across the Tees Valley.

6.3 NEIGHBOURING LOCAL AUTHORITIES

As well as TVU, Hartlepool Borough Council will look to develop partnership with other local authorities where there is a need and there will be clear benefits for both parties. This will help to maintain service delivery in a more efficient manner.

6.3.1 HARTLEPOOL PARTNERSHIP

Hartlepool Partnership is the body which brings all of our partners in Hartlepool together. It was initially formed in 1999 and brings together a range of representatives from the public, private, voluntary and community sectors with the aim of developing and improving Hartlepool. The Partnership was responsible for the production of the Community Strategy (Hartlepool's Ambition) which has fed into the LTP3.

6.4 CLEVELAND CASUALTY REDUCTION GROUP

6.4.1 The Cleveland Safety Partnership was formed in April 2000 between Cleveland Police, Cleveland Magistrates, and Hartlepool, Redcar and Cleveland, Stockton and Middlesbrough Borough Council. Feeding from this is the Local Authority Road Safety Partnership (LARSP) which is a partnership between the four local authority road safety sections. LARSP was formed to deliver training courses on behalf of Cleveland Police to those drivers who:

- Are caught exceeding the speed limit (within certain speed bands) and who the Police believe would benefit from a half day educational presentation as an alternative to prosecution; and
- Those who are involved in road traffic collisions or incidents when the police believe the driver/rider would benefit from a one and a half day educational course as an alternative to prosecution.

6.5 OTHER

6.5.1 We will also work with various groups who meet regularly and whose work is likely to impact on LTP3.

- Tees Valley Transport Planning Officers Group- Transport Planning Officers meet every six weeks to discuss issues relating to LTP and local and regional transport issues.
- Hartlepool Transport Champions Group – liaison group between community groups with an interest in transport and Council Officers that meets quarterly.
- North of England Traffic Managers Group- 13 North of England Traffic Managers meet quarterly to discuss issues around Traffic Management Act 2004
- North East Performance Improvement Network- Highway Engineers (North of England) meeting quarterly looking at procurement and sustainability issues
- Older Person Housing Care and Support Strategy Steering Group (Local Group)
- Tees Valley Highway Maintenance Engineers Group- Highway Maintenance issues
- Traffic Liaison Group (TLG) – meets with emergency services, bus operators, driving instructors, taxi and business representatives, to discuss local highways related issues, within the boundaries of Hartlepool B.C.

7. Performance Management

7.1 BACKGROUND

- 7.1.1 In order to assess the success of our measures in working towards our objectives we will need to have systems in place to monitor and manage their performance. Performance monitoring will be undertaken annually with a monitoring report produced at the end of the life of the LTP delivery plan.
- 7.1.2 We will adopt the proposed Indicators Listed below. Should through the plan period it be identified that other local indicators are appropriate; we will seek to adopt these at the LTP review periods.

PROPOSED INDICATORS

Proposed Indicators	
NI 47	People killed or seriously injured in road traffic accidents
NI 48	Children killed or seriously injured in road traffic accidents
NI 168	Principal roads where maintenance should be considered
NI 169	Non principal classified roads where maintenance should be considered
NI 178	Bus Service Punctuality
Local 1	Rail Patronage
Local 2	Bus Patronage
Local 3	Traffic Flow Data on Road Network
Local 4	Cycle Count Data
Local 5	Cleveland Casualty Reduction Targets

Appendix 1

[illegible]

[illegible]

[illegible]

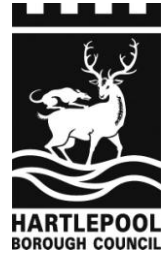
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Year 5 2019/20			
Street	Location	Type	Treatment
Tees Road	Full	Masterflex	Surface and Binder
Brenda Road	Power Station to Tofts Farm	Masterflex	Surface and Binder
Thomlinson Road	Full	DBM	Resurface
Wynyard Mews	Full	DBM	Resurface
Castle Howard Close	Full	DBM	Resurface
Tunstall Grove	Full	DBM	Resurface
The Crescent	Full	DBM	Resurface
Cowper Grove	Full	DBM	Resurface
Hillcrest Grove	Full	DBM	Resurface
Chatham Gardens	Full	DBM	Resurface
Haldane Grove	Full	DBM	Resurface
Butts Lane	Full	DBM	Resurface
Dalton Piercy Main Road	Full	DBM	Resurface
Old Cemetery Road	Full	DBM	Resurface
Ridlington Way	Full	DBM	Resurface
Cranwell Road	Full	DBM	Resurface
Edgar Street	Full	DBM	Resurface
Lizard Grove	Full	DBM	Resurface
Troutpool Close	Full	DBM	Resurface
Marina Way	Full	Masterflex	Resurface
Greenland Road	Full	DBM	Resurface
Cornwall Street	Full	DBM	Resurface
Moor Parade	Full	DBM	Resurface
Dalton Street	Full	DBM	Resurface
Bilsdale Road	Full	DBM	Resurface
Warkworth Drive	Full	DBM	Resurface
Johnson Street	Full	DBM	Resurface
Winthorpe Grove	Full	DBM	Resurface
Baptist Street	Full	DBM	Resurface
Bertha Street	Full	DBM	Resurface
Kesteven Road	Full	DBM	Resurface
Otterpool Close	Full	DBM	Resurface
Stephen Street	Full	DBM	Resurface

***Note: Schemes may need to be prioritised/ substituted if deterioration is accelerated on certain roads and due to funding. (Other schemes may also need to be included within the 5 years)**

NEIGHBOURHOOD SERVICES COMMITTEE

16th March 2015



Report of: Assistant Director (Neighbourhoods)

Subject: FIVE YEAR HIGHWAY MAINTENANCE
PROGRAMME

1. TYPE OF DECISION / APPLICABLE CATEGORY

1.1 Key decision: RN 4/15, test (i) and test (ii) applies.

2. PURPOSE OF REPORT

2.1 To seek approval for the Highway Maintenance Programme for the period April 2015 to March 2020 (**See Appendix 1**).

3. BACKGROUND

- 3.1 The condition of the highway network is established from information obtained from SCANNER vehicles and Course Visual Inspections (CVIs), which are carried out by specialist contractors on behalf of the Authority. The information is then analysed, through the United Kingdom Pavement Management System (UKPMS), which allocates ratings to each section of highway ranging from 0 (good condition) to 100 (nil residual life). Condition reports are also put forward by the Council's Highway Inspectors following routine inspections, and complaints from Ward Members and the public.
- 3.2 For year 2015/2016 the allocation for highway maintenance from the Local Transport Plan is £901,000, and the Highways Maintenance Programme has been prepared assuming a similar level being allocated year on year.
- 3.3 The condition of the **classified** highway network is calculated from information obtained from a machine survey (SCANNER survey).
- 3.4 The condition of the **unclassified** highway network is calculated from information obtained from Course Visual Inspections (CVIs).

- 3.5 The surveys are carried out by a specialist contractor on behalf of the Authority. The surveys have been commissioned in partnership with the other North of England Authorities and are carried out annually.
- 3.6 Because of the large number of roads having the same condition rating through this method, results are augmented by rating assessments, carried out in house on the basis of Highway Inspector's reports. Consideration is also given to requests received from members of the public and Elected Members, through the Neighbourhood Forums or directly to Officers. It must be stressed however, that visual interpretation of deteriorating network does not always determine the need for repair/re-surfacing hence the use of scanner and of course visual inspections.
- 3.7 The roads and footways indicated are those that are in the most need of repair, as identified by the methods detailed above. The priorities, however, may change over the coming years, as one highway can deteriorate more quickly than another. The highway network is constantly under threat from damage caused by increases in the volume of traffic, greater vehicle weights, the weather and the disturbance of the structure of the road through the digging of utility trenches. The key to managing/ maintaining the highway network successfully is to monitor the condition and at the best time, apply the most cost effective treatment to maximise the life of the road. The Council achieve this through planned and reactive maintenance based on an assessment of need, and making use of the latest available processes and techniques.

4. PROPOSALS

- 4.1 The highway maintenance planned for the next five years is attached at **Appendix 1** is based on the assumption that future year allocations will be of similar levels to this year.
- 4.2 Reconstruction works have been identified where other processes are not appropriate, and will be carried out in the interests of highway safety. Generally, however, other treatments such as re-surfacing and surface dressing, which are cheaper but have a shorter term impact than full reconstruction, will be utilised.
- 4.3 All principal and classified roads are inspected using survey vehicles equipped with lasers, video image collection and inertial measurement apparatus to enable surveys of the road surface condition to be carried out whilst traveling at high speeds. These surveys are carried out using state of the art equipment.

5. FINANCIAL CONSIDERATIONS

- 5.1 The Highway Maintenance programme in previous years was funded by the Local Transport Plan (LTP) Structural Maintenance Block, together with

a contribution from revenue budgets. However, due to recent savings on revenue budgets the works will only be funded from LTP budgets for the foreseeable future.

- 5.2 2015/16's LTP Structural Maintenance Block allocation is £901,000, and the programme has been established using estimated costs which may result in an under spend when all identified works have been completed. If this is the case a further report will be submitted to seek approval for additional works.

6. EQUALITY AND DIVERSITY CONSIDERATIONS

- 6.1 There are no equality or diversity implications relating to this item.

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

- 7.1 There are no Section 17 implications relating to this item.

8. RECOMMENDATIONS

- 8.1 The Neighbourhood Services Committee approves the proposed programme as shown in **Appendix 1**.

9. REASONS FOR RECOMMENDATIONS

- 9.1 To ensure that structural highway maintenance funding is prioritised to achieve maximum benefit from the available budget.

10. BACKGROUND PAPERS

- 10.1 There are no background papers.

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APPENDIX 1

Year 1 2015/16			
Street	Location	Type	Treatment
A689 Stockton Road	Sappers Corner to Claxton Bridge	Masterflex	Full construction
A689	Stockton Road to Brenda Road	Masterflex	Full construction
A689	Thomlinson Road to Brenda Road	Masterflex	Full construction
A689 Stockton Road	Tesco Rbt to Huckelhoven Way	Masterflex	Surface and Binder
Easington Road	John Howe Rbt to Warren Road	Masterflex	Surface and Binder
A179	John Howe Rbt to Hart Rbt	Masterflex	Surface and Binder
A1086 Coast Road	King Oswy to Crimden	Masterflex	Resurface
Golden Flats Rbt	Remainder of patches	Masterflex	Full construction
Brenda Road	A689 to Windermere Road	DBM	Resurface
Caledonian Road	Full Length	DBM	Resurface
Kendal Road	Full Length	DBM	Resurface
Dalton Piercy Main Road	Down bank to over bridge	DBM	Resurface
Catcote Road	Elwick Road to Browning Avenue	DBM	Full construction
Raby Road	50m either side of Chester Road	DBM	Resurface
Hart Lane	Dunston Road to Duke Street	DBM	Resurface
Powlett Road	Full Roundabout	Masterflex	Surface and Binder
Coronation Drive	O'Brians tip area	DBM	Resurface
Stratford Road	Wolviston Av. To Caledonian Road	DBM	Resurface
Seaton Lane	Brenda Road to Rail Bridge	DBM	Resurface
Elizabeth Way	All	DBM	Resurface
Grange Road	St Pauls to Catcote	DBM	Surface and Binder
Duke Street	Full Length	DBM	Resurface
St Pauls Road	Full Length	DBM	Resurface
Raby Road	Museum road to Victoria Road	DBM	Resurface
Jesmond Road	Chester Road to Hart Lane	DBM	Resurface
York Road	Park road to Victoria Road	Masterflex	Surface and Binder
Otterpool Close	All	DBM	Resurface

Year 2 2016/17			
Street	Location	Type	Treatment
A689	Dalton Back lane to Sappers Corner	Masterflex	Resurface
Easington Road	John Howe Rbt to KOD Rbt	Masterflex	Resurface
Elwick Road	High Tunstal to Cross Roads	Masterflex	Resurface
Elwick Village	High Street	DBM	Resurface
Burn Road	Mainsforth Terrace to Tesco	Masterflex	Resurface
Mainsforth Terrace	Full	Masterflex	Resurface
A179 Hart Bank	Full	Surface Dress	
Westbrooke Avenue	Full	DBM	Resurface
Oxford Road Roundabout	Full	Masterflex	Surface and Binder
King Oswy Drive	Sections	DBM	Resurface
Elm Grove	Full	DBM	Resurface
Oxford Street	Full	DBM	Resurface
Colenso Street	Full	DBM	Resurface
Skelton Street	Full	DBM	Resurface
The Parade	Full	DBM	Resurface
The Oval	Full	DBM	Resurface
Ventnor Avenue	Full	DBM	Resurface
North Road Elwick	Full	DBM	Resurface
Stonethwaite Close	Junction with Powlett Road	DBM	Resurface
Claremont Drive	Full	DBM	Resurface
Thornhill Gardens	Full	DBM	Resurface
Greatham Street	Full	DBM	Resurface
Pine Grove	Full	DBM	Resurface
Rogeri Place	Full	DBM	Resurface
Torquay Avenue	Full	DBM	Resurface
Sea View Terrace	Full	DBM	Resurface
Beachfield Drive	Full	DBM	Resurface
Lingdale Drive	Full	DBM	Resurface
Egerton Terrace	Full	DBM	Resurface
Comondale Drive	Full	DBM	Resurface
Dunbar Road	Full	DBM	Resurface
Byron Street	Full	DBM	Resurface
Year 3 2017/18			
Street	Location	Type	Treatment
A689	Wynyard	Masterflex	Resurface
A689	Owton lodge to Brierton	Masterflex	Surface and Binder
Fens Crescent	Full	DBM	Resurface
Manor Close	Full	DBM	Resurface
Graythorp Industrial Estate Road	Full	Masterflex	Resurface

Newlands Avenue	Full	DBM	Resurface
Slake Terrace	Full	DBM	Resurface
Freville Street	Full	DBM	Resurface
Acclom Street	Full	DBM	Resurface
Lancaster Road	Full	DBM	Resurface
Gulliver Road	Full	DBM	Resurface
Brenda Road	A689 to Seaton Lane	Masterflex	Surface and Binder
Granville Avenue	Full	DBM	Resurface
Earlsferry Road	Full	DBM	Resurface
Ashley Gardens	Full	DBM	Resurface
Eaglesfield Road	Full	DBM	Resurface
Mowbray Road	Full	DBM	Resurface
Lauder Street	Full	DBM	Resurface
Queensland Road	Full	DBM	Resurface
Grainger Street	Full	DBM	Resurface
Braemar Road	Full	DBM	Resurface
Drayton Road	Full	DBM	Resurface
Egerton road	Full	DBM	Resurface
Campbell Road	Full	DBM	Resurface
Lightfoot Crecent	Full	DBM	Resurface
Westland Avenue	Full	DBM	Resurface
Radnor Grove	Full	DBM	Resurface
Manor Road	Full	DBM	Resurface
Ashby Grove	Full	DBM	Resurface
Wynyard Road	Sections	DBM	Resurface
Year 4 2018/19*			
Street	Location	Type	Treatment
A689	Bell Vue Way	Masterflex	Surface and Binder
Wells avenue	Full	DBM	Resurface
Birchhill Gardens	Full	DBM	Resurface
Glentower Grove	Full	DBM	Resurface
Carroll Walk	Full	DBM	Resurface
Brierton Llane	Sections	DBM	Resurface
Annandale Crescent	Full	DBM	Resurface
Bruntoft Avenue	Full	DBM	Resurface
William Street	Full	DBM	Resurface
Casebourne Road	Full	DBM	Resurface
Turnberry Grove	Full	DBM	Resurface
Front street	Full	DBM	Resurface
Kingsley Avenue	Full	DBM	Resurface
Thompson Grove	Full	DBM	Resurface
Jutland Road	Full	DBM	Resurface
Duncan Road	Full	DBM	Resurface

Staincliffe Road	Full	DBM	Resurface
The Grove	Full	DBM	Resurface
Oban Avenue	Full	DBM	Resurface
Barton Avenue	Full	DBM	Resurface
Carrick Street	Full	DBM	Resurface
Crowland Road	Full	DBM	Resurface
Grange Avenue	Full	DBM	Resurface
Caernavon Grove	Full	DBM	Resurface
Marine Drive	Full	DBM	Resurface
Ivy Grove	Full	DBM	Resurface
Carrick Street	Full	DBM	Resurface
Park Avenue	Full	DBM	Resurface
Lime Crescent	Full	DBM	Resurface
Windemere Road	Full	Masterlax	Resurface
Winterbottom Avenue	Full	Masterlax	Resurface

Year 5 2019/20

Street	Location	Type	Treatment
Tees Road	Full	Masterflex	Surface and Binder
Brenda Road	Power Station to Tofts Farm	Masterflex	Surface and Binder
Thomlinson Road	Full	DBM	Resurface
Wynyard Mews	Full	DBM	Resurface
Castle Howard Close	Full	DBM	Resurface
Tunstall Grove	Full	DBM	Resurface
The Crescent	Full	DBM	Resurface
Cowper Grove	Full	DBM	Resurface
Hillcrest Grove	Full	DBM	Resurface
Chatham Gardens	Full	DBM	Resurface
Haldane Grove	Full	DBM	Resurface
Butts Lane	Full	DBM	Resurface
Dalton Percy Mian Road	Full	DBM	Resurface
Old Cemetery Road	Full	DBM	Resurface
Ridlington Way	Full	DBM	Resurface
Cranewell Road	Full	DBM	Resurface
Edgar Street	Full	DBM	Resurface
Lizard Grove	Full	DBM	Resurface
Troutpool Close	Full	DBM	Resurface
Marina Way	Full	Masterflex	Resurface
Greenland Road	Full	DBM	Resurface
Cornwall Street	Full	DBM	Resurface
Moor Prade	Full	DBM	Resurface
Dalton Street	Full	DBM	Resurface
Bilsdale Road	Full	DBM	Resurface

Warkworth Drive	Full	DBM	Resurface
Johnson Street	Full	DBM	Resurface
Winthorpe Grove	Full	DBM	Resurface
Baptist Street	Full	DBM	Resurface
Bertha Street	Full	DBM	Resurface
Kesteven Road	Full	DBM	Resurface
Otterpool Close	Full	DBM	Resurface
Stephen Street	Full	DBM	Resurface

***Note: Schemes may need to be prioritised/substituted if deterioration is accelerated on certain roads and due to funding.(other schemes may also need be included within the 5 years)**

NEIGHBOURHOOD SERVICES COMMITTEE

16 March 2015



Report of: Director of Regeneration and Neighbourhoods

Subject: WARD MEMBER BUDGETS AND CIVIC LOTTERY REVIEW

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non-key decision.

2. PURPOSE OF REPORT

2.1 To review the current Ward Member Budget and Civic Lottery process.

3. BACKGROUND

3.1 On 30 April 2012, Ward Member Budgets (WMB) and the associated application and approval framework were approved by Members. (WMB) have operated since 2013/14 and are funded on a one-off basis. As part of the overall budget approved by Council in December 2014/15 (WMB) for 2015/16 of £4,000 per Member were agreed.

3.2 As part of the original Ward Member Budget Framework, it was agreed that officer monitoring of (WMB) expenditure would not be undertaken and that payments would be made to an organisation and / or project on a basis of trust. However at the request of the Finance and Policy Committee on 25 April 2014, a number of potential options for monitoring (WMB) expenditure were presented to Neighbourhood Services Committee for consideration on 19 August 2014. At that meeting Members agreed to continue with the current arrangements in relation to WMB but requested that a review of the Civic Lottery Programme and delivery options be undertaken for consideration at a future meeting.

3.3 Subsequent to the decision of the Neighbourhood Services Committee in August 2014, (WMBs) were discussed at the Council meeting on 18 December 2014. During this discussion the need for robust procedures in relation to approvals for (WMBs) was reiterated, and a further request was made to the Neighbourhood Services Committee to consider the roll out

across all wards of the procedures followed by Ward Members in Victoria Ward, involving all 3 Ward Members agreeing to the use of (WMBs).

4. **WARD MEMBER BUDGET – CURRENT PROCEDURE**

Application process and criteria

- 4.1 Since inception procedural arrangements have been in place and implemented to ensure accountability and transparency in relation to Ward (WMBs). All (WMB) submissions are subject to an approval process under delegated authority of the Director of Regeneration and Neighbourhoods (in conjunction with Legal and Finance Departments). Progress on (WMBs) is reported on a quarterly basis to the Neighbourhood Forums and is published online; in addition an annual report is taken to Neighbourhood Services Committee outlining the full WMB expenditure and including Civic Lottery allocations.
- 4.2 Ward Member Budgets are not available for the benefit of individuals, or intended to be expended on services provided by the Local Authority or other public agencies, unless the purpose is to enhance or supplement what is being delivered. Ward Members are expected to consult each other to ensure that there is no duplication in expenditure, and projects supported must be lawful, and cannot undermine the Council or partners' priorities or service delivery. A copy of the (WMB) template, that is completed for every WMB expenditure request, by the Community Regeneration and Development Team, and then submitted for consideration by the Director of Regeneration and Neighbourhoods is attached at **Appendix A**. Attached at **Appendix B** is a copy of the Ward Member Budget Guidance sent to Ward Members in May 2014.
- 4.3 Further safeguards have also been put in place in the run up to elections. Prior to the election in May 2015 Ward Members will be able to spend 1/12th of their 2015/16 budget between 1st April 2015 and the election. In addition where Members carry over funds from the current financial year into 2015/16 the same 1/12th restriction will apply. This arrangement has been put in place to ensure that the right balance is struck between allocating available WMB funding across the financial year and retaining the ability to support community projects in the run up to the election.

5 **WARD MEMBER BUDGET PROPOSAL - FUTURE DELIVERY**

- 5.1 Section 4 of this report has highlighted the robust mechanisms currently in place that aim to ensure that the (WMBs) are used for the benefit of those living in all wards across Hartlepool. Accountability in this respect rests with the Director of Regeneration and Neighbourhoods in conjunction with the Chief Finance Officer and Chief Solicitor, with expenditure being appropriately published.

- 5.2 As originally agreed (WMBs) are allocated to individual Ward Members for the broader discernable benefit of the ward to which they were elected. In the spirit of collaboration, guidance issued to Ward Members advises that ‘ideally, the agreement of fellow Ward Councillors should be sought’ when applying for funds. In practice many Ward Members do consult their Ward colleagues prior to submitting an application but there is no requirement to do so before funds are released.
- 5.3 At the Council meeting held on 18 December 2014, a request was made to the Neighbourhood Services Committee to consider ‘the procedure adopted by Ward Members in the Victoria Ward, involving all three Ward Members agreeing to the use of ward member budgets, be rolled out to all wards’. Following the request from Council to consider this option in relation to the future delivery of WMB, the following options in relation to WMB have been explored. In considering these options Members are reminded that funding for WMB is provided from one-off resources and the current funding only covers 2015/16. Funding for future years WMB will need to be considered as part of the annual budget process.
- 5.4 Option One – roll out the procedure used by Victoria Ward Members across all wards

This option would involve a community application process being set up for each of the eleven wards across Hartlepool. Applications would be sent to community/voluntary groups working for the benefit of the ward to complete and return to the Community Development Team who would then forward the applications on to the relevant Ward Members for consideration. A meeting would then need to take place with Ward Members to determine allocations of spend for each project/initiative and successful applicants would be informed by letter of the outcome. This would also incorporate a request to provide feedback on the progress of the project/initiative within 3 months of the (WMB). expenditure (Meetings to consider applications take place on a monthly basis in the Victoria Ward as part of a broader Ward Issues meeting).

This approach enables the pooling of budgets which maximises the Ward Member Budget spend across the ward and avoids duplication. By inviting applications from the community through a community grants type process Members would have an alternative route for publicising their budgets, potentially enabling a broader range of organisations and ultimately the community to benefit. The process would also provide the possibility of some feedback on those initiatives funded.

The disadvantage of this approach is that it can be very time consuming from an administrative point of view. The approach, if applied to the whole budget would also result in Members needing to consult each other over applications for small amounts of funding and the approach does not give Ward Members the flexibility to address

local ward priorities quickly. Ward Members may not agree on the benefits of a particular initiative resulting in some applications being turned down that would otherwise have been funded.

It would also require the Community Safety and Engagement Team to hold 11 monthly Ward Meetings with 11 groups of Ward Members in order to agree expenditure.

5.5 Option two – make the agreement of all three ward members a requirement as part of the application process

This option would require the sign off all three ward members prior to an application being submitted to the Director of Regeneration and Neighbourhoods. Ward Members would need to meet and agree the initiatives they wanted to support and all three would need to contact the Community Regeneration and Development Team individually to inform them that they wished to support the initiative.

As with option one this process has the benefit of maximising ward member budgets and avoiding duplication. However the approach would result in Members needing to consult each other over applications for small amounts of funding and Ward Members will not have the flexibility to address local ward priorities quickly. Ward Members may not agree on the benefits of a particular initiative resulting in some applications being turned down that would otherwise have been at least partially funded.

This method of allocation could also result in accusations that members “blocked” agreement for “political” purposes – this could be a particular problem in a “mixed political Ward”.

5.6 Option three – cease Ward Member Budgets and replace with a general budget for each of the Neighbourhood Forums

Under this option (WMBs) would be used to provide each of the Neighbourhood Forums with a budget that would be overseen by the Chairs of each Forum. The option would operate on a similar basis to the Minor Works budget that was previously available to Neighbourhood Forums with suggested schemes coming through Forums from residents, and Elected Members, and discussed and agreed at the Forums.

This option would be the least resource intensive but would not provide members with the flexibility to address local ward priorities quickly.

Members should also be mindful that previous Neighbourhood Forum budgets were removed due to criticism that spend was not split equally across wards.

5.7 Option four – continue using the current Ward Member Budget approval process

Retaining the current procedure would involve Ward Members having the freedom to come together should they wish with their fellow Ward Members, to consider applications from the community, or put forward applications individually or jointly for the benefit of the Ward.

After a number of years of operation this process is now well established and there have been no complaints expressed to date in relation to the way Ward Member Budgets are approved and administered. Current monitoring arrangements were also reaffirmed by the Neighbourhood Services Committee in August 2014. However as is the case with all of the options put forward for consideration in relation to (WMBs), there is no financial monitoring of expenditure where organisations receive grants from WMB. Consequently whilst output and outcome monitoring information would be too burdensome to collate in terms of measuring the impact of initiatives funded through the WMB, it may well be prudent in the future to require a declaration of expenditure in relation to the funds received through the WMB process. (see also option four under 6.5)

6. CIVIC LOTTERY – CURRENT PROCEDURE

Application process and Criteria

- 6.1 From 1977 to 1982 a Civic Lottery was promoted by Hartlepool Borough Council and a Civic Lottery Fund was established, the original objective being to raise monies for leisure, recreational and environmental projects.
- 6.2 The Civic Lottery ceased in 1982 and restrictions apply to any expenditure of the capital reserve without specific Secretary of State approval. The Civic Lottery Grants Fund is composed of annual interest earned from the capital investment. Interest is credited to this fund using either the interest rate earned on the Council's investments, or the average interest rate paid on the Council's long term borrowings, whichever is the highest. The total funding available for 2014/15 is £16,500.
- 6.3 In 1989 approval was given by the Secretary of State for an amendment in the Civic Lottery, to include the provision of grants to local charitable organisations. Consent was also given for an increase in the maximum amount that could be awarded from the Civic Lottery from £500 to £2,000 to any one beneficiary. Any further departures from the current criteria would also require consent from the Secretary of State.
- 6.4 The Civic Lottery is a small grants scheme which allocates grants to a wide range of organisations. Decisions in relation to the Civic Lottery were previously decided by the Council's Grants Committee but following the decision of the Finance and Policy Committee in August 2013 Civic Lottery

grants are currently administered on a Ward basis. The current application form and criteria are attached at **Appendix C**.

- 6.5 Procedural arrangements have been implemented to ensure accountability and transparency, with all Civic Lottery applications being subject to an approval process under delegated authority of the Director of Regeneration and Neighbourhoods. If the applicant is awarded a grant and accepts the terms and conditions associated with it, they then incur the expenditure and produce the receipts in order to draw down the grant payment retrospectively.
- 6.6 The administration of Civic Lottery as a whole is resource intensive given the nature of the payment and monitoring system adopted. One of the main issues with this model is that the majority of applicants are concentrated in Victoria ward, notwithstanding the fact that the beneficiaries may be town-wide., thereby putting pressure on Victoria Elected Member Civic Lottery budgets.
- 6.7 In an attempt to alleviate this pressure, since May 2014, all Civic Lottery applications have been sent to all Elected Members for their consideration, unless they are ward specific (this is determined by where the applicant group's beneficiaries are concentrated). However, this process is still proving problematic due to the time taken to receive responses from all 33 Elected Members to enable a response to applications, and then managing actual budget allocations where funds are approved.
- 6.8 From a beneficiary point of view the practice of retrospective payments is also proving problematic in some cases, with some small groups unable to incur expenditure and obtain a receipt in order to draw down Civic Lottery grant funds. Additionally whilst the current guidelines enable previous applicants to re-apply in this financial year, they will become ineligible to apply for the next three years. The original rationale for this being to enable a greater number of groups across the town to benefit from the Civic Lottery.

7. **CIVIC LOTTERY FUTURE DELIVERY OPTIONS**

- 7.1 Further to the decision of Neighbourhood Services Committee on 19 August 2014, a number of options have been explored and drawn up for the Neighbourhood Services Committee to consider regarding the future delivery of the Civic Lottery Programme as follows:
- 7.2 Option 1 – continue with the current arrangements

In line with the current framework, continue with the ward based delivery model of the Civic Lottery programme.

Whilst this is the most resource intensive option for Council Officers, Elected Members, and recipients of funding, it does provide all Elected Members with an additional resource for their ward. The savings proposed for 2015/16 will reduce the resources available to administer this mechanism.

7.3 Option 2 – refer to Neighbourhood Services Committee

This option would involve the pooling of funds with future Civic Lottery applications being considered at Neighbourhood Services Committee meetings as necessary.

Compared to current arrangements this is a much less resource intensive option for Council Officers, as decisions and allocations would be made quicker however, it would also mean that each Elected Member would no longer have a dedicated Civic Lottery resource for their ward.

7.4 Option 3 – adopt a panel based approach to delivery

This option would involve the pooling of Civic Lottery funds and the setting up of a specific panel which would meet on a 6 monthly basis to consider Civic Lottery applications.

The panel would operate similar to that of the Northgate Grants Panel, which was set up specifically as the decision making body for Northgate Grant applications. The Panel would meet to consider applications and would comprise the Neighbourhood Forum Chairs/Vice Chairs supported by the Head of Community Safety and Engagement.

However, as in option 2 this option would result in Elected Members not having a dedicated Civic Lottery resource for their ward.

It should also be noted that the previous Grants Committee was disbanded in favour of the current process due to expressions of interest from Executive Members and difficulties in ensuring the Grants Committee was quorate. As a result, some applications were being considered by Cabinet under the previous governance arrangements and subsequently Finance and Policy Committee.

7.5 Option 4 – merge Civic Lottery budget with Ward Member Budgets

This option would involve merging the Civic Lottery Budget with the Ward Member Budget allocation to be administered in line with the same criteria as Ward Member Budgets.

This is the least resource intensive option for Council Officers, Elected Members, and recipients of funding as decisions and allocations would be more manageable than they are currently. It would also speed the process up and aid budget management. In addition, this option would preserve the Civic Lottery allocation for each Elected Member ensuring the benefit of the fund is spread equally across the Wards of Hartlepool.

If the practice of retrospective payment was removed, but a requirement to provide a brief report outlining how the grant was spent within 3 months of the expenditure being incurred was included and a declaration of expenditure be produced prior to the end of the financial year put in place. This would also

remove barriers to applicants and would still provide evidence of how grants have been spent. This practice could be adopted across the whole of the WMB process should the decision to merge Ward Member Budgets and the Civic Lottery be taken. Where requests for funding are received from organisations that are relevant to all / more than one Ward, these could be circulated on a monthly basis in a simple table format to Members who could then indicate to the relevant Officer which initiatives they would like to fund.

8. RISK IMPLICATIONS

- 8.1 Through the implementation of the application and approval framework, a robust and transparent process has been put in place. Ward Members are encouraged to consult with other Ward Members, in the application process to ensure that monies are not used adversely and that projects and / or schemes are responding to local need.
- 8.2 In addition to an annual report presented to Neighbourhood Services Committee, reports are also considered on a quarterly basis by the North and Coastal and South and Central Neighbourhood Forums, the reports and minutes of which are also available online.
- 8.3 The Civic Lottery procedure adopts a more robust approach to the Ward Member Budget process by requiring receipts in relation to expenditure. Merging the two funds and adopting a process that would require a declaration of expenditure to be returned within 3 months of the expenditure being incurred prior to the end of the financial year would provide evidence that the grant had been expended as originally envisaged in the application process. This information should be provided to Members when considering any further applications for Grant Aid.

9. FINANCIAL CONSIDERATIONS

- 9.1 On 24 November 2014, Finance and Policy Committee recommended that Members receive a budget of £4,000 each for 2015/16, in line with previous years and this was subsequently approved by Council at its meeting on 18 December 2014. However in order to ensure transparency during an election period, all Members will be restricted to expenditure of no more than 1/12th of their annual (WMB) between 1st April and the date of the Local Government Election in May. This restriction will also apply to any (WMB) carried forward from subsequent years.
- 9.2 As outlined in Section 6, the Civic Lottery Grants Fund is composed of annual interest earned from the capital investment. Interest is credited to this fund using either the interest rate earned on the Council's investments, or the average interest rate paid on the Council's long term borrowings, depending on which is highest. The total funding available for distribution in 2014/15 is £16,500, and this is a rolling programme. The capital investment (£427,000) remains untouched.

10. **LEGAL CONSIDERATIONS**

- 10.1 Within the original Member decision on 30 April 2012 to approve Ward Member Budgets, it was agreed that a delegation of powers to the Assistant Director (Neighbourhood Services) be awarded (from December 2012 this power has fallen to the Director of Regeneration and Neighbourhoods); this was facilitated through 'executive arrangements' outlined within the Local Government Act 2000 which enables decision making powers to be delegated by the executive, individual Portfolio Holders, or through an Officer. These procedural arrangements also apply to the Civic Lottery programme, as agreed by Finance and Policy Committee on 23 August 2013.
- 10.2 Ward Members Budgets must be used for purposes which originally fell within the 'well being powers' enshrined in the Local Government Act 2000. The well being powers as far as they relate to England have now been repealed under Schedule 1 of the Localism Act 2011 which provides for the 'broader power of competence'. This gives local authorities an explicit freedom to act in the best interests of the community, unless the local authority is prevented from taking that action by common law, specific legislation or statutory guidance. As such, the power of competence can be applied to working in the best interests of Hartlepool Borough Council's Ward Member Budgets.
- 10.3 As outlined in Section 3.6, specific criterion relating to the Civic Lottery Grants Fund is prescribed by the Secretary of State. In 1989, approval was given for an amendment in the Civic Lottery, to include the provision of grants to local charitable organisations. Consent was also given for an increase in the maximum amount that could be awarded from the Civic Lottery from £500 to £2,000 to any one beneficiary. Any further departures from the current criteria would require consent from the Secretary of State.
- 10.4 Current restrictions in relation to the Civic Lottery apply only to the capital fund. As a result the annual interest could be expended in line with the WMB criteria.

11. **STAFF CONSIDERATIONS**

- 11.1 The Council's Community Safety and Engagement Section provide the administration function for Ward Member Budgets and Civic Lottery applications including supporting project development, completion of submissions (as required) and decision record paperwork, and the management of payments. There are no staff considerations in addition to this.

12. **ASSET MANAGEMENT CONSIDERATIONS**

- 12.1 Asset management considerations are not applicable in this instance.

13. EQUALITY AND DIVERSITY CONSIDERATIONS

- 13.1 There are no direct Equality and Diversity considerations in relation to Ward Member Budgets and Civic Lottery Programme.

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

- 14.1 There are no Section 17 implications in relation to Ward Member Budgets and Civic Lottery Programme.

15. RECOMMENDATIONS

- 15.1 Neighbourhood Services Committee is asked to:
- (i) Note the current application process, criteria, and future delivery options in relation to Ward Member Budgets and the Civic Lottery Programme
 - (ii) Continue with the existing arrangement in relation to Ward Members as outlined in section 5.7 enhancing these arrangements through the introduction of a 'declaration of expenditure'.
 - (iii) Endorse the merger of the Civic Lottery £500 Ward Member allocation with Ward Member budgets as explained in section 7.5.

16. REASONS FOR RECOMMENDATIONS

- 16.1 Council requested at their meeting held on 18 December 2014 that consideration is given by the Neighbourhood Services Committee to rolling out the process adopted by Victoria Ward Members in relation to Ward Member Budgets across all wards of Hartlepool.
- 16.2 Finance and Policy Committee requested at their meeting held on 19 August 2014 that options for the delivery of the Civic Lottery Fund be explored and reported to a future meeting of Neighbourhood Services Committee for its consideration. 15.3 No complaints have been received regarding the established WMB process, which is recognised and promoted as best practice.
- 16.3 The transfer of Civic Lottery to the Ward Member budget will provide some certainty going forward regarding future resources and also reduce the intensive administrative element placed upon the Community Safety and Engagement Section which has reduced in size following the 2014/15 comprehensive spending review.

17. BACKGROUND PAPERS

- 17.1 Cabinet: Minutes (30 April 2012) – Ward Member Budgets.
- 17.2 Cabinet: Minutes (4 February 2013) – Medium Term Financial Strategy 2013/14 – 2016/17.
- 17.3 Council: Minutes (14 February 2013) - Medium Term Financial Strategy 2013/14 – 2016/17.
- 17.4 Regeneration and Neighbourhoods Portfolio (12 April 2013) – Ward Member Budgets Report.
- 17.5 Finance and Policy Committee: Minutes (23 August 2013) – Review of Civic Lottery and Minor Awards.
- 17.6 Finance and Policy Committee: Minutes (19 September 2013) - Medium Term Financial Strategy – Review of Reserves.
- 17.7 Regeneration Services Committee: Minutes (26 September 2013) – Environmental Apprenticeship Scheme.
- 17.8 Extraordinary Council: Minutes (19 November 2013).
- 17.9 Council: Minutes (6 February 2014) – Medium Term Financial Strategy 2014/15 – 2016/17.
- 17.10 Finance and Policy Committee: Minutes (25 April 2014) – Community Pool Category 4 Grants 2014/15 Update.
- 17.11 Finance and Policy Committee: Minutes (30 June 2014) – Medium Term Financial Strategy 2015/16 – 2018/19.
- 17.12 Council: Minutes (3 July 2014) – Medium Term Financial Strategy 2015/16 – 2018/19.

18. CONTACT OFFICER

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APPENDIX A

**RECORD OF USE OF DELEGATED AUTHORITY
BY THE DIRECTOR OF REGENERATION AND NEIGHBOURHOODS**

WARD MEMBER BUDGETS – INDIVIDUAL WARD MEMBER BUDGETS

RELEVANT WARD MEMBER/S:	Is this an individual Ward Member or group submission?
RELEVANT AREA COMMITTEE	Either North and Coastal Neighbourhood Forum or South and Central Neighbourhood Forum.
RECOMENDATION/S OF WARD MEMBER/S:	<p>Provide a brief outline of the proposed project, including aims and objectives, along with the total cost and breakdown of costs associated with it.</p> <p>Outline details of consultation with other ward members.</p>
DECLARATION OF INTEREST: (Please complete if this is applicable and explain nature of interest)	Is there an interest to declare in respect of the Ward Member(s)? If so, detail the nature of the interest and note whether this is a personal or pecuniary interest.
REASONS FOR RECOMMENDATIONS:	<p>Detail the need for the proposed project within the ward, i.e. lack of facilities / activities / environmental improvements etc.</p> <p>Link the need, where possible to Ward Profile priorities, local community needs etc (i.e. strengthen the community, reduce crime and anti-social behaviour, improve community safety or the environment, supporting young people etc).</p>
OTHER OPTIONS CONSIDERED:	<p>Provide details of any match funding and / or in-kind support towards the proposed project (including fund applied for and details of any groups approached to avoid duplication).</p> <p>What would happen if the application is not successful or the full amount requested is not awarded?</p>
RELEVANT WARD SUPPORT BUDGET/S:	Detail the total cost of the project and state whose budget this will come from and how much.
CONSULTATIONS	What consultation has taken place and with whom?

OUTCOME OF CONSULTATIONS		<p>What are the benefits of the proposed project and who will benefit?</p> <p>Will the proposed project benefit the whole community or specific groups?</p> <p>Do the outcomes of the consultation support the project's aims and objectives?</p>			
INFORMATION/ ADVICETAKEN INTO ACCOUNT: Civic Lottery Grant Funding check. Land ownership details.		<p>Who has been involved in developing the proposed project?</p> <p>What other considerations have been taken into account in relation to the proposed project, such as land ownership, Policing issues, highways issues – road closure etc.</p>			
LEGAL AND RESOURCE IMPLICATIONS:		<p>Have appropriate permissions been granted, if needed from the Local Authority i.e. development control permissions?</p> <p>Have health & safety implications been taken into account?</p> <p>Does the proposed project comply with the Disability Discrimination Act (DDA)?</p> <p>Are relevant insurances, risk assessments etc in place?</p> <p>Are there sufficient resources to meet the demands of this project, such as suitably qualified and CRB checked staff members?</p> <p>Is there a partnership agreement in place, if applicable?</p>			
APPROVED:		NOT APPROVED		IF NOTAPPROVED, STATE REASONS	
SIGNED				DATE	
CONTACT OFFICER				Contact No	

Approved forms should be sent to the Director (Regeneration and Neighbourhood Services) for publication on the Councils website and distributed by the Head of Community Safety and Engagement in an update report to the following meeting of the Neighbourhood Forums and published on the Council's website. Projects not approved will be collated by the Director (Regeneration and Neighbourhood

Services) for publication and a report on any such issue should be submitted by the Head of Community Safety and Engagement to the following meeting of the NFs for information.

The Director will submit an annual report to the relevant Portfolio Holder recording all Ward Member budget spend.

APPENDIX B**WARD MEMBER BUDGET (BRIEFING NOTE FOR NEW COUNCILLORS – JUNE 2014)**Background

Ward Member Budgets provide Ward Members with a dedicated and flexible resource with which to address local issues and priorities. Ward Members have received an annual allocation since 2012/13. Members have full discretion in deciding their own local priorities, however the Ward Profiles should be considered to ensure that there is no duplication of expenditure or conflicting priorities. The projects, services or facilities need to benefit the ward, be locally derived, meet an identified need and improve the social, economic or environmental wellbeing of residents. Projects cannot undermine Council or partner's priorities or service delivery, and must be lawful.

Ward Member Budgets are not intended to be expended on services that are already being funded, or will be funded in the future by the Council, unless it is to enhance upon the level of service being provided. The funds are also not intended to be used to provide services that are delivered by other public agencies (for example, the Police, Fire Brigade etc), unless the purpose is to supplement what is being provided. Consideration should also be given to the future sustainability of projects, including any ongoing maintenance costs required. Projects should also be considered in terms of whether or not consultation is required. If consultation is required, it is the project lead's responsibility to ensure this is undertaken and provide evidence for this.

2014 / 15 Budget

Each Elected Member has an allocation of £4,000 for 2014/2015, with the exception of the Hart Ward, where each Ward Member has £7,500, and the Seaton Ward where each Ward Member has £6,766, subject to approval by Finance & Policy Committee on 30 June 2014 and if deemed appropriate, Full Council in July 2014.

Process

The Community Regeneration & Development Team support the work of Members in developing proposals. The size, complexity and mode of delivery affects how long this will take. The proposal needs to be developed in sufficient detail to allow the correct procurement procedures to be applied. Where possible, details of the proposal will need to be formally agreed by the Ward Member(s) for sign off and ideally, the agreement of fellow Ward Councillors should be sought.

Projects will be considered under delegated authority by the Director of Regeneration and Neighbourhoods in consultation with the Legal and Finance Departments as appropriate. Once approved, arrangements are made to pay the

relevant group and a record is made of the transaction. Expenditure is reported quarterly at the relevant Neighbourhood Forum meeting and published on the website to ensure transparency. An annual report outlining expenditure is also taken to the relevant Committee. Please note that the reporting procedure also applies to unapproved schemes.

The process operates differently across wards and is managed on a boundary basis (North & Coastal and South & Central). An outline of the process operating in each ward is as follows:

Ward	Ward Member Budget Process
Burn Valley (S&C)	Ward Members are contacted directly with a request for funding from their Ward Member Budget.
De Bruce (N&C)	Ward Members are contacted directly with a request for funding from their Ward Member Budget.
Fens & Rossmere (S&C)	Cllr Clark is contacted directly and applications are considered by Cllrs Gibbon and Lilley on a monthly basis.
Foggy Furze (S&C)	Via an application process – groups contact Tara Davison for an application form. The Ward Members meet 3 times per year to consider applications.
Hart (N&C)	Ward Members are contacted directly with a request for funding from their Ward Member Budget.
Headland & Harbour (N&C)	Ward Members are contacted directly with a request for funding from their Ward Member Budget.
Jesmond (N&C)	Ward Members are contacted directly with a request for funding from their Ward Member Budget.
Manor House (S&C)	Ward Members are contacted directly with a request for funding from their Ward Member Budget.
Rural West (S&C)	Ward Members are contacted directly with a request for funding from their Ward Member Budget.
Seaton (N&C)	Ward Members are contacted directly with a request for funding from their Ward Member Budget.
Victoria (S&C)	Via an application process – groups contact Irene Cross. The Ward Members meet on a monthly basis to consider applications.

* (S&C = South & Central Ward), (N&C = North & Coastal Ward)

Contact Procedure

Your Ward Member Budget is managed by the Community Regeneration & Development Team. Contact the team if you need to discuss anything related to your budget such as:

identifying, developing and implementing proposals;
consultation;
details of approvals / rejections and;
expenditure and up-to-date financial position.

If you are a Ward Member in the South & Central area, please contact:

Fiona Stanforth:
Community Regeneration Officer
Tel. 01429 523278
fiona.stanforth@hartlepool.gov.uk

If you are a Ward Member in the North & Coastal area, please contact:

Tracy Rowe:
Community Regeneration Officer
Tel. 01429 523281
tracy.rowe@hartlepool.gov.uk

CIVIC LOTTERY

APPLICATION FORM



2014-2015

APPLICATION GUIDANCE:

Hartlepool Borough Council's Civic Lottery Fund has an overall budget for the year of £17,000. The fund is composed of annual interest earned from the capital investment, only to be used for the core objectives and criteria of the Civic Lottery.

The Civic Lottery is allocated directly by Ward Members (there are 3 Ward Members in each Ward), who have a budget of £500 each. Applications can be made across ward, if projects meet the criteria to do so.

Please note that under the new criteria, seasonal outings and parties are no longer eligible.

GENERAL CRITERIA

- Any application must be for either leisure, recreational, environmental projects, and for the provision of grants to local charitable organisations.
- Applicants must be based in the Borough of Hartlepool.
- Applicants should be either organisations or individuals supported by a club / organisation.
- Applicants must not have received a grant from the Civic Lottery in the last 3 years.
- Maximum grant available is £2,000 (this has to be eligible for multi ward application).

CRITERIA FOR FUNDING TEAM ACTIVITIES (*INC. FOOTBALL, NETBALL & JAZZ BANDS*)

- Teams must comprise a majority of residents from areas of disadvantage as identified by the 2011 Census.
- Grants of up to £200 per team or band up to a maximum of £300 per group may be awarded as a contribution towards running costs. These are likely to include pitch and league fees and transport.
- Grant aid should not be used to establish new teams.
- Application for equipment will not be supported, i.e. the purchase of strips, nets, balls etc.

GENERAL TERMS & CONDITIONS

- Grants must be claimed within one year of approval.
- Grants will be paid retrospectively upon receipts of expenditure being provided.
- Applications can be considered at any time within the financial year, this is subject to funding availability.
- Applications will be considered by individual ward members or groups of ward members in collaboration with neighbourhood management officers to the prescribed criteria.
- Each application is assessed on its own merit.

Data Protection Act:

All the information you enter on the application form will be stored and held in accordance with the Data Protection Act 1998 and used by Hartlepool Borough Council and its agents for the purpose of analysing and recording grants. If you do not agree to this, please write stating this fact to the address below.

Completed application forms should be emailed to claire.wilson@hartlepool.gov.uk, or posted to the Community Regeneration & Development Team, Civic Centre, Victoria Road, Hartlepool, TS24 8AY.

The layout of this form must not be altered and ALL questions must be answered, only applications that are fully completed will be considered. Please note, if you complete the form electronically the text boxes will expand to contain your answer.

If you have any queries in relation to the completion of the form, please email the above address or contact Claire Wilson on 01429 284160.

SECTION 1: TELL US ABOUT YOUR ORGANISATION

Name of your organisation:

Type of organisation:

When Founded:

Registered Charity

Yes ☐ No ☐ If yes, Reg. No.

Name of main contact (the person we should contact in relation to the application):

Position held in the organisation:

Address and postcode
of Organisation:

E-mail:

Telephone:-

Meeting place of
organisation (if different
from address)

Project Description: Please provide details of the activities that you are seeking funding for.

Why is there a need for the project?

Who will benefit from your project?

Are there any restrictions on membership

Yes ☐ No ☐ If yes, please detail:

Is there an annual subscription?

Yes ☐ No ☐ If yes, please detail terms:

How many members are there?

How much will the project cost in total? (please break down of costs)

TOTAL:	£

How much are you requesting from the Civic Lottery?

£

Have you received a Civic Lottery grant previously?

Yes ☐ No ☐ If yes, when?

Detail other fundraising for the project, including grants approved, applications awaiting decision. Please include name of funder, amount, activity funded and expected timescales for delivery where applicable.

What is the estimated timescale for the start and completion of the project?

Please supply any further information considered necessary in support of the application (continue on to an additional sheet if required)

Governance

Please detail below a list with the names and associated details of your Management Committee/Board of Governors.

Please indicate if any are
Hartlepool Borough
Councillors and Officers

	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Declaration

Please certify that all information is correct.

Signed:

Name (printed) & Position (this should be Chairman, Secretary or Treasurer):

Date:

Office Use Only

Date Application Received:

Amount Requested:

Ward Councillors applied to

Amount Awarded:

Notes:

NEIGHBOURHOOD SERVICES COMMITTEE

16th March 2015



Report of: Assistant Director (Neighbourhoods)

Subject: PROPOSED RESIDENTIAL CONTROLLED PERMIT
PARKING SCHEME – SOUTH CRESCENT,
HEADLAND

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 This is a non-key decision

2. PURPOSE OF REPORT

2.1 To provide Members with an update on a previous decision by this Committee, (September, 2013) to defer a request from residents to introduce a residents only permit controlled parking scheme in South Crescent, Headland.

3. BACKGROUND

3.1 Residents of South Crescent submitted a petition to the Local Authority 3.1 requesting the introduction of parking controls in order to protect the properties and provide some available parking space for residents.

3.2 South Crescent has residential properties on its western border and over looks the sea. Its close proximity to the paddling pool, slipway and pier attract a number of visitors to the area but the limited number of available parking spaces led to several complaints of inconsiderate parking and obstruction of access.

3.3 South Crescent is not wide enough, between Baptist Street and St Hilda's Chare to accommodate on - street parking on both sides of the road but it can accommodate parking on one side.

3.4 South Crescent, between St Hilda's Chare and Wood Street narrows to single lane width and is already protected by an existing prohibition of waiting order.

- 3.5 The petition from residents requested a formal residents only parking scheme and additional enforcement of the existing parking prohibition restrictions.
- 3.6 Although many of the parking issues are caused during the day, there is a belief that many of the vehicles are those of fishermen operating off the pier. They park as close to the pier as possible and this can at times cause access / obstruction issues for the residents. As this activity is tidal based, some of the parking complaints relate to times outside of the core working hours.
- 3.7 This Committee considered the request at its meeting on 2nd September, 2013. A number of objections were received to the proposal from neighbouring properties that considered the formal restrictions in this area would merely displace vehicles into other residential areas. As a result the committee deferred the decision and asked for parking issues at The Headland to be considered as part of the then emerging Neighbourhood Plan for the area. In addition the Members requested that the Parish Council be formally consulted for their views in relation to the scheme and the consequential traffic displacement concerns.
- 3.8 A formal response from The Clerk of the Parish Council has since been received opposing any residential permit controls being introduced in South Crescent and citing concerns regarding the impact of the scheme and the potential effect on traffic in the surrounding areas as reasons for the objection.
- 3.9 The Neighbourhood Plan for the area is now nearing completion of which parking is a consideration, however the Plan concentrates on identifying parking and areas of issue, rather than the viability of appropriate traffic management measures for specific locations. As a result the deferred decision from September 2013 in relation to the specific request to create a residents only permit parking scheme, remains unresolved and a formal decision is needed to draw closure on the original request from residents.

4. PROPOSALS

- 4.1 Residents were initially consulted on a proposal to create a permit controlled parking scheme on the eastern side (coastal) of South Crescent which was less likely to have obstructed access to those properties with dropped kerb access to driveways, however the residents have expressed a preference for the permit parking controls to be directly in front of the properties on the western side of South Crescent.
- 4.2 In order to protect the remaining access it will be necessary to create a 24 hour, 7 day a week, prohibition of waiting restriction on the eastern side of South Crescent.

- 4.3 Residents have been made aware that a permit only parking scheme would be introduced as a new zone under the terms and conditions of the existing permit controlled parking zones already operating in many areas of the town. The permit controlled restrictions would be applicable Mon – Sat between the hours 8:00am – 6:00pm. Residents were sent an explanation of the enforcement hours, permit application process and terms and condition of use as part of the consultation process and are aware that the annual cost of each permit would be £20.
- 4.4 Consultation took place with those properties directly affected by the proposal and residents who had submitted the earlier petition namely those residing at 1-6 South Crescent and 32 – 33 St. Hilda's Chase. The previous petition had been submitted and signed by all the residents. The consultation received a 60% response of which all the respondents favoured the restrictions being introduced, subject to the resident permit parking being directly outside of the properties reflective of Appendix A of this report.
- 4.5 The publicity of the report in September 2013 did however generate a number of letters of objections from residents in the area, who were concerned that the formal parking restrictions may displace traffic and would have an adverse affect on other properties in the immediate area.
- 4.6 Concerns were also expressed as to a regular access requirement for disabled users at 7 South Crescent. The property serves as a care home with regular disabled visitors. There is currently a prohibition of waiting restriction fronting the entrance to the property, however there is room and justification to create a dedicated On Street disabled and / or a specific loading bay which would assist with the disabled parking and access parking requirements. It is therefore proposed that such a parking area should be included at this location in conjunction with the original resident permit request.

5. FINANCIAL CONSIDERATIONS

- 5.1 Resident permits would be offered to residents at a cost of £20 per permit per year. This charge is consistent with other resident controlled parking zones the authority operates.
- 5.2 Subject to approval, there will be an associated advertising cost of approx £300 to advertise the legal orders. This cost will be met from the Parking Services budgets.
- 5.3 Any new restrictions will need to be marked and signed in accordance with the requirements of the Traffic Signs and General Directions Order. The new markings and any subsequent refreshing of the existing restrictions will be met from the Parking Services maintenance budget.

6. LEGAL CONSIDERATIONS

- 6.1 The parking restriction would be controlled by a legal order covering the extent of the permit controlled zone and prohibition of parking restrictions. As part of the legal process the proposed restrictions are required to be advertised by the Head of Legal Services for a statutory period. Any objections which may be received would be required to be reconsidered by this committee.

7. STAFF CONSIDERATIONS

- 7.1 Enforcement would be carried out by the Council's Civil Enforcement Officers (parking), under the jurisdiction of The Traffic Management Act 2004

8. EQUALITY AND DIVERSITY CONSIDERATIONS

- 8.1 As a result of the high disabled access requirements of 7 South Crescent, a dedicated and controlled parking area will provide convenient and available parking for those with mobility problems.

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

- 9.1 Parking difficulties in the area have in the past been the cause of some instances of vehicle obstruction, noise complaints, inconsiderate parking and in some cases damage to parked vehicles which have been reported to The Neighbourhood Policing Team. The proposed parking controls will assist with many of the problems residents have reported and should help improve the number of anti social behaviour complaints reported to the Neighbourhood Policing Team, although the proposed scheme will not be enforceable outside of the core hours of the permit controls.

10. RECOMMENDATIONS

- 10.1 That the proposed resident permit scheme at South Crescent, Headland as shown in **Appendix A** of this report be approved.
- 10.2 That a prohibition of waiting restriction as shown in **Appendix A** of this report be extended to compliment the resident parking restriction and ensure vehicle access is maintained.
- 10.3 That a designated loading / disabled parking bay be added outside of 7 South Crescent.

- 10.4 That the Head of Legal Services be asked to advertise the necessary legal orders for consideration.

11. REASONS FOR RECOMMENDATIONS

- 11.1 To reflect the views of the majority of residents who responded to the consultation.
- 11.2 To ensure a degree of parking control and parking space is available to residents.
- 11.3 That the extension of the prohibition of parking restriction maintains a degree of vehicular access at this location.
- 11.4 The loading / designated disabled parking bay will provide convenient parking and loading provision for registered blue badge holders who have a regular need to park close to the property.

12. BACKGROUND PAPERS

- 12.1 Neighbourhood Services Committee – 2nd September 2013

13. CONTACT OFFICER

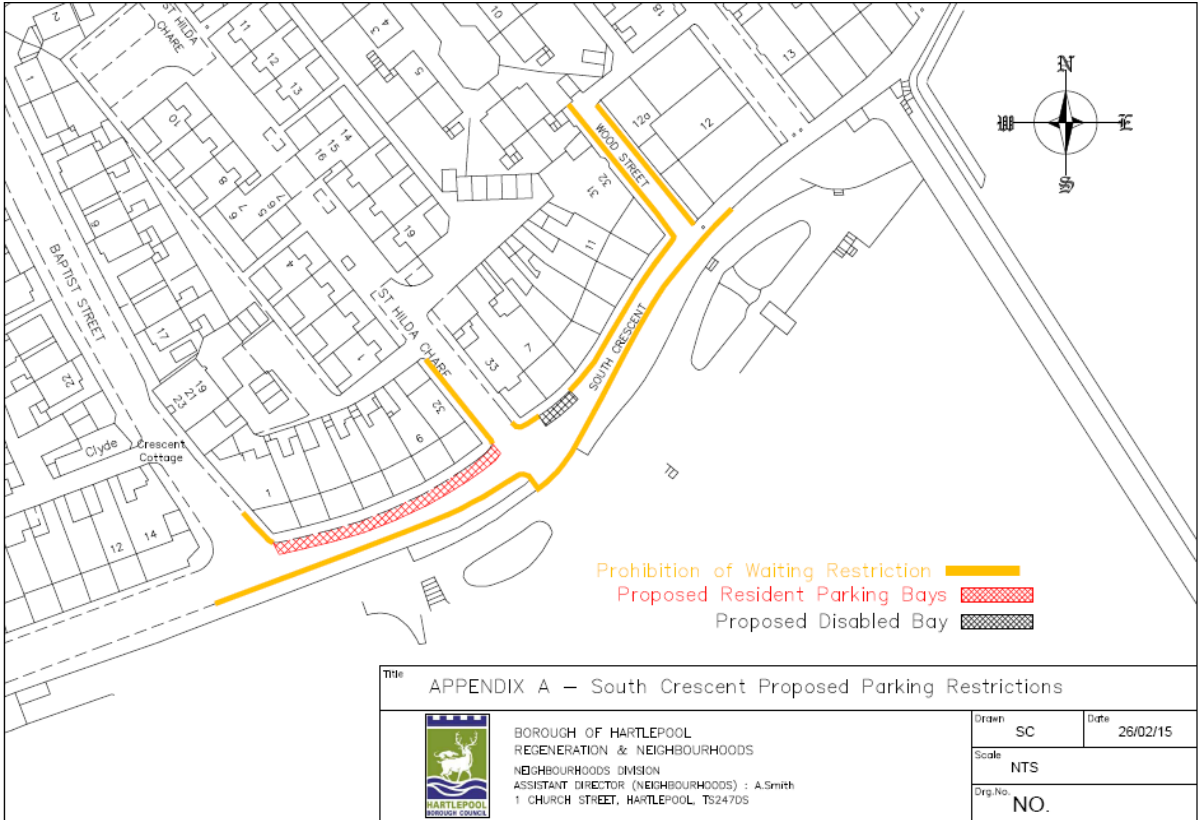
Alastair Smith
Assistant Director (Regeneration)
Level 3
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Hartlepool
TS24 8AY

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Hartlepool
TS24 7DS

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APPENDIX A



NEIGHBOURHOOD SERVICES COMMITTEE

16th March 2015



Report of: Alastair Smith, Assistant Director (Neighbourhoods)

Subject: ALLOTMENTS: 2016 RULES AND REGULATIONS
OF TENANCY

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 For information.

2. PURPOSE OF REPORT

2.1. For information and endorsement of the review of the allotment rules and regulations of tenancy.

2.2 To advise on the 2016 allotment rental prices.

3. BACKGROUND

3.1 Allotment rent

3.2 In 2011, after consultation with tenants, the allotments focus group voted to accept a 75% increase in allotment rents to be phased in over 3 years (2012-15). This rental increase was ratified by Culture, Leisure and Tourism Portfolio in January 2012. This rental increase was brought in as part of a series of measures to make the allotments service sustainable. It also brought the charges in-line with those for other council amenities, with the final phase of this increase being in 2015. Allotment law requires that 12 months notice is given for any change in rental. This means that Committee approval now needs to be sought to set the price for 2016. Once approved, the 2016 prices will be included in the cover letter with tenants' 2015 invoice. This is scheduled to be sent out on the 1st April 2015.

3.3 As part of the ongoing improvements to the allotment service, a review of the rental structure has been carried out. This was in response to complaints from tenants that allotment rents were not consistent across the service, and that tenants on some sites were paying more/less than those on similar sized plots elsewhere.

- 3.4 The review revealed that at present no standard rate exists based on area for allotment plots (e.g. cost per square rod/metre), and there are significant inconsistencies between plots, as it seems that different rates have been applied over time. From 2011, when plots have been cleared and split, a standard rate of £5.55 per square rod has been applied.
- 3.5 In order to rectify these discrepancies, and to introduce a standard rate based on a price per metre, it was first necessary to establish the size of each plot. This is because over time some plots have grown, either by encroaching on lanes and footpaths, or where internal fencing has been removed to amalgamate plots. In contrast, where very large plots have become vacant the allotment team have been subdividing these to create smaller, more manageable, plots in order to offer more people on the waiting list the chance to get a garden.
- 3.6 A re-measuring exercise was carried out in July 2014. This used aerial photographs and O.S maps, using GIS to calculate plot size. A standard variation of 10% was deemed to be an acceptable deviation away from the currently recorded plot size, this allowed for differences which may be caused by surveying discrepancies, such as photographic distortions, unclear boundary lines etc.
- 3.7 All of the 1050 allotment plots in the borough were measured:
- 382 of these plots were outside of the standard variation
 - Of these 129 were found to be bigger than the current measurement on the allotment system.
 - 253 were found to be smaller than the current measurement on the allotment system.
- 3.8 Review of the “Rules and Regulations of Tenancy”
- 3.9 The first comprehensive booklet of Rules and Regulations of Tenancy was introduced in 2010. This booklet is reviewed periodically to ensure that it remains relevant and up to date. Copies of the updated Rules are issued to each tenant with their annual invoice and to new tenants with their copy of the tenancy agreement. The current rules and regulations handbook is attached for information as **Appendix 1**.
- 3.10 By signing their tenancy agreement, allotment tenants are agreeing to be bound by these rules and regulations.
- 3.11 The council does not have a statutory duty to consult with tenants when setting rules for the allotments. However, in order to allow tenants to have an input into the rule book, the allotment team have sought the views of the Allotment Tenants Focus Group since 2011. For the 2015 edition of the rules this consultation was opened more widely and all tenants were invited to comment on the current rules or to propose any amendments that they felt necessary. Comments were received from 9 tenants and one member of the public. **Appendix 2** lists these comments.

4 PROPOSALS

4.1 Allotment rents

4.2 Following a review of the allotment rental structure (outlined above in sections 3.1-3.11), it is recommended that an administration charge of £25 per plot be introduced plus a standard rental charge of £0.15 per m². This would ensure that rents were fair for all tenants and would also generate sufficient rental income to ensure the long-term sustainability of the service.

4.3 The majority of tenants will see little change in their rent from 2015 to 2016. Only those whose plots are substantially larger than the recorded dimensions will see a large rise in their rent. For any tenant who does see a big rise in their rent under this new pricing structure and who is unhappy at the new cost for their plot they have three options:

- they can request that their plot be split into two smaller plots and the other half be offered either to their registered partner or to the next person on the waiting list, therefore halving their rent
- they can surrender their plot and no longer be a tenant (they could choose to go onto the waiting list for a more manageable plot elsewhere or seek to become a partner on another plot)
- requests will also be considered for re-measurements on a case by case basis.

4.4 Review of the “Rules and Regulations of Tenancy”

4.5 Following a review of the current rules and regulations of tenancy and taking into account the views of tenants submitted during the consultation, it is not proposed that any amendments should be made to the current rules.

4.6 The rule booklet will be reprinted to reflect the new contact details for the allotment service and some other minor details, such as the dropping of the appeals panel, and will be re-issued to tenants with their tenancy agreements in April 2015.

5 RISK IMPLICATIONS

5.1 Allotment rents

5.2 Allotment rents need to be proportionate to the level of investment needed to carry out basic remedial works and to maintain the standards required of the allotment service. Failure to address this will result in the stagnation and further deterioration of the allotment service. This would undoubtedly have implications for the allotment holders, key stakeholders and members of the public.

6. FINANCIAL CONSIDERATIONS

6.1 Allotment rents

- 6.2 The total amount of rental income that would be received using the new structure differs from the 2015 total by only £665. This is an average of just 63p per plot. The majority of tenants would see their rent change by only a few pounds one way or the other. A small number of tenants (382 out of 1050) will see a larger change in their rent under the new system; this is due to their plot either having been split into two or where two plots have been joined together.
- 6.3 Table 1 shows the current rental income received in 2014, how much the agreed 2015 rental income will be and the total rental that would be received under the proposed new rental structure.

Table 1

Current rental income 2014 (Based on current recorded sizes and variable rate)	Rental income 2015 (Based on current recorded sizes and variable rate)	Rental income using amended measurements AND applying a standard rate of £25 per plot administrative charge + £.015 per m²
£67,018.66	£78,188.43	£77,523.48

6.4 *Review of the “Rules and Regulations of Tenancy”*

- 6.5 There are no financial considerations for the review of the Rules and Regulations of Tenancy.

7. LEGAL CONSIDERATIONS

- 7.1 Any change to allotment tenancy agreements, including rent, requires 12 months notice. Approval for the proposed changes is therefore required before 1st April 2015 in order for the new rates to be effective on 1st April 2016.

8. STAFF CONSIDERATIONS

- 8.1 There are no staff considerations. The proposals outlined above fall within the regular duties of the allotment team.

9. ASSET MANAGEMENT CONSIDERATIONS

9.1 *Allotment rents*

9.2 The allotments are a valuable and important asset for the council. The setting of sustainable rental values for plots is indicative of the value of this asset and will help to make the delivery of the allotments service sustainable.

9.3 *Review of the “Rules and Regulations of Tenancy”*

9.4 The rules and regulations of tenancy are intended to ensure that the allotments are used for the purpose for which they are intended, and that the condition of this asset is not degraded.

10. EQUALITY AND DIVERSITY CONSIDERATIONS

10.1 There are no equality and diversity considerations.

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

11.1 *Allotment rents*

11.2 By setting a realistic and sustainable rental structure appropriate investment can be made for essential maintenance programmes for security, for example to fencing, locks, gates, etc.

11.3 *Review of the “Rules and Regulations of Tenancy”*

11.4 Historically, there have been a number of incidents on allotments which would fall under Section 17 of the Crime and Disorder Act. These include various acts of anti-social behaviour from petty theft, vandalism, arson and bullying to more serious crimes including fly tipping and the growing of drugs. Having a robust and relevant rule book is vital to ensuring that the council has a straightforward and practical route to tackle these issues.

12. RECOMMENDATIONS

12.1 That Members note the 2016 allotment rental price be set at a standard charge of £25 plus £0.15 per square metre of plot. To come into effect from 1st April 2016 and to be communicated to tenants with their 2015 tenancy agreement to give 1 years notice.

12.2 That the review of the Rules and Regulations of the Tenancy booklet and the comments received during the consultation are noted.

13. REASONS FOR RECOMMENDATIONS

- 13.1 To ensure the delivery of the allotment service remains sustainable and that the value of the allotments as a council asset is protected through the implementation of a fair rental pricing structure and suitable rules and regulations.

14. BACKGROUND PAPERS

- *Allotment Rules and Regulations of Tenancy Second Edition (Amended 2014)*
- Comments received during consultation on proposed amendments to the *Allotment Rules and Regulations of Tenancy Second Edition (Amended 2014)*
- Breakdown of allotment rental structure

15. CONTACT OFFICER

Alastair Smith
Assistant Director (Neighbourhoods)
Level 3
Civic Centre
Hartlepool
TS24 8AY

Tel: (01429) 523401
E-mail: Alastair.smith@hartlepool.gov.uk

Further information:
Helen Beaman
Team Leader (Waste & Environmental Services)
1 Church Street
Hartlepool
TS24 7DS

Tel: (01429) 523358
E-mail: Helen.beaman@hartlepool.gov.uk

Allotment Rules and Regulations of Tenancy



Second Edition Amended 2014

Contents

Foreword	4
Vision Statement	5
Part 1 Your Tenancy	6
Part 2 Site Rules	14
Part 3 Your Plot	21
Part 4 Health and Safety	28
Part 5 Livestock	32
Part 6 Structures.....	35
Part 7 End of Tenancy	41
Part 8 Appeal's Procedure	43
Part 9 Useful Contacts	45

Foreword

This is the 2014 edition of the 'Rules and Regulations of Tenancy' for Hartlepool Allotment Tenants and is the version which all tenants should now adhere to.

This booklet sets out to provide every tenant with a clear understanding of what is required of them on their allotments in Hartlepool. We would appreciate your help, support and co-operation in ensuring your use of the allotment complies with the Rules, Regulations and associated guidance contained in this booklet.

The Allotment Team would like to wish you a successful and happy year of allotment gardening.

Thank you

Hartlepool Borough Council Allotment Team

Vision Statement

Our vision is to work with allotment holders and surrounding communities to:-

- Secure sites with tidy and practical allotments; giving plot holders the opportunity for healthy relaxation, pleasure and social contact.
- Opportunities and encouragement to individuals and communities, including children and young people, wishing to be involved in the cultivation of allotments.
- A willingness to build friendly and co-operative relationships with plot holders, neighbourhood groups, voluntary organisations, children and young people, Police and other community agencies to help improve and develop allotment sites through partnership.
- To encounter, as a result of open and positive communication, a relationship whereby plot holders, allotment associations, members and officers share realistic expectations. Where we work in partnership to develop and support procedures that promote efficient and effective allotment administration.
- Effective and appropriate allocation of resources that become available to achieve prioritised, realistic and shared expectations for allotment sites.
- Fair open and equitable treatment and safe tenure.
- Opportunities for developing gardening skills.
- Fair charges and rents.

Part 1 - Your Tenancy

These rules and regulations are made in line with the Allotments Act 1908 to 1950 and apply to all Council owned and rented allotments, whether association managed or otherwise.

1.1 Tenancy Agreement

- 1.1.1 All plots are let on an annual basis, with the rent year running from 1st April to 31st March.
- 1.1.2 In order to continue a tenancy plot holders must:
 - (a) Sign and return a copy of the Tenancy Agreement (lilac paper) to the Allotment Team by 31st May each year.
 - (b) Pay the required rent within 40 days of the issue of the invoice.
 - (c) Fully comprehend and manage their plot, in accordance with these 'Rules and Regulations'.
 - (d) Annually observe and comply with any amendments to these rules, which may have been made. These changes will be displayed on the site notice boards and may be sent out with the annual Tenancy Agreement.
- 1.1.3 The rent is non-refundable.
- 1.1.4 Each allotment tenancy will be made in the name of one person only, even if more than one person works on the plot.
- 1.1.5 The Council, as landlord, retains all rights and powers over the land.
- 1.1.6 The Council reserves the right to set appropriate annual rent levels and review and revise these levels, as becomes necessary to sustainably continue the service.
- 1.1.7 Any rent increase will occur on 1st April each year; however, tenants will receive 12 months' notice of any variation to this amount.

- 1.1.8 The Hartlepool Borough Council's 'Allotment Rules and Regulations of Tenancy' applies to all tenants, be they existing or new, including self managed sites. Where devolved management agreements exist, some of the Rules and Regulations of Tenancy, e.g. permitted activities may be further redefined or restricted by the particular site management body.

1.2 New Tenants, Eligibility Criteria and Allocation of Plots

- 1.2.1 To be eligible for an allotment plot, a person must be at least 18 years old and reside within the Borough of Hartlepool or less than one mile outside the Borough (Small Holdings Allotment Act 1908 Section 30(2)).
- 1.2.2 Tenants who move out of the Borough will be required to end their tenancies.
- 1.2.3 All plots are let on an 'as seen' basis and the Council is not responsible for any works which may be required after acceptance.
- 1.2.4 When someone confirms their wish to commence a new tenancy, they will be asked to sign a Tenancy Agreement and pay the rent on that plot, prior to being allowed to start work on the plot.
- 1.2.5 New tenants will be expected, within a 3 month period, to undertake a specified level of progress or cultivation, agreed at the start of the tenancy with the Allotment Team. Failure to do this within this period, will result in the tenancy being terminated, in accordance with the tenancy enforcement procedure.
- 1.2.6 If the new tenant, within the 3 month period, has not observed the Rules and Regulations, then one month's notice may be given to end the tenancy under Section 30(2) of the Small Holdings Allotment Act 1908.

- 1.2.7 From 2012, plot allocation will be restricted to one full size plot per person.

1.3 Primary Users

- 1.3.1 The tenant must be the primary user of the plot and responsible for the activities of the registered partner and visitors to the plot. From April 2014, we will be asking all tenants to provide proof of ID along with additional tenancy information (form will be sent out to complete along with your Tenancy Agreement).

1.4 Sale and Sub-Letting

- 1.4.1 The tenancy of an allotment is personal to the tenant and is not transferable. Under Section 27 (4) of the Allotment Act 1908, the tenant may not assign, underlet or part with possession of all or part of their allotment.
- 1.4.2 Any structure, shed or greenhouse sold by the tenant must be removed from the plot forthwith.
- 1.4.3 The sale or sub-letting of plots is strictly prohibited.

1.5 Partnerships

- 1.5.1 A tenant may register one partner to assist on the plot.
- 1.5.2 A registered partner has no automatic right to assume the tenancy of the plot, if the tenant makes the decision to surrender the plot.
- 1.5.3 Any person working the plot who is not registered, will not be considered for tenancy upon surrender of a plot by the tenant.
- 1.5.4 The Allotment Team will consider each tenancy on an individual basis and reserve the right to allocate the plot to a partner, who has been registered and working the plot for a **minimum of 3 years**.

Minimum of 3 years and Regulations of Tenancy

- 1.5.5 In the event of the death of the tenant please see point 7.3.
- 1.5.6 A registered partner will only be considered for offer of tenancy where plots have been managed in accordance with the Rules and Regulations.
- 1.5.7 The Council has the right to dissolve a partnership if they believe it to be necessary for any reason.
- 1.5.8 Plot tenancies must be surrendered by the existing tenant before the Allotment Team will consider the application of the registered partner to take over the plot.
- 1.5.9 If a partnership has been dissolved by the Council, the Council reserve the right to refuse any future partnerships.

1.6 Change of Address

- 1.6.1 The tenant must give written notice of change of address within one month of any change.
- 1.6.2 Failure to comply with 1.6.1 will be deemed a breach of the tenancy Rules and Regulations and the Allotment Team will commence termination of the tenancy.
- 1.6.3 Personal information held by the Council relating to your allotment tenancy will be held in accordance with the Data Protection Act 1998. Any requests for information held by the Council in relation to the allotment tenancy will not be divulged to a third party without express written permission of the tenant.

1.7 Written Correspondence

- 1.7.1 Any written correspondence, for example, letters, notices, forms will be deemed to have been served if sent by post to the tenant at his/her last known address (or by an agreed preferred alternative method, i.e. e-mail) or left in a conspicuous place on their plot.

1.8 Power of Entry and Inspection

- 1.8.1 The allotments are Council owned land and any officer of the Council is entitled, at any time, when directed by the Allotment Team to enter and inspect an allotment garden to ensure compliance with rules and regulations of tenancy.
- 1.8.2 Tenants are advised that photographs are a routine part of the inspection process and these pictures are retained by the Council's Allotment Team for future reference, in accordance with the requirements of the Data Protection Act 1998.
- 1.8.3 You will be in breach of the Rules and Regulations if you cause hindrance or harassment of a duly appointed officer in carrying out inspection of the plot. This will result in an immediate Notice to Quit being issued.
- 1.8.4 Signage will be posted on the entrance gates when inspections are taking place.

1.9 Enforcement of Tenancy Rules and Regulations

- 1.9.1 Where there is a proven breach of tenancy, the Council will take enforcement action against the tenant and begin the eviction process. This may be an instant termination of tenancy and notice to vacate the plot, or a phased warning and opportunity for the tenant to remedy discretions depending upon the nature of the breach of tenancy.

1.10 General Breaches of Tenancy - Enforcement Procedure

- 1.10.1 When evidence exists that a general breach of tenancy has occurred, tenants will be subject to the following enforcement procedure, in order to allow the tenant opportunity to remedy the breach.

(a) 1st Warning Letter

This will outline the nature of the breach(es), give instructions on required actions and **14 days** for the tenant to rectify the problem.

(b) 2nd Warning Letter

If, after the 14 day period, it is found that no or insufficient action has been taken, then the tenant will be issued with a 2nd warning letter. This will give the tenant an **additional 14 days** to rectify the breach.

(c) Notice to Quit

If, after 14 days from the 2nd warning, it is found that no/insufficient action has been taken, then the tenant will be issued with a **Notice to Quit**.

The Notice to Quit informs the tenant that the tenancy will be terminated in **one month** and that the eviction process has commenced.

In this period, they must remove all possessions and locks and leave the allotment plot in an agreed condition.

(d) After the one month has expired, a **Notice of Re-entry** will be posted on the allotment plot in a prominent position and the Council will then have regained possession of this plot and all items which remain on it.

The tenant will receive a letter to confirm that the tenancy has ended.

(e) On termination of the tenancy, any works which are required to bring the plot to the standard that it may be re-let, will be undertaken by the Council and the outgoing tenant charged for this.

1.11 Tenant Record of Warnings

- 1.11.1 From April 2012, any breaches of tenancy (i.e. first or second warning) received by the tenant will remain relevant for 3 years (from the date of the first warning). This system aims to prevent persistent abusers of the rules and regulations.
- 1.11.2 Tenants who, in one season, received a first warning for example for non cultivation, then subsequently took adequate action that year, but then commit the same offence within the 3 year period, would receive a 2nd warning for that offence rather than another 1st warning.

1.12 Serious Breaches of Tenancy - Enforcement Procedure

- 1.12.1 Where it is deemed that a serious breach of tenancy has occurred (see list below for definition) then an immediate Notice to Quit will be issued and tenants will be instructed to vacate the plot within one month and their tenancy will be ended.

1.13 Examples of Circumstances for Immediate Notices to Quit

- 1.13.1 Abuse or violence towards other tenants, the Allotment Team or members of the public.
- 1.13.2 Criminal activities.
- 1.13.3 Activities which may cause significant harm to human or animal health or to the environment.

1.14 Sickness or Inability to Manage Plot for a Short Period of Time

- 1.14.1 Tenants who are unable to cultivate their plot for reasons such as illness, work commitments or other personal circumstances, should contact the Allotment Team to inform them of this. All such details will be strictly confidential.

- 1.14.2 At the discretion of the Allotment Team, tenants may be given a 'waiver' of a maximum of 6 months and will not be subject to the normal inspection / enforcement procedure in this time.
- 1.14.3 It is advised that tenants who are unable to manage their plots fully for whatever reason, should contact the Allotment Team for advice and support.

1.15 Splitting of Plots

- 1.15.1 Plots which are of a larger size may be considered to be split, at the discretion of the Allotment Team, where a tenant is unable to manage the full plot.
- 1.15.2 Once the plot has been split and new tenancy has been created, this change will be permanent.

Part 2 - Site Rules

2.1 Authorised Persons

- 2.1.1 Only the tenant, any registered partner or accompanied guest(s) are allowed on the allotment site, except during site open days or in accordance with 2.1.4.
- 2.1.2 The allotment officer or other authorised person(s) (including, where applicable, association or committee members) may order any unauthorised person to leave the allotment site immediately.
- 2.1.3 No person under the age of 18 years of age is allowed on site, unless accompanied by an adult or has been given permission in accordance with 2.1.4.
- 2.1.4 Non-tenants may be allowed on site when the tenant is away to water plants, tend to animals etc. if permission has been granted and the Allotment Team/site committee has been informed.
- 2.1.5 The tenant is responsible for the behaviour of children and adults visiting the allotments. In an instance where a visitor breaches site rules, then the tenant will be held equally responsible.

2.2 Site Hours of Use

- 2.2.1 Allotments should only be accessed in the hours of daylight (i.e. dawn until dusk).
- 2.2.2 Those requiring access to the allotments outside of these hours (i.e. for exceptional needs, such as animal husbandry etc) must contact the Allotment Team for permission.
- 2.2.3 Overnight stays are strictly forbidden.

- 2.2.4 The Council reserves the right to delegate authority to any appropriate policing or security body to challenge the activities of any person found on an allotment site at any time of the day.

2.3 Keys

- 2.3.1 All tenants will be issued with one set of keys.
- 2.3.2 Any additional or replacement keys will be subject to a charge and require written permission from the Allotment Team.
- 2.3.3 Keys must be returned at the end of the tenancy, failure to do so will incur a charge of £25.
- 2.3.4 Tenants must ensure that keys are kept in their possession and must not be lent out to any third party.
- 2.3.5 Unauthorised copying of keys is strictly forbidden.

2.4 Locking of Gates

- 2.4.1 All tenants and authorised persons must lock gates on entry and departure to prevent access by unauthorised persons or animals. This applies even if the gate is found to be already unlocked on arrival /departure.

2.5 Reporting of Crime and Anti-Social Behaviour

- 2.5.1 Allotment tenants are encouraged to report any instances of crime or anti-social behaviour on allotments to the Police and the Allotment Team.

2.6 Access

- 2.6.1 The tenant, registered partners or visitors must only enter the allotment site by the provided tracks, path and associated gates.

- 2.6.2 No additional entrances or gates can be installed without prior written permission of the Council's Allotment Team.
- 2.6.3 Tenants cannot modify or interfere with the padlocks, fences, gates or any other security provision made by the Council.
- 2.6.4 Tenants must pay due regard to their own personal health and safety and of others who may be around them.

2.7 Vehicles on Allotment Sites

- 2.7.1 It is not permitted to use allotment plots for parking or garaging of vehicles or caravans.
- 2.7.2 Plot users are requested to park considerately and not block access ways to adjacent properties or routes that might be required by maintenance or emergency vehicles. Paths must not be obstructed or parked on by vehicles unless for purposes of loading or unloading. Owners of vehicles which frequently and persistently block paths will be issued with a warning.
- 2.7.3 Pedestrians have priority use of allotment tracks at all times and vehicles must drive with due care and consideration, stopping to allow pedestrians and other users to pass safely.
- 2.7.4 Drivers must limit their speed to 5 mph.
- 2.7.5 The Allotment Team reserve the right to prohibit vehicular access (both temporarily and permanently) onto sites, if they believe that it is detrimental to the site, e.g. due to damage to the internal pathways or issues caused by unauthorised access (i.e. theft or fly-tipping) or for the safety of tenants.

2.8 Expected Behaviour of Tenants

- 2.8.1 Tenants must not discriminate against, harass, bully or victimise any other person/s on the grounds of race, colour, ethnic or national origin, language, religion, political or other

opinion, belief, gender, marital status, age, sexual orientation, sexuality, medical condition, disability or disadvantage by any other condition which cannot be shown to be justified.

- 2.8.2 No tenant must cause another tenant harassment, alarm or distress. Any use of violence or threats of violence or damage to another's property will be grounds for immediate termination of tenancy and possible prosecution.
- 2.8.3 Allotment plots and any structures may not be used for any illegal, immoral or anti-social purpose. Tenants found to have committed an illegal or immoral act will be subject to immediate tenancy termination.
- 2.8.4 In the case of unresolved tenancy disputes, where no one party can be proven as being in breach of any site rules, then the Council reserves the right to end the tenancy of both parties. The Council reserves the right to consult with the site representative regarding any such disputes.

2.9 Notices and Advertisements

- 2.9.1 Notice boards are for the sole purpose of displaying information by allotment associations and the Council.
- 2.9.2 No notices or advertisements are allowed without the permission of the Allotment Team.

2.10 Water

- 2.10.1 The tenant shall not waste or contaminate water and the Council encourage the use of water saving devices such as water butts.
- 2.10.2 All standpipes will be considered as a common resource to be shared with surrounding tenants.

- 2.10.3 Notwithstanding a ban from the Water Authority, hose pipes are permitted to water directly if hand held or to fill water butts, provided that this does not prevent other tenants having access to water supplies.
- 2.10.4 Any tenant who the Allotment Team considers to be using excessive quantities of water, or is seen to consistently monopolise the water supply to the detriment of other tenants will be issued with a warning.
- 2.10.5 Any form of unattended mains connected irrigation (such as sprinklers and timed devices) are not permitted.
- 2.10.6 Alteration or illegal connections to the water supply would be considered a serious breach of tenancy and tenants who have inherited such connections on their plots are advised to contact the Allotment Team.
- 2.10.7 The Council reserves the right to switch off the water supply for period of time, if it is deemed necessary for maintenance work or to prevent damage to the water supply infrastructure, i.e. during winter months. Tenants will receive notification if water supplies are to be affected.
- 2.10.8 Tenants are not eligible for rent rebates on sites where water supplies have been temporarily turned off.

2.11 External Fencing

- 2.11.1 No structures are to be attached or supported by external fencing. Where this is currently the case, plot holders will be expected to make arrangements to rectify the situation when external fencing replacement or maintenance is undertaken.

2.12 Internal Paths and Communal Areas

- 2.12.1 Where present, the tenant shall keep internal paths and communal areas adjoining the allotment, clean and free from

flowering weeds and long overgrown grass (that exceeds 15cm) and in good repair.

- 2.12.2 The tenant shall not obstruct or allow to become obstructed, any path or road and soil must be kept clear of the edge to enable rainwater to drain away.
- 2.12.3 Where division paths exist, they should provide a clear and unobstructed access of at least 45cm wide and be included in the cultivated area.
- 2.12.4 In order to facilitate access by emergency services and maintenance vehicles, tenants of allotment plots adjacent to main access tracks must ensure that:
 - (a) the track is kept free of obstructions and hazards at all times;
 - (b) materials and manure are delivered directly into plots and not left unattended;
- 2.12.5 Tenants must not change or interfere with plot boundaries or encroach into alleys.

2.13 Notifiable Pests and Plant Diseases

- 2.13.1 Notifiable pests, plant diseases, Injurious weeds and invasive plants should be reported to the Allotment Team.

2.14 Pests

- 2.14.1 Tenants are advised to refer to the guidance provided on our website in order to reduce the occurrence of pests.
- 2.14.2 All requests for pest control treatment must be made by contacting the Allotment Team on 523333.

2.15 Security and Covert Surveillance

- 2.15.1 Tenants are advised that mobile CCTV cameras and other surveillance equipment can and will be deployed by the Council and other authorised agencies as necessary, to monitor and gather information about activities on allotment sites for enforcement purposes.

2.16 Fault and Repair Reporting

- 2.16.1 Faults and maintenance problems with security gates, locks, water pipes and fences should be reported to the Allotment Team. Once issues are identified, most minor repairs will be undertaken as soon as reasonably practical by a Council assigned contractor.
- 2.16.2 Emergency faults which arise out of normal working hours which may compromise the security of the site should be undertaken using the Council's appointed contractors, details of which will be made available to allotment associations.

Part 3 - Your Plot

3.1 Plot ID Numbers

- 3.1.1 The plot number must be shown clearly on each plot at all times, so that they can be easily located by maintenance staff and emergency services.

3.2 Use of Plot

- 3.2.1 The tenant shall use the allotment plot for the recreational growing of vegetables, fruit, flowers or lawn and permitted livestock.
- 3.2.2 The cultivated area of the plot is the area defined as the area that is cultivated for crop or flower production, this should represent approximately 75% of the total plot.
- 3.2.3 The cultivated area may also include greenhouses, poly tunnels and fruit cages, housing for chickens and rabbits (all structures will require permission to be granted before erection).
- 3.2.4 Allotments must be kept clean and maintained in a good state of cultivation and fertility throughout the year.
- 3.2.5 An area that is cleared annually of weeds yet remains uncropped or unplanted during any one year will be considered as non-cultivated.
- 3.2.6 Cultivation requires that the tenant annually dig, mulch, prune and weed the plot.

3.3 Weeds

- 3.3.1 It is the tenant's responsibility to keep the plot free of weeds that cause a nuisance to adjoining tenants.
- 3.3.2 Weed seed heads must be removed before the seed has set.

- 3.3.3 Long grass or detritus that may harbour pests must be removed.
- 3.3.4 Tenants must control pernicious weeds which spread through root extensions (e.g. couch grass and ground elder) or from runners (e.g. brambles).
- 3.3.5 Allotments that have areas that are not suitable for production, such as heavily shaded areas, excessively sloping land, impoverished or polluted soils, or buildings/concreted areas which existed previously may be allowed extended utility, lawn or conservation areas. Any such exemptions will be at the agreement of the Allotment Team.
- 3.3.6 Up to 25% of the plot may be used for utility purposes this includes sheds, storage areas, workshops, waste incinerators, seating, housing for animals (other than rabbits or chickens). Permission will be required for any structures erected on plots (see Part 6).

3.4 Trees and Hedges

- 3.4.1 All fruit trees must be adequately maintained and the maximum height for any tree on an allotment plot is 3 metres.
- 3.4.2 Hedges must not exceed 2 metres in height.

3.5 Unauthorised Use of the Plot

- 3.5.1 Commercial Activities
 - (a) The tenant shall not use the allotment plot, or allow it to be used, for the purposes of any trade or business.
 - (b) The bringing onto the plot of produce or materials for the purpose of selling is not permitted. Exemptions exist for activities such as Allotment Association shops (which must be registered with the Council).

3.6 Storage of Materials on the Plot

- 3.6.1 The storage of goods or materials not directly connected with the cultivation of the plot is not permitted.
- 3.6.2 The Allotment Team have the right to ask the tenant to remove any items which they deem should not be stored on the plot.
- 3.6.3 Materials which are to be stored for use on the plot can only be stored for a maximum of 6 months. After this period, the tenant will be asked to remove surplus materials within a set time period.

3.7 Waste Disposal

- 3.7.1 Waste derived from the plot must be responsibly disposed of at a licensed waste disposal facility. Tenants may take waste materials from allotments to Burn Road Household Waste and Recycling Centre. Please contact the Allotment Team for further details.
- 3.7.2 The use of the plot for waste recycling or disposal is strictly forbidden.
- 3.7.3 The tenant shall keep the allotment plot and the surrounding area clear of litter, refuse or other rubbish.
- 3.7.4 The tenants shall not deposit, or permit to be deposited on the allotment plot, any refuse or decaying matter (except manure and compost in such quantities as may be reasonable required for the use in the cultivation of the allotment plot).
- 3.7.5 All deliveries of manure etc. should be supervised by the tenant and taken onto the plot immediately.
- 3.7.6 Tenants who fail to remove manure etc. will be issued with a warning and may be liable for clean-up cost.

15.03.16 Allotments - Rules and Regulations of Tenancy

- 3.7.7 Tenants who witness illegal flytipping onto allotment land should immediately contact the Police or Allotment Team. All reports will be treated in the strictest confidence.
- 3.7.8 Any building materials which are delivered to sites, e.g. window frames for greenhouses, must be taken into the plot immediately. Failure to do so will be deemed to be flytipping and the Environmental Enforcement Team will be notified.
- 3.7.9 The tenant must not place any refuse or organic matter elsewhere on the site (e.g. vacant plots or path ways). This will be deemed to be flytipping and the Environmental Enforcement Team will be notified.
- 3.7.10 Tenants who are found to have illegally disposed of waste will be given an immediate Notice to Quit, as this is deemed to be a serious environmentally damaging act.

3.8 Composting

- 3.8.1 Tenants are encouraged to compost organic waste, as a preferred alternative to burning.
- 3.8.2 The tenant shall maintain compost heaps in a tidy condition and they must be in proportion to the size of the plot.
- 3.8.3 Advice on composting can be found on our website or available from the Allotment Team.

3.9 Restriction on Open Burning (Bonfires)

- 3.9.1 Bonfires are banned between 1st April and 30th September each year.
- 3.9.2 All bonfires now require a permit which must be obtained from the Allotment Team at least 24 hours in advance (see Part 8). A burning permit will be valid for a period of one week.

Allotment Rules and Regulations of Tenancy

Neighbourhood Services Committee - 16.3.2015

APPENDIX 1

- 3.9.3 Bonfires are permitted in the months of October, November, December, January, February and March only.
- 3.9.4 Tenants who obtain the required permit can have a bonfire during the requested week between the hours of 10.00am and dusk.
- 3.9.5 Bonfires must be attended at all times and failure to do this would be deemed a serious health and safety and environmental offence and tenants will be issued with an immediate Notice to Quit.
- 3.9.6 Bonfires must be restricted to no more than one cubic metre in size or contained in a metal brazier of approximately 45 gallon size.
- 3.9.7 Suitable methods to extinguish fires must always be available, i.e. water or sand.
- 3.9.8 Only organic material, i.e. perennial weeds, diseased plants or untreated wood may be burnt.
- 3.9.9 The burning of the following materials is strictly forbidden and will lead to immediate Notice to Quit and referral for prosecution under the Environmental Protection Act 1990.
 - (a) Any material producing black smoke, i.e. rubber, plastics, foam, paint.
 - (b) Any material originating from outside the allotment site.
 - (c) Any other material which may cause environmental damage or harm to human health.
- 3.9.10 Tenants should be aware that any bonfires which cause smoke nuisance under the Environmental Protection Act 1990, Section 80 may be subject to independent enforcement action.

- 3.9.11 Tenants who light a fire within 50ft (15.24m) of the centre of a highway may be guilty of an offence under the Highways Act 1980.
- 3.9.12 When lighting bonfires, consideration must always be given to the prevailing weather conditions and the effects of the smoke on other tenants and occupiers of neighbouring premises.
- 3.9.13 The Council reserves the right to refuse bonfire permits to those tenants who do not show due consideration to the rules.
- 3.9.14 A limited number of permits will be issued on each permitted burning week and these will be subject to regular checks. When tenants request a permit, but the allocation has been filled, they will be given priority for the next permitted burning period.
- 3.9.15 The health and safety of other tenants and neighbouring residents must always be given priority.

3.10 Use of Materials as Weed Suppressants

- 3.10.1 The use of carpets as a weed suppressant is banned, due to the chemical contents and non-biodegradable nature of such items.
- 3.10.2 Other weed suppressants, such as black plastic, should only be used as an aide to clearing the plot and should be removed at the earliest opportunity.

3.11 Minerals

- 3.11.1 The tenants shall not:
 - (a) sell or carry away any mineral, soil, stone, gravel, sand, slate, flints, clay or sub-strata or allow any other person to do so;

15.03.16 Allotments - Rules and Regulations of Tenancy

- (b) bring in any mineral material which may contaminate the plot or be detrimental to the soil quality or fertility.

Part 4 - Health and Safety

4.1 Personal Safety

- 4.1.1 Tenants have a duty of care to ensure the health and safety of everyone on site, including visitors, trespassers and themselves.
- 4.1.2 The Council will not be held responsible for any damage or injury resulting from activities undertaken by tenants or their guests on, or in connection with, their use of the allotment plot.
- 4.1.3 Particular care should be taken when using strimmers, rotavators and other mechanical / powered equipment. Appropriate personal protective equipment should be worn at all times and machinery operated in accordance with the manufacturer's instructions.
- 4.1.4 Unsafe working practice may result in tenancy termination and the tenant shall be liable for any damage or injury caused by unsafe working practices.

4.2 Insurance and Personal Liability

- 4.2.1 Tenants are advised to seek professional advice about their personal and public liability and property insurance cover to ensure that it meets the requirements of their activities. Activities which may require additional insurance cover could include, for example, storage of hazardous materials, high risk activities or high value items. They may also wish to consider becoming a member of one of the national allotment organisations, where membership benefits may be available.
- 4.2.2 Seek their own personal liability and property insurance cover against theft, damage and personal injury.
- 4.2.3 Have responsibility for the security of any article taken onto the allotment site.

- 4.2.4 Tenants must have adequate insurance cover for the use of heating appliances or the storage of hazardous materials and copies of these must be presented annually on registration of hazardous materials.

4.3 Hazardous Materials on Allotments

- 4.3.1 All tenants with hazardous materials on plots are required to:-
- (a) register them with the Council on the 'Hazard Registration' form (pink paper) when hazardous substances are brought onto the plot;
 - (b) ensure they are stored correctly and securely and used in accordance with manufacturers' guidelines;
 - (c) display a hazard sign on their gate or in a prominent place (this will be provided by the Allotment Team when permission has been granted for storage);
 - (d) failure to adhere to the above rules of tenancy will be deemed a serious breach of tenancy and tenants will be issued with an immediate Notice to Quit.
 - (e) Provide evidence of insurance in accordance with 4.2.4.
- 4.3.2 The use of **any** heating appliances (including stoves) and the storage of fuels and hazardous materials (such as gas cylinders and chemicals) is strictly prohibited without the prior written consent of the Allotment Team.
- 4.3.3 Tenants wishing to use a heating appliance or to store hazardous substances on allotments must agree to allow the Allotment Team to share their details to relevant third parties, i.e. the emergency services and Police if and when required.

- 4.3.4 The use of heating appliances or the storage of Hazardous Substances without the required permission will be deemed a serious breach of tenancy and tenants will be issued with an immediate Notice to Quit, if found to be in breach of this condition.

4.4 Hazardous Material Storage

4.4.1 Restriction on Pesticides and Fertilizers

- (a) Under the Control of Pesticides Regulations (COPRA 1997) anyone who sells, supplies, stores or uses a pesticide must take all reasonable precautions to protect the health of humans, creatures and plants, safeguard the environment and avoid the pollution of water.
- (b) Pesticides and fertilisers must be used and stored in accordance with the manufacturer's instructions in an approved container, well out of the reach of vulnerable people and locked away, if necessary.
- (c) Nitrate fertiliser must not be stored within 10 metres of a watercourse or field drain.

4.4.2 Disposal of Pesticides and Fertilisers

- (a) Associations and plotholders should contact the Allotment Team for information on the safe disposal of pesticides and fertilisers.
- (b) Pesticides should never be included in the household rubbish, burnt, placed in skips or poured into any kind of drainage system or watercourse.

4.5 Storage and Handling of Fuel for Heating and Machinery

- 4.5.1 Fire and explosions are a real risk on plots and pose specific dangers to the emergency services tasked to deal with them. In order to reduce risk to the public and emergency services, the following restrictions will be operating:-

13.03.16 Allotments - Rules and Regulations of Tenancy

4.5.2 Restriction on Gas Cylinders

- (a) Only canisters containing LPG are to be used on plots for heating and lighting (subject to 4.3).
- (b) Acetylene is strictly forbidden.
- (c) The maximum canister size is 15kg, of which only two canisters (be they full or empty or any stage between) are permitted on a plot at any one time.

4.6 Restriction on Flammable Liquids

- 4.6.1 Maximum inclusive total of 20 litres (4.4 gallons) of flammable liquid (paraffin, petrol, diesel, methylated spirits, oil, etc.) can be stored by tenants on plots.
- 4.6.2 All flammable liquids must be in containers specifically designed for their storage with appropriate, visible and readable safety warnings on the outside of the container.
- 4.6.3 All flammable liquids must be stored in a manner which means that any accidental leakages will not contaminate the allotment or any watercourses or drains nearby, i.e. in a double skinned container or an appropriate alternative.
- 4.6.4 Containers to be kept in adequately secure and ventilated circumstances.
- 4.6.5 Fuel in machinery or heaters is not included in this storage total, but should not exceed an additional inclusive total of 10 litres (2.2 gallons) for the plot.
- 4.6.6 All spillages must be cleaned up immediately and significant spillages MUST be reported to the Allotment Team.
- 4.6.7 Sand, cat litter or proprietary oil absorbent must be kept in case of spillage.

Part 5 - Livestock

5.1 Animals on Allotments

5.1.1 The Allotment Act 1950 allows the following animals on allotments:

- (a) **Chickens**
- (b) **Rabbits**

5.1.2 Where a flock of 50 fowl or more is kept, the said flock must be registered with DEFRA under the Avian Influenza (Preventative Measures Regulations 2005).

- (a) Cockerels are not banned from any site, but do require a permit and are limited to 1 per plot.

5.1.3 All sites will be kept under review to ensure the presence of cockerels does not become a nuisance to neighbouring properties. If a noise nuisance occurs then tenants will be referred for prosecution under the Environmental Protection Act 1990 (Sections 79 and 80) Noise nuisance Regulations. The Allotment Team reserve the right to ban cockerels from any site.

5.1.4 The keeping of the following animals may also be considered, but are subject to prior written approval by the Allotment Team:

- **Bees**
- **Small mammals** (including ferrets, guinea pigs)
- **Birds** (including pigeons, doves, turkeys, ducks and geese)

5.1.5 Tenants wishing to keep any type of animal on their plot must first submit a compulsory Animal Registration Form (yellow form) to the Allotment Team and resubmit if the numbers change.

- 5.1.6 Full details of the type and number of animals must be given.
- 5.1.7 If tenants cannot be clear or precise about the exact number of each type of animal, they are requested to indicate a maximum number.
- 5.1.8 The Allotment Team reserve the right to decline applications for certain animals or request a revision of the number of animals kept on a plot, where it is felt necessary.
- 5.1.9 Hoofed animals (horses, cows, pigs, goats and sheep) are not permitted to be housed on allotments (horses are defined as; horses, ponies, donkeys and zebra) (except subject to 5.2).
- 5.1.10 Dogs are not permitted to be housed on allotments (except subject to 5.2).

5.2 Exemptions

- 5.2.1 Dogs and Horses historically kept/registered on allotment sites prior to April 2010 may be subject to an exemption and will be allowed to stay on the plot for the remainder of their lives, subject to the following criteria:
 - (a) All dogs **must be** micro chipped and details supplied to the Allotment Team. Unchipped dogs will not be permitted to stay on allotment plots.
 - (b) All horses **must be** micro chipped, pass ported and details to be supplied to the Allotment Team.
 - (c) Exempt animals will be subject to an annual inspection, failure to allow access by the Allotment Team will result in the permission being revoked.

- (d) Dogs should not be a source of nuisance (barking/howling) and if deemed to be so, then the Council has the right to ask the tenant to remove the animal(s) within 14 days.

- 5.2.2 Tenants who bring new/additional unregistered dogs/horses onto the allotments will be in breach of their tenancy and enforcement action will be taken and previous permissions for other dogs/horses revoked.
- 5.2.3 It is a requirement to keep dogs on a lead or under close control, so that they do not stray onto other plots.
- 5.2.4 Tenants must ensure the responsible removal and appropriate disposal of dog faeces, in accordance with The Fouling of Land by Dogs (Borough of Hartlepool) Order 2008. If dog foul becomes a problem on a site, then all existing permissions for dogs to be housed on the site will be revoked.
- 5.2.5 Tenants keeping dogs and horses (under the exemption) on their allotments are required to hold public liability insurance for their animals, as these animals are not subject to allotment insurance cover.
- 5.2.6 It is the responsibility of the tenant to remove and legally dispose of any dead livestock from their plot. Advice may be obtained from the Allotment Team.

5.3 Inspections

- 5.3.1 The Council has the right to undertake regular inspections of animals being kept on allotment plots.
- 5.3.2 If the welfare of any animal is deemed to be compromised, then the Allotment Team will ask that remedial action be taken or that the animal is removed to more suitable accommodation.

- 5.3.3 Failure to comply with these requests will result in referral for prosecution under The Welfare of Animals Act 2006.

5.4 End of Tenancy

- 5.4.1 Where tenants have given up plots or have been evicted and they fail to remove their animals, these animals will be taken into the possession of the Local Authority and the tenant will be responsible for any charges for accommodating these animals or for veterinary treatment.

Part 6 - Structures

6.1 Consent/Permissions

- 6.1.1 The tenant shall not, without prior written consent of the Council's Allotment Team (blue "Structures" form), **erect** any structures, or **extend** or make **significant alterations** to any existing structures.
- 6.1.2 The "Structures" form (blue) needs to be fully completed and include details of the following:
- (a) Use of structure
 - (b) Heating of structure
 - (c) Structural dimensions (i.e. total height, width, building footprint) in metres
 - (d) Description, picture or drawing of proposed structure
 - (e) Foundation type
 - (f) Materials used in construction

6.2 Structure Parameters

- 6.2.1 Structures permitted in the 75% cultivation area
- (a) Poly tunnels
 - (b) Greenhouses
 - (c) Fruit cages
 - (d) Water butts and composters
 - (e) Hen or Rabbit housing
 - (f) Paths
 - (g) Incinerator/brazier
- 6.2.2 Structures which MAY be permitted in the 25% utility area, subject to permission from the Allotment Team
- (a) Concrete bases for sheds/greenhouses, not exceeding 16metre square
 - (b) **Storage/potting/tool sheds**

- (c) Patios
- (d) Ponds/wildlife areas
- (e) Small pigeon lofts/animal housing (excluding kennels)
- (f) Temporary storage areas

6.2.3 Structures which MAY NOT be permitted and which will require additional planning consent or environmental permits

- (a) Large communal areas (i.e. association meeting rooms/association shops)
- (b) Structures larger than the permitted 16metre square based sheds
- (c) Large pigeon lofts/animal housing
- (d) Fences higher than 2m
- (e) Structures constructed from brick/block work
- (f) Caravans/portacabins/shipping containers
- (g) Dog kennels
- (h) Stables
- (i) Patios/pathways greater than 25% of the total plot area (i.e. where hard pathways are required for increased accessibility)
- (j) Brick built chimneys

6.2.4 Height - ground based single storey structure

- (a) Maximum height to eaves 1.82 metre (6feet)
- (b) Maximum height to ridge from ground 2.74m (9 feet).

6.2.5 Foundations

- (a) A tenant will be required to remove (or pay for the removal of) foundations at the end of the tenancy.

6.2.6 Area

- (a) No individual structure can exceed 16 square metres.

- (b) There should be at least 1m spacing between any structure and an external allotment fence for maintenance.
- (c) All structures must be adequately secured to the ground to prevent uplift with sheds and glass houses requiring a footing on slabs bedded on sand.
- (d) All structures must be kept within the boundary of the plot and not constructed over underground utilities (e.g. water pipes).

6.3 Guidance for Structure Use and Construction

6.3.1 Use of Structure

- (a) Any proposed structure or alteration to an existing structure on an allotment plot, must have a clear horticultural purpose in relation to the cultivation, maintenance of the plot or the welfare of permitted animals, for example:
 - Cultivation, e.g.
 - greenhouse, poly tunnel, compost area, water butts and fruit cages;
 - Storage, e.g.
 - low risk garden tools and materials for use on the plot only;
 - potentially hazardous liquids, e.g. fertiliser, pesticides, herbicides and fuels will be permitted in small quantities in accordance with the rules and regulations 2014;
 - animal feed, which should be stored securely to prevent pest infestations.

6.3.2 Heating of Structure

- (a) All heating appliances to be used on allotments must be registered on the “Hazards Substances Registration” form (pink form).
- (b) Under the Clean Air Act 1993, it is an offence to emit smoke from the chimney of a building from a furnace or any fixed boiler, if located in a designated smoke control area.
- (c) It is also an offence to acquire ‘unauthorised’ fuels for use within a smoke control area, unless it is used in an ‘exempt appliance’. The current maximum level of fine is £1,000 for each offence.
- (d) Hartlepool Allotments lie within the smoke control zone therefore are subject to the above restrictions.
- (e) For further information please contact Hartlepool Borough Council’s Environmental Health Team.

6.3.3 Materials

(a) Reclaimed or Recycled Materials

- The Allotment Team will need detailed information about what will be used and how it will affect the external appearance. For example, old doors used as external walls are likely to be unacceptable.

(a) New Materials

- Brick and block work may not be permitted as they are not easily removed and will also require additional planning permission.

6.3.4 Internal Fences

- (a) Solid fences adjacent to neighbours plots should not exceed 1 metre in height and wire and trellis fences should not exceed 1.5 metres in height.

6.4 Restrictions on Structures

- 6.4.1 Tenants may put up one shed (provided they do not exceed the permitted size limitations) per plot and this will be included within the 25% utility area (see 6.2.2).
- 6.4.2 All Greenhouses, poly tunnels and fruit cages will be considered within the 75% cultivation area (see 6.2.1).
- 6.4.3 No structure will be permitted which will impact on the ability to use or enjoy the plot of neighbouring tenants, i.e. cause shading.
- 6.4.4 Any structure on the allotment must be maintained to an appropriate appearance and condition. If the Council is not satisfied with the state of the structure, the tenant must either repair it to the Allotment Team's satisfaction, or remove the structure within 28 days of instruction to do so.
- 6.4.5 Any structure must be temporary and able to be removed, when the tenancy ends.
- 6.4.6 No structures are to be attached to or supported by external fencing (see 2.11.1).
- 6.4.7 Structures which lie outside the parameters of the structural criteria listed below require planning permission and the Allotment Team has the right to refuse any structure which they deem to be unacceptable for allotments (see 6.2.3).

Part 7 - End of Tenancy

7.1 Termination of Tenancy by Tenant

- 7.1.1 The tenant may give up the tenancy of the allotment plot by giving one month notice, in writing, to the Council's Allotment Team, or less if agreed.
- 7.1.2 On termination of tenancy, no refund of the annual rent will be given.
- 7.1.3 On notification of termination of tenancy, the tenant must meet and agree with the Allotment Team on the condition which the plot must be surrendered in and the tenant must take any action necessary to meet this.
- 7.1.4 Failure to leave the plot in the agreed condition will result in the Council undertaking the work and a charge will be made to the tenant.
- 7.1.5 When the tenant leaves the plot he/she must ensure that any shed or structure on the plot, which has been given permission to remain, has been emptied of its contents and any lock or padlock removed.
- 7.1.6 All keys must be returned to the Allotment Team within 14 days of the termination of tenancy, failure to do so will result in a charge of £25.

7.2 Termination of Tenancy by the Council

- 7.2.1 The Council may require the tenant to vacate the allotment site by:
 - (a) Re-entering the allotment site after providing a 'Notice to Quit' in accordance with the eviction procedure set down in these Rules and Regulations. This will occur if the tenant has breached any of the rules and regulations of tenancy.

- (b) Re-entering the allotment site after providing three months' notice, in writing, to the tenant if the land is required for building, mining or any other industrial purpose (or roads or sewers necessary in connection with any of those purposes) or if the land is required by Council for the purpose (other than agriculture) for which the land acquired by the Council or has been appropriated under any statutory provision.

7.2.2 Providing a notice, in writing, with 12 months or longer notice expiring on or before 6th April or on or after 29th September in any year. Where the Council holds an allotment site under lease, on determination of that lease arrangement, the tenancy of the allotment plot will be terminated. The Council is not obliged to issue a Notice to Quit.

7.3 Death of a Tenant

- 7.3.1 The tenancy of the allotment shall terminate upon the death of the tenant and the next of kin will be given adequate time to remove personal possessions and produce from the plot.
- 7.3.2 The plot will automatically be returned to the possession of the Council in the interim period until a new tenant is assigned.
- 7.3.3 Upon the death of a tenant, any registered partner who meets the requirement of section 1.5, may be given the option to take over the tenancy. This offer will be made at the discretion of the Allotment Team.
- 7.3.4 Plots will not be transferred to a next of kin unless they fit the criteria of section 1.5.
- 7.3.5 Tenants are advised that no human or animal remains can be scattered or buried on the allotment plot/site.

Part 8 - Appeal's Procedure (Subject to Approval)

- 8.1 A right to appeal exists for any tenant who is issued with a Notice to Quit their tenancy in accordance with the allotment rules and regulations. A tenant wishing to appeal the notice should do so, in writing, within 10 working days of the date of the Notice to Quit letter. The appeal, detailing why the notice is disputed, should be addressed to the Waste and Environmental Services Manager, 1 Church Street, Hartlepool, TS24 7DS.
- 8.2 An appeal hearing will be called on request following receipt of an appeal letter, with the evidence submitted by the tenant presented to the Appeal's Panel for consideration. The evidence submitted by the tenant will be considered alongside the current allotment rules and regulations .
- 8.3 The hearing will comprise of a panel of representatives from allotment associations and will be chaired by the Service Development Manager . There are 3 options available to the panel as follows:-
- (a) Uphold the termination (a further 1 month Notice to Quit will be issued).
 - (b) Re-instate the tenant with a probationary period of 3 months, where any further breach of the Allotment Terms and Conditions will result in immediate termination with no right of appeal.
 - (c) Re-instate the plot holder (no probation).
- 8.4 The decision of the Appeal's Panel will be final. The tenant making the appeal will be informed of the decision, in writing, within 5 working days of the date of the meeting.

Comments, Compliments and Complaints Procedure

Hartlepool Borough Council aims to provide high quality services that meet the needs of local people. We want to make our services as efficient and effective as possible. To do this we need to know whether we're getting it right and how we can improve services for you.

- If you are not satisfied with a service, tell us why not and what we can do to improve things.
- If we are doing things really well, we would like to hear about that too.
- Also, we would be interested to hear any suggestions you have for making Hartlepool Borough Council services even better.

We promise to listen carefully to what you have to say and respond promptly to your comments and complaints. Any information you provide will be treated confidentially. We aim to deal with any complaints impartially, objectively and professionally. Making a complaint will not affect the treatment or services that you or your family receive.

Complaints in relation to a Notice to Quit are excluded from the Council's general complaints procedure, a specific route of appeal exists for these matters under part 8 of the allotment rules and regulations of tenancy.

We will make every effort to resolve a complaint to the customer's satisfaction but if we are not able to do this, the customer can ask the Local Government Ombudsman to investigate their case.

If you wish to submit a complaint, comment or compliment to the Council you can do this by calling the Council on 01429 266522 or visit our website on www.hartlepool.gov.uk.

Part 9 - Useful Contacts

Hartlepool Borough Council Allotment Team

- Website www.hartlepool.gov.uk/allotments
- Telephone 01429 523406
- Pest Control 01429 523333
- Email allotments@hartlepool.gov.uk
- Address 1 Church Street
Hartlepool
TS24 7DS
- Forms As part of “Digital First” (the Council’s new initiative), all forms (e.g. structures, animals, hazards etc.) can now be downloaded from our website
- Facebook www.facebook.com/hartlepoolallotments



Hartlepool has dedicated Police Officers and Police Community Support Officers (PCSOs) in each ward.

A single point of contact telephone number operates, which ensures residents can contact their ward officers, or if they are on duty, where a message can be left securely, with the certainty of call back.

**SINGLE POINT OF CONTACT
01429 235811**

Dial 101 - Non Emergency

Dial 999 in an Emergency

**Community Safety
01429 855560**

**Greenbank - Out of Hours
01429 869424**

Notes

Index

Section	Title	Page
Part 1	Your Tenancy	6
1.1	Tenancy Agreement	6
1.2	New Tenants, Eligibility Criteria and Allocation of Plots	7
1.3	Primary Users	8
1.4	Sale and Sub-Letting	8
1.5	Partnerships	8
1.6	Change of Address	9
1.7	Written Correspondence	9
1.8	Power of Entry and Inspection	10
1.9	Enforcement of Tenancy Rules and Regulations	10
1.10	General Breaches of Tenancy - Enforcement Procedure	10
1.11	Tenant Record of Warnings	12
1.12	Serious Breaches of Tenancy - Enforcement Procedure	12
1.13	Examples of Circumstances for Immediate Notices to Quit	12
1.14	Sickness or Inability to Manage Plot for a Short Period of Time	12
1.15	Splitting of Plots	13
Part 2	Site Rules	14
2.1	15.06.16 Notices - Rules and Regulations of Tenancy Authorised Persons	14

Allotment Rules and Regulations of Tenancy

Neighbourhood Services Committee - 16.3.2015

APPENDIX 1

Section	Title	Page
2.2	Site Hours of Use	14
2.3	Keys	15
2.4	Locking of Gates	15
2.5	Reporting of Crime and Anti-Social Behaviour	15
2.6	Access	15
2.7	Vehicles on Allotment Sites	16
2.8	Expected Behaviour of Tenants	16
2.9	Notices and Advertisements	17
2.10	Water	17
2.11	External Fencing	18
2.12	Internal Paths and Communal Areas	18
2.13	Notifiable Pests and Plant Diseases	19
2.14	Pests	19
2.15	Security and Covert Surveillance	20
2.16	Fault and Repair Reporting	20
Part 3	Your Plot	21
3.1	Plot ID Numbers	21
3.2	Use of Plot	21
3.3	Weeds	21
3.4	Tees and Hedges	22
3.5	Unauthorised Use of the Plot	22
3.6	Storage of Materials on the Plot	23

15.03.16 Allotments - Rules and Regulations of Tenancy

Section Title	Page
3.7 Waste Disposal	23
3.8 Composting	24
3.9 Restriction on Open Burning (Bonfires)	24
3.10 Use of Materials as Weed Suppressants	26
3.11 Minerals	26
Part 4 Health and Safety	28
4.1 Personal Safety	28
4.2 Insurance and Personal Liability	28
4.3 Hazardous Materials on Allotments	29
4.4 Hazardous Material Storage	30
4.5 Storage and Handling of Fuel for Heating and Machinery	30
4.6 Restriction on Flammable Liquids	31
Part 5 Livestock	32
5.1 Animals on Allotments	32
5.2 Exemptions	33
5.3 Inspections	34
5.4 End of Tenancy	35
Part 6 Structures	36
6.1 Consent/Permissions	36
6.2 Structure Parameters	36
6.3 Guidance for Structure Use and Construction	38
6.4 Restrictions on Structures	40

Section Title	Page
Part 7 End of Tenancy	41
7.1 Termination of Tenancy by Tenant	41
7.2 Termination of Tenancy by the Council	41
7.3 Death of a Tenant	42
Part 8 Appeal's Procedure	43
Comments, Compliments & Complaints Procedure	44
Part 9 Useful Contacts	45



**Produced by Hartlepool Borough Council
Regeneration & Neighbourhoods Department
1 Church Street
HARTLEPOOL
TS24 7DS**

Current rule	Proposed amendment	Difference/ reason for amendment	Response
All rules	Remove all rules	"Allotments are leisure gardens not to be enforced. The rules should guide and support not dictate"	Allotments are clearly defined by the Allotments Acts 1908 to 1950. All the rules and regulations are in line with these Acts. The council has a duty to protect the allotments as a public amenity and the rules and regulations provide a structure for this to be done. Only those tenants who are abusing the allotments will be subject to enforcement action under these rules.
New rule	Allow tenants with more than one plot to put them all in their name so they don't have to use the names of friends and family on tenancies	None given	As there is a high demand for allotments they are restricted to one per person. Obtaining multiple tenancies in false names is fraud and will result in eviction from all the plots. The tenant must be the primary user of that plot.
New rule	Let voluntary sector take over allotments so no need for rents or let the groups on the allotments run them	none given	This is not a rule suggestion but about the management of the allotments. Whoever runs the allotments would need to charge a rent to provide income for the essential maintenance of the site. Woodcroft was self-managed but voluntarily returned to council running in 2013. Briarfields are currently working through the process to become self-managed.

New rule	Council to take over responsibility for internal fencing	Tenants cannot afford to repair internal fences	As with all other structures on the plot such as sheds, greenhouses, paths, etc. internal fencing is the responsibility of the tenant. The allotment service does not have sufficient funds to maintain internal fences. Where vacant plots have been cleared and split new internal fencing is installed to demarkate the boundary of the plot, however, upon the plot being let this reverts to the responsibility of the tenant.
1.1.2 (a) - sign and return tenancy agreement	Remove rule	Does not feel that tenants should have to sign tenancy agreement	A member of the public cannot become a council allotment tenant without signing a tenancy agreement otherwise the council could not know who the tenant was or who to communicate with regarding the tenancy. This is the same for any kind of rental; from a hire car to a rented house. A gardener can choose not to sign the tenancy and to not have an allotment in which case it will be offered to the next person on the waiting list. Allotment tenancies are offered on a one year basis therefore the tenancy agreement must be signed and returned each year.
1.1.2 -tenancy agreements	No proposed amendment	Wants amendments of rules to be displayed on notice boards and maybe sent out	The next edition of the rules (amended 2015) will be sent out to every tenant with their tenancy agreement in April 2015 as usual.
1.1.8 - rules apply to all tenants including self managed sites	Does not agree with devolved management	Tenants have the right to carry out their own activities without being restricted by a devolved group.	This process of devolved management is outside the scope of the rule book. 1.1.8 simply states that the rules apply to all tenants.
1.8 - power of entry and inspections	None proposed	Questions if council officers can enter a tenanted house or business without prior permission	The tenancy agreement allows council officers power of entry for inspections. By signing the tenancy agreement tenants are giving permission for access to

			plots.
1.8 - power of entry and inspections	That council staff working on allotments to carry out inspections should have horticultural knowledge	Thinks that enforcement officers should focus on tackling litter and dog foul on the street rather than assisting with inspections	All officers involved in the inspections have received basic training on carrying out inspections and what to look for. The majority of warnings are issued for non-cultivation and in most cases it is clear (even to a layman) whether a plot is being cultivated or being allowed to run wild. Where there is a dispute advice can be sought from colleagues in the council's horticulture section if required. This is where the photographic record of the plot is required. Other common warnings include for non-return of tenancy agreement or non payment of rent neither of which require a horticultural background.
1.11 - record of warnings	Warnings should not last 3 years and each warning should be discussed by the focus group	None given	The warnings sytems is set up on a "three strikes and you're out" basis. This was brought in to tackle the widespread "inspection square yard" which was where a tenant would get a warning for non cultivation at inspection, then dig over a square yard of plot every year to have the warning removed and make it look like the plot is being cultivated. If warnings did not stay on a tenant's record for a period of time it would be impossible to ensure a good level of cultivation. In addition, if every warning issued had to be discussed first with the focus group inspections would become completely unworkable.
1.3.1 - defines the "primary user" of the plot	Remove rule	Don't want ID	Already removed bit about the ID scheme

1.8.2 - Photographs will be taken of all plots	Remove rule	Don't want photos taken of plots	Photographic evidence is vital to ensure that the condition of plots is recorded over time. This means that should any future query, dispute or concern arise officers can compare the current state of the plot against the photo record, particularly if the query stretches over several years. With over 1,000 plots this would be impossible without the photo evidence. This has been debated multiple times by the Allotments Tenants Focus Group who agree the need for photographic records to be kept of plots.
1.15.2 - Once a plot has been split and a new tenancy created this split will be permanent	Remove rule	Don't want plot splits to become permanent	Once a plot has been split and a new tenancy created the new tenant could only be evicted following the enforcement procedure outlined in the rule book. We could not evict a tenant purely in order to recombine a previously split plot. This would be very unfair on the new tenant.
2.1.2 - requiring an unauthorised person to leave	Allow unrestricted access to allotments	Allotments are public property so no one should have access restricted	Allotments are a public asset managed by the council. Some restrictions must be applied to protect tenants, authorised visitors, staff and the site itself from crime and anti-social behaviour.
2.1.1 and 2.1.4 - Permitted non tenants on sites	Remove rule	Not always possible to give notice of sickness, holidays, etc.	Unless tenants let officers know about any unaccompanied helpers they have no way of knowing if an unaccompanied person is a genuine helper or an unauthorised trespasser. The council received regular complaints about unauthorised people accessing allotments to set fires, vandalise plots and steal items from plots, therefore it is important that we know who people are on the site.

2.2.1 - Hours of use	Remove rule	Not always possible to access plot during daylight hours due to work commitments, etc. One comment states the need to attend after dark to "fill up the fire"	Allotments by their nature are full of trip hazards, uneven surfaces, mud and sharp implements such as tools, glass-houses, etc. None of the council's allotment sites have streetlights, therefore we cannot authorise access at night for safety reasons. The potential insurance claims for an accident that occurred in the dark if we authorised night time access would be considerable.
2.4 - locking of gates	Do not lock gates	Locked gates obstruct the emergency services	The emergency services have been provided with master keys to open allotment gates in an emergency. Locking gates, particularly at night, is essential to prevent fly tipping and other crime.
2.4.1 - locking of gates	Tenants who leave gates open should be reported to council	2.4.1 states that gates must be locked but does not currently allow for the issuing of warnings for those leaving them open./ Security risk	Agree that gates being left open is a major security risk and a major contributory factor to fly tipping, arson and theft.
2.7.5 - speed limit in lanes	None proposed	Speed limits are not enforceable	Speed limits are applied for the safety of pedestrians in the lanes.
2.7.5 - restrictions to vehicle access to allotments	Remove rule	To deliver animal feed, compost, plants, etc.	A disproportionate amount of the allotment budget is spent each year removing fly tipping and resurfacing damaged lanes due to inappropriate vehicle access.
2.8.4 - unresolved tenancy disputes	Remove rule	Concern at council "sitting in judgement on allotment holders". Also queries who "site representative" is.	Where tenancy disputes between two or more parties cannot be resolved, even after passing through the corporate complaints procedure and external mediation has been tried, this is the only remaining option for ensuring public order is maintained on site. The site representative is a volunteer from the site who liaises with the council about issues on their site.

2.10.7 - switching off of water supplies for maintenance	None proposed	Concerned about animal welfare implications of turning off the water supply.	On occasion the water may need to be turned off at a stop cock to allow for maintenance to pipes, etc. If this was to be required it would be for a minimum duration necessary to complete the work and signage would be posted on site to make tenants aware of the work.
2.15 - Use of CCTV	Remove rule	Too "Big Brother-ish"	Use of CCTV is strictly controlled by RIPA and other legislation and is only used for the prevention and detection of crime on the allotments. Members of the public are subject to CCTV recordings throughout their daily lives in many public places and so the use of CCTV cameras on allotments would be no different to other "hot spots" of petty crime and anti social behaviour.
2.16 - Out of Hours emergency contacts	No proposed amendment	Not aware of any emergency contacts	The Emergency Out of Hours contact number is printed in the back of the Rules and Regulations of tenancy handbook which is given to all tenants. The wording of the next edition will be re-worded to highlight this.
2.16 - fault and repair reporting	No proposed amendment	Council should repair faults when reported	Repairs are currently undertaken as soon as reasonably practical. The allotment service does not have the capacity to carry out repairs itself, therefore all repairs are contracted to other council teams or approved external contractors. Occasionally delays to repairs are unavoidable due to lack of funding, capacity issues for internal teams, contractor availability, parts ordering, weather, or other unforeseen problems, however repairs are always completed as soon as possible.

3.2.3 - cultivated area	Remove requirement for structures to have permission	To much paperwork for council and structures do not need planning permission.	The rules around structures are laid out fully in section 6. Historically plots often became so cluttered with structures that little cultivation was possible. They also caused safety concerns, as before structures were regulated they were often little more than dangerous "lean-to" constructions made from any old materials and posed a large fire risk. In other cases the structures were so large and solidly built as their removal after the tenant left the plot was extremely difficult and expensive. The council's planning section advised the formation of the rules on structures.
3.6.3 - storage of materials	Remove this rule	Feels that the allotment team should not say what can and cannot be stored on plots	The storage of materials on plots, particularly where these are flammable, is regulated to reduce the risk of arson/accidental fire, because they reduce the amount of land available for cultivation, and can provide harbour for rats and other pests. They also cost a great deal of money to remove and dispose of when the plot becomes vacant. Restrictions on storage of materials has been strongly recommended by the Fire Brigade.
3.7.3 - keeping the plot and surrounding areas free of rubbish	Remove rule	Feel that it is the responsibility of the council to keep communal areas clear of rubbish	The council regularly removes fly tipped waste and other rubbish from communal areas, however, allotment holders need to "do their bit" to keep these areas clean by not dropping litter on site or throwing unwanted items over fences.
3.9 - fires	Allow fires in contained bins	None given	3.9.6 states that fires "must be contained in a metal brazier of approximately 45 gallons in size" so this is already allowed in the current rules.

3.9 .1 - bonfires banned between April and September	Allow burning during April to September	Would allow burning during the school summer holidays to avoid complaints from schools.	Fires are banned during April to September so residents living near to allotment sites can dry their laundry outside and have their windows open during the summer months without the nuisance of drifting smoke from allotment fires. Any change to this would be strongly opposed by residents and the environmental health team.
3.9.2 - fire permits	Remove fire permit system completely and allow uncontrolled burning. Another comment called for the council not to stop fires.	No other allotment team requires permits	The permit system was brought in after long consultation with the Allotment Tenants Focus Group, local residents, Cleveland Fire Brigade and the Council's Environmental Health Team. Apart from allotment tenants, all key stakeholders involved in discussions about fires called for them to be banned completely. The fire permit system was brought in as a compromise to allow some burning but at the same time to protect residents from nuisance smoke and the Fire Brigade from unnecessary call outs. The permit system was relaxed in 2014 to allow more permits per site and complaints from residents and the Fire Brigade soared.
3.9.14 - limits number of fire permits	None proposed	Where the permit allocation has been filled tenant's requesting a permit will be given priority in the next burning period - thinks this has not been the case	Where permit allocations have been filled tenants requesting a permit are given priority at the next period. Have not received any complaints that tenants have not been able to obtain a permit.
4.2.4 - insurance	None proposed	Questions if residents need insurance for heaters, etc. in their back gardens	The council does not regulate back gardens.
5.1.2 (a) - registering of flocks of more than 50 birds	Remove rule	Rule book is too long for tenants to read so not aware of this rule. Afraid that tenants with large flocks have to hide them from officers carrying out inspections	The registering of flocks of more than 50 birds with DEFRA is required by law under the Avian Influenza (Preventative Measures) Regulations 2005. Section (a) relates to the keeping of cockerels, and the limit of one per plot has already been removed.

6 - structures	Provide list of materials that are not allowed in construction rather than a list of regulations	Temporary structures do not require planning permission	The regulations on structures were developed in conjunction with the Councils Planning Department in response to strict planning guidelines. The development of local structural guidelines within the tenancy agreements have been put in place to prevent tenants from having to apply for individual planning permission for structures (both temporary and semi-permanent on the allotment) . This would result in considerable cost to the tenants.
6.2.6 (b) - a gap of 1m required between structures and external fencing	None proposed	Questions if tenants pay rent on this area?	The rent covers the whole plot. This gap is required to allow access to the fence for maintenance.
6.3.4 - internal fences	Internal fences over 1m high should be allowed	To improve security by stopping burglars climbing over.	The height of fences is governed by planning legislation. Those sites where the internal fences are low actually see less crime as the low fences allow any unauthorised access to be spotted and reported straight away. Where high fences have been used, thieves have gained access by pulling fencing down.
6.4.1 - sheds	One shed per plot on the 25% utility area	None given but questions pigeon lofts	6.4.1 already restricts sheds to one per plot and counts sheds as part of the utility area. Pigeon lofts are covered by 6.2.2 which states that pigeon lofts may be permitted within the utility area subject to gaining separate planning permission from the Council (as they are not considered by planners to be accepted allotment structures). Tenants requesting permission to erect any structure which is not within the parameters of the tenancy agreement will require individual planning permission.

7.2.1 (b) - re-entering the site if land is required for other purposes	Remove rule	Disagrees with 3 months notice	This is a statutory provision of the Allotments Act 1922 Section 10.
8.3 - appeals panel	Remove rule	This has been voted out	The Allotments Tenants Focus Group originally asked for an appeals panel to be set up to consider appeals against notices to quit. After numerous discussions on the format and procedures for the Appeals Panel the Tenants Focus Group decided to drop the appeals panel and return appeals to the councils corporate complaints procedure in Jan 2015. This will be reflected in the next edition of the rule book.