

# NEIGHBOURHOOD SERVICES COMMITTEE AGENDA



**Monday 16 February 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 19 January 2015 (*previously circulated*)

**4. KEY DECISIONS**

No items.

**5. OTHER ITEMS REQUIRING DECISION**

- 5.1 Fulthorpe Avenue Verge Tarmacking – Update Report – *Assistant Director, Neighbourhoods*
- 5.2 Council Plan 2015/16 – Regeneration and Neighbourhoods Department Proposals – *Director of Regeneration and Neighbourhoods*
- 5.3 Warrior Drive Bus Shelter Request – *Assistant Director, Neighbourhoods*
- 5.4 Seaton Lane Bus Shelters Request – *Assistant Director, Neighbourhoods*



**6. ITEMS FOR INFORMATION**

- 6.1 Strategic Financial Management Report – As at 31 December 2014 – *Director of Regeneration and Neighbourhoods and Chief Finance Officer*
- 6.2 Allotment Holders Contribution to the Hartlepool Foodbank – *Assistant Director, Neighbourhoods*

**7. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**

**ITEMS FOR INFORMATION**

**Date of next meeting – Monday 16 March 2015 at 9.30am in the Civic Centre, Hartlepool**



# NEIGHBOURHOOD SERVICES COMMITTEE

16<sup>th</sup> February 2015



**Report of:** Assistant Director (Neighbourhoods)

**Subject:** FULTHORPE AVENUE VERGE TARMACKING –  
UPDATE REPORT

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non-Key.

## 2. PURPOSE OF REPORT

2.1 To advise the Committee of further consultation undertaken, following the report to Committee in October 2014, which outlined a proposed scheme to convert a grass verge in Fulthorpe Avenue to tarmac.

## 3. BACKGROUND

3.1 The Council regularly receives complaints, town wide, concerning grass verge damage resulting from parked vehicles and driven vehicles mounting kerbs etc.

3.2 Since January 2010, ten such complaints have been received directly relating to the damaged grass verge in Fulthorpe Avenue. A subsequent inspection of the area reinforced these concerns.

3.3 The stretch of road is used by delivery vehicles travelling to and from the local shops, and this is believed to be the main cause of the damage to the verge.

3.4 As is the case for similar situations in other areas of the town, it was proposed to convert the grassed verge area to tarmac with the hope of alleviating the problem.

3.5 Consultation with residents however, showed that 4 were in favour and 6 against, and at the Neighbourhood Services Committee meeting of 27 October 2014 it was agreed that “further options be explored to alleviate the problem in consultation with local shop owners.”

#### **4. CONSULTATION**

- 4.1 A proposal was developed which would have seen the existing bus lay-by at the front of the shops extended, with the bus stop moved forward, and a loading bay created closest to the shops for deliveries.
- 4.2 Consultation has been carried out with the shops, with particular regard to the Nisa shop. This is the one with the lay-by directly outside, and the business which brings the largest wagons for deliveries.
- 4.3 Nisa responded that they did not wish to see the bus stop moved further away from their premises, as they feel that bus passengers are a major source of footfall into the shop.
- 4.4 They were however sympathetic to the issues in Fulthorpe Avenue, and have given a commitment to use smaller wagons for deliveries, which should prevent them from causing damage to the grass verge. A letter has been sent to Nisa seeking to secure this commitment in writing (See **Appendix 1**), and its return is currently awaited.

#### **5. FINANCIAL CONSIDERATIONS**

- 5.1 There are no financial implications from the report.

#### **6. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 6.1 There are no equality or diversity implications.

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

- 7.1 There are no Section 17 implications.

#### **8. RECOMMENDATIONS**

- 8.1 That the commitment from Nisa be noted, but the issue be re-visited should there be subsequent damage to the grass verge, resulting from delivery vehicles at some point in the future.

#### **9. REASONS FOR RECOMMENDATIONS**

- 9.1 The agreement to use smaller delivery vehicles should prevent damage being caused to the grass verge, without the need for Council expenditure

on an extended lay-by, which wouldn't be popular with the shops in any event.

## 10. BACKGROUND PAPERS

10.1 There are no background papers.

## 11. CONTACT OFFICER

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APPENDIX 1

**Denise Ogden**  
*Director of Regeneration & Neighbourhoods*

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4<sup>th</sup> February 2015

**The Manager**  
**NISA**  
**King Oswy Drive Shops**  
**Hartlepool**

Dear Sir/ Madam,

**DELIVERIES TO NISA STORE, KING OSWY DRIVE**

I write following the discussions between yourselves and the Council late last year, regarding damage to grass verges in adjacent streets caused by deliveries, and the possible lay-by extension and bus stop re-location in King Oswy Drive.

From those discussions it was established that you had no wish to see the lay-by extended and subsequent re-location of the bus stop to allow for a loading bay, but were happy to look at using smaller vehicles for deliveries, to help prevent damage in the nearby streets.

This was an agreeable solution to both parties, and the Council are now looking to confirm this agreement in writing, ahead of a report being taken to its Neighbourhood Services Committee meeting of 16 February.

I would be grateful if you could please sign one copy of this letter and return it in the freepost envelope attached, and keep the other for your own records.

I would like to thank you for your co-operation in this matter, and in helping to reach a successful solution.

Yours sincerely,

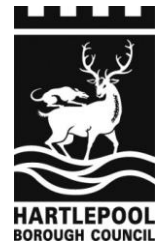
A handwritten signature in black ink that reads 'P. Frost'.

.....**Peter Frost**  
**Highways, Traffic & Transport Team Leader**  
**Hartlepool Borough Council**

.....  
**NISA Retail Ltd**

# NEIGHBOURHOOD SERVICES COMMITTEE

16<sup>th</sup> February 2015



**Report of:** Director of Regeneration and Neighbourhoods

**Subject:** COUNCIL PLAN 2015/16 – REGENERATION AND  
NEIGHBOURHOODS DEPARTMENT PROPOSALS

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non-Key Decision

## 2. PURPOSE OF REPORT

2.1 To provide the opportunity for the Neighbourhood Services Committee to consider the proposals for inclusion in the 2015/16 Council Plan that fall under the remit of the Committee for the Regeneration and Neighbourhoods Department.

## 3. BACKGROUND

3.1 A review of the Outcome Framework was undertaken as part of the 2014/15 service planning process. Some minor changes have been made to the Framework for 2015/16 which were reported and agreed by Finance and Policy Committee on 13<sup>th</sup> October 2014.

3.2 As in previous years detailed proposals are being considered by each of the Policy Committees throughout February in respect of their areas of responsibility. A further report will be prepared for Finance and Policy Committee on the 23<sup>rd</sup> March detailing the comments/observations of each of the Committees along with a full draft of the 2015/16 Council Plan.

3.3 The Council Plan will then be presented to Council for agreement on the 26<sup>th</sup> March. It is proposed that any additional updates or changes agreed by the Finance and Policy Committee on the 23<sup>rd</sup> of March will be noted when the report is presented to Full Council.

#### 4. PROPOSALS

- 4.1 The Director Regeneration and Neighbourhoods will outline the key challenges that the Council faces over the next few years and set out the proposals from the Regeneration and Neighbourhood Department for how these will be addressed.
- 4.2 The main focus will be on the outcomes that have been included in the Outcome Framework within Regeneration and Neighbourhoods Department and how these will be delivered in 2015/16.
- 4.3 The Outcomes that fall under the remit of the Neighbourhood Services Committee and are within the Regeneration and Neighbourhoods Department are: -
- Outcome 19: Hartlepool has an improved natural and built environment
  - Outcome 20: Quality local environments where public and community open spaces are clean, green and safe
  - Outcome 21: Provide a sustainable, safe, efficient, effective and accessible transport system.
  - Outcome 22: Hartlepool is prepared for the impacts of climate change and takes action to mitigate the effects.
  - Outcome 28: Local people have a greater voice and influence over local decision making and the delivery of services
- 4.4 **Appendix A** provides detail on the proposed actions identified by the Regeneration and Neighbourhoods Department to deliver the outcomes that fall under the remit of the Neighbourhood Services Committee. Performance Indicators (PIs) that will be monitored throughout the year in order to measure progress are also included in the appendix alongside a number of key risks.

#### 5. NEXT STEPS

- 5.1 The remainder of the Council Plan proposals will have already been discussed at the relevant Committees between 9<sup>th</sup> February and 16<sup>th</sup> February 2015. Comments and observations from those Committees will be added to those received at today's meeting and included in the overall presentation of the final draft of the Council Plan to Finance and Policy Committee on 23<sup>rd</sup> March 2015, before being taken for formal agreement by Council at its meeting on 26<sup>th</sup> March 2015.



- 5.2 Progress towards achieving the actions and targets included in the Council Plan will be monitored throughout 2015/16 by officers across the Council and progress reported quarterly to Elected Members through reports to Finance and Policy Committee.

## 6. EQUALITY AND DIVERSITY CONSIDERATIONS

- 6.1 There are no equality or diversity implications.

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

- 7.1 There are no Section 17 implications.

## 8. RECOMMENDATIONS

- 8.1 It is recommended that the Neighbourhood Services Committee: -
- considers the proposed outcome templates (**Appendix A**) for inclusion in the 2015/16 Council Plan;
  - formulates any comments and observations to be included in the overall presentation to the meeting of the Finance and Policy Committee on 23<sup>rd</sup> March 2014.

## 9. REASONS FOR RECOMMENDATIONS

- 9.1 Neighbourhood Services Committee has responsibility for Performance Management of issues within the Regeneration and Neighbourhoods Department within the Council Plan.

## 10. BACKGROUND PAPERS

- 10.1 No background papers for this report

## 11. CONTACT OFFICER

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## APPENDIX 1

SECTION 1 OUTCOME DETAILS			
<b>Outcome:</b>	19 Hartlepool has an improved natural and built environment	<b>Theme:</b>	Environment

<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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SECTION 2 ACTIONS			
Code (existing/New)	Action	Due Date	Assignee
	Investigate, evaluate and prioritise flooding sites throughout the borough, with a view to implementing schemes to relieve flooding issues	Mar 16	Kieran Bostock
	Consult, develop and deliver year 3 projects of capital improvements to allotments	Mar 16	Chris Wenlock

SECTION 3 PERFORMANCE INDICATORS & TARGETS							
Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17

SECTION 4 RISKS		
Code	Risk	Assignee

## APPENDIX 1

SECTION 1 OUTCOME DETAILS			
<b>Outcome:</b>	20. Quality local environments where public and community open spaces are clean, green and safe	<b>Theme:</b>	Environment

<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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SECTION 2 ACTIONS			
Code (existing/New)	Action	Due Date	Assignee
	Investigate funding opportunities for the development of green space areas across the town.	Mar 16	Deborah Jefferson
	Develop and implement a strategy to tackle the issue of waste escaping from commercial vehicles.	Dec 15	Helen Beaman
	Explore opportunities for future uses of the camera vehicle	Mar 16	Philip Hepburn
	Monitor identified contaminated land sites, taking action as appropriate	Mar 15	Kieran Bostock
	Deliver 'Neighbourhood Action Days' which tackle environmental crime	Mar 16	Helen Beaman

SECTION 3 PERFORMANCE INDICATORS & TARGETS							
Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
	No of volunteer days spent working on local green space management initiatives	Deborah Jefferson	Monitor	Financial year			
	Achieve Quality Coast award for Seaton Carew Beach	Debbie Kershaw	Target	Financial year	Yes	Yes	Yes

SECTION 4 RISKS		
Code	Risk	Assignee
RND R075	Financial and environmental implications of addressing contaminated land issues	Kieran Bostock

## APPENDIX 1

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	21. Provide a sustainable, safe, efficient, effective and accessible transport system	<b>Theme:</b>	Environment
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<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
ERS 14/17 - A19	Access available funding to seek highway/ transport improvements.	Mar 16	Peter Frost
	Complete the LED lamp & column replacement programme	Sept 15	Mike Blair

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
NI 168	The percentage of principal roads where maintenance should be considered	Peter Frost	Target	Annual	5%	TBC	TBC
NI 169	The percentage of non-classified roads where maintenance should be considered	Peter Frost	Target	Annual	12%	TBC	TBC

## SECTION 4 RISKS

Code	Risk	Assignee
RND R054	Failure to maintain infrastructure to acceptable standard resulting in additional cost implications through insurance claims	Mike Blair

## SECTION 1 OUTCOME DETAILS

<b>Outcome:</b>	22 Hartlepool is prepared for the impacts of climate change and takes action to mitigate the effects	<b>Theme:</b>	Environment
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## APPENDIX 1

<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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## SECTION 2 ACTIONS

Code (existing/New)	Action	Due Date	Assignee
	Continue to deliver targeted education & awareness campaigns, to promote participation in household waste recycling	Mar 16	Craig Thelwell
	Introduce the suspension of green waste collection service during the winter periods	Dec 15	Craig Thelwell

## SECTION 3 PERFORMANCE INDICATORS &amp; TARGETS

Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
NI 191	Number of kilograms of residual household waste collected per household	Craig Thelwell	Targeted	Quarterly	700	TBC	TBC
NI 192	Percentage of household waste sent for reuse recycling or composting	Craig Thelwell	Targeted	Quarterly	49%	TBC	TBC
NI 193	Percentage of municipal waste landfilled	Craig Thelwell	Targeted	Quarterly	5%	TBC	TBC

## SECTION 4 RISKS

Code	Risk	Assignee
	Failure to achieve recycling targets resulting in loss of income and additional costs	Craig Thelwell
	Income fluctuations in the market for recyclable materials resulting in difficulties in budget planning and forecasting.	Craig Thelwell

## APPENDIX 1

SECTION 1 OUTCOME DETAILS			
<b>Outcome:</b>	28. Local people have a greater voice and influence over local decision making and the delivery of services	<b>Theme:</b>	Strengthening Communities

<b>Lead Dept:</b>	RND	<b>Other Contributors:</b>	
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SECTION 2 ACTIONS			
Code (existing/New)	Action	Due Date	Assignee
	Support the delivery of the voluntary & community sector (VCS) strategy	Mar 16	Tracy Rowe
	Monitor the financial benefits and financial advice contract	Mar 16	Tracy Rowe

SECTION 3 PERFORMANCE INDICATORS & TARGETS							
Code	Indicator	Assignee	Targeted or Monitor	Collection Period	Current Target (2014/15)	Future Targets	
						15/16	16/17
	Number of voluntary and community groups supported	Tracy Rowe	Target	Quarterly	Not Set	TBC	TBC
	Number of Neighbourhood Plans ratified	Tracy Rowe	Target	Annual	Not Set	TBC	TBC

SECTION 4 RISKS		
Code	Risk	Assignee
	Failure of service providers to focus resources in vulnerable localities	Clare Clark

# NEIGHBOURHOOD SERVICES COMMITTEE

16<sup>th</sup> February 2015



**Report of:** Assistant Director (Neighbourhoods)

**Subject:** WARRIOR DRIVE BUS SHELTER REQUEST

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non key.

## 2. PURPOSE OF REPORT

2.1 To update on the report to the Committee meeting of 27 October, giving further consultation details relating to the possibility of installing a bus shelter at an existing bus stop in Warrior Drive (south-west bound), adjacent to 1 and 9 Courageous Close (as shown at **Appendix 1**).

## 3. BACKGROUND

3.1 The origin of the request was via a ward Councillor, on behalf of a local resident. At the October meeting, it was requested that further information be sought into the usage of the existing bus stop, and this has been acquired from Stagecoach Bus Company, the Council's Transport Champions' Group and further information from a Ward Member.

## 4. PROPOSAL

4.1 To install a bus shelter at an existing bus stop in Warrior Drive, adjacent No's. 1 and 9 Courageous Close.

## 5. CONSULTATION

5.1 The initial consultation with residents showed that 6 were in favour of the proposal and 4 were against the shelter installation (concerns relating to anti social behaviour, litter, additional damage to property walls / fencing and spoiling the appearance of the local area).

- 5.2 Although there were more respondents to the consultation in favour than against (6 to 4), the residents who would have the shelter closest to their houses were against the proposal. A complaint of anti-social behaviour has already been received, and damage to a fence and wall has previously occurred due to people congregating at the bus stop. Consequently, this is not a straight forward decision from the consultation responses received.
- 5.3 Following the October meeting, the views of Stagecoach have been requested, as the only bus operator to use this route. They don't have ticket information for individual bus stops, but have provided it for the Seaton Carew fare stage. This includes 17 stops in Seaton, and the highest number of passengers picked up at any one time was 12, spread across all 17 stops.
- 5.4 The general consensus from Stagecoach was that very few passengers were picked up from this stop at one time, and that it wasn't felt that a shelter was warranted.
- 5.5 The Council's Transport Champions' Group met in early January, and again the consensus was that this wasn't a greatly used bus stop.
- 5.6 A Ward Member has also provided further information in respect of bus stop usage, and this will be provided to Members ahead of the meeting.

## **6. FINANCIAL CONSIDERATIONS**

- 6.1 The estimated cost of the scheme would be approximately £3,000, and would be funded from the Tees Valley Bus Network Improvements project.

## **7. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 7.1 There are no equality or diversity implications.

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

- 8.1 There are no Section 17 implications.

## **9. RECOMMENDATIONS**

- 9.1 That following the consultation exercise, which showed that those residents closest to the bus stop were against the proposal, the request for installation of a bus shelter at Warrior Drive be refused.



**10. REASONS FOR RECOMMENDATIONS**

- 10.1 Although the majority of responses were in favour, anti-social behaviour and damage to property has occurred previously, and the further information gathered doesn't indicate a high level of usage of the bus stop.

**11. BACKGROUND PAPERS**

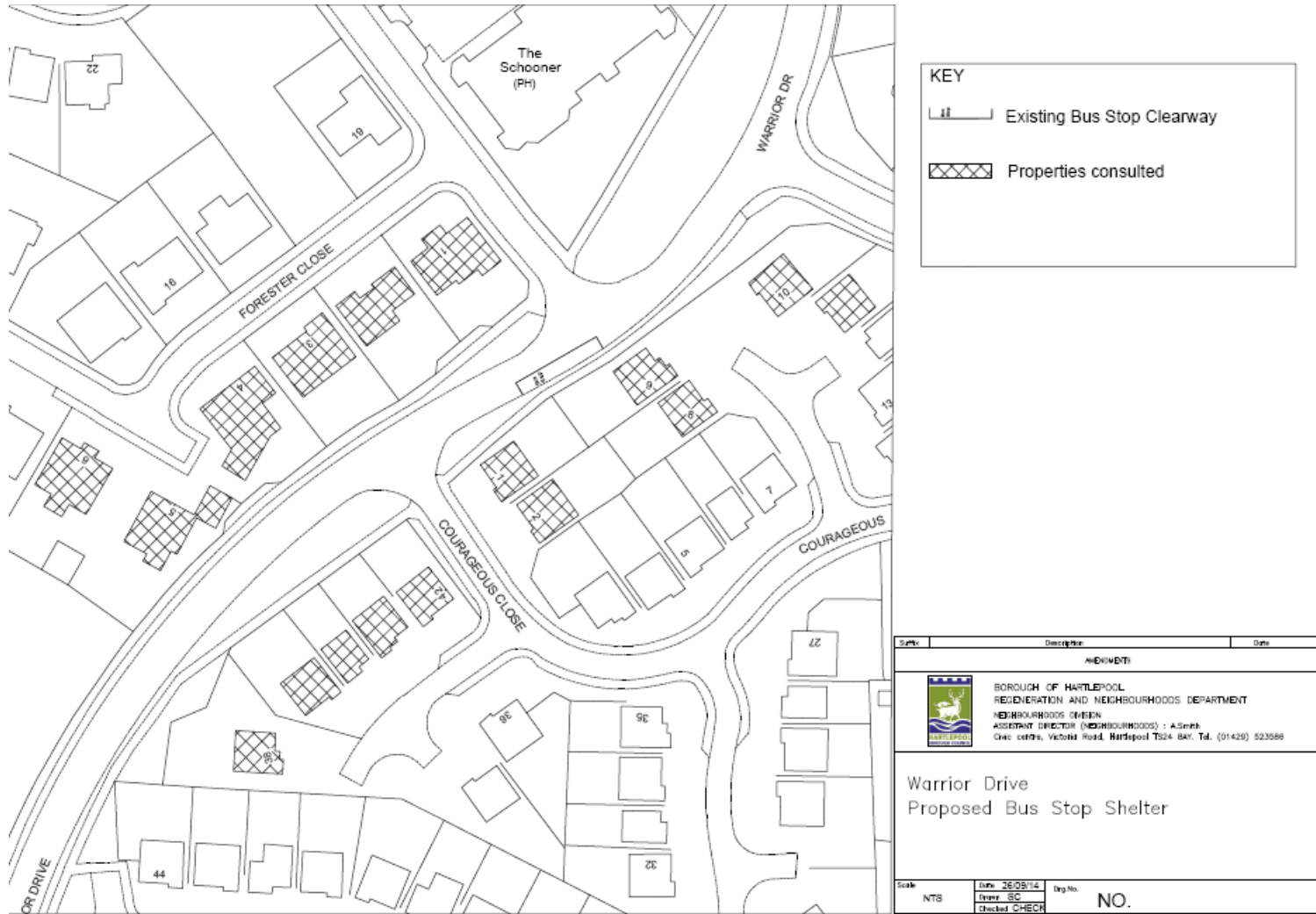
- 11.1 There are no background papers.

**12. CONTACT OFFICER**

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# NEIGHBOURHOOD SERVICES COMMITTEE

16<sup>th</sup> February 2015



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**Report of:** Assistant Director (Neighbourhoods)

**Subject:** SEATON LANE BUS SHELTERS REQUEST

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non key.

## 2. PURPOSE OF REPORT

2.1 To report the result of a recent consultation exercise, relating to the possibility of installing 2 bus shelters, at existing bus stops, in Seaton Lane, 1 eastbound opposite 61 to 63, and 1 westbound, adjacent 51 to 55 (as shown at **Appendix 1**).

## 3. BACKGROUND

3.1 The origin of the request was via a Ward Councillor, on behalf of a local resident.

## 4. PROPOSAL

4.1 To install 2 bus shelters at existing bus stop locations in Seaton Lane, as per the locations indicated at 2.1 above.

## 5. CONSULTATION

5.1 A consultation exercise was undertaken with residents in Seaton Lane (39 properties), Bedale Close (21 properties), Ripon Close (34 properties) and Golden Flatts Apartments (12 properties). The 3 local Ward Councillors were also provided with copies of the consultation letter. The outcome result was as follows:

- Seaton Lane – 18 replies from 39 letters. There are 13 in favour and 5 who are opposed to the proposal (4 of whom are directly opposite or adjacent to at least one of the existing bus stops).
- Bedale Close – 4 replies from 21 letters, with 2 in favour and 2 opposed to the scheme.
- Ripon Close – 4 replies from 34 letters, all in favour.
- Golden Flatts Apartments – 3 replies from 12 letters, all in favour.

Responses totalled 29 from 106 letters sent (27.36%), with 22 in favour (75.86% of replies), and 7 opposed to the proposal (24.14% of replies), with 4 of these 7 coming from Seaton Lane residents.

- 5.2 Objections include comments that the bus stops are not used frequently enough to justify the cost of installing shelters, safety concerns at night, the potential for anti-social behaviour, littering and vandalism / criminal damage.
- 5.3 The views of Stagecoach Bus Company have been requested, as the only bus operator to use this route. Ticket information is not available for individual bus stops, but it has been provided for the Seaton Carew fare stage. This includes 17 stops in Seaton, and the highest number of passengers picked up at any one time was 12, spread across all 17 stops.
- 5.4 The general consensus from Stagecoach was that very few passengers were picked up at these stops, and that it wasn't felt that shelters were warranted.
- 5.5 The Council's Transport Champions' Group met in early January, and again the consensus was that these weren't particularly well used bus stops.

## **6. FINANCIAL CONSIDERATIONS**

- 6.1 The estimated cost of the scheme (2 shelters), would be approximately £6,000, and would be funded from the Tees Valley Bus Network Improvements project.

## **7. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 7.1 There are no equality or diversity implications.

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

- 8.1 There are no Section 17 implications.

## **9. RECOMMENDATIONS**

- 9.1 That the request for installation of 2 bus shelters at Seaton Lane be refused.

## **10. REASONS FOR RECOMMENDATIONS**

- 10.1 Although a significant majority of responses were in favour, those residents living closest to the bus stops are concerned about their quality of life, while it hasn't been demonstrated that there would be sufficient use of the bus shelters should they be installed.

## **11. BACKGROUND PAPERS**

- 11.1 There are no background papers.

## **12. CONTACT OFFICER**

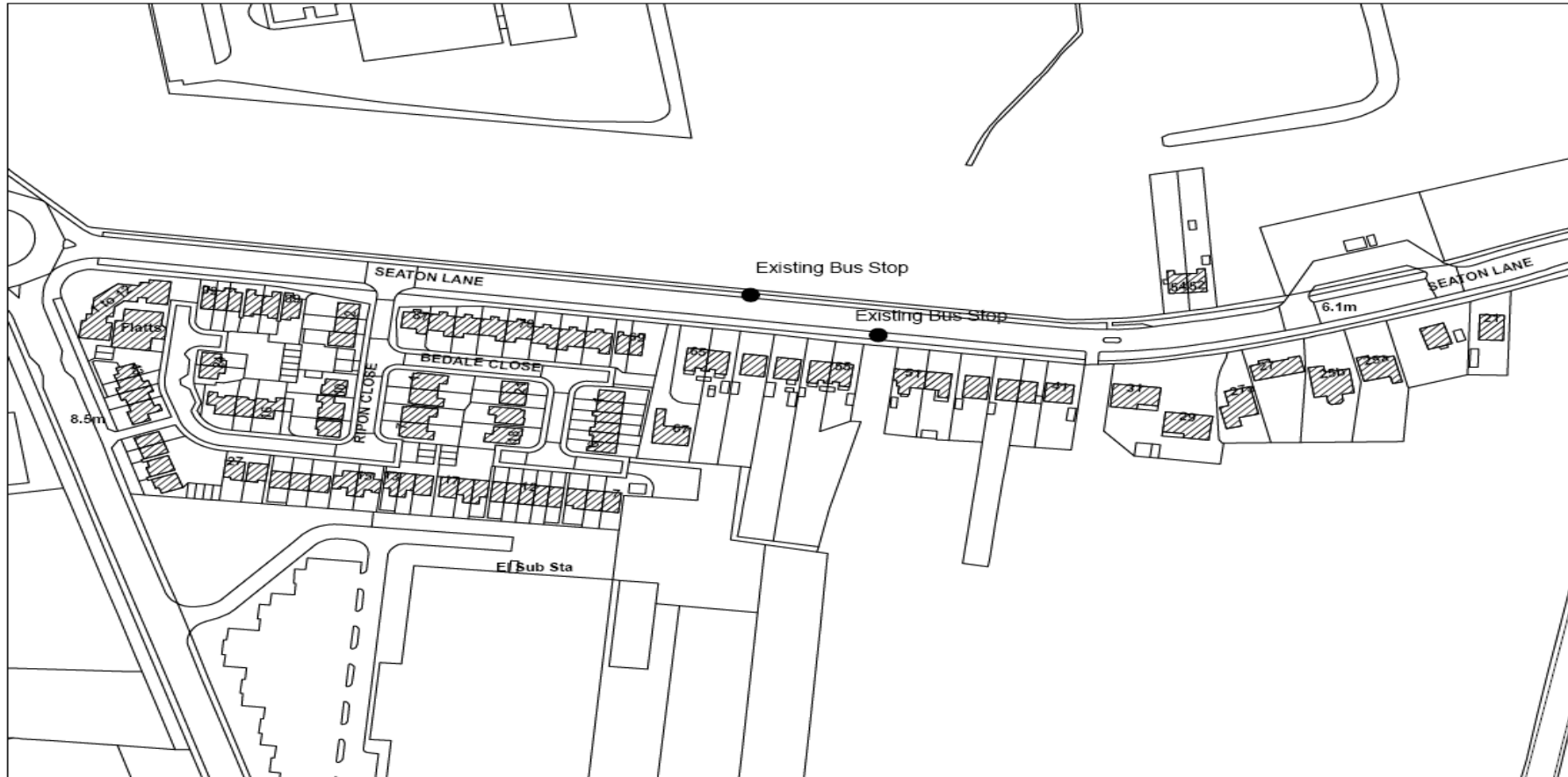
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APPENDIX 1

Seaton Lane Bus Shelters - Consulted Properties



# NEIGHBOURHOOD SERVICES COMMITTEE

16<sup>th</sup> February 2015



**Report of:** Director of Regeneration and Neighbourhood Services  
and Chief Finance Officer

**Subject:** STRATEGIC FINANCIAL MANAGEMENT REPORT -  
AS AT 31<sup>st</sup> DECEMBER 2014

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

For Information.

## 2. PURPOSE OF REPORT

2.1 The purpose of the report is to inform Members of the 2014/15 Forecast General Fund Outturn, 2014/15 Capital Programme Monitoring and provide details for the specific budget areas that this Committee is responsible for.

## 3. BACKGROUND AND REPORTING ARRANGEMENTS 2014/15

3.1 The availability and reporting of accurate and up to date financial information will become increasingly important as future budget cuts are implemented and one-off resources are used up.

3.2 The Finance and Policy Committee will continue to receive regular reports which will provide a comprehensive analysis of departmental and corporate forecast outturns, including an explanation of the significant budget variances. This will enable the Finance and Policy Committee to approve a strategy for addressing the financial issues and challenges facing the Council.

3.3 To enable a wider number of Members to understand the financial position of the Council and their service specific areas each Policy Committee will receive a separate report providing:

- A brief summary of the overall financial position of the Council as reported to the Finance and Policy Committee;
- The specific budget areas for their Committee; and
- The total departmental budget where this is split across more than one Committee. This information will ensure Members can see the whole position for the departmental budget.

### 3.4 Summary of Overall Financial Position

- 3.5 The latest report submitted to the Finance and Policy Committee on 30<sup>th</sup> January 2015 advised Members that there will be an overall underspend in the current year. This position reflects action taken by the Corporate Management Team to achieve underspends to help address the significant financial challenges facing the Council over the next few years and to fund one-off commitments not provided for in the approved 2014/15 budget as these items were not known at the time.
- 3.6 The Corporate Management Team will seek to achieve budget underspends through a combination of robust management actions, including:
- holding posts vacant, which will help reduce the number of compulsory redundancies required to balance the 2015/16 budget;
  - achieving planned 2015/16 savings earlier; and
  - careful management of budgets to avoid expenditure where this does not have an adverse impact on services.
- 3.7 The forecast outturn has been reviewed to reflect actual expenditure/income as at 31st December and an update of the forecast expenditure for the remaining months of the financial year. This has previously been reported as a range (best case and worst case). However, as we are now approaching the financial year end forecast outturn can be predicted with a greater degree of certainty therefore only one forecast figure has been provided.
- 3.8 The report on the position at 31st December 2014 advised Members that there is currently a net forecast budget under spend at the year-end of £188,000, which equates to 0.2% of the net annual budget. This position is still dependant on the outturn for seasonal budgets, such as winter maintenance and elderly care services. As Members will be aware the NHS is already experiencing significant demand pressures, which may impact on Council services over the remaining months, particularly if more normal winter conditions occur. Therefore, at this stage this amount is not committed. Assuming this forecast underspend is achieved a strategy for using this amount can be developed as part of the 2016/17 budget process.



#### 4. 2014/15 FORECAST GENERAL FUND OUTTURN – Neighbourhood Services Committee

4.1 The following table sets out the overall budget position for the Regeneration and Neighbourhood Services Department broken down by Committee, together with a brief comment on the reasons for the forecast outturn.

Budget	Description of Expenditure	December Projected Outturn Adverse/ (Favourable)	Comments
£'000		£'000	
2,696	Finance & Policy Committee	(135)	Includes a favourable variance of up to £100k on Logistics/Depot which reflects a managed underspend relating to deferred repairs expenditure and increased external income generation. A favourable variance on NEPO rebates is expected of £25k and it is proposed to create a reserve to fund potential volatility in this area owing to changes in the volume of goods purchased via NEPO contracts in future years.
3,683	Regeneration Committee - Core Services	(200)	Favourable variance includes a £220k favourable variance on Planning Income and a £50k underspend on the final account for CAD/CAM (Aurora Court). These are partly off-set by a £80k adverse variance in relation to Hartlepool Maritime Experience income.
0	Regeneration Committee - Ringfenced Social Housing	(200)	Favourable variance of £200k relates to the planned contribution to the Major Repairs Reserve on Social Housing as identified in the business case.
15,588	Neighbourhoods Committee	(700)	A full breakdown of this variance by Service Area is attached at Appendix A and a summary of the main points is provided below.  <b>Transport</b> - favourable variance of £120k on Passenger Transport relating to an underspend on demand led services and a surplus on Trading activities. Favourable variance on Fleet £250k which includes a significant element of one-off savings on borrowing costs as replacements are deferred, as well as permanent savings generated from efficiencies in vehicle usage overall.  <b>Coastal Protection</b> - favourable variance of £300k relating to an underspend on the Coastal protection budget as a result of ongoing major capital investments.  <b>Network Infrastructure</b> - favourable variance of £125k relating to S38 income which reflects an underspend in previous years on costs associated with Developments for schemes completed this year.  <b>Car Parking</b> - adverse variance on Car Parking of £105k relates to additional unavoidable running costs of £85k and a projected shortfall on income relating to the free car parking at Christmas initiative.
<b>21,967</b>	<b>Total Regeneration &amp; Neighbourhoods</b>	<b>(1,235)</b>	
	Creation of Reserves		
-	Social Housing - Creation of Reserve	200	Contribution to the Major Repairs Fund in line with the approved business model for the Empty Homes Project.
-	CCTV Relocation Reserve	190	One-off funding required to fund the relocation of the CCTV service following the closure of Greenbank as reported to the Finance and Policy on 18.08.14.
-	NEPO Rebates Reserve	25	Reserve created to manage the risk that income from NEPO rebates will reduce in future years following the introduction of a new recharge methodology.
-	Depot Relocation	1,065	Reserve created to part fund relocation of depot costs to enable Hartlepool College of Art and Design to build on this site, as reported to Finance & Policy Committee on 24.11.14
<b>21,967</b>	<b>Total Regeneration &amp; Neighbourhoods - Net of Reserves</b>	<b>245</b>	

4.2 Further details of the specific budget areas this Committee is responsible for are provided in **Appendix A**.

- 4.3 The favourable outturn variance (before creation of reserves) reflects increased planning income, a managed underspend on the depot (deferred repairs expenditure) and an underspend on the Coastal Protection budget arising as a result of major capital investments. The variance will be used to create a reserve to part fund the relocation of the Lynne Street Depot to enable Hartlepool College of Art and Design to build on this site.

## 5. CAPITAL MONITORING 2014/15

- 5.1 The 2014/15 MTFs set out planned capital expenditure for the period 2014/15 to 2016/17.
- 5.2 Expenditure against budget to the 30<sup>th</sup> November 2014 for this Committee is summarised in the table below and further details are provided in **Appendix B**.

Department	2014/15 Budget Including Future Years £'000	2014/15 Budget £'000	2014/15 Actual to 30/11/14 £'000	2014/15 Remaining Expenditure £'000	2014/15 Re-phased Expenditure £'000	2014/15 Variance from Budget Adverse/ (Favourable) £'000
Regeneration and Neighbourhoods	11,538	9,231	2,763	6,061	407	0
<b>Total</b>	<b>11,538</b>	<b>9,231</b>	<b>2,763</b>	<b>6,061</b>	<b>407</b>	<b>0</b>

## 6. RECOMMENDATIONS

- 6.1 It is recommended that Members:

i) Note the report;

## 7. REASONS FOR RECOMMENDATIONS

- 7.1 To update the Members on the Committees forecast 2014/15 General Fund Revenue budget outturn and provide an update on the Capital Programme for 2014/15.

## 8. BACKGROUND PAPERS

Medium Term Financial Strategy Report approved by Council on 4<sup>th</sup> February 2014.

Strategic Financial Management Report as at 30<sup>th</sup> June considered by the Finance and Policy Committee 18<sup>th</sup> August 2014.

Strategic Financial Management Report as at 30<sup>th</sup> June considered by the Neighbourhood Services Committee 19<sup>th</sup> August 2014.

Review of Reserves Report considered by the Finance and Policy Committee 15<sup>th</sup> September 2014.

Strategic Financial Management Report as at 30<sup>th</sup> September considered by the Finance and Policy Committee 24<sup>th</sup> November 2014.

Strategic Financial Management Report as at 30<sup>th</sup> September considered by the Neighbourhood Services Committee 15<sup>th</sup> December 2014.

Strategic Financial Management Report as at 31<sup>st</sup> December considered by the Finance and Policy Committee 30<sup>th</sup> January 2015.

**9. CONTACT OFFICER**

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## REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2014/15 as at 31st December, 2014

## BUDGETS MANAGED BY THE DIRECTOR OF REGENERATION AND NEIGHBOURHOODS

Approved 2014/2015 Budget £'000	Description of Service Area	Projected Outturn Variance - Adverse/ (Favourable) £'000	Director's Explanation of Variance
<b>Neighbourhood Services Committee</b>			
(72)	Cemetery and Crematoria	0	
409	Parks & Countryside	0	
32	Allotments	0	
(627)	Car Parking	105	The variance relates to an overspend on the running costs associated with Car Parks. The cost of Rates and the Shopping Centre Service charge have both increased and work is ongoing to find savings to offset this pressure in 2015/16. The proposed scheme for free car parking at Christmas will result in a shortfall in income of approx £20k and this is reflected in the latest projections.
445	Engineering Services	(300)	This variance relates to an underspend on the Coastal protection budget as a result of ongoing major capital investments. Additional fee income has also been generated in relation to one-off schemes.
1,837	Grounds Maintenance	(10)	The favourable variance relates to the part year affect of efficiencies achieved as part of the Street Care service review. Further savings have been included in the Departments 15/16 savings programme.
1,939	Highway Maintenance and Insurance	0	
(238)	Highways Trading	0	
510	Highways Traffic & Transport Management	0	
1,417	Passenger Transport	(120)	The favourable variance relates to an underspend on the demand led service of Home to School Transport and a surplus generated on the Passenger Transport Trading Account.
213	Road Safety	0	
(50)	Transport - Strategic Management	50	The adverse variance relates to income targets set as part of the 14/15 savings programme that have not been achieved. Projects involve collaboration work around transport.
(33)	Vehicle Fleet	(250)	A review of the vehicle replacement programme has identified that a number of vehicle replacements in the current year can be deferred. One-off savings on borrowing costs will result in a favourable variance in year. Permanent savings of £100k relating to efficiencies in vehicle usage overall can be achieved in this area and this saving is included in the Departments 15/16 savings programme. The best case estimate also reflects the suspension of equipment replacements in year until a decision is made on the possible Depot relocation.
(2)	NDORS (National Driver Offender Rehabilitation Scheme)	0	
1,215	Network Infrastructure	0	
0	Section 38's	(125)	The favourable variance relates to the balance remaining on S38 contributions received from developers. This income funds the cost of materials testing and professional advice necessary on all new developments, over the lifetime of the development. This is the balance available in 2014/15 after all known schemes have been adopted.
0	Traffic Management	0	
2,307	Sustainable Transport	(50)	The favourable variance is owing to a lower than anticipated increase in concessionary fares. This position assumes that there will not be any changes to the scheme for early morning journeys.
1,768	Street Cleansing	0	
4,518	Waste & Environmental Services	0	Best case estimate is based on the latest projections of waste disposal costs and recycling income. This is a volatile area and the position will be closely monitored each month.
15,588	<b>Regeneration and Neighbourhoods Total - (before Creation of Reserves)</b>	<b>(700)</b>	

## PLANNED USE OF RESERVES

The above figures include the 2014/2015 approved budget along with the planned use of Departmental Reserves created in previous years. The details below provide a breakdown of these reserves

Approved 2014/2015 Budget £'000	Description of Service Area	Planned Usage 2014/2015 £'000	Variance Over/ (Under) £'000	Director's Explanation of Variance
<b>Neighbourhood Services Committee</b>				
100	Engineering Services	0	(100)	This reserve was earmarked to manage the risk that income may reduce in this area in future years. In 2014/15 this area is continuing to achieve income in line with it's budget.
25	Bikeability	25	0	
125	<b>Total</b>	25	(100)	

## BUDGETS MANAGED BY THE DIRECTOR OF REGENERATION &amp; NEIGHBOURHOOD SERVICES

Project Code	Scheme Title	BUDGET		EXPENDITURE IN CURRENT YEAR					Type of Financing	2014/15 COMMENTS
		A 2014/15 and Future Years Budget £'000	B 2014/15 Budget £'000	C 2014/15 Actual as at 30/11/14 £'000	D 2014/15 Expenditure Remaining £'000	E Expenditure Rephased into 2015/16 £'000	F (C+D+E) 2014/15 Total Expenditure £'000	G (F-B) 2014/15 Variance from Budget £'000		
<b>Regeneration &amp; Neighbourhoods Department</b>										
7272	Wheelie Bin Replacement Purchases	60	60	34	26	0	60	0	UDPB	
7375	Countryside Development Work	14	14	0	14	0	14	0	UDPB	
7508	Anhydrite Mine	107	0	0	0	0	0	0	MIX	Funding is carried forward for future monitoring of the mine.
7530	Developers Contributions (Section 106)	247	18	0	18	0	18	0	GRANT	
7651	Burn Valley Beck/Parks & Open Spaces	44	40	0	40	0	40	0	MIX	
7821	Household Waste Recycling Centre Improvements	22	22	2	20	0	22	0	UDPB	
7878	Community Safety CCTV Upgrade	298	298	0	298	0	298	0	MIX	Includes £0.190m RCCO to fund the relocation of the CCTV Monitoring Centre by 31st March 2015.
Various	Playgrounds	50	41	18	1	22	41	0	GRANT	
8394	Library Improvements	55	55	33	13	9	55	0	MIX	
8575	Padstow Close Flood Resilience Measures	9	9	9	0	0	9	0	GRANT	
8644	Road Safety Equipment	30	30	0	30	0	30	0	GRANT	
7084/8648	Safety Camera Partnership	24	24	0	24	0	24	0	GRANT	Ring-fenced partnership funding.
8696	Street Lighting Replacement	4,980	3,780	1,305	2,475	0	3,780	0	UDPB	Includes budget of £1.2m to be spent on new columns in 2015/16.
8699	Oxford Road Play Area Refurbishment	36	36	36	0	0	36	0	GRANT	
8703	Morrison Hall Loan to NDC Trust	450	450	0	450	0	450	0	UDPB	
Various	Allotments Improvements	286	286	39	83	164	286	0	UDPB	Relates to various schemes, funded from allotment rents. The Nicholson Field improvements are now expected to be carried out in 2015/16 as a result of unforeseen delays.
Various	Stranton Cremators and Tanfield	238	238	73	165	0	238	0	MIX	
LTP	Local Transport Plan - Highways Capital Maintenance Schemes	2,158	1,930	25	1,693	212	1,930	0	GRANT	A proportion of this budget has been rephased into 2015/16 in anticipation of unforeseen delays in consultation.
TVBNI	Tees Valley Bus Network Improvement Schemes	1,453	923	444	479	0	923	0	GRANT	The budget has been restated to reflect the anticipated profile of expenditure, mainly in relation to the Powlett Road, Raby Road and Hart Lanes schemes expected to complete in early 2015/16.
BRIE	Brierton Site Development	977	977	745	232	0	977	0	MIX	
<b>Regeneration &amp; Neighbourhoods Total</b>		<b>11,538</b>	<b>9,231</b>	<b>2,763</b>	<b>6,061</b>	<b>407</b>	<b>9,231</b>	<b>0</b>		

## Key

RCCO Revenue Contribution towards Capital  
MIX Combination of Funding Types  
UCPB Unsupported Corporate Prudential Borrowing  
SCE Supported Capital Expenditure (Revenue)

GRANT Grant Funded  
CAP REC Capital Receipt  
UDPB Unsupported Departmental Prudential Borrowing  
SPB Supported Prudential Borrowing

# NEIGHBOURHOOD SERVICES COMMITTEE

16<sup>th</sup> February 2015



**Report of:** Assistant Director (Neighbourhoods)

**Subject:** ALLOTMENT HOLDERS CONTRIBUTION TO THE  
HARTLEPOOL FOODBANK

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 For information.

## 2. PURPOSE OF REPORT

2.1 To advise Members and update on the success of the 'Big Christmas Dinner Challenge'.

## 3. BACKGROUND

3.1 The Big Christmas Dinner Challenge was suggested as a way of making good use of surplus allotment produce that might otherwise have been thrown away. This produce was donated to help feed local families in crisis through the Hartlepool Foodbank; part of the national Foodbank chain run by the Trussell Trust. The campaign ran through November and December 2014 and culminated in 55 vegetable boxes being donated to the Foodbank for immediate distribution on 19<sup>th</sup> December.

3.2 The Challenge was a joint initiative between:

- The Council's allotment team
- Staff and volunteers from Waverley Terrace Community Allotment
- Staff and volunteers from Hartlepool Foodbank
- Allotment gardeners from Nicholson Field, Thornhill, Throston, Chester Rd, Briarfields, Burn Valley, Woodcroft, Summerhill, Haswell, Rossmere and Waverley Terrace sites

3.3 The campaign was supported with a high profile media campaign through the local press, the Council's allotments Facebook page and notices displayed on allotment sites. A booklet was also produced by the allotment

team containing hints and tips from the ‘Love Food Hate Waste’ campaign as well as recipe suggestions to use the donated vegetables.

- 3.4 During 2014 Hartlepool Foodbank has fed 4,357 people (1,440 families) and in December alone it supported 290 people, 89 of whom were children.

#### **4. FINANCIAL CONSIDERATIONS**

- 4.1 There are no financial considerations – all the produce was donated by allotment gardeners and the minimal operational costs were absorbed by the allotment service budget

#### **5. LEGAL CONSIDERATIONS**

- 5.1 There are no legal considerations.

#### **6. STAFF CONSIDERATIONS**

- 6.1 There are no staff considerations.

#### **7. ASSET MANAGEMENT CONSIDERATIONS**

- 7.1 There are no asset management considerations.

#### **8. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 8.1 There are no equality and diversity considerations. All allotment gardeners were invited to take part in the initiative. Referrals to the Hartlepool Foodbank are made from front line services such as GPs.

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

- 9.1 There are no Section 17 implications.

#### **10. RECOMMENDATIONS**

- 10.1 That the Committee note the content of the report and thank the allotment holders for their involvement in making the Big Christmas Dinner Challenge a success.

**11. BACKGROUND PAPERS**

11.1 Big Christmas Dinner Challenge case study.

**12. CONTACT OFFICER**

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