

# NEIGHBOURHOOD SERVICES COMMITTEE AGENDA



**Wednesday 13 June 2018**

**at 4.00 pm**

**in Committee Room B,  
Civic Centre, Hartlepool**

**MEMBERS:** NEIGHBOURHOOD SERVICES COMMITTEE

Councillors, S Akers-Belcher, Beck, Belcher, Cassidy, James, Loynes and T Richardson.

**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 March 2018 (previously circulated).
- 3.2 To receive the Minutes and Decision Record of the meeting of the Emergency Planning Joint Committee held on 21 February 2018.

**4. KEY DECISIONS**

- 4.1 An Awareness Campaign on the Releasing of Balloons/Sky Lanterns on Council Owned Land – *Assistant Director (Environment and Neighbourhood Services)*
- 4.2 Public Space Protection Orders (PSPO) – *Assistant Director (Environment and Neighbourhood Services)*
- 4.3 Allotment Review: Phase Two and Allotment Strategy – *Assistant Director (Environment and Neighbourhood Services)*
- 4.4 HBC Major Incident Plan – *Director of Regeneration and Neighbourhoods*

**5. OTHER ITEMS REQUIRING DECISION**

- 5.1 Ward Member Budgets 2017/18 – *Director of Regeneration and Neighbourhoods*



**6. ITEMS FOR INFORMATION**

- 6.1 Neighbourhood Investment Programme – *Assistant Director (Environment and Neighbourhood Services)*

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

**ITEMS FOR INFORMATION**

Date of next meeting – Wednesday 25 July 2018 at 4.00pm in the Civic Centre, Hartlepool.



## **EMERGENCY PLANNING JOINT COMMITTEE**

### **MINUTES AND DECISION RECORD** 21<sup>st</sup> February 2018

The meeting commenced at 1.00pm at the Emergency Planning Annex,  
Stockton Police Station, Bishop Street, Stockton-on-Tees, TS18 1SY

**Present:**

Councillor: Mick Thompson (Middlesborough Borough Council) (In the  
Chair)

Councillors: Marjorie James (Hartlepool Borough Council)  
Mike Smith (Stockton Borough Council)

Officers: Stuart Marshall, Chief Emergency Planning Officer  
Jon Hepworth, Group Accountant (Regeneration and  
Neighbourhoods)  
Jo Stubbs, Democratic Services Officer

#### **19. Apologies for Absence**

None

#### **20. Declarations of interest by Members**

None

#### **21. Minutes of the meeting held on 6<sup>th</sup> December 2017**

The minutes were received. The Chair requested that in future the minutes be attached to the agenda papers.

The Chief Emergency Planning Officer made reference to the NHS England Sustainability and Transformation Plans, confirming that a briefing was due to take place on this issue in the near future.

**22. Financial Management Report for period ending 31<sup>st</sup> January 2018** (*Chief Finance Officer and Emergency Planning Officer*)

**Purpose of report**

To provide details of the forecast outturn for the Cleveland Emergency Planning Joint Committee as at 31<sup>st</sup> January 2018.

**Issue(s) for consideration by the Committee**

A summary of the outturn position was provided as set out in the report. The Emergency Planning Unit (EPU) original budget included a planned release of reserves of £12,000 as a result of funding a temporary post. The release of reserves is now expected to be £4,000. £8,000 lower due to reduced staffing costs owing to a vacant post. A £10,000 adverse variance for other costs related to course running costs incurred as a result of increased course provision to schools, Emergency Planning College training courses and recharges made under legislation and regulations. This increased income had offset the lower amount of COMAH exercise income receivable in the current year.

There was a nil variance on the Local Resilience Forum. Members were also advised that as previously discussed £280 thousand had been paid in varying amounts from the reserves to each of the local authorities which comprised the Joint Committee.

**Decision**

That the latest forecast outturn be noted.

**23. Activity and Incident Report (11<sup>th</sup> November 2017 – 31<sup>st</sup> January 2018)** (*Chief Emergency Planning Officer*)

**Purpose of report**

To assist members in overseeing the performance and effectiveness of the Unit, to inform members of the activities, incidents report and warning communications received and dealt with by the Unit and to provide oversight of the actions undertaken under the community resilience project hosted at the Unit and the actions associated with the Cleveland Local Resilience Forum (LRF)



### **Issue(s) for consideration by the Committee**

Between 11<sup>th</sup> November 2017 and 31<sup>st</sup> January 2018 –

30 warning communications had been received  
5 incidents of note had taken place  
13 training events had been held  
4 training exercises had been held

Information was also given regarding a number of LRF activities including work on mass casualties. The Chief Emergency Planning Officer made particular reference to the work carried out as part of the production and exercising of all COMAH External Emergency Response Plans, noting that this was the primary responsibility of one officer and paying tribute to their efforts.

He also referred to a number of recent incidents where requests had been received for structural engineers to attend incidents. In several cases their attendance was not necessary or beneficial to the response and public safety could be provided through provision of fencing. The Unit was engaging with partners to ensure that requests were made based on the desired outcome as opposed to a request for a specific resource which might not meet this need.

Members queried future representation from the LRF at meetings of the Committee. They felt that as the LRF were spending public money there should be public accountability and this could be achieved through more political involvement. The Chief Emergency Planning Officer confirmed that he would speak to the new Chair of the LRF and ask her to attend the next meeting. Members suggested she attend the first meeting of the municipal year to give details of their plans for the year then attend a later meeting advising whether those plans had been achieved. Members were also concerned that some of the items they might wish to discuss could be confidential and requested that any report relating to this item be restricted.

The Chief Emergency Planning Officer advised that there had been liaison between the LRF and the combined authority regarding Emergency Planning protocols. Members queried whether there was any suggestion that a representative from the Combined Authority should come onto this committee but were advised that there was not due to the role of the Committee.

### **Decision**

That the report be noted and the Chair of the LRF be asked to attend a future meeting.

The meeting concluded at 2.05pm.

**P J DEVLIN**

**CHIEF SOLICITOR**

**PUBLICATION DATE: 28<sup>th</sup> February 2018**

# NEIGHBOURHOOD SERVICES COMMITTEE

13<sup>th</sup> June 2018



**Report of:** Assistant Director (Environment and Neighbourhood Services)

**Subject:** **AN AWARENESS CAMPAIGN ON THE  
RELEASING OF BALLOONS/SKY LANTERNS ON  
COUNCIL OWNED LAND**

---

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

- 1.1 Key Decision (test (ii)) – All Wards. Forward Plan Reference No. RN 011//18.

## 2. PURPOSE OF REPORT

- 2.1 The purpose of the report is to inform the Committee of the impact of balloon and chinese/sky lantern releases and request that it considers undertaking public consultations for a public awareness campaign on all releases on all Council owned and managed land.

## 3. BACKGROUND

- 3.1 It has been shown that mass, small and single balloon releases have a detrimental effect on the environment and particularly marine wildlife. The Marine Conservation Society (MCS) is campaigning to raise awareness of the negative impact of balloon releases. It is encouraging local authorities to look at the banning of these releases on Council owned and managed land, as well as in their authority area.
- 3.2 Marine animals, including dolphins, porpoises, whales, turtles and seabirds have been killed by balloons or parts of balloons, as they break up/disintegrate. If swallowed, the animal's stomach can get blocked and this leads to the animal starving. Other studies show that marine animals also get tangled up in balloon ribbons and string, restricting movement and the ability to feed. All of the above animals can be found in the waters off our north east coast and around the UK.

- 3.3 Mass balloon releases also cause a beach litter problem as well as unsightly visual issues when they get caught up in trees and hedges. The MCS has carried out surveys which have shown that there has been a tripling of balloon release litter, found on beaches in the UK, over the last 10 years.
- 3.4 Chinese/Sky Lanterns can be mistaken for distress flares, over water, raising false alarms to the Coastguard and RLNI. This wastes their valuable time and resources, and in bad weather puts the boat crews at risk, when they attempt to answer these false alarms.
- 3.5 At present, 79 Local Authorities in the UK have signed up to support the ban on balloon releases. Hartlepool is looking to become the 4<sup>th</sup> local authority in the north east of England to consider supporting the Marine Conservation Society by initially conducting public awareness campaign, which would look to lead towards the Council adopting a non- release policy on all balloon and chinese/sky lantern releases on all council owned and managed land.

#### **4. PROPOSALS**

- 4.1 It is proposed that public consultation is carried out to raise awareness of a non- release policy on all balloon and chinese/sky lantern releases on all council owned and managed land in order to gauge public opinion on the proposals.

#### **5. RISK IMPLICATIONS**

- 5.1 Should the Council not carry out public consultation and awareness campaign it could receive negative publicity for failing to allow the public an opportunity to comment and help develop this further.

#### **6. FINANCIAL CONSIDERATIONS**

- 6.1 There are no financial implications.

#### **7. LEGAL CONSIDERATIONS**

- 7.1 There are no legal considerations or consequences when looking to carry out a public consultation with regards to the proposals outlined in this report

#### **8. CONSULTATION**

- 8.1 Internal consultations will be carried out with relevant officers with regards to any consequences of agreeing to the voluntary ban.
- 8.2 Public consultation will give interested parties, including relevant charitable organisations the chance to comment on the proposals and implications surrounding this awareness campaign. The consultation will be located on the Council's website with links to an online questionnaire. Press releases and information on social media will inform the public of the consultation and how to participate.
- 8.3 An agreed set of questions and background information will allow the public the opportunity to respond and offer solutions as to alternative sustainable activities instead of balloon and Chinese/sky lanterns releases eg:
- i. Tree planting at selected sites around town and at schools, with the possibility of creating a dedicated Memorial Wood.
  - ii. Ceremonial bonfires located at sites of special significance to the Community, and consider the use of the Hartlepool Beacons
  - iii. Environmental enhancements in areas of land open to public access, as well as sites that are access free, and
  - iv) Consideration of bubble machines for funerals of children and young people.
- 8.4 The Council will be looking to hold an eight week public consultation during the months of July and August. Once the outcome of the consultation results have been collated it is proposed to take a second report to a future Neighbourhood Services Committee before Christmas that will enable Members to make an informed decision.

## **9. CHILD AND FAMILY POVERTY**

- 9.1 There are no child and family poverty implications relating to this report.

## **10. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 10.1 An Equality and Diversity Impact Assessment has been considered and is concluded that that at this stage there is no requirement to assess the impact, before any results from public and internal consultations are provided.

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

- 11.1 When considering and approving/adopting such a ban; section 17 of the Crime and Disorder Act 1998 was considered. There are no negative implications relating to a public awareness campaign on balloon releases.

**12. STAFF CONSIDERATIONS**

- 12.1 There are no staff considerations relating to this report.

**13. ASSET MANAGEMENT CONSIDERATIONS**

- 13.1 It is considered that a public awareness campaign would not negatively impact on the management of any Council owned assets.

**14. RECOMMENDATIONS**

- 14.1 That the Neighbourhood Services Committee is recommended to approve the proposal to carry out public consultation on the proposal to carry out a public awareness campaign on the detrimental effect of balloon and Chinese/sky lantern releases from Council owned and managed land.

**15. REASONS FOR RECOMMENDATIONS**

- 15.1 Should the Council choose not to follow the recommendations in this report, it would not allow the public the opportunity to make comment on the proposals which help to support our natural environment and help to tackle the associated litter related issues with balloons and Chinese/sky lanterns.

**16. BACKGROUND PAPERS**

- 16.1 None.

**17. CONTACT OFFICER**

Tony Hanson  
Assistant Director (Environment and Neighbourhood Services)  
Level 3  
Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY

Tel: (01429) 523400  
E-mail: [tony.hanson@hartlepool.gov.uk](mailto:tony.hanson@hartlepool.gov.uk)

Chris Scaife  
Countryside Access Officer (Heritage, Coast and Countryside Section)  
Level 1  
Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY

Tel: (01429) 523524  
E-mail: [chris.scaife@hartlepool.gov.uk](mailto:chris.scaife@hartlepool.gov.uk)

# NEIGHBOURHOOD SERVICES COMMITTEE

13<sup>th</sup> June 2018



**Report of:** Assistant Director (Environment and Neighbourhood Services)

**Subject:** PUBLIC SPACE PROTECTION ORDERS (PSPO)

---

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision (test (ii)), Forward Plan Ref. No. RN 13/18.

## 2. PURPOSE OF REPORT

- 2.1 To inform the Neighbourhood Services Committee of changes to legislation regarding dog control measures and to advise that as a result, established Dog Control Orders have now been superseded and replaced by Public Space Protection Orders.
- 2.2 To consider and agree a public consultation in relation to the introduction of two additional locations and the inclusion of additional enforcement measures within the Public Space Protection Order.

## 3. BACKGROUND

- 3.1 Dog Control Orders were introduced under Section 55 of the Clean Neighbourhoods and Environment Act 2005 to control dog fouling and nuisance dogs in public outdoor spaces. In 2014 the Anti-social Behaviour, Crime & Policing Act 2014 superseded a number of orders, including the dog control orders, and replaced them with new Public Space Protection Orders (PSPOs). The dog control orders were superseded by the new legislation and automatically become Public Space Protection Orders in October 2017.
- 3.2 There are currently 5 Dog Control Orders in place in certain locations across Hartlepool, namely:
- **Dogs On Leads Order** – i.e. that dogs may enter the specified area but only if they are held on a lead



- **Dog Exclusion Order** – i.e. that dogs may not enter the specified area
- **Dogs On Lead By Direction Order** – i.e. that an authorised officer (e.g. Council environmental enforcement officer, Police or PCSO) can instruct a person responsible for a dog to put it on a lead if it is causing a nuisance. This order applies to the whole town
- **Fouling Of Land Order** – i.e. that the person responsible for a dog must clean up its dog foul forthwith. This order applies to the whole town
- **Specified Maximum Number Of Dogs Order** – i.e. that any one person may take out up to a maximum of 4 dogs at any one time. This order applies to the whole town

3.3 Unless specified otherwise, the existing dog control orders apply to “*all areas open to the air to which the public have access, either with or without payment*”. Some areas have more than one order in place e.g. a park may have a “dog on lead” order on the park as a whole, but the children’s play area within the park may have a “dog exclusion order” on it. The penalty for breaching any of the previous dog control orders is a fixed penalty notice of £80. A full list of all the dog control orders currently in place along with maps outlining the areas included is **attached at Appendix A**.

3.4 Before introducing a PSPO, the legislation requires that the Council consults with the Chief Officer of Police, the Police and Crime Commissioner, other relevant bodies, and community representatives. PSPOs are intended to deal with behaviours that are detrimental to the local community’s quality of life and are designed to ensure the law-abiding majority can use and enjoy open public spaces, safe from Anti-Social Behaviour. A PSPO can be made by the Council if satisfied on reasonable grounds that the activities carried out, or likely to be carried out, in a public space:

- Have had, or are likely to have, a detrimental effect on the quality of life of those in the locality
- That it is, or is likely to be persistent or continuing in nature
- Is, or is likely to be, unreasonable; and
- Justifies the restrictions imposed

3.5 As indicated in paragraph 3.1 of this report the existing Dog Control Orders in place automatically became PSPOs in October 2017. However as part of the review process, additional requests have been received to add new dog control orders at North Cemetery (to bring it in line with the other cemeteries in the town) and seasonal restrictions at North Sands to protect the wild bird colonies (a map of the proposed locations is **attached at Appendix B**).

- 3.6 Although the previous dog control orders have now already become PSPO's, the review requires formal consultation to include North Cemetery and North Sands into a PSPO and provides an opportunity to consider including new and additional enforcement powers in relation to dog fouling, which has been identified as a key element of the Council's Clean and Green Strategy.
- 3.7 The Council receives approximately 150 complaints about dog fouling each year. Enforcement can be difficult as the act of allowing the dog to foul and then failing to pick up after it has to be witnessed by an authorised officer in order for a fixed penalty to be issued. During the period 1.4.16 - 31.3.18 fouling reports were investigated by the Civil Enforcement Officers with 126 fixed penalty notices being issued.
- 3.8 The Environmental Enforcement team proactively enforce all 5 dog control orders. Between April 2016 and March 2018 the following fixed penalty notices were issued for breaches of the dog control orders:

FPNs	Reason
41	Allowing a dog into a "Dog Exclusion" area
31	Dog fouling
54	Allowing a dog off lead in a "Dogs On Leads" area
<b>126</b>	<b>Total</b>

- 3.9 Often, however, reports received from the public are too vague to allow for effective action to be taken. This remains the case despite the Council implementing a number of proactive measures to tackle dog fouling including:
- Dawn and dusk patrols at 6am and 8pm
  - Identification and targeting of "hot spot" areas
  - Installation of signage, including the high profile "Irresponsible Dog Owners We are Watching You" campaign from Keep Britain Tidy
  - Regular scheduled visits by officers to different Wards in response to reported complaints and referrals by HBC Cleansing of particular problematic locations
- 3.10 Several other local authorities have taken the opportunity presented by the flexibility allowed by the PSPOs to introduce a new offence of "*failing to carry the means to pick up*". Although under the former dog control orders, failure to have the means to pick up after your dog was not a valid defence against an FPN being issued, the aim of this proposed new offence is to encourage all dog owners to carry the means to clean up after their dog at all times. This would mean that officers of the Community Safety Team including Police and PCSOs could stop a dog walker and ask to see their means of cleaning up (usually a poop scoop or a plastic bag). If the person was unable or refused to provide this evidence then an FPN could be issued.

- 3.11 It should be noted that in order too assist dog walkers, HBC have recently installed over 40 dog waste bag dispensers at 29 public space areas, where bags can be taken free of charge.
- 3.12 Concern has also been expressed with regard to control of dogs on flexi leads, particularly in cemeteries, where the length of lead has, in some cases prevented the owners having full control of their dog. In this respect it is proposed to limit the length of lead to a short lead (including the new proposed location if approved).
- 3.13 It is already a legal requirement for all dogs to be micro-chipped, but not all dog owners ensure their dogs comply with the legislation. Civil Enforcement Officers often encounter resistance from owners to provide details when issuing FPN's for such environmental offences and requiring all dogs to be chipped when within the defined areas of the PSPO's would allow the officers to scan the micro-chip and either verify the details or issue a FPN if the dog is not micro chipped.

#### **4. PROPOSAL**

- 4.1 The existing Dog Control Orders have already been superseded by PSPO's but it is proposed to begin formal consultation on the inclusion of two additional areas of North Cemetery and North Sands within the PCSO. The inclusion of North Cemetery would result in a "Dogs On Leads" Order being put in place which would cover the whole area of the cemetery as shown on the map at **Appendix B**.
- 4.2 The inclusion of North Sands would result in a seasonal "Dogs Exclusion" order being put in place on the beach between the mean high water line and mean low water line, and a second seasonal "Dogs on Leads" order which would cover the nearby dunes. It is proposed that both orders would be seasonal only and would be effective through the winter months from 1<sup>st</sup> October to 30<sup>th</sup> April inclusive and would be consistent with other existing Beach Control Orders.
- 4.3 Given the priority identified by the local community in relation to enhancing powers to tackle dog fouling, it is also proposed to consult on a proposal to include into the PSPO an offence of "Failing to carry the means to pick up".
- 4.4 Given the previous concerns expressed in relation to the lack of control some owners have when dogs are on flexi leads, a further control measure will be included in all Cemeteries which will limit the length of any lead to a maximum of 1.5 metres.
- 4.5 Consulting on including an additional requirement that all dogs must be micro-chipped, would reiterate the legal requirement on dog owners and would greatly assist enforcement officers identify dog owners who fail to pick up after their dog.

## **5. CONSULTATION METHODOLOGY**

5.1 In order to ensure that the views of key stakeholders are considered in making the PSPOs, and in compliance with the legislation, the following will be invited to take part:

- Residents, including those with and without dogs
- Schools
- Voluntary and Community Sector organisations
- Cleveland Police
- The Police and Crime Commissioner
- Internal council teams (e.g. parks and recreation team, countryside team, environmental enforcement team, highways etc.)
- The Kennel Club
- The RSPCA
- Natural England
- Dogs Trust.

5.2 The PSPO will be promoted to stakeholders via the following means:

- Online survey on Council website
- Targeted email to the voluntary and community sector and other key organisations
- Press release to local media
- Information in the Council's Hartbeat magazine which is sent to every property in the town
- Promotion on the Council's social media channels
- Relevant Council Consultative Forums
- Community Hubs.

5.3 A consultation will take place over a period of two months and it is anticipated that a further report will be presented in approximately six months' time.

## **6. RISK IMPLICATIONS**

6.1 If the proposal to consult is not taken forward it would undermine the Council's potential ability to respond to requests from residents through previous consultations and potentially carry some reputational damage to the Council from a failure to keep public spaces clean and free from dog foul and nuisance dogs.

- 6.2 There is also a clear risk of injury from dog attack to members of the public (particularly children) and other dogs from uncontrolled dogs in public places, and a further risk of injury from slips and falls caused by treading in dog faeces as well as a risk of illness from coming into contact with dog faeces.

## **7. FINANCIAL CONSIDERATIONS**

- 7.1 Once the orders are put in place there will be a cost implication for publicising the orders and educating the public on the new legislation, including the production and installation of new signage at all locations covered by the PSPOs. Further costs will be incurred in enforcing the orders, including a requirement to reprint all FPN books, forms and paperwork with the new legislation details on.
- 7.2 It is anticipated that these costs will be met from existing budgets.

## **8. LEGAL CONSIDERATIONS**

- 8.1 Under the changes to the new legislation all previous Dog Control Orders have already been replaced by PSPO's. Before including the proposed amendments into the PSPO the Council must be able to demonstrate that there is a need for the order and that the behaviour it is designed to prevent or reduce meets the following legal test:
- Has had, or is likely to have, a detrimental effect on the quality of life of those in the locality
  - That it is, or is likely to be persistent or continuing in nature
  - Is, or is likely to be, unreasonable; and
  - Justifies the restrictions imposed
- 8.2 Following the consultation, and in advance of the order coming into effect, details of the PSPO must be published in line with the regulations made by the Secretary of State. There is no longer a requirement to publish the order in the local newspaper but it should be made available on the Council's website.
- 8.3 A PSPO can be challenged by "an interested person" within 6 weeks of the order being made on the following grounds:
- That the Council did not have the powers to make the order or to include the prohibitions or requirements of the order
  - That one of the requirements was not complied with

- 8.4 The fact that the legislation allows for these challenges to be made means that it is very important that each step of the process is followed and recorded to avoid potential challenges. The requirements referred to in 8.3 include a requirement to consult on the proposed orders; the requirement to show that the legal test in 8.1 has been met; and the requirement to publish a draft version of the order in advance.
- 8.5 Section 9 of the Animal Welfare Act 2006 places a duty of care on owners to ensure that their dog is able to exhibit natural behaviour such as running, jumping and interacting with other dogs. Therefore to enable owners to comply with this legislation a balance must be struck between restricting access for dogs with providing plenty of accessible “free run” areas.
- 8.6 The former dog control orders were mainly located in areas such as children’s play areas, sports pitches and parks, with many more areas being left as “free run” areas for dogs. The seasonal restrictions on the bathing beaches at Seaton beach, Headland Block Sands and Fish Sands still allowed for dogs to be freely exercised on the beaches at Newburn Bridge and North Gare. Replacing the previous dog control orders into PSPO’s will ensure this balance is retained.
- 8.7 Members are requested to note that the proposals for “Dogs on Leads” and “Dogs Exclusion” orders to be introduced at North Sands has been made following Natural England’s request for the Council to fulfil its duty under section 28G of the Wildlife and Countryside Act 1981 (as incorporated by the Countryside and Rights of Way Act 2000) to further the conservation of the area which is classed as a Site of Special Scientific Interest (SSSI). The restriction to keep dogs on leads at North Sands is to protect the nationally important colonies of winter migratory breeding birds in the dunes at North Sands. A proposal to restrict access to North Sands for dogs was first put forward in 2012 but the decision was deferred pending further information from Natural England.

## **9. CHILD AND FAMILY POVERTY**

- 9.1 There are no child and family poverty implications relating to this report

## **10. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 10.1 Consideration must be given to how the restrictions may affect disabled people with assistance dogs. Under the Equality Act 2010 the Council must ensure that access to facilities such as parks, children’s play areas, etc. is not unreasonably restricted for people with disabilities, therefore the wording of any PSPO introduced to restrict access for dogs needs to be carefully considered to avoid unreasonably restricting access for people with assistance dogs. (See **Appendix C**).

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

- 11.1 Breaching one of the proposed PSPOs would be an offence under the Anti Social Behaviour, Crime and Policing Act 2014. It is punishable by the issuing of a Fixed Penalty Notice (FPN) of £100. If a person refuses to pay they can be taken to the local Magistrates Court for the offence and fined up to £1,000.

## **12. STAFF CONSIDERATIONS**

- 12.1 Responsibility for the enforcement of the current Dog Control Orders and the proposed PSPOs sits with the Community Safety Team. As the enforcement framework remains essentially the same for the PSPOs as for the Dog Control Orders it is anticipated that the staffing impact of enforcing the new orders will be minimal.
- 12.2 Police Officers, PCSOs, and other officers designated by the Council also have the power to issue FPNs for PSPOs but this is much easier now that the officers are part of one Community Safety Team. Police also have additional responsibility to enforce the terms of the Dangerous Dogs Act 1991 (as amended 2014).
- 12.3 The consultation exercise prior to any PSPOs being made will be undertaken by the Community Safety and Engagement Team.

## **13. ASSET MANAGEMENT CONSIDERATIONS**

- 13.1 Dog fouling occurs across the Borough and limits residents' and visitors' enjoyment of the town's many parks, beaches and open spaces. It is also prevalent on pavements and footpaths contributing to the perception of Hartlepool as a "dirty town". Although footpaths can be cleaned using a mechanical sweeper, it is very difficult to clean dog foul from grassy or sandy areas.

## **14. RECOMMENDATIONS**

- 14.1 It is recommended that members note that the previous Dog Control Orders have now been replaced and superseded by PSPO's under the new legislation changes.
- 14.2 It is recommended that the Council carries out the consultation exercise with regard to the inclusion of North Cemetery and North Sands within the PSPO.

- 14.3 It is recommended that the same consultation includes the proposal to create a new offence within the PSPO of “Failing to carry the means to pick up”, “failure to have a dog micro-chipped” and in the case of all cemeteries “ensuring all dogs are controlled on a short lead with a maximum length to be determined during the consultation process”.

## **15. REASONS FOR RECOMMENDATIONS**

- 15.1 Enhancing dog control measures across the Borough will give the Council the means of continuing to tackle dog fouling and nuisance dogs, which is a key element of the Council’s Clean and Green Strategy.

## **16. BACKGROUND PAPERS**

- 16.1 Council’s Clean and Green Strategy: Neighbourhood Services Committee February 2017.  
Responsible Dog Ownership Campaign: Neighbourhood Services Committee April 2017.

## **17. CONTACT OFFICER**

- 17.1 Tony Hanson  
Assistant Director (Environment and Neighbourhoods)  
Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY  
Email [tony.hanson@hartlepool.gov.uk](mailto:tony.hanson@hartlepool.gov.uk)  
Tel: 01429 523400

Phil Hepburn  
Community Safety Operations Manager  
Avenue Road Police Station  
Hartlepool  
TS24 8AY  
Email [Philip.hepburn@hartlepool.gov.uk](mailto:Philip.hepburn@hartlepool.gov.uk)



## **APPENDIX A**

### **Regeneration and Neighbourhoods**



### **DOG CONTROL ORDERS**

**Hartlepool Borough  
Council**

Title of Dog Control Orders (Superseded by Public Space Protection Order):

- DOG ON LEADS ORDER
- DOG ON LEAD BY DIRECTION ORDER
- DOGS (SPECIFIED MAXIMUM) ORDER

Land Subject to Dog Control Orders (Superseded by Public Space Protection Order):

- ALL LAND WITHIN THE BOROUGH OF HARTLEPOOL WHICH IS OPEN  
TO THE AIR AND TO WHICH THE PUBLIC HAS ACCESS, WITH OR  
WITHOUT PAYMENT (see map A1)

A1

## Hartlepool Borough Area



Title of Dog Control Orders (Superseded by Public Space Protection Order):

- DOGS ON LEADS ORDER

Land Subject to Dog Control Orders (Superseded by Public Space Protection Order):

- ALL 'GATED' BACK STREETS WITHIN THE BOROUGH OF HARTLEPOOL
- WARD JACKSON PARK (see map B1)
- BURN VALLEY GARDENS (see map B2)
- ROSSMERE PARK (see map B3)
- SEATON PARK AND RECREATION GROUND (see map B4)
- WEST VIEW CEMETERY (see map B5)
- STRANTON CEMETERY (see map B6)
- LOWER PROMENADE (see map B7)
- TOWN MOOR RECREATION GROUND (see map B8)
- SUMMERHILL ROPE AND BOULDER PARK AND BMX TRACK (see map B9)
- RIFT HOUSE RECREATION GROUND (see map B10)
- GRAYFIELDS RECREATION GROUND (see map B11)
- CENTRAL PARK RECREATION GROUND (see map B12)
- KING GEORGE V RECREATION GROUND (see map B15)
- ROSSMERE WAY RECREATION GROUND (see map B16)
- SEATON COMMON LOCAL NATURE RESERVE (see map B17)
- SPION KOP LOCAL NATURE RESERVE (see map B18)
- CROFT GARDENS (see map B19)
- HEADLAND TOWN SQUARE (see map B20)
- HEADLANDFISH QUAY GATES (see map B21)





**Key**

Play Areas

Parks

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool, B.C. LA09057L 1993

Sub Title: Dog Control Order Areas  
 Scale: 1:2,500  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU



Hartlepool Borough Council  
 Adult and Community Services Department  
 Parks and Countryside  
 Suite 8 Municipal Buildings  
 Church Square  
 Hartlepool, TS24 7EO  
 Tel: 01-429 523624  
 Fax: 01-429 523650



## Burn Valley Gardens



## Key

-  Play Areas
-  Parks

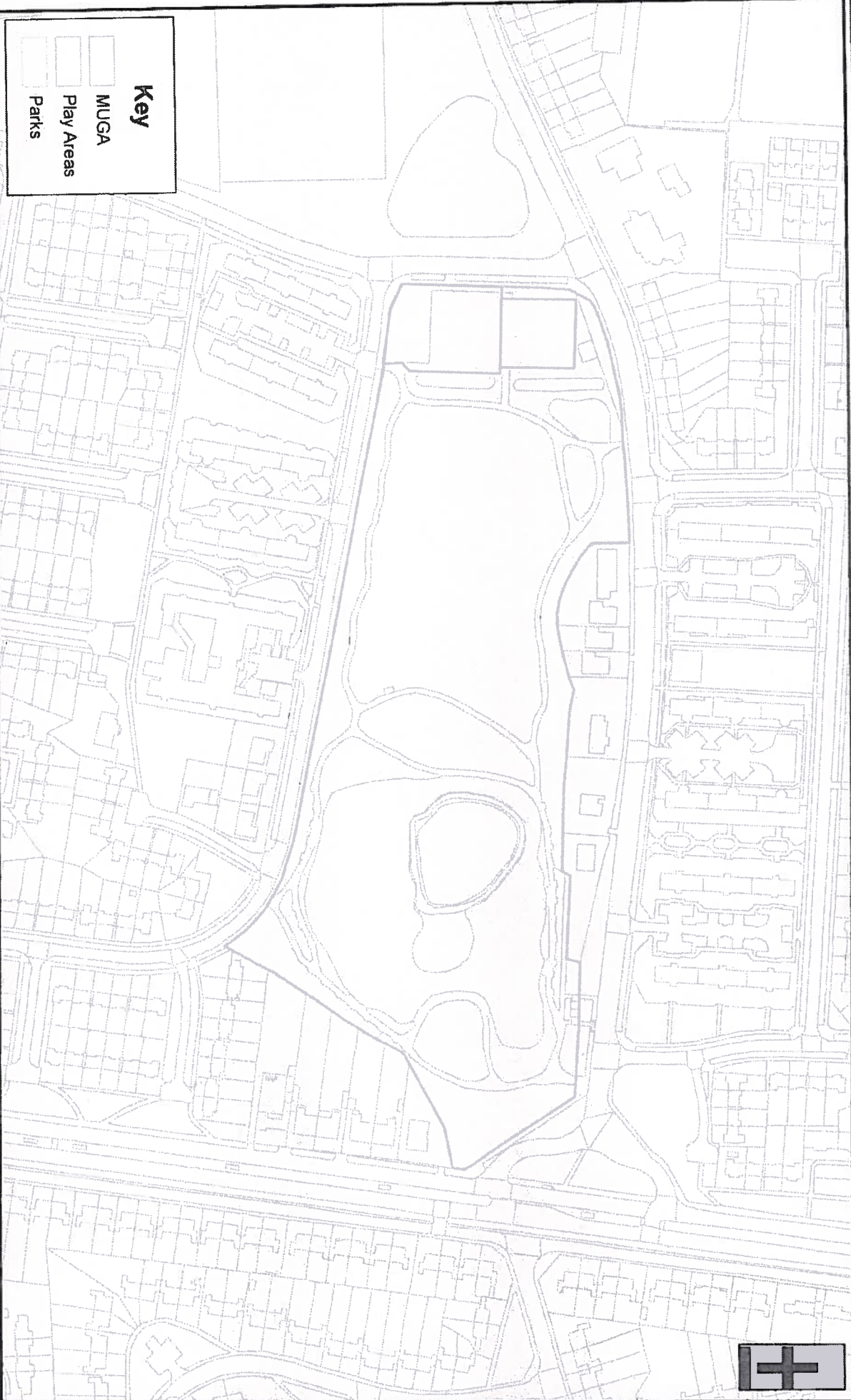
This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool, B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:1,500  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU




Hartlepool Borough Council  
 Parks and Community Services Department  
 Site 8, Millfields Square  
 Hartlepool, TS24 7EQ  
 Tel: 01429 523624  
 Fax: 01429 523650



# Rossmere Park



## Key

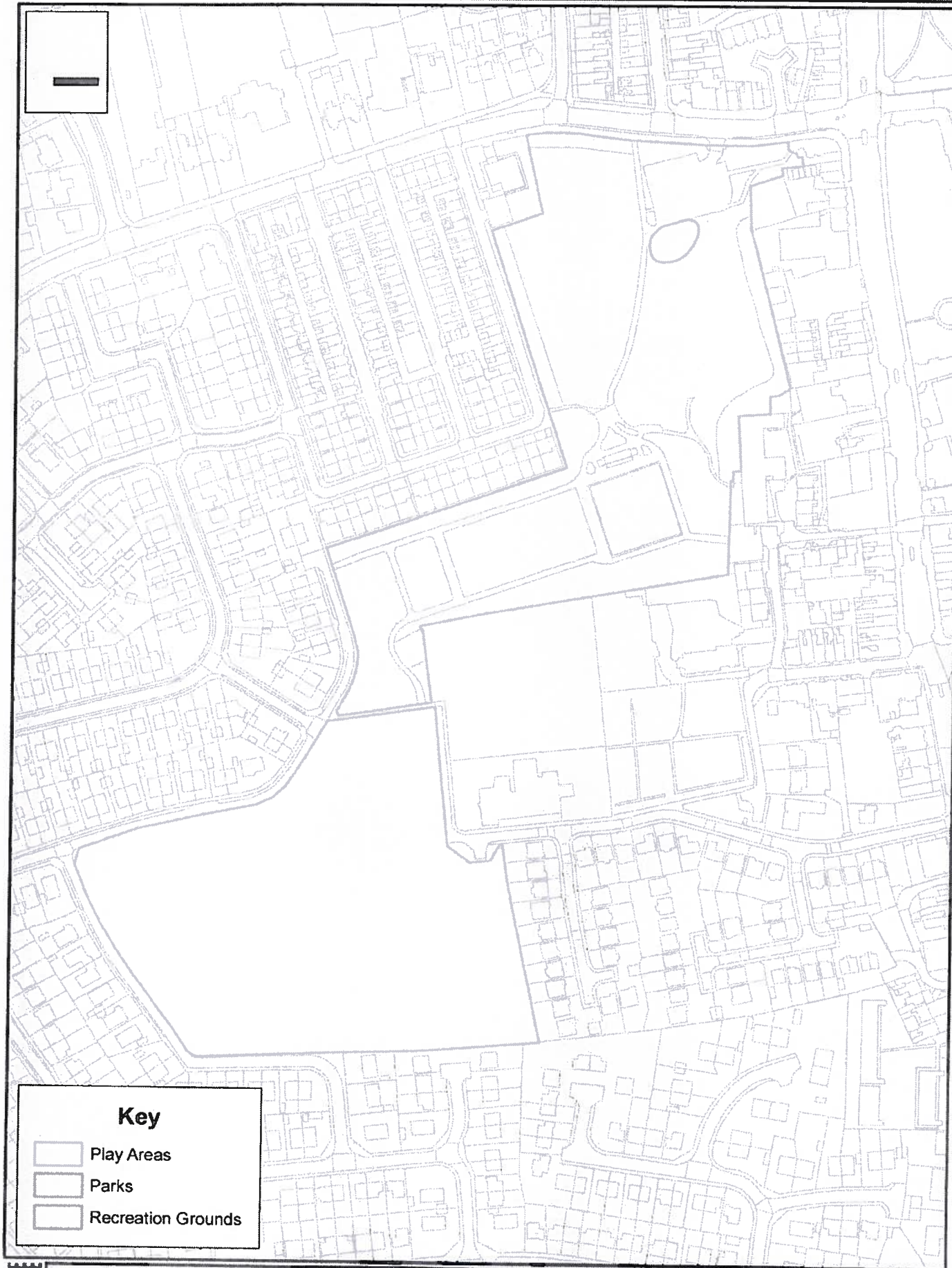
-  MUGA
-  Play Areas
-  Parks

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool, B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:2,500  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
 Adult and Community Services Department  
 Parks and Countryside  
 Sula B. Municipal Buildings  
 Church Square  
 Hartlepool, TS24 7EQ  
 Tel: 01429 523524  
 Fax: 01429 523430

## Seaton Park and Recreation Ground



## Key

-  Play Areas
-  Parks
-  Recreation Grounds



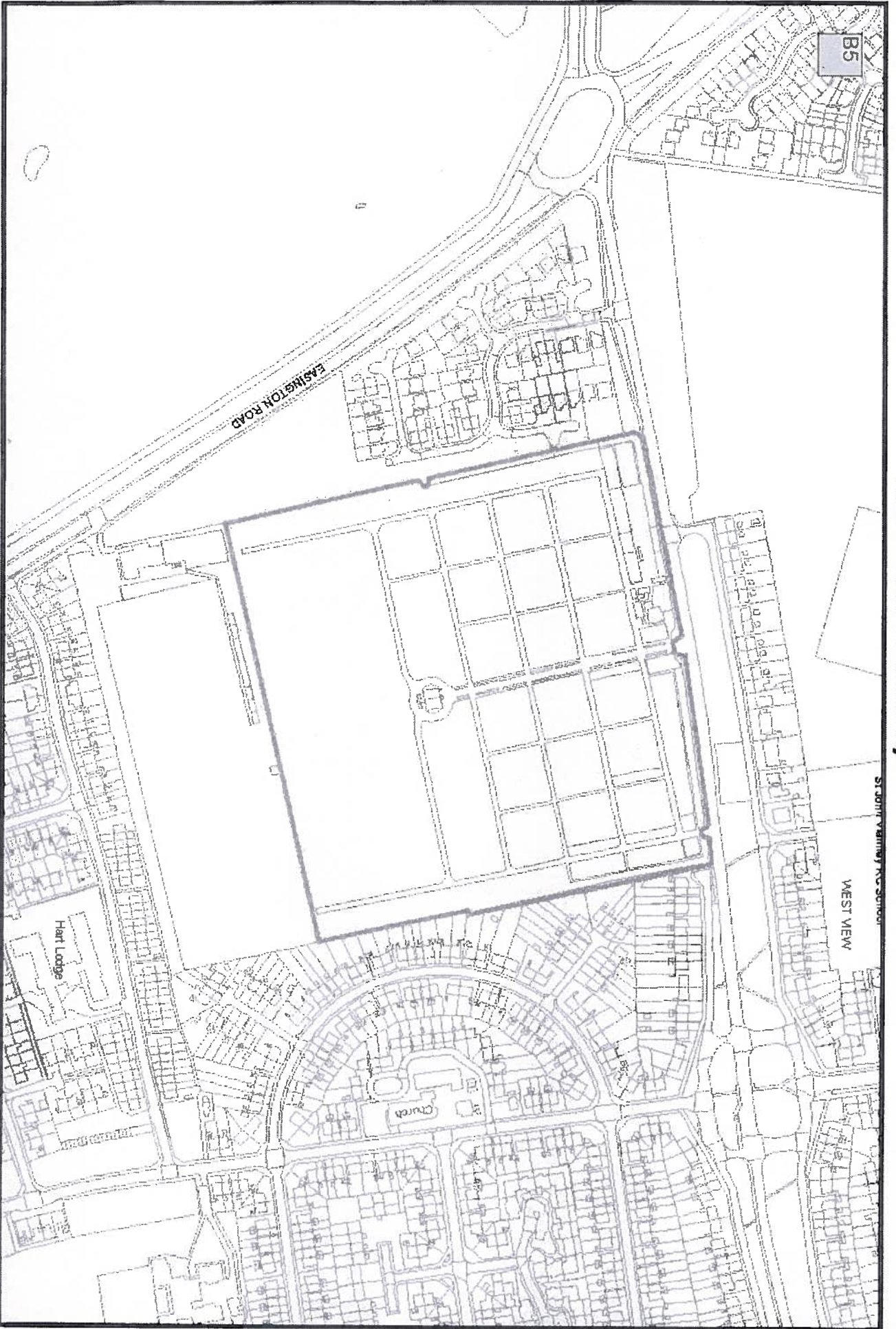
This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool.B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:2 500  
 Date: 20th December 2007  
 Drawn By: Parks & Countryside BU

Hartlepool Borough Council  
 Adult & Community Services Department  
 Parks and Countryside  
 Suite 8 Municipal Buildings  
 Church Square  
 Hartlepool, TS24 7EQ  
 Tel: 01429 523524  
 Fax: 01429 523450

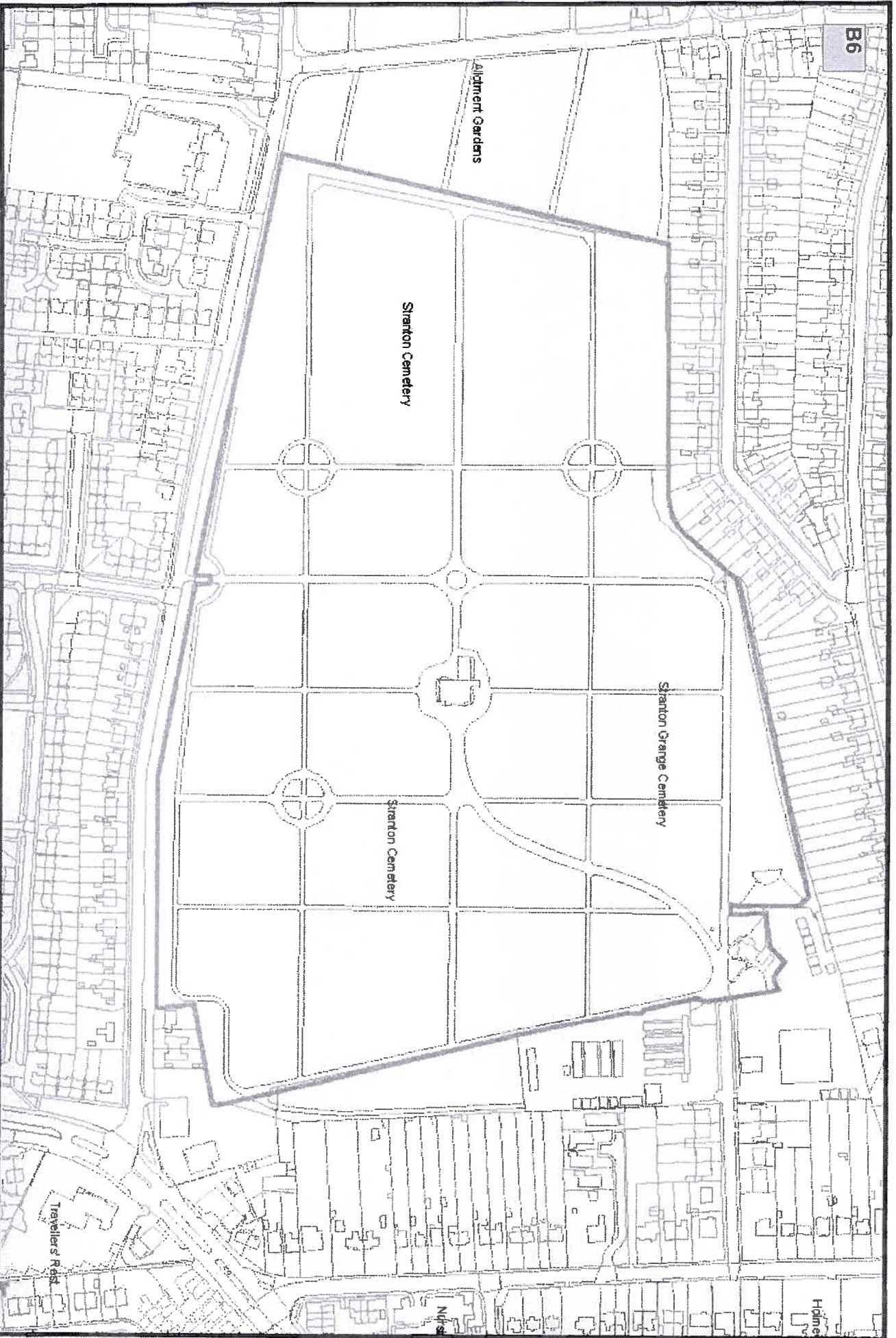


# West View Cemetery



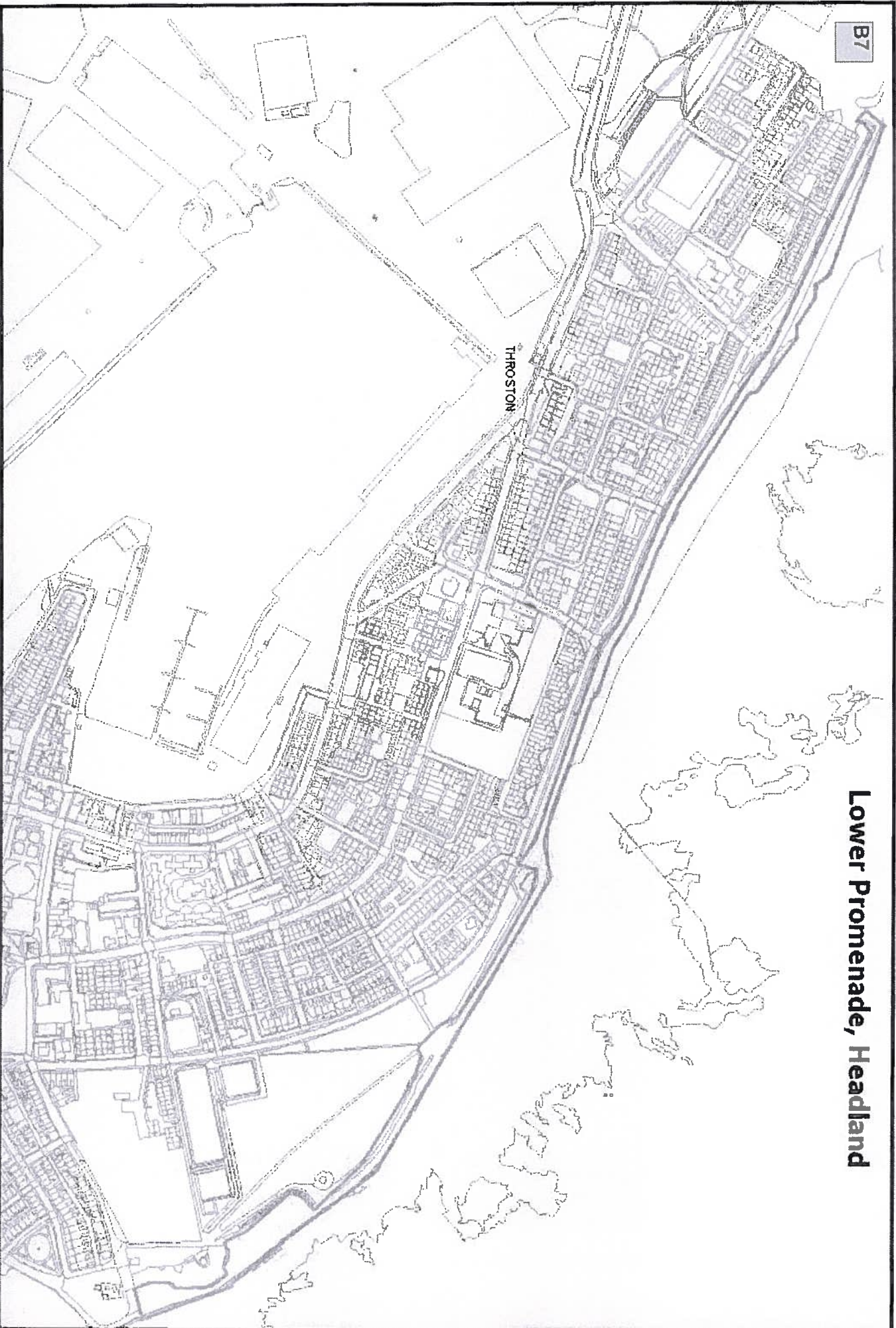


# Stranton Cemetery

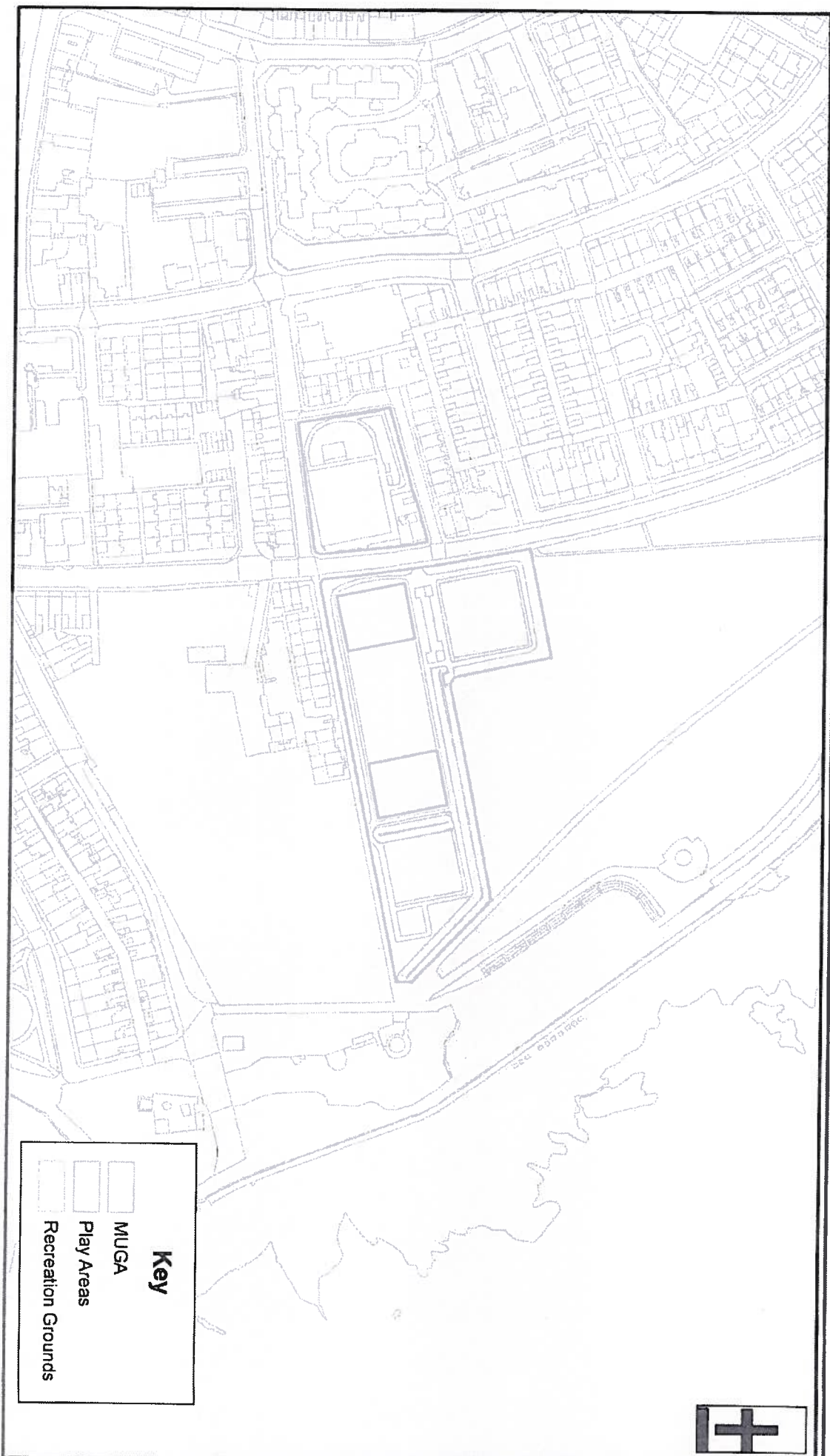




**Lower Promenade, Headland**



## Town Moor



- Key**
- ☐ MUGA
  - ☐ Play Areas
  - ☐ Recreation Grounds

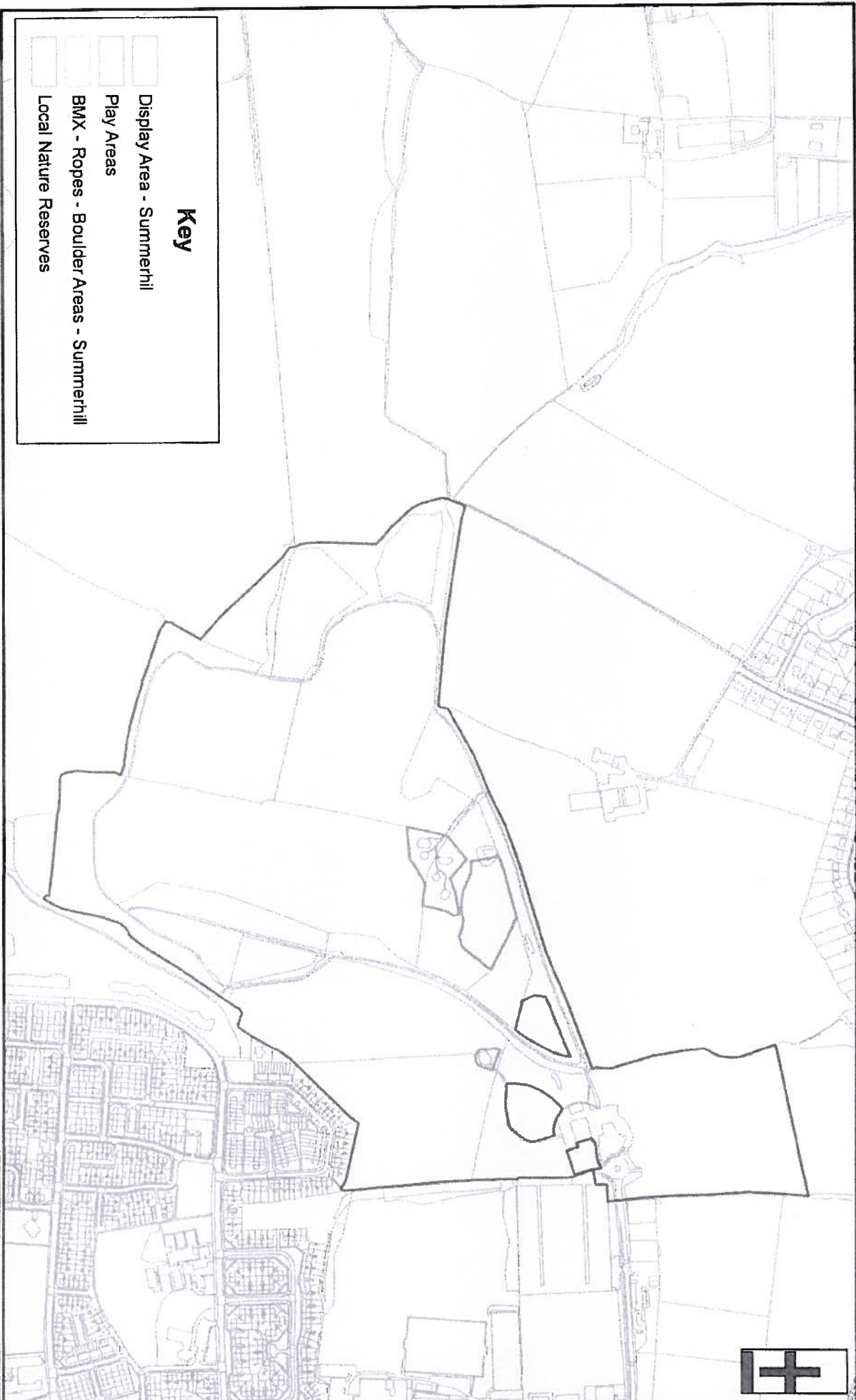
This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Harlepool, B.C. LA9057L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:2,500  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU





Harlepool Borough Council  
 Adult and Community Services Department  
 Parks and Countryside  
 Suite 8 Municipal Buildings  
 Church Square  
 Harlepool, TS24 7EO  
 Tel: 01429 523624  
 Fax: 01429 523650



## Summerhill Countryside Park



## Key

-  Display Area - Summerhill
-  Play Areas
-  BMX - Ropes - Boulder Areas - Summerhill
-  Local Nature Reserves

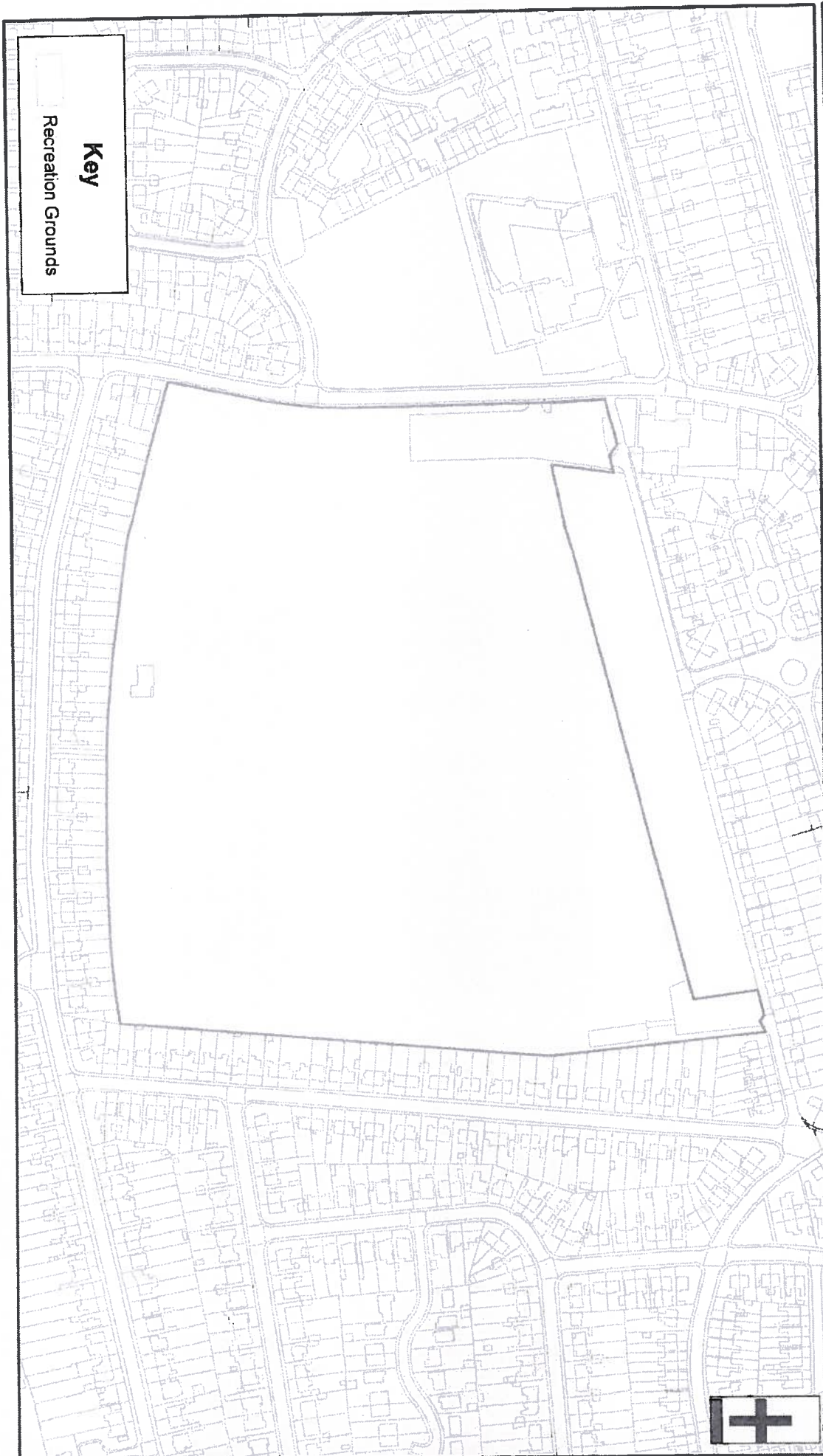
This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Harlepool, B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:6,500  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU

Harlepool Borough Council  
 Adult and Community Services Department  
 Parks and Countryside  
 Suite 8, Municipal Buildings  
 Church Square  
 Harlepool, TS24 7EQ  
 Tel: 01429 523524  
 Fax: 01429 523450

B10

## Rift House



### Key

Recreation Grounds

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool, B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
Scale: 1:3,000  
Date: 20th December 2007  
Drawn By: Parks and Countryside BU




Hartlepool Borough Council  
Adult and Community Services Department  
Parks and Countryside  
Suite 8, Municipal Buildings  
Church Square  
Hartlepool TS24 7EQ  
Tel: 01 429 523524  
Fax: 01 429 523450



## Grayfields



## Key

-  Play Areas
-  Skate Parks
-  Recreation Grounds

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Harlepool, B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:4,000  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU

Harlepool Borough Council  
 Adult and Community Services Department  
 Parks and Countryside  
 Suite 6 Municipal Buildings  
 Church Square  
 Harlepool TS24 7ED  
 Tel: 01429 523524  
 Fax: 01429 523950

## Central Park



**Key**

Recreation Grounds

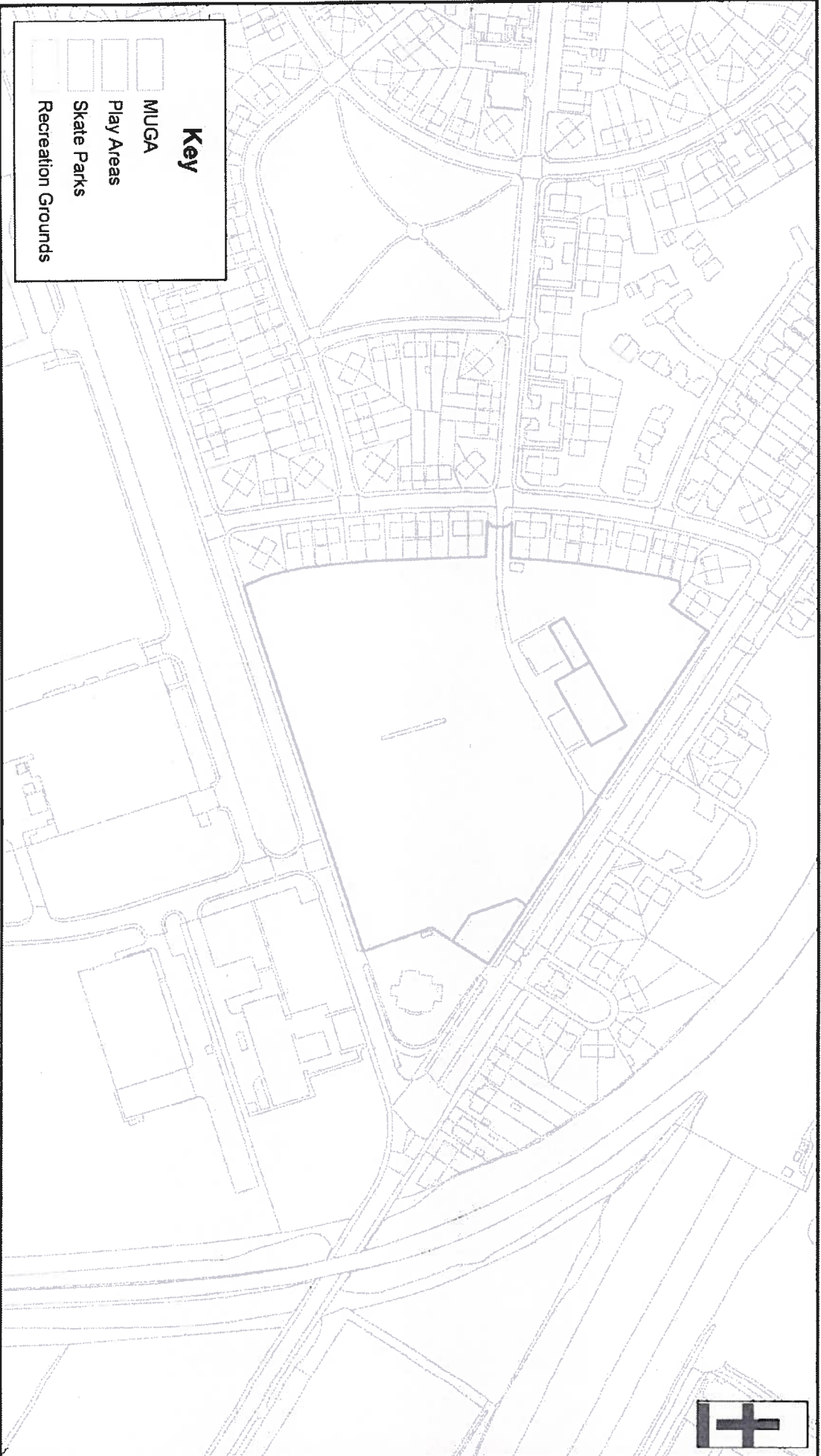
This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Harlepool, B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:2,500  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU





Harlepool Borough Council  
 Adult and Community Services Department  
 Parks and Countryside  
 Suits & Municipal Buildings  
 Church Square  
 Harlepool, TS24 7EQ  
 Tel: 01423 523524  
 Fax: 01423 523450



## King George V



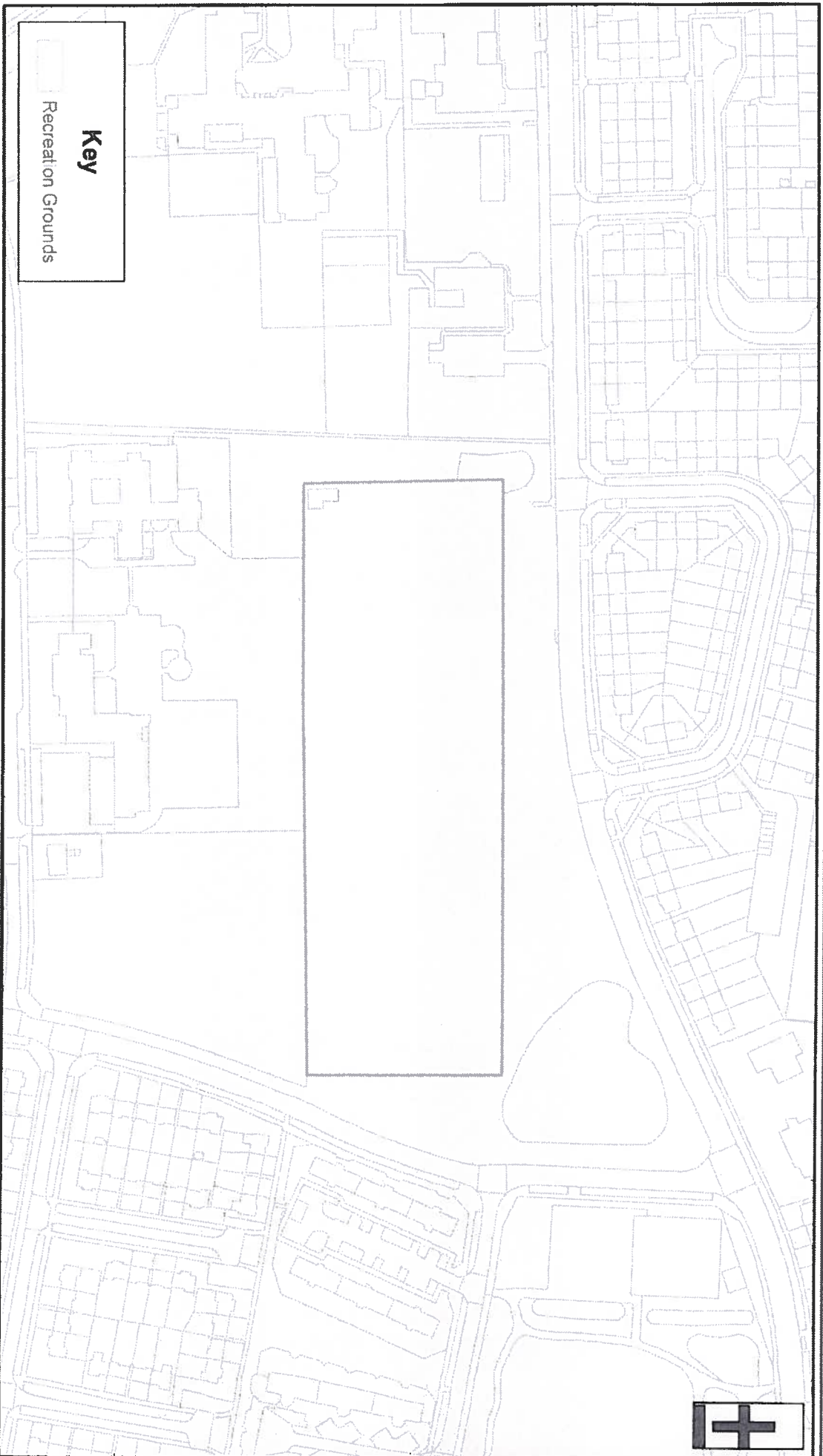
### Key

-  MUGA
-  Play Areas
-  Skate Parks
-  Recreation Grounds

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool, B.C. LA09057L, 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:2,500  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
 Adult and Community Services Department  
 Parks and Countryside  
 Suite 8 Municipal Buildings  
 Church Square  
 Hartlepool, TS24 7EO  
 Tel: 01429 523524  
 Fax: 01429 523550



### Key

Recreation Grounds



This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
Scale: 1:2,000  
Date: 20th December 2007  
Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
Adult and Community Services Department  
Parks and Countryside  
Suite 8, Municipal Buildings  
Church Square  
Hartlepool, TS24 7ED

Tel: 01429 523524  
Fax: 01429 523450



### Key

- Beach Dog Control Areas
- Seaton Common LNR
- Local Nature Reserves

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Harlepool, B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:10,000  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU

Harlepool Borough Council  
 Adult and Community Services Department  
 Parks and Countryside  
 Suite 6, Municipal Buildings  
 Church Square  
 Harlepool, TS24 7EQ

Tel: 01429 523624  
 Fax: 01429 523450



## Spion Kop LNR



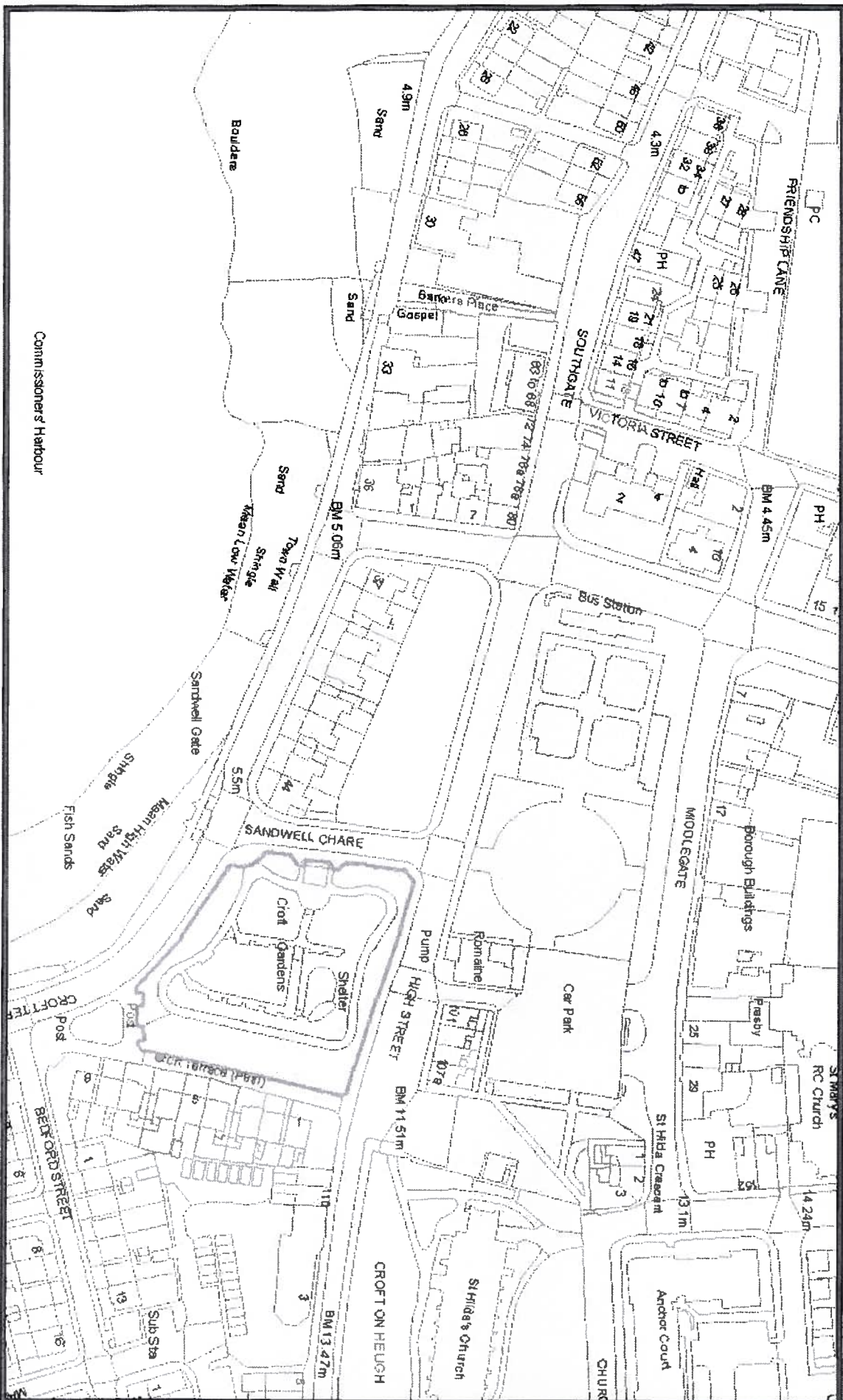
## Key

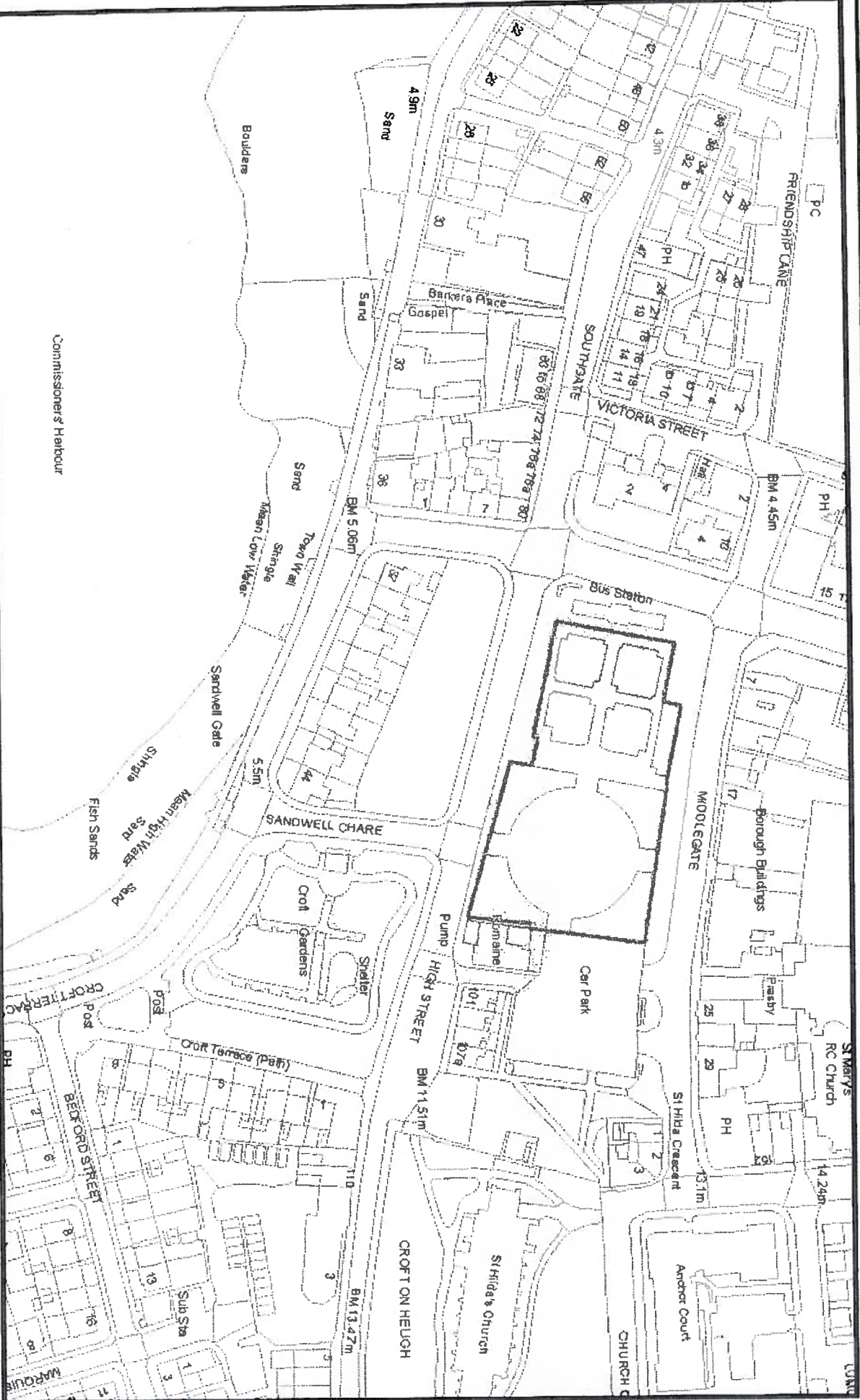
Spion Kop LNR

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Harlepool, B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
Scale: 1:4,000  
Date: 20th December 2007  
Drawn By: Parks and Countryside BU

Harlepool Borough Council  
Adult and Community Services Department  
Parks and Countryside  
Suite 8, Municipal Buildings  
Church Square  
Harlepool, TS24 7EQ  
Tel: 01429 523524  
Fax: 01429 523450









Title of Dog Control Orders (Superseded by Public Space Protection Order):

- DOGS EXCLUSION ORDER

Land Subject to Dog Control Orders (Superseded by Public Space Protection Order):

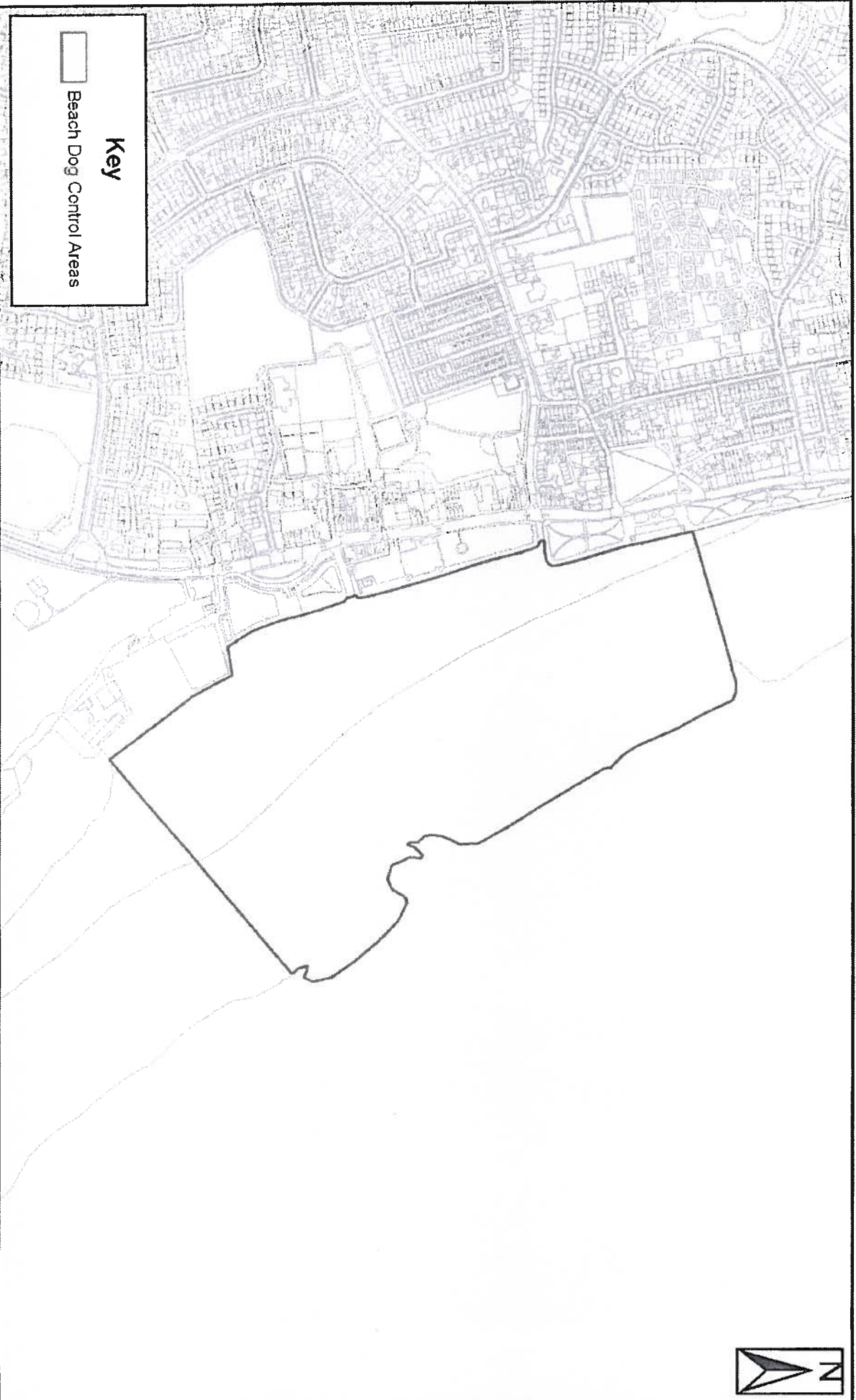
- SEATON CAREW BEACH – seasonal May to September inc. (see map C1)
- HEADLAND FISH SANDS – seasonal May to September inc. (see map C2)
- HEADLAND BLOCK SANDS, LOWER PROMENADE AND PADDLING POOL (see map C3)
- BURBANK COMMUNITY GARDEN (see map C4)
- SEATON WATER PARK (see map C5)
- MILL HOUSE SKATE PARK AND MULTI-USE GAMES AREA (see map C6)
- SUMMERHILL VISITOR CENTRE FIELD STUDY AREA (see map C7)
- HEADLAND OLD PUTTING AREA (see map C8)
- ALL SPORTS PITCHES (e.g. football, rugby, hockey, cricket and athletics), BOWLING GREENS AND MULTI-USE GAMES AREAS at the following locations:
  - RIFT HOUSE RECREATION GROUND
  - GRAYFIELDS RECREATION GROUND
  - SEATON PARK
  - KING GEORGE V PLAYING FIELD
  - HARTLEPOOL 6<sup>TH</sup> FORM COLLEGE
  - GREATHAM SPORTS FIELD
  - FRIAR TERRACE
  - TOWN MOOR RECREATION GROUND
  - WARD JACKSON PARK
  - BURN VALLEY GARDENS
  - ROSSMERE PARK
  - BURBANK MULTI-USE GAMES AREA (see map C9)
- ALL PLAY GROUNDS at the following locations:
  - CLAVERING (see map C10)
  - WARD JACKSON PARK (see map C11)
  - TOWN MOOR RECREATION GROUND (see map C12)



## **APPENDIX A**

- ROSSMERE PARK (see map C13)
- BURN VALLEY GARDENS (see map C14)
- SUMMERHILL VISITORS CENTRE (see map C15)
- HEADLAND LOWER PROMENADE
- PADDLING POOL AND PLAY AREA (see map C16)
- KING GEORGE V PLAYING FIELD (see map C17)
- GRAYFIELDS RECREATION GROUND (see map C18)
- SEATON PARK (see map C19)
- OXFORD ROAD (see map C20)
- KING OSWY DRIVE (see map C21)
- JUTLAND ROAD (see map C22)
- FENS FIELD (amendment order 2012 – see map C24)

## Seaton Beach



## Key



Beach Dog Control Areas

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Harlepool, B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:7,000  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU

Harlepool Borough Council  
 Adult and Community Services Department  
 Parks and Countryside  
 Suite 8, Marcopod Buildings  
 Church Square  
 Harlepool, TS24 7EQ  
 Tel: 01423 613524  
 Fax: 01423 613450

# Fish Sands

C2

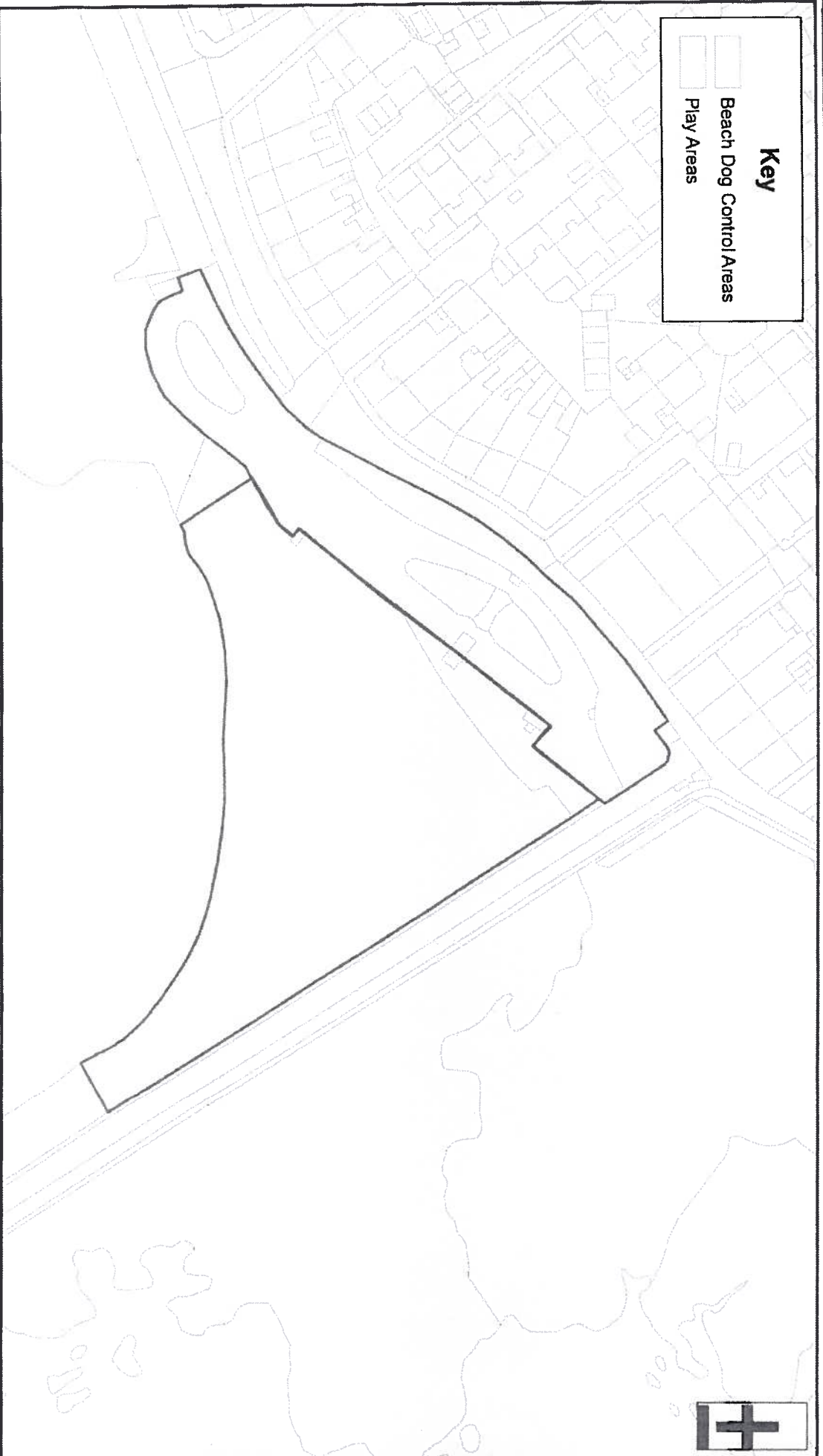
Beach Dog Control Areas

**Key**

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
Scale: 1:1,500  
Date: 9th November 2007  
Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
Parks and Countryside Services Department  
Suite 8, Municipal Buildings  
Church Square  
Hartlepool, TS24 7EO  
Tel: 01429 523524  
Fax: 01429 523450



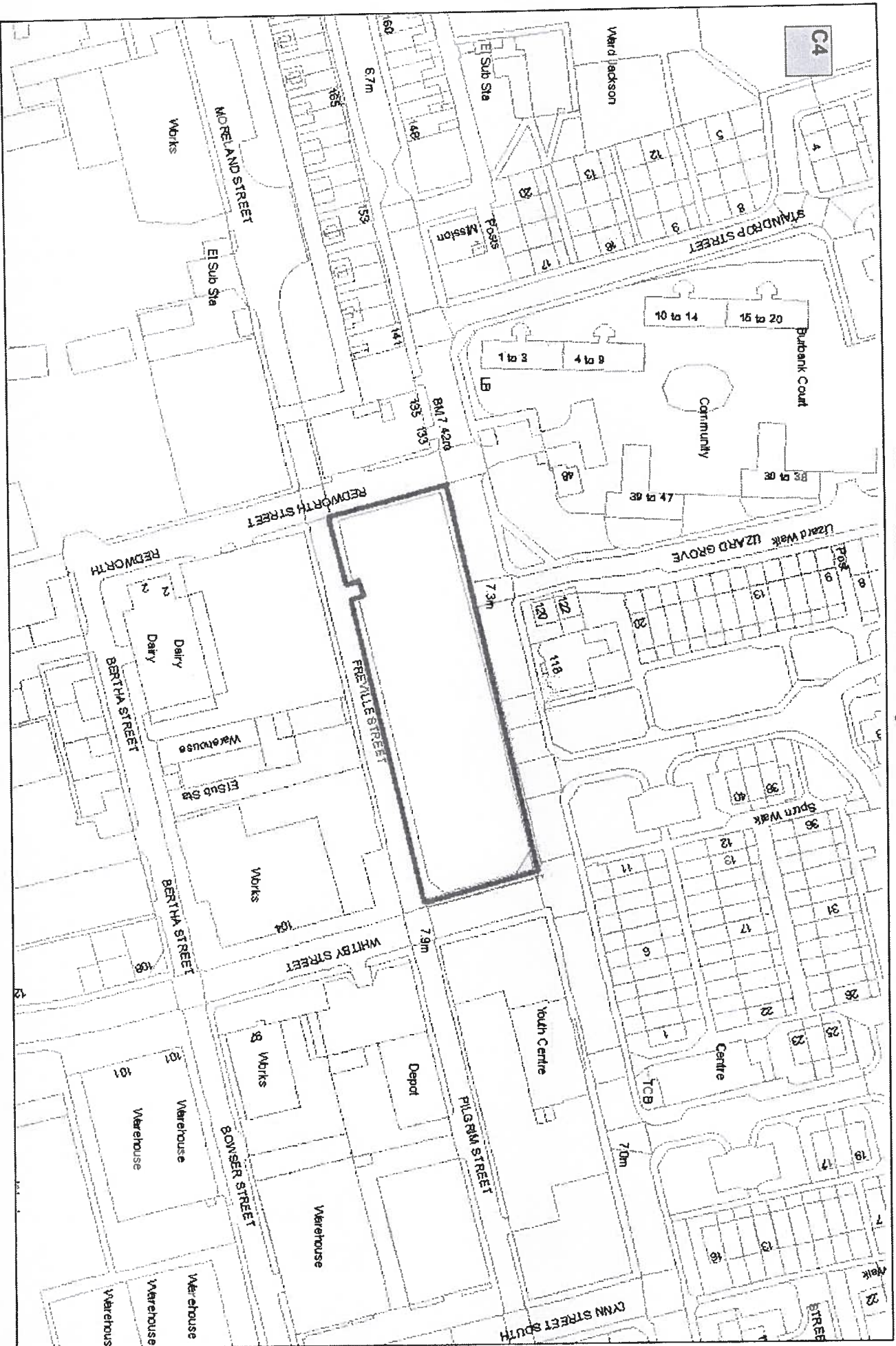
This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:1,000  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
 Adult and Community Services Department  
 Parks and Countryside  
 Suite 8, Municipal Buildings  
 Church Square  
 Hartlepool, TS24 7EQ  
 Tel: 01429 523624  
 Fax: 01429 523450




# Burbank Community Garden



## Seaton Paddling Pool



## Key

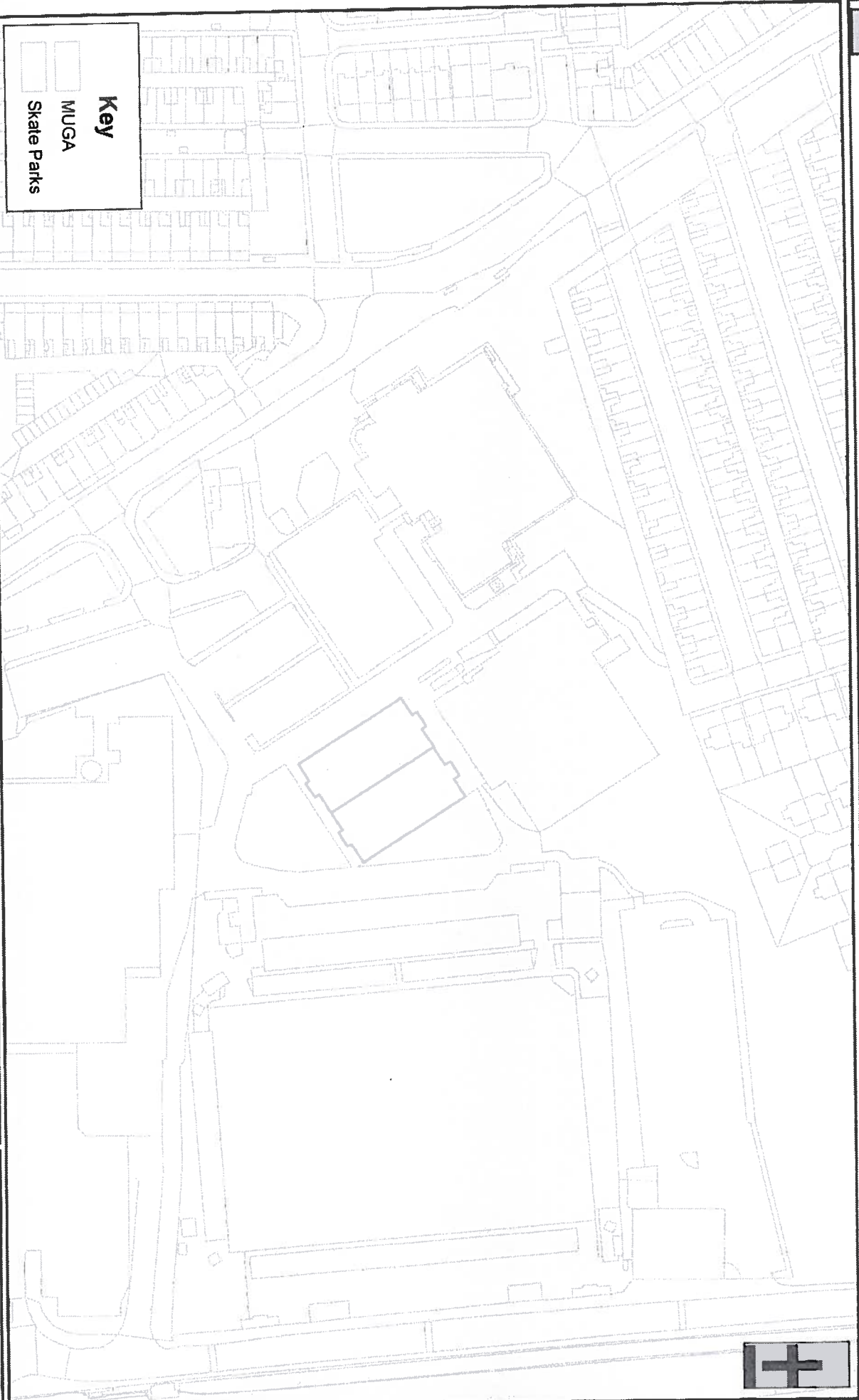
 Paddling Pools

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:7,000  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
 Adult and Community Services Department  
 Parks and Countryside  
 Suite 8, Municipal Buildings  
 Church Square  
 Hartlepool TS24 7EO  
 Tel: 01429 533624  
 Fax: 01429 533650

## Mill House



## Key

MUGA

Skate Parks

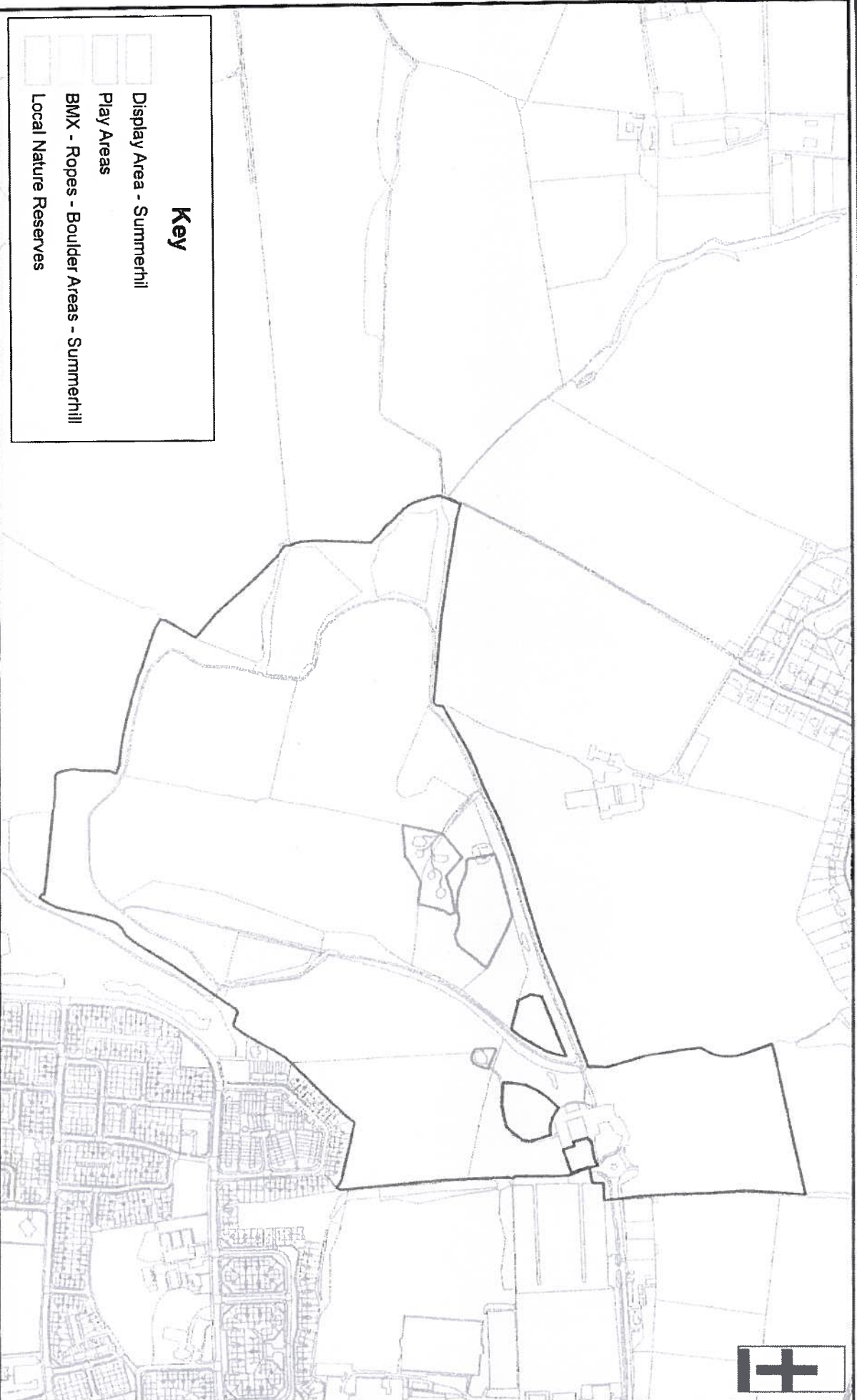
This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool, B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:1,500  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
 Adult and Community Services Department  
 Parks and Countryside  
 Suite 8, Municipal Buildings  
 Church Square  
 Hartlepool, TS24 7EQ  
 Tel: 01429 523524  
 Fax: 01429 523450



## Summerhill Countryside Park



## Key

- ☐ Display Area - Summerhill
- ☐ Play Areas
- ☐ BMX - Ropes - Boulder Areas - Summerhill
- ☐ Local Nature Reserves

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool B.C. LA09067L 1999

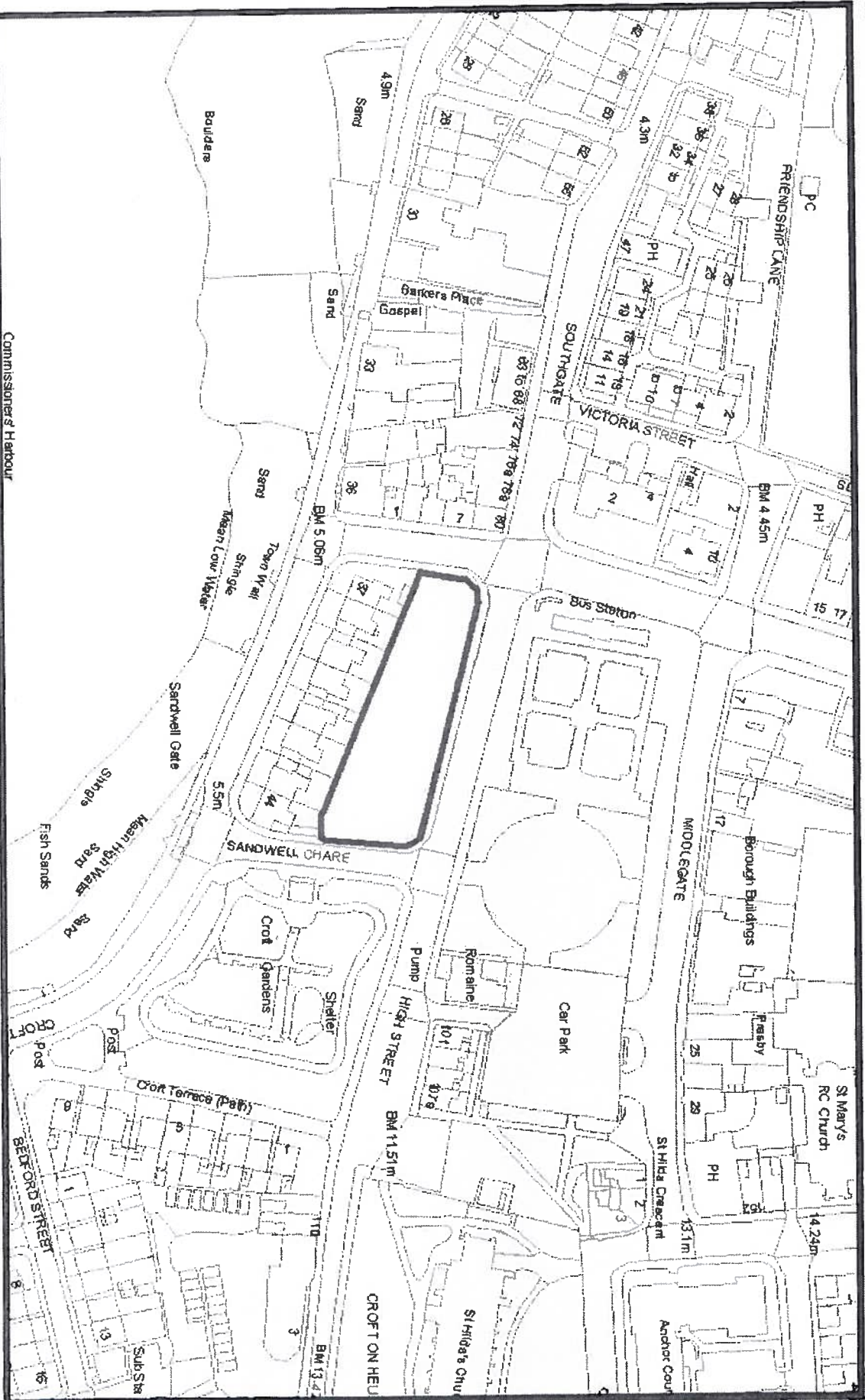
Sub Title: Dog Control Order: Areas  
 Scale: 1:5,500  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
 Adult and Community Services Department:  
 Parks and Countryside  
 Suite 8, Municipal Buildings  
 Church Square  
 Hartlepool, TS24 7EQ  
 Tel: 01 429 823524  
 Fax: 01 429 823460





## Headland Old Putting Area





Key

MUGA

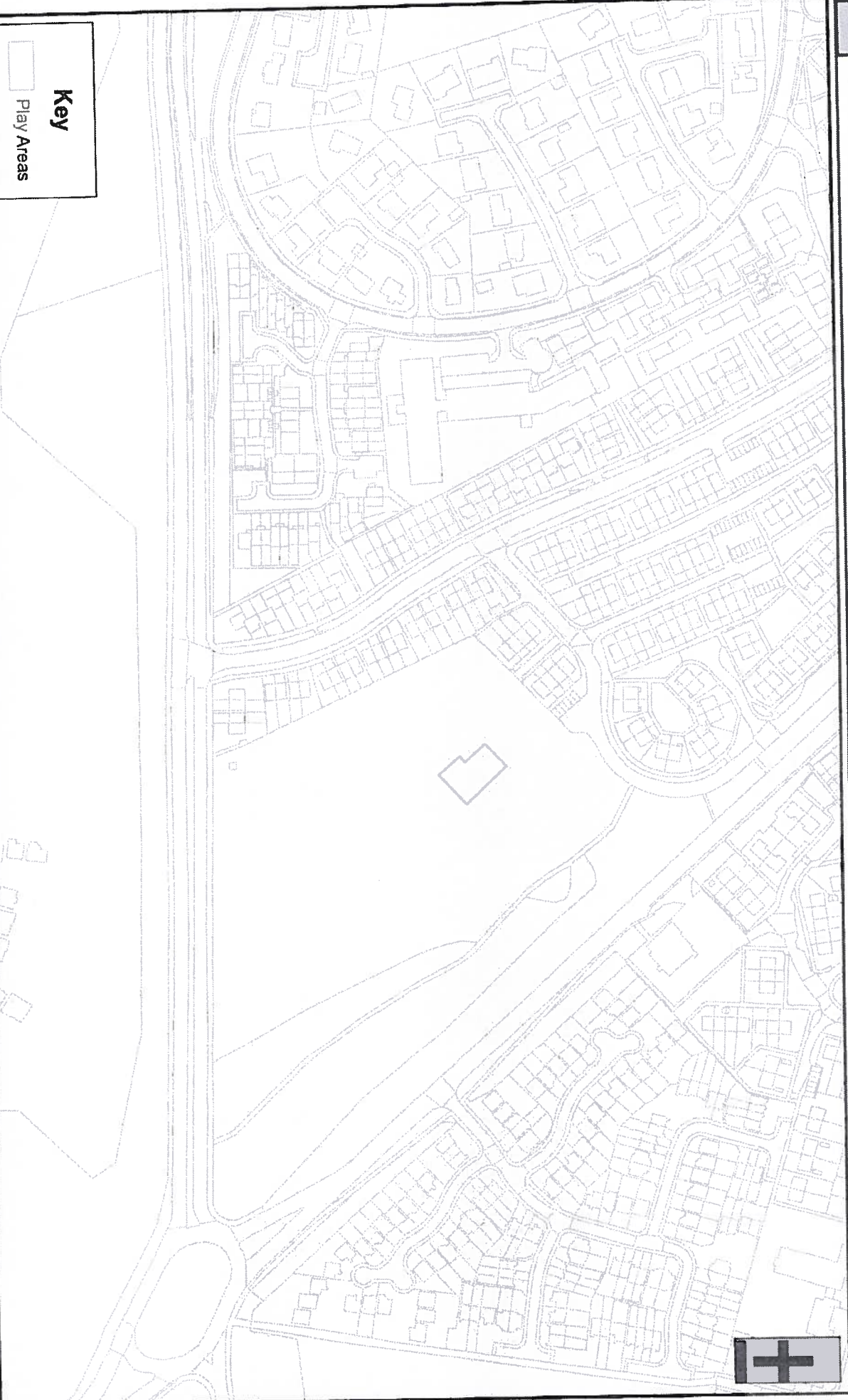
This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Harlepool, B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:1,500  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU


Harlepool Borough Council  
 Adult and Community Services Department  
 Parks and Countryside  
 Site 8, Municipal Buildings  
 Church Square  
 Harlepool TS24 7EQ  
 Tel: 01429 523524  
 Fax: 01429 523450

C10

## Clavering Play Area



### Key

 Play Areas

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool, B.C. LA09057L 1993



HARTLEPOOL  
BOROUGH COUNCIL

Sub Title: Dog Control Order Areas  
Scale: 1:2,500  
Date: 20th December 2007  
Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
Adult and Community Services Department  
Parks and Countryside  
Suite 8, Minster Buildings  
Church Square  
Hartlepool, TS24 7ED  
Tel: 0 429 823524  
Fax: 0 429 823450



C11

## Ward Jackson Park

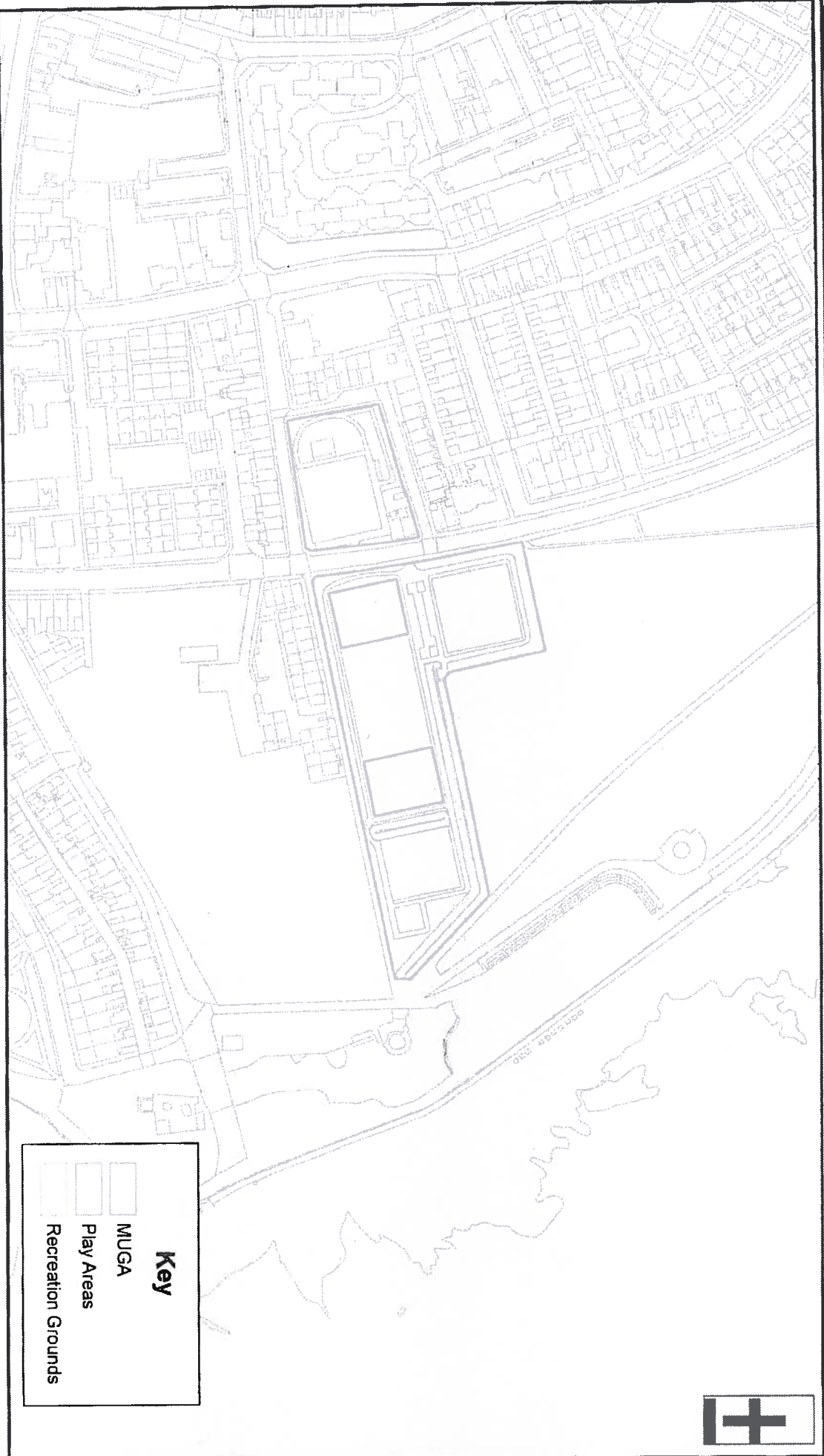


**Key**  
Play Areas  
Parks

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool, B.C. LA08057L 1999

Sub Title: Dog Control Order Areas  
Scale: 1:2,500  
Date: 20th December 2007  
Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
Adult and Community Services Department  
Parks and Countryside  
Suite 8, Municipal Buildings  
Church Square  
Hartlepool, TS24 7EQ  
Tel: 01429 523624  
Fax: 01429 523650



### Key

-  MUGA
-  Play Areas
-  Recreation Grounds

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool, B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:2,500  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
 Adult and Community Services Department  
 Parks and Countryside  
 Suite 8, Municipal Buildings  
 Church Square  
 Hartlepool, TS24 7EO  
 Tel: 01429 523524  
 Fax: 01429 523650






C13

## Rossmere Park



### Key

-  MUGA
-  Play Areas
-  Parks

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
Scale: 1:2,500  
Date: 20th December 2007  
Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
Adult and Community Services Department  
Parks and Countryside  
Suite 8, Municipal Buildings  
Church Square  
Hartlepool, TS24 7EQ  
Tel: 0 429 523524  
Fax: 0 429 523450



## Burn Valley Gardens



## Key

-  Play Areas
-  Parks

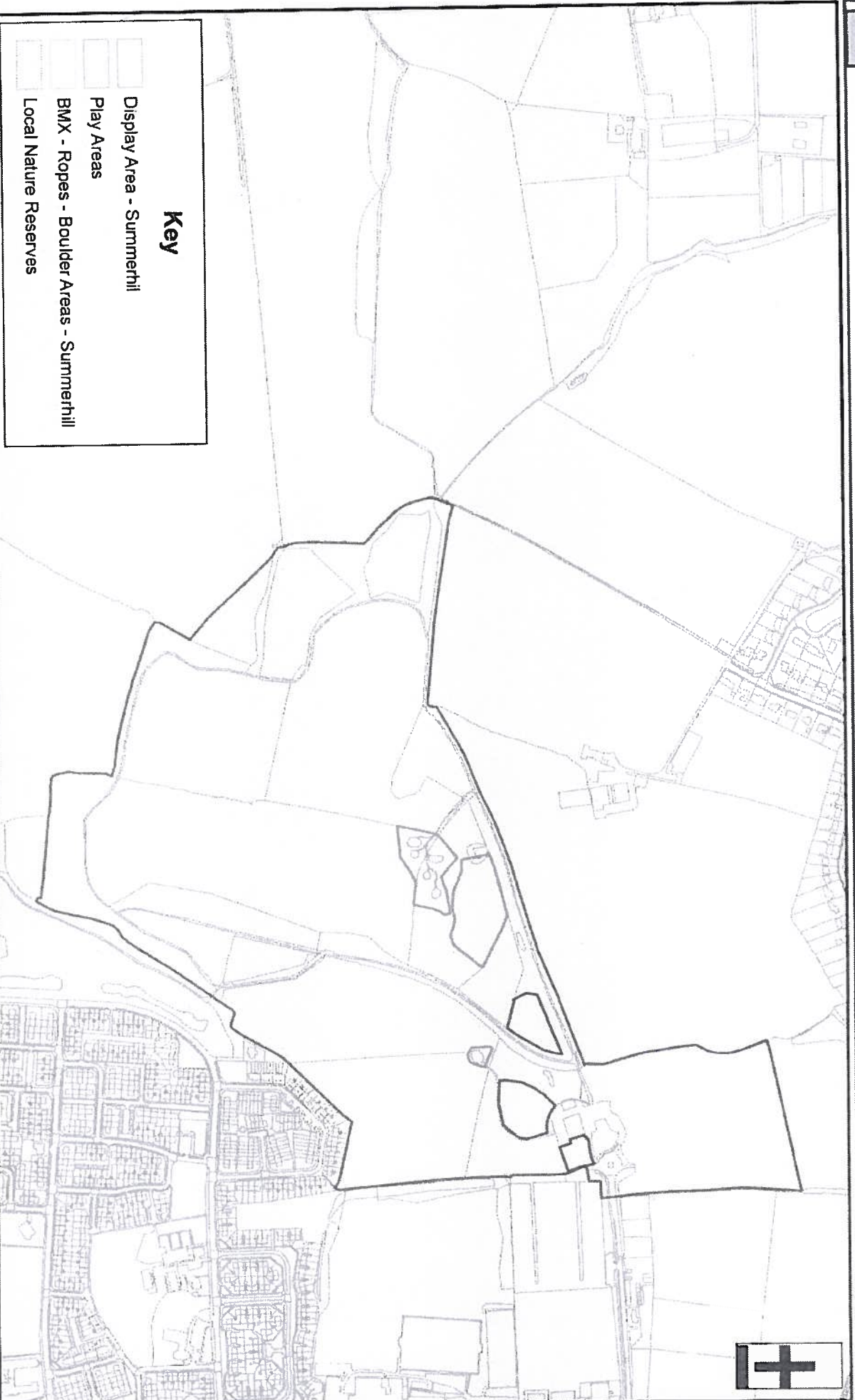
This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool, B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:4,500  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
 Adult and Community Services Department  
 Parks and Countryside  
 Suite 8 Kirkcaldy Buildings  
 Church Square  
 Hartlepool TS24 7ED

Tel: 0 429 523624  
 Fax: 0 429 523650

## Summerhill Countryside Park



## Key

- Display Area - Summerhill
- Play Areas
- BMX - Ropes - Boulder Areas - Summerhill
- Local Nature Reserves

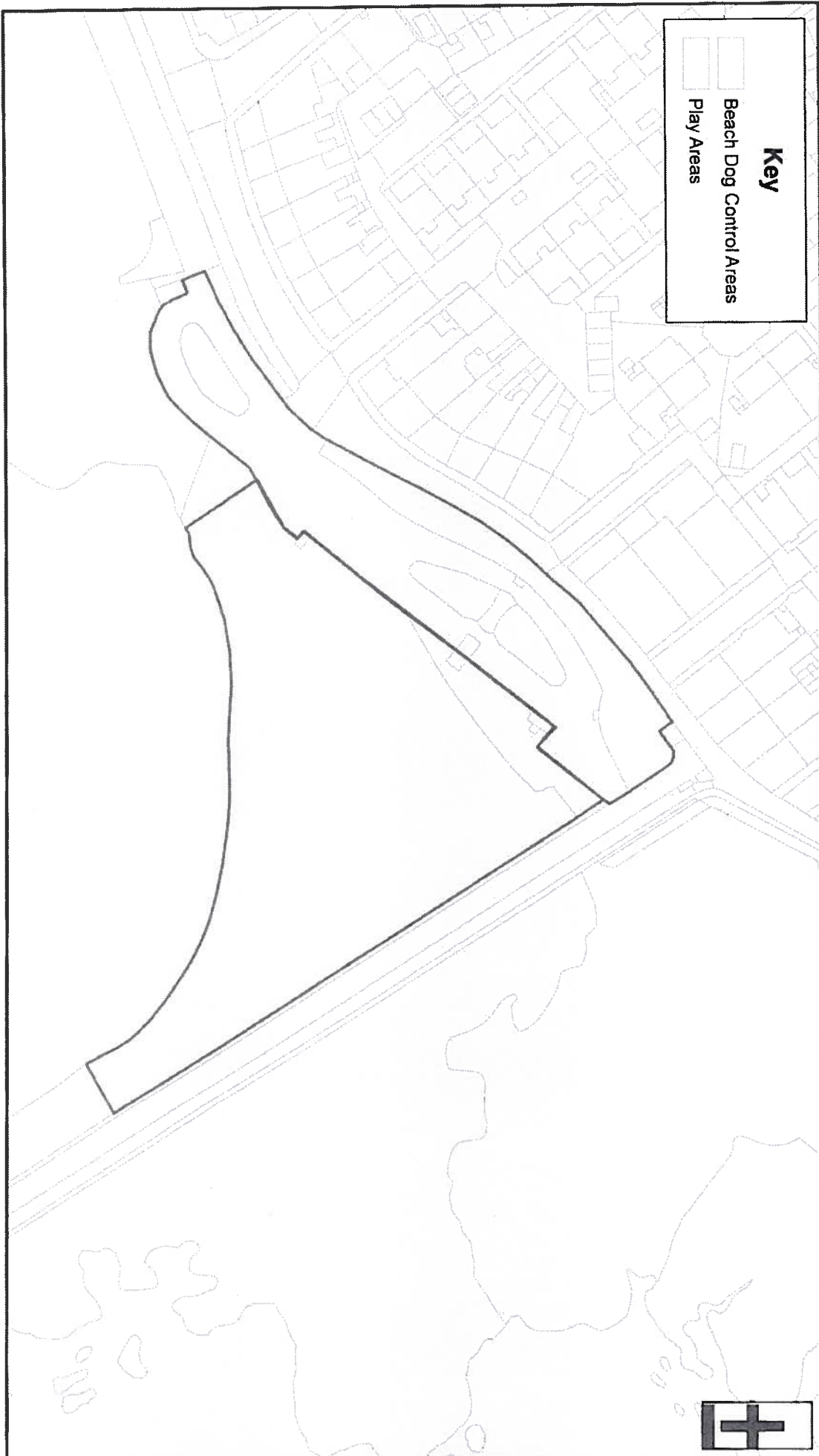
This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Harlepool B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
Scale: 1:6,500  
Date: 20th December 2007  
Drawn By: Parks and Countryside BU

Harlepool Borough Council  
Adult and Community Services Department  
Parks and Countryside  
Suite 8, Municipal Buildings  
Church Square  
Harlepool, T524 7EQ  
Tel: 01429 523524  
Fax: 01429 523450





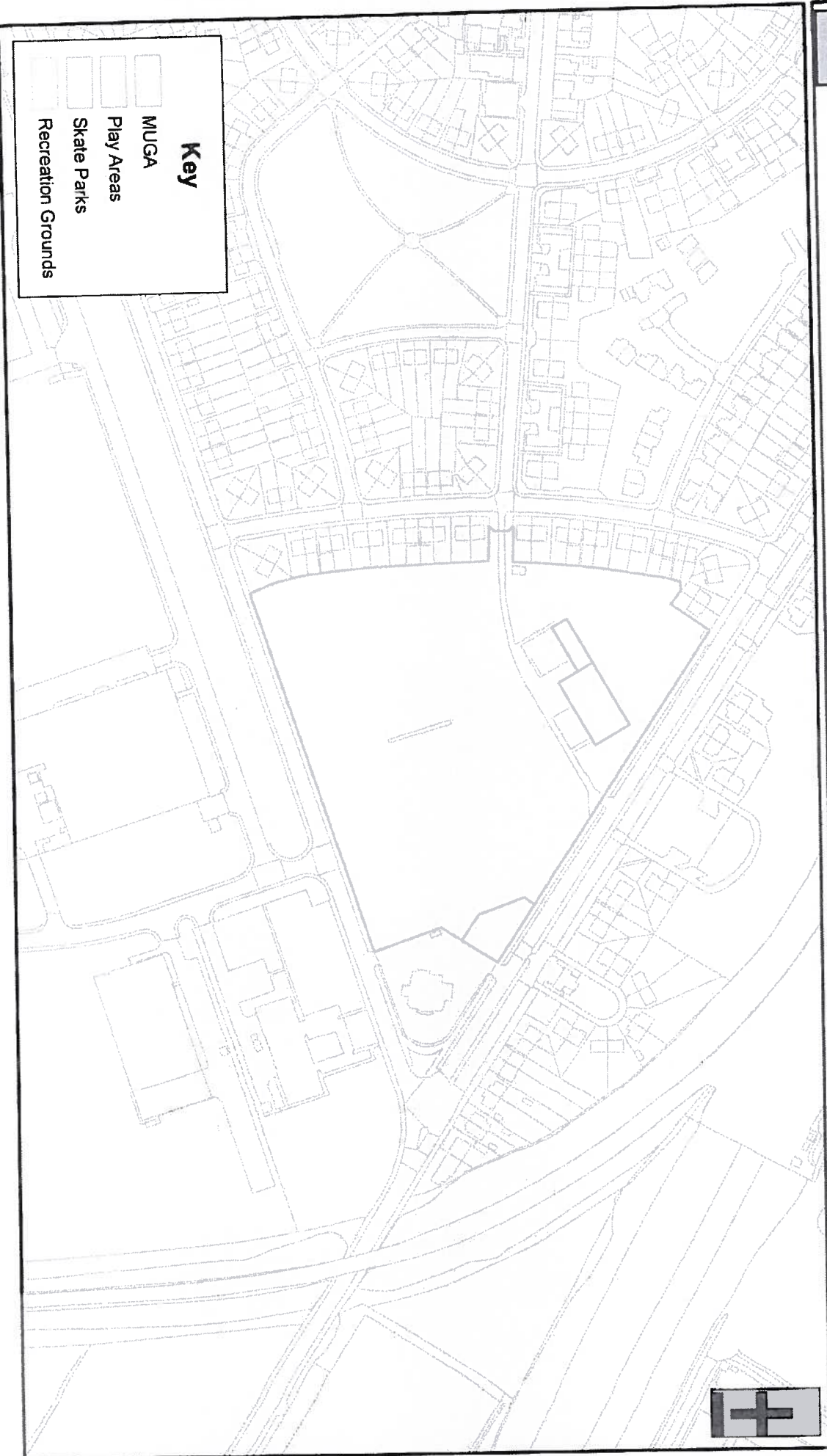


This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool, B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:1,000  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
 Adult and Community Services Department  
 Parks and Countryside  
 Suite 8 Municipal Buildings  
 Church Square  
 Hartlepool, TS24 7EQ  
 Tel: 01429 823524  
 Fax: 01429 823450



**Key**

-  MUGA
-  Play Areas
-  Skate Parks
-  Recreation Grounds



This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool, B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:2,500  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
 Adult and Community Services Department  
 Parks and Countryside  
 Suite 8, Municipal Buildings  
 Church Square  
 Hartlepool, TS24 7EO  
 Tel: 01429 523524  
 Fax: 01429 523560





### Key

Play Areas

Skate Parks

Recreation Grounds

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool, B.C. LA09057L 1999

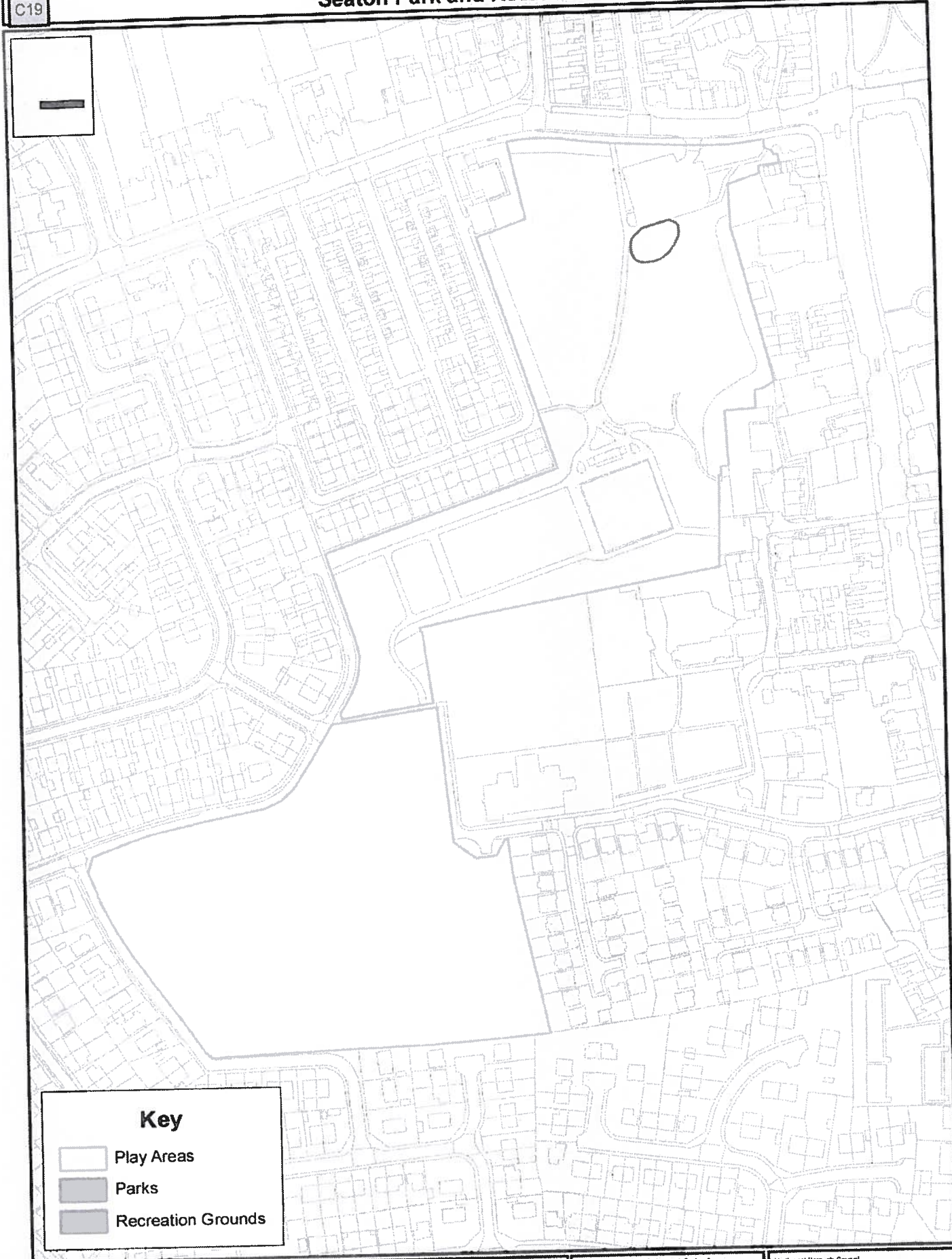


Sub Title: Dog Control Order Areas  
Scale: 1:4,000  
Date: 20th December 2007  
Drawn By: Parks and Countryside BU



Hartlepool Borough Council  
Adult and Community Services Department  
Parks and Countryside  
Suite 8, Municipal Buildings  
Church Square  
Hartlepool TS24 7ED  
Tel: 01 429 523624  
Fax: 01 429 523450

C19

## Seaton Park and Recreation Ground



## Key

-  Play Areas
-  Parks
-  Recreation Grounds



This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool B.C. LA09067L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:2,500  
 Date: 20th December 2007  
 Drawn By: Parks & Countryside BU

Hartlepool Borough Council  
 Adult & Community Services Department  
 Parks and Countryside  
 Suite 8 Municipal Buildings  
 Church Square  
 Hartlepool TS24 7EQ  
 Tel: 01429 523524  
 Fax: 01429 523450



C20

# Oxford Road



## Key

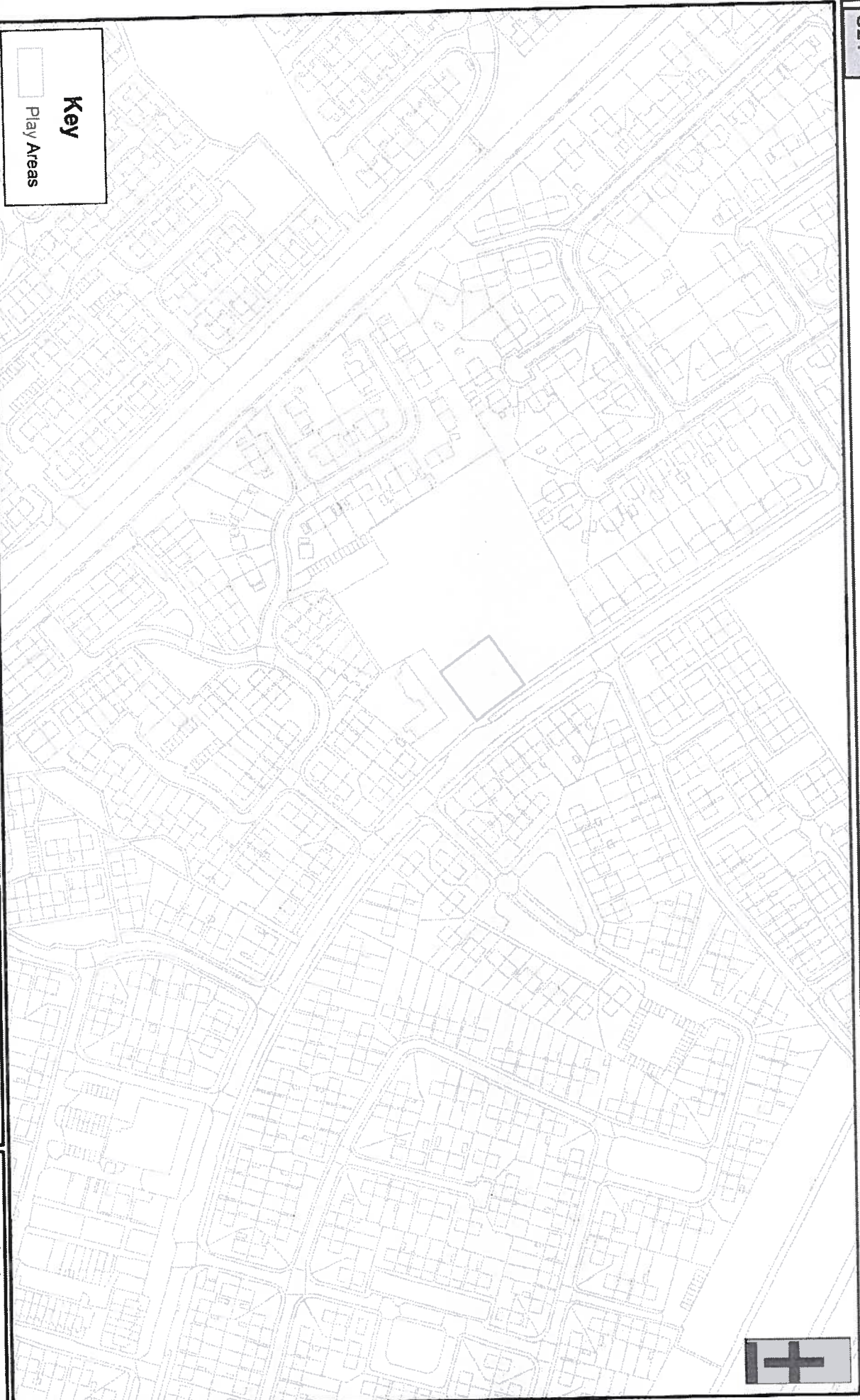
Play Areas

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool B.C. LA09067L 1999

Sub Title: Dog Control Order Areas  
Scale: 1:1,000  
Date: 20th December 2007  
Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
Adult and Community Services Department  
Parks and Countryside  
Suite 8 Municipal Buildings  
Chapel Square  
Hartlepool, TS24 7EO  
Tel: 0 429 523524  
Fax: 0 429 523450

## King Oswy Drive Play Area



## Key

 Play Areas


This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:2,500  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
 Adult and Community Services Department  
 Parks and Countryside  
 Suite 8, Municipal Buildings  
 Church Square  
 Hartlepool, TS24 7ED  
 Tel: 01429 523524  
 Fax: 01429 523450



## Jutland Road Play Area



## Key

 Play Areas

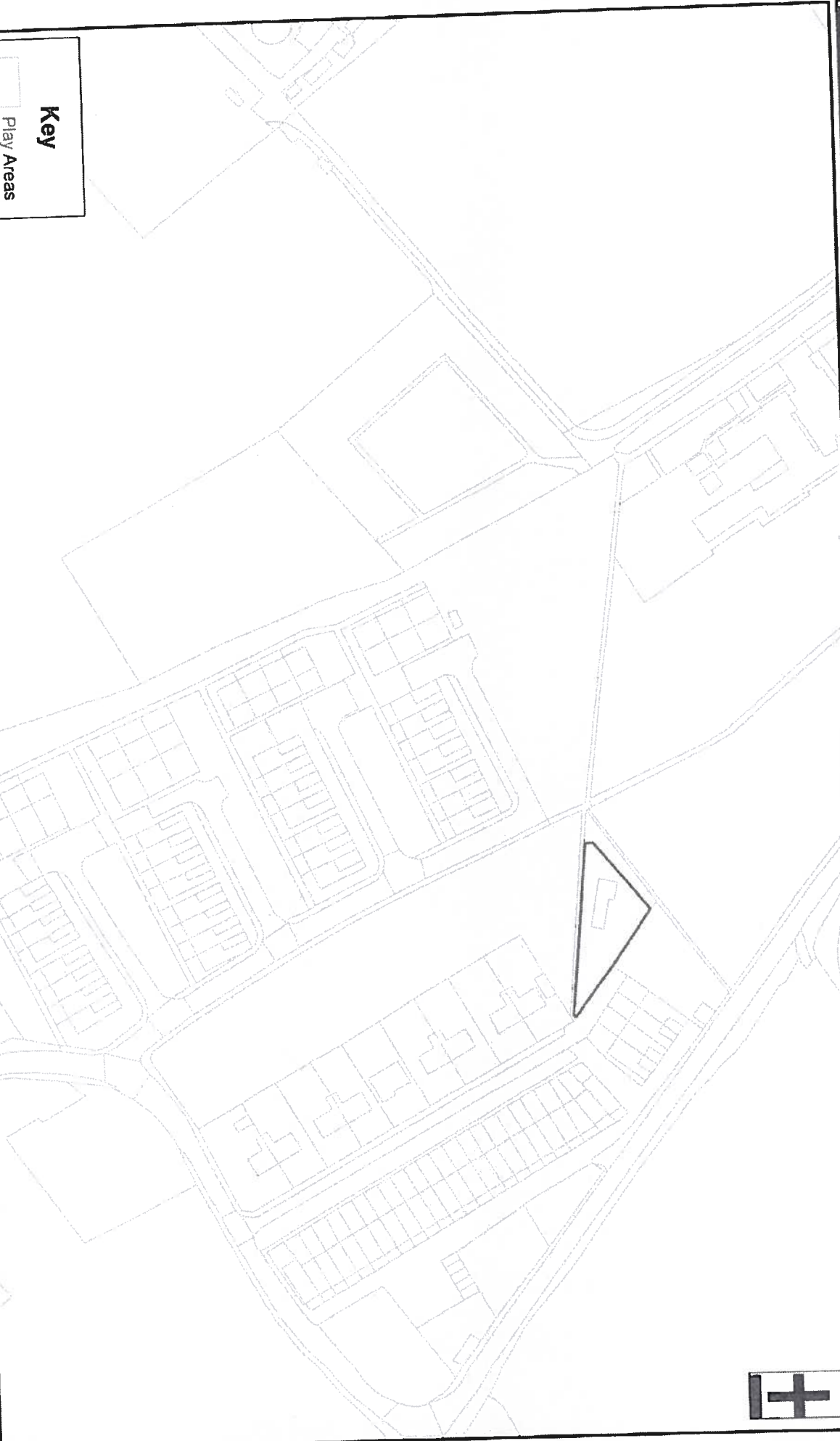
This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office @ Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Harlepool B.C.  
LA09057L 1999

Sub Title: Dog Control Order Areas  
Scale: 1:1,500  
Date: 20th December 2007  
Drawn By: Parks and Countryside BU

Harlepool Borough Council  
Adult and Community Services Department  
Parks and Countryside  
Suite 8, Municipal Buildings  
Church Square  
Harlepool, TS24 7EO  
Tel: 01 429 523924  
Fax: 01 429 523450

C23

## Greatham Play Area



**Key**  
Play Areas



This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool B.C. LA09057L 1999

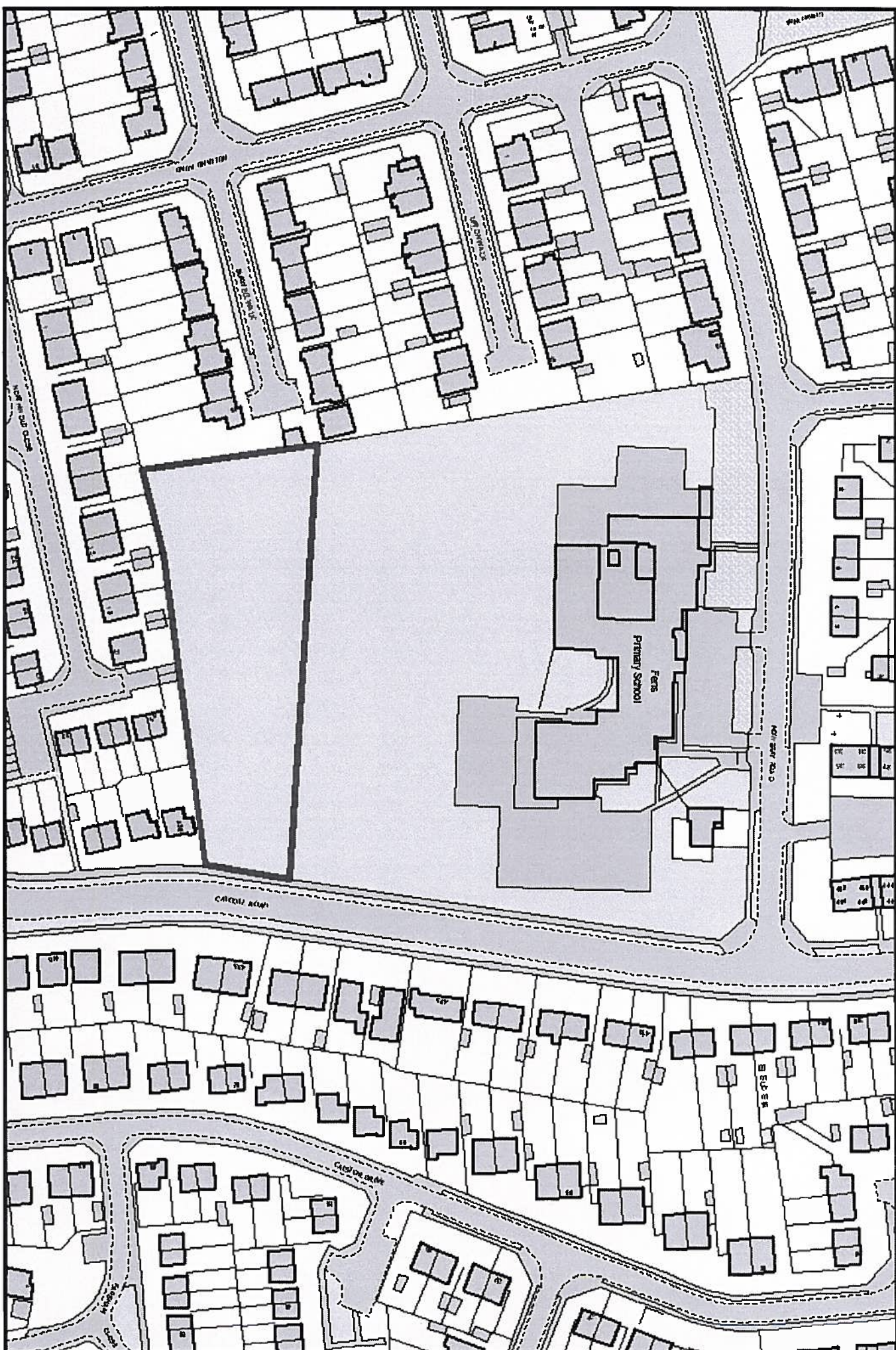
Sub Title: Dog Control Order Areas  
Scale: 1:1,500  
Date: 20th December 2007  
Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
Adult and Community Services Department  
Parks and Countryside  
Suite 8 Municipal Buildings  
Church Square  
Hartlepool, TS24 7EQ  
Tel: 01429 523574  
Fax: 01429 523450



C24

Fens Field



## **APPENDIX A**

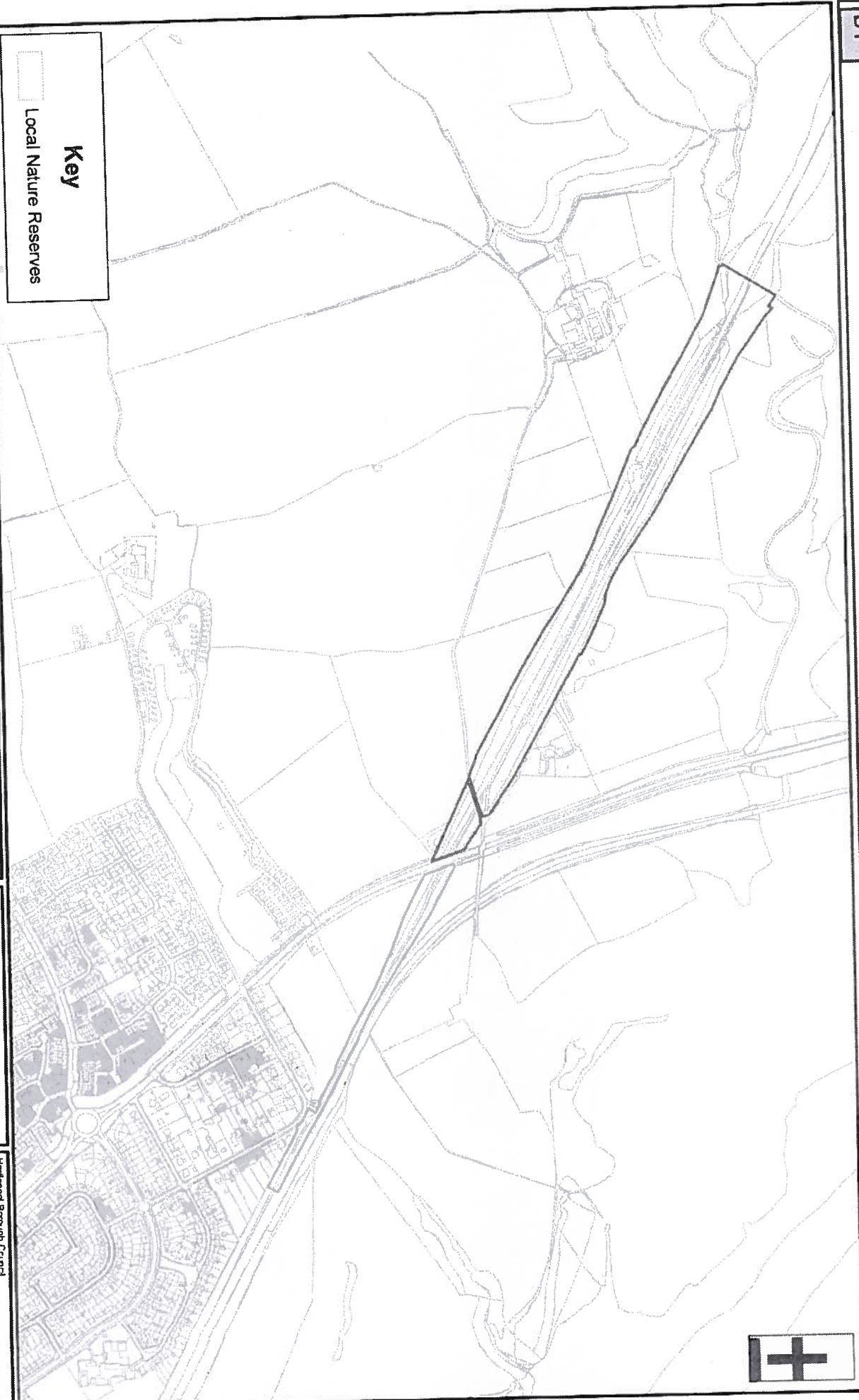
The following locations are areas where dogs shall be permitted to exercise freely:

- HART TO HASWELL LOCAL NATURE RESERVE (see map D1)
- SEATON DUNES LOCAL NATURE RESERVE (see map D2)
- GREATHAM BECK LOCAL NATURE RESERVE (see map D3)
- HART WARREN DUNES LOCAL NATURE RESERVE (see map D4)
- SUMMERHILL COUNTRY PARK (see map D5)
- FAMILY WOOD (see map D6)

This list is not exhaustive but is indicative in its approach.



## Hart to Haswell Walkway



## Key

Local Nature Reserves

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool B.C. LA09057L 1999

Sub Title: Dog Control Order Areas

Scale: 1:8,500

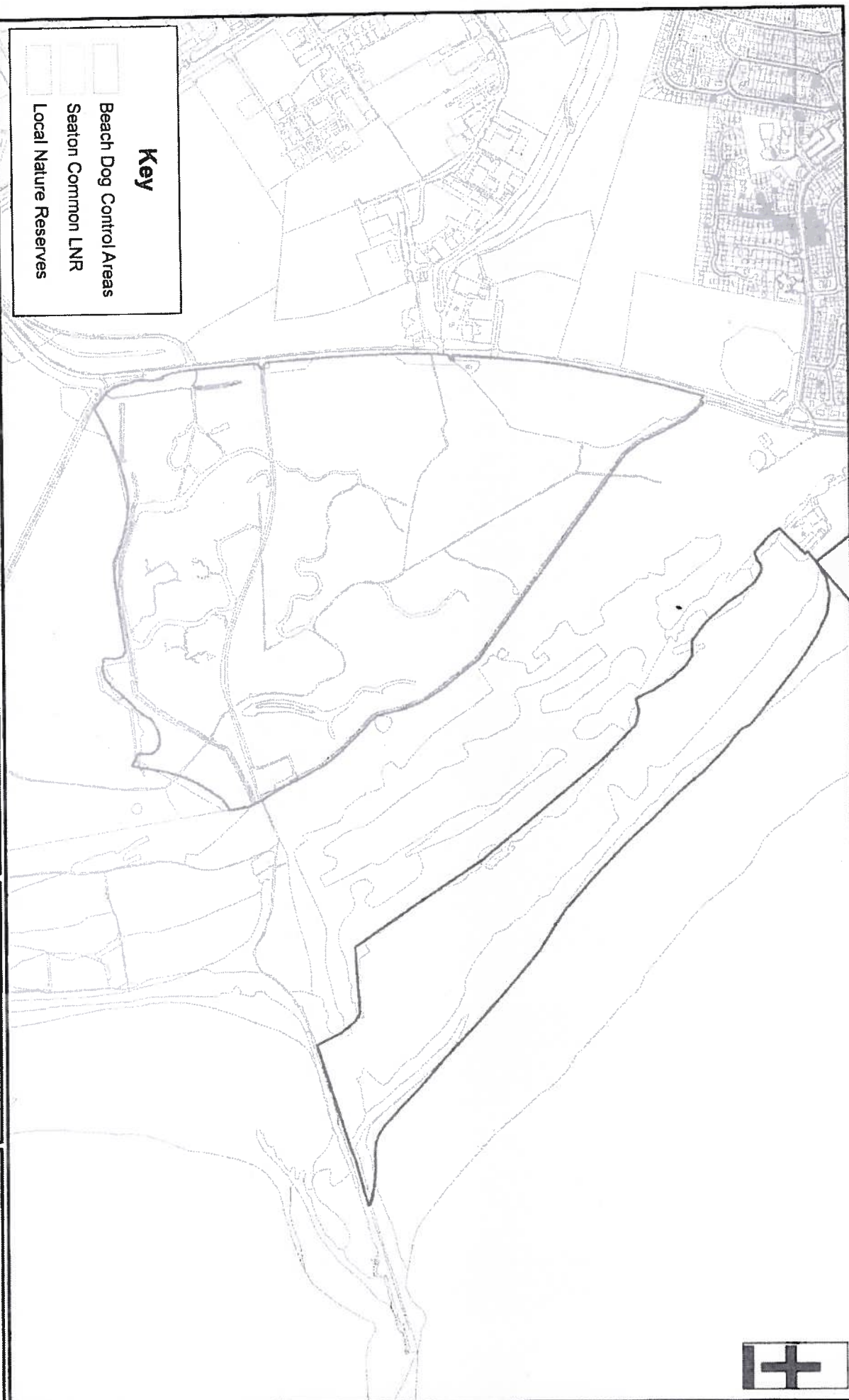
Date: 20th December 2007

Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
Adult and Community Services Department  
Parks and Countryside  
Suite 8, Municipal Buildings  
Church Square  
Hartlepool TS26 7EQ

Tel: 01 429 522524  
Fax: 01 429 522450

## Seaton Dunes LNR



## Key

- Beach Dog Control Areas
- Seaton Common LNR
- Local Nature Reserves

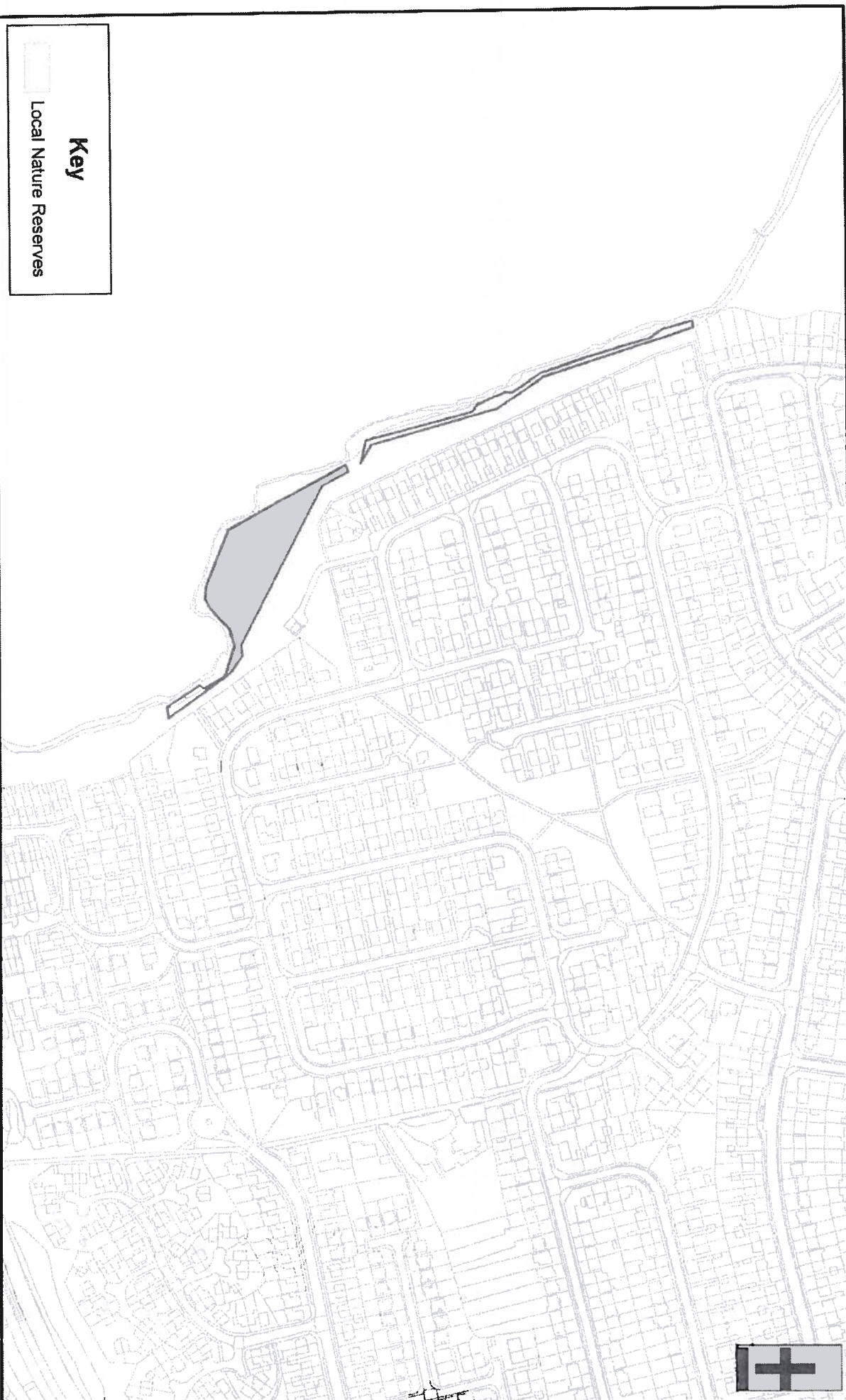
This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office @ Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool, B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:10,000  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
 Adult and Community Services Department  
 Parks and Countryside  
 Suite 5 Municipal Buildings  
 Church Square  
 Hartlepool, TS24 7EO  
 Tel: 01429 523524  
 Fax: 01429 523450



## Greatham Beck LNR



## Key

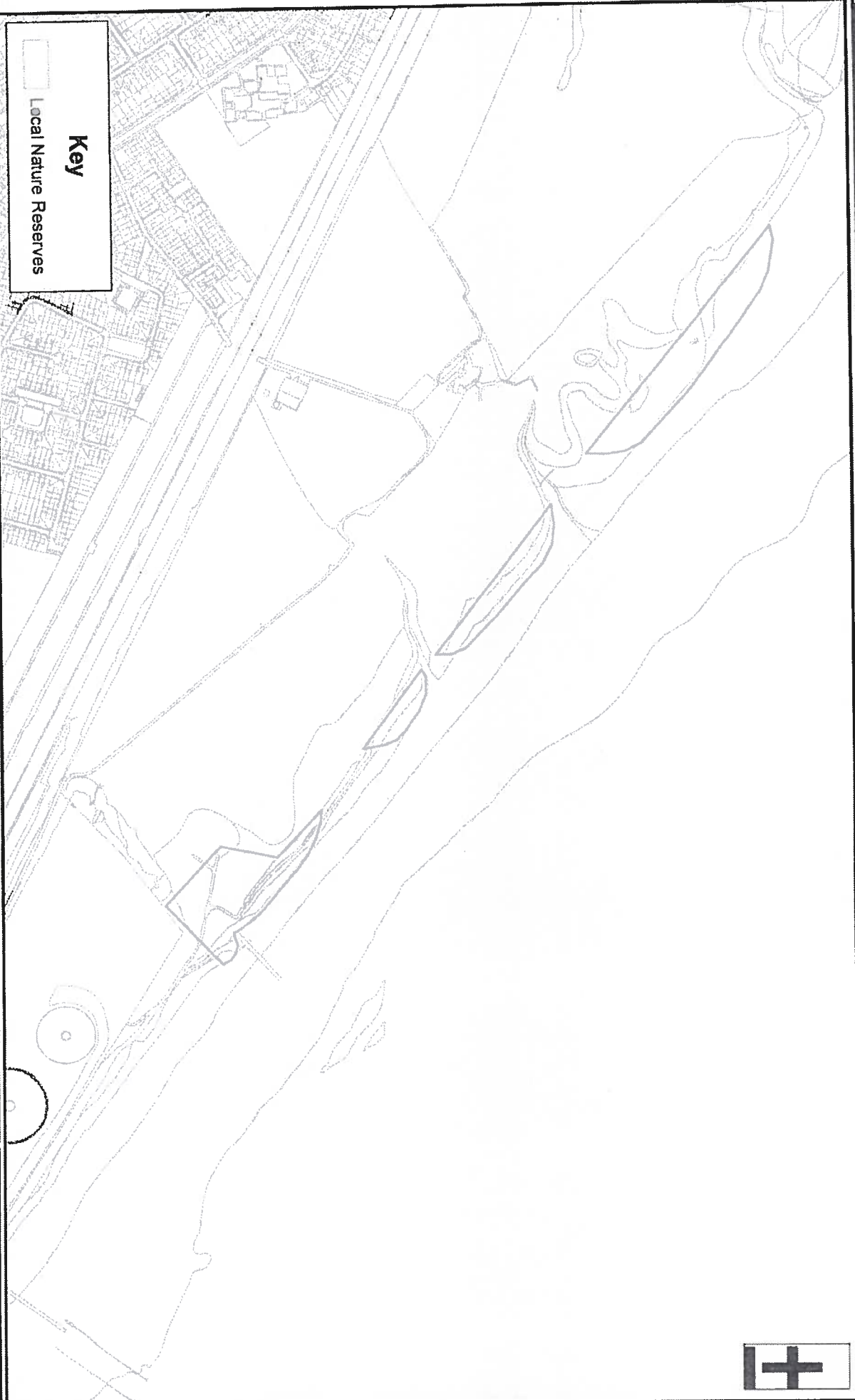
 Local Nature Reserves

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool, B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
Scale: 1:3,500  
Date: 20th December 2007  
Drawn By: Parks and Countryside BU

Hartlepool Borough Council  
Adult and Community Services Department  
Parks and Countryside  
Suite 8 Municipal Buildings  
Church Square  
Hartlepool, TS24 7EQ  
Tel: 01 429 523624  
Fax: 01 429 523450





# Key

Local Nature Reserves

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office @ Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool, B.C. LA09057L 1999

Sub Title:

Dog Control Order Areas

Scale:

1:6,500

Date:

20th December 2007

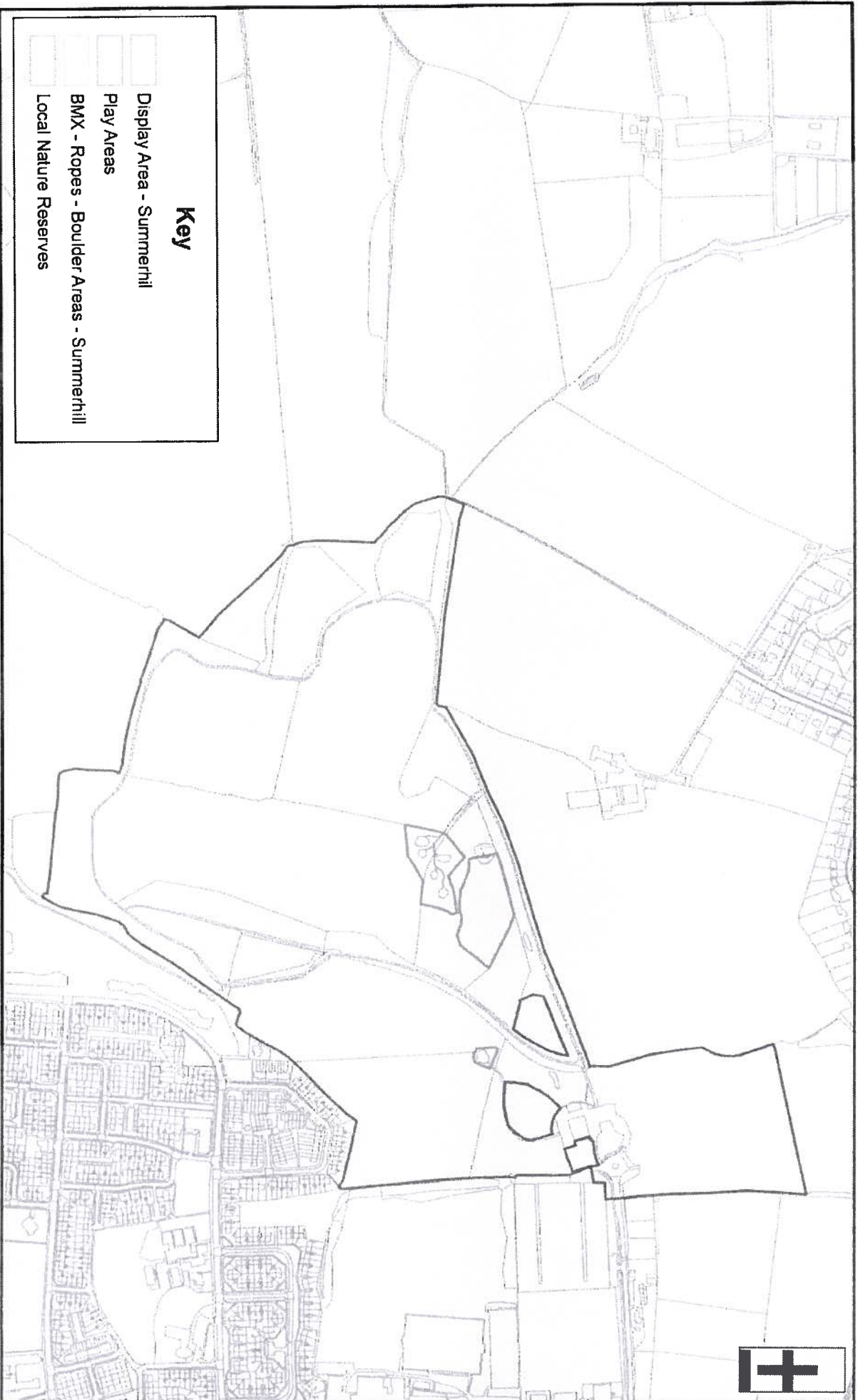
Drawn By:

Parks and Countryside BU

Hartlepool Borough Council  
Adult and Community Services Department  
Parks and Countryside  
Suite 8 Municipal Buildings  
Church Square  
Hartlepool, TS24 7EO

Tel: 01 429 523524  
Fax: 01 429 523450

## Summerhill Countryside Park



## Key

- ☐ Display Area - Summerhill
- ☐ Play Areas
- ☐ BMX - Ropes - Boulder Areas - Summerhill
- ☐ Local Nature Reserves

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Harlepool, B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
 Scale: 1:6 500  
 Date: 20th December 2007  
 Drawn By: Parks and Countryside BU

Harlepool Borough Council  
 Adult and Community Services Department  
 Site 8 Municipal Buildings  
 Church Square  
 Harlepool, TS24 7EQ  
 Tel: 01429 523624  
 Fax: 01429 523650



# Family Wood

D6

## Key

 Family Wood

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's office. Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hartlepool B.C. LA09057L 1999

Sub Title: Dog Control Order Areas  
Scale: 1:1,750  
Date: 9th November 2007  
Drawn By: Parks & Countryside BU

Hartlepool Borough Council  
Adult & Community Services Department  
Parks and Countryside  
Suite 11, Municipal Buildings  
Church Square  
Hartlepool, TD24 7FD  
Tel: 01429 523524  
Fax: 01429 523450



## DRAFT

North Sands Proposed Dog Control Area  
Start Point end of Marine Drive to the Northern End  
of the Britmag Development (distance 2,100 metres)



## 4.2 APPENDIX C

Department	Division	Section	Owner/Officer
Regeneration and Neighbourhoods	Community Safety and Engagement	Environmental Enforcement	Clare Clark/Philip Hepburn
Function/ Service	Change from Dog Control Orders to Public Space Protection Orders		
Information Available	Consultation into the proposals to be carried out summer 2017 with report to Neighbourhood Services Committee Oct 2017		
Relevance  Identify which strands are relevant or may be affected by what you are reviewing or changing	Age		
	Disability		x
	Gender Re-assignment		
	Race		
	Religion		
	Gender		
	Sexual Orientation		
Marriage & Civil Partnership			
Pregnancy & Maternity			
Information Gaps	A public consultation will be carried out to discover the views of residents and other key stakeholders. This will give people the opportunity to raise any objections or highlight any issues that need to be considered in the making of the PSPOs.		
What is the Impact	The proposed Public Space Protection Orders will replace the existing Dog Control Orders. Under the legislation, people responsible a dog will be restricted or excluded from certain locations to protect the public from dog fouling and nuisance dogs. This has the potential to impact on those who rely on an assistance dog by preventing access to public facilities such as children's play areas. It may also restrict a disabled person's ability to comply with their Duty of Care under S.9. of the Animal Welfare Act 2006 by restricting opportunities for assistance dogs to be exercised off lead in certain areas.		
Addressing the impact	<p>The outcome of the impact assessment may be one or more of the following four outcomes; You must clearly set out your justification for the outcome/s.</p> <p><b>1. No Impact- No Major Change</b> - It is clear that there is no potential for discrimination or adverse impact on the above Protected Characteristics. All opportunities to promote Equality have been taken and no further analysis or action is required.</p> <p><b>2. Adjust/Change Policy</b> - You may have to make adjustments to address potential problems or missed opportunities that impact adversely on those with protected characteristics.</p> <p><b>3. Adverse Impact but Continue</b> - Your decision may be to continue without making changes, this may be the right outcome even if your assessment identifies the potential for adverse impact. (E.g. Cabinet decision to withdraw a service).</p> <p><b>4. Stop/Remove Policy/Proposal</b> – Your assessment reveals unlawful discrimination it must be stopped and removed or changed.</p>		

<b>Actions</b>			
<i>It will be useful to record and monitor any actions resulting from your assessment to ensure that they have had the intended effect and that the outcomes have been achieved.</i>			
Action identified	Responsible Officer	By When	How will this be evaluated?

Date sent to Equality Rep for publishing	00/00/00
Date Published	00/00/00
Date Assessment Carried out	00/00/00



# NEIGHBOURHOOD SERVICES COMMITTEE

13th June 2018



**Report of:** Assistant Director (Environment and Neighbourhood Services)

**Subject:** ALLOTMENT REVIEW: PHASE TWO AND ALLOTMENT STRATEGY

---

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision (test (i)/(ii)) applies. Forward Plan Reference No. RN 04/18.

## 2. PURPOSE OF REPORT

- 2.1 The report had been intended for submission to the Committee on 19<sup>th</sup> March however, due to the need for further work to be carried out assessing the type of works which are required to the allotments, and subsequent consultation on these works at the Allotment Focus Group Meeting on 27<sup>th</sup> March, there was a departure from the Forward Plan.
- 2.2 The report considers the findings of the second phase of the review undertaken into allotment provision in Hartlepool attached as **Appendix 1**) and proposes a revised programme of capital works as set out in Section 5, Table 1.
- 2.3 In addition it also includes a review of the Allotment Strategy 2010 – 2015 noting the achievements that have been delivered (encompassed in **Appendix 1**) and proposes an Allotment Action Plan 2018 – 2020 (encompassed in **Appendix 1**).

## 3. BACKGROUND

- 3.1 Following a report to the Neighbourhood Services Committee in January 2015 outlining current allotment issues, and highlighting the potential loss of some allotments plots due to the extension of Stranton Cemetery in 2020, the Committee agreed that it would be timely to undertake a review of current allotment provision within the town.
- 3.2 The Committee delegated responsibility for determining the scope of the review to the Chair of the Neighbourhood Services Committee and the

Director of Regeneration and Neighbourhoods. The scope of the review was subsequently agreed as follows:

*‘To establish current allotment provision at existing locations within the town, the quality of that provision in terms of meeting the needs of the local community, and to suggest options for alternative provision given the displacement of existing tenants from the Stranton site which will inevitably impact on overall provision within the town.’*

3.3 The following specific activities to be undertaken as part of the review were also identified in the scoping document which forms part of the review:

1. *Mapping out current provision, the quality of that provision, and potential alternative land that could be developed as new allotment sites and offered to displaced tenants following the Stranton Cemetery extension.*
2. *An examination of access issues affecting allotment use and their surrounding communities including ways of achieving:*
  - *A more balanced distribution of allotment land across the town that are more geographically accessible to all communities*
  - *A mixture of different sized plots including smaller plots to make them more manageable and therefore more accessible to a broader demographic, and*
  - *Specialised areas within allotments such as areas dedicated to the keeping of livestock to achieve better organisation and management of allotments*
3. *Consultation with allotment holders - affected allotment holders /allotment associations and Forum.*
4. *Budget and financial considerations*
5. *Quality standards, Planning, and Legal considerations - including any Secretary of State consents required in relation to the allocation of allotment land.*
6. *Determining a manageable timeline and transitional arrangements for moving tenants to new plots.*

#### **4. SUMMARY OF FINDINGS**

4.1 The second phase of the review was undertaken between June 2016 and August 2017. In summary the key findings of the review are as follows:

### Stranton Relocation

- 4.2 The Stranton Relocation Project progressed as planned. Consultations were held with tenants and the regional representatives of the National Allotment Society. Following these discussions relocation assistance agreements were sent to tenants. Upon completion of the relocation, each tenant was asked to “sign off” the works to confirm they were content with the action that has been taken. Once the agreed works are completed, no further assistance is provided with the set up or upkeep of the plot.

### Creation of new allotment sites

- 4.3 Of the four possible locations that were proposed for the building of a new allotment site, three were assessed by the One Stop Shop Planning Advisory Service to be suitable for further consideration. However, this would take significant time and resources, which the review determined is not achievable within the current work programme.

### Disposal of allotment sites

- 4.4 Two sites were initially considered as having potential for disposal; Nicholson Field was found to be unsuitable due to the layout of the new housing estate adjacent to the site preventing access for development. The second site at Station Lane, was previously considered for disposal to generate funding for the creation of a new, alternative site. The Office of the Secretary of State has advised that in order to progress such a plan the relocation site for tenants should be in existence before the current land is disposed of, therefore this proposal is not considered to be feasible.

### Other Issues

- 4.5 Much work has been done to address issues raised in the first phase of the review, including:
- i. The introduction of a special offer scheme to increase take up of long-term vacant plots
  - ii. Successful pilot scheme to set up a Neighbourhood Watch Group on Thornhill allotments
  - iii. Installation of a height restrictor bar on Stranton allotments to prevent fly tipping
  - iv. Review of the Allotment Focus Group's terms of reference



## 5. PROPOSALS

- 5.1 The 2013/14 Medium Term Financial Strategy report to Council obtained approval to fund a £500,000 programme of works following a review of allotments reported to the Culture and Leisure Portfolio in January 2012. Expenditure on the programme to date is £298,000 leaving an amount of budget remaining of £202,000.
- 5.2 Following completion of the Allotments Review and consultation with the Allotment Focus Group a revised programme of works has been proposed which fits with the priorities of allotment holders and includes resurfacing access lanes, improving drainage, and removing trees to improve conditions on sites, along with fencing works and installation of barriers to enhance security. The proposed programme of works and budgets are detailed below in Table 1 below.

**Table 1: Revised Programme of Works**

Allotment Site	Works Required	£000's
Burn Valley	Fencing	1
Chester Road	Fencing	3
Nicolson Field	Fencing, Track, Drainage, Barriers, Tree removal	11
Station Lane	Track replacement	3
Stranton	Track and Drainage replacement	6
Thornhill	Improvement to internal tracks	13
Throston	Fencing, Track, Drainage, Barriers, Tree removal	9
Summerhill	Fencing	2
Rossmere	Fencing	1
Woodcroft	Tree removal	2
		<b>51</b>

- 5.2 It is recommended that the Neighbourhoods Committee approve the revised programme of works set out in Table 1 to be funded as follows:
- i) £13,000 earmarked from the allotment revenue budget to fund capital expenditure.
  - ii) £38,000 from the remaining capital programme budget, which leaves a balance of £164,000 to be set aside to fund any future works required. This will result in a temporary underspend in relation to the prudential borrowing charges met by the Allotments revenue budget until future schemes are identified.

## 6 ALLOTMENT STRATEGY

- 6.1 The Allotment Strategy was launched in 2010 and contained seven strategic aims. These were delivered through 25 objectives and 140 actions. The document encompassed in **Appendix 1** intends to provide a review of these aims and objectives to show what has been achieved between 2010 and 2015.

- 6.2 Key achievements include,
- The introduction of an allotment focus group to facilitate consultation with site representatives,
  - Introduction of a “three strikes” enforcement procedure to back up the rules of tenancy,
  - Introduction of the registration of animals and hazards,
  - Phased removal of dogs and horses from allotments, and
  - Identification of long-term “vacant or set aside” plots and the bringing of many of these back into use.
- 6.3 Following the review of the actions contained within the Allotment Strategy 2010 – 2015, it became apparent that going forward, a much simpler and more straightforward action plan was required. To this end, a new set of aims, objectives and actions have been devised. The complete action plan is encompassed in **Appendix 1** and it is proposed to form the basis of the work programme for the allotment service over the next three years.

## 7. RISK IMPLICATIONS

- 7.1 It is proposed that the capital works funding will be reviewed in consultation with the Allotment Focus Group in order to ensure that any proposed investment will provide long-term improvements that will reduce the maintenance burden of sites.
- 7.2 The former Allotment Development Strategy was generally felt by the tenants to have been a positive influence providing valuable guidance for the planning and resourcing of activities such as the development of the Rules and the capital works infrastructure improvement scheme. If no new plan is adopted there is a risk that the service will lack direction and that resourcing and sustainability will suffer. To mitigate against the risk, the proposed Action Plan 2018 – 2020 has been developed.

## 8. FINANCIAL CONSIDERATIONS

- 8.1 These are covered by Table 1 which proposes a revised programme of works.

## 9. LEGAL CONSIDERATIONS

- 9.1 The loss of the 52 plots from the Stranton site due to the cemetery extension has reduced the total number of allotment plots available within Hartlepool. This has the potential to affect any further applications for disposal made to the Secretary of State unless guarantees were put in place that the total number of plots would not be reduced any further.

## **10. CHILD AND FAMILY POVERTY**

- 10.1 Allotments provide benefits through increasing access to a healthy diet (fresh fruit and vegetables), exercise, fresh air and social interaction, all of which have proven benefits to health and mental well-being. Gardening also allows the development of skills – both gardening and horticultural skills and also transferable skills such as planning, budgeting, organisation and communication skills. These can boost job prospects and employability for tenants. (See **Appendix 2**)

## **11. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 11.1 As identified in the first phase of the review, the relocation of tenants from Stranton raised issues of the practicalities of asking elderly gardeners to start a new plot from scratch following relocation. There were also concerns raised during the consultation process around access and mobility requirements that should be taken into account when allocating a new plot.
- 11.2 At Stranton, the relatively small number of tenants with these issues, and the fact that the allotment service was able to hold back plots in advance of the relocation to create a “pool” of plots ready for people to move onto, made it relatively straightforward to accommodate these issues.
- 11.3 Should the construction of a new site be planned in the future, accessibility would be built into the project at the design stage to mitigate against many of the access problems currently experienced on older sites. (**Appendix 3**).

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

- 12.1 Historically, allotments have suffered from crime and anti social behaviour including vandalism, arson, theft and fly tipping. Efforts to improve site security and to make allotments a less attractive target have made some headway in recent years, and any future developments will need to ensure that crime prevention issues are considered and that the allotment team look at good practice elsewhere when developing crime prevention solutions.
- 12.2 For example visits to allotment sites within other Local Authority areas undertaken as part of the review have highlighted that when creating new allotment sites, low or no internal fences are consistently those which experience fewer problems with break-ins. The recent installation of a height restrictor bar at Stranton has also had a huge impact on the fly tipping on this site by preventing access to high-sided vehicles such as transit vans, cage wagons and tipper trucks.



### **13. STAFF CONSIDERATIONS**

- 13.1 There are no staffing considerations.

### **14. ASSET MANAGEMENT CONSIDERATIONS**

- 14.1 Allotments are an important Council asset comprising 38 hectares (94 acres) of public land within the Borough. The review has revealed a number of asset management considerations including access problems and location issues that need to be taken into account in planning the future direction of the allotment service.
- 14.2 Assessment of the sites noted Japanese knotweed has been found on both the Chester Road and Thornhill sites. The costs of treating this problem would be substantial, however, should this not be tackled, there is a significant risk that this invasive plant will spread to neighbouring residential properties. This would potentially leave the Council liable to claims from affected residents. By treating the plant, not only could this outcome be avoided, but a number of unusable plots could be brought back into use, thus generating a rental income for the allotment service.
- 14.3 A working group has been established in order to map individual colonies of Japanese Knotweed within the Borough. This will allow the creation of a Japanese Knotweed policy which will propose individual, site specific plans to treat each colony based on individual circumstances. This will be further progressed by applying for grant monies specifically available for invasive, non-indigenous plants of this nature.

### **15. RECOMMENDATIONS**

- 15.1 That the Committee notes the content of the report and the findings of the second phase of the review of the allotment provision.
- 15.2 That the Committee approves the revised programme of works as set out in Table 1, using powers delegated to the Committee as part of the approval by Council of original programme of works in the 2013/14 MTFS.
- 15.3 That the Committee notes the review of the Allotment Development Strategy 2010 – 2015.
- 15.4 That the Committee approves the adoption of the proposed Allotment Action Plan.

## **16. REASONS FOR RECOMMENDATIONS**

- 16.1 The Review of the Allotment Provision shows that there is currently sufficient provision of sites across Hartlepool. The capital spend is required in order to ensure site continue to be suitably maintained.
- 16.2 The former Allotment Development Strategy was generally well-regarded by tenants, who regularly refer to it in discussions, and a number of requests have been received for this to be updated. The proposed Allotment Action Plan 2017-2020 provides specific actions which can be measured and reported against to ensure it remains effective.

## **17. BACKGROUND PAPERS**

- 17.1 Neighbourhood Services Committee Report 26<sup>th</sup> July 2016 Allotment Review.

## **18. CONTACT OFFICER**

- 18.1 Tony Hanson  
Assistant Director (Environment and Neighbourhood Services)  
Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY  
Email [tony.hanson@hartlepool.gov.uk](mailto:tony.hanson@hartlepool.gov.uk)  
Tel: 01429 523400

Sarah Scarr  
Heritage and Countryside Manager  
Level 1  
Civic Centre  
Hartlepool  
TS24 8AY  
Tel: (01429) 523275  
E-mail: [sarah.scarr@hartlepool.gov.uk](mailto:sarah.scarr@hartlepool.gov.uk)



# Hartlepool Borough Council

## REVIEW OF ALLOTMENT PROVISION: PHASE 2



2017

# CONTENTS

Section No.	Title	Page No.
1	Background	2
2	Allotment review phase 1 summary of key findings	3
3	Stranton relocation progress update	4
4	Further Investigations – Progress Update	5
4.3a	Vacant Plots	6
4.4a	Crime and Anti-Social Behaviour	6
4.5a	Invasive Fauna	7
4.6a	Fly Tipping and Asbestos	8
4.7a	Community Spirit/Associations	8
4.8a	Access	9
4.9a	Location, Land Issues and Disposal Options	10
5	Review of Potential New Provision	11
6	Capital Works Scheme and Budget	13

## List of Appendices:-

- A. Proposed Capital Budget Programme of Works 2018/19



# 1. BACKGROUND

1.1 Following a report to the Neighbourhood Services Committee in January 2015 outlining current allotment issues, and highlighting the potential loss of some allotments plots, due to the extension of Stranton Cemetery in 2020, the Committee agreed that it would be timely to undertake a review of current allotment provision within the town, given the fact that the land would need to remain fallow for two to three years and would therefore need to be vacated by 2018.

1.2 As determined by the Committee, the purpose of the review was:-

*“To establish current provision at existing locations, the quality of that provision in terms of meeting the needs of the local community and to suggest options for alternative provision given the displacement of existing tenants from the Stranton site, which could potentially impact on overall provision in the town.”*

1.3 In July 2016, the Review of Allotment Provision Phase 1 was subsequently presented to Committee, which included the following specific activities undertaken as part of the review: -

7. *Mapping out current provision, the quality of that provision, and potential alternative land that could be developed as new allotment sites and offered to displaced tenants following the Stranton Cemetery extension.*

8. *An examination of access issues affecting allotment use and their surrounding communities including ways of achieving:-*

- i. A more balanced distribution of allotment land across the town that are more geographically accessible to all communities;*
- ii. A mixture of different sized plots, including smaller plots to make them more manageable and therefore more accessible to a broader demographic; and*
- iii. Specialised areas within allotments, such as areas dedicated to the keeping of livestock to achieve better organisation and management of allotments.*

9. *Consultation with allotment holders - affected allotment holders/allotment associations and Allotment Focus Group.*

10. *Budget and financial considerations.*

11. *Quality standards, planning, and legal considerations - including any Secretary of State consents required in relation to the allocation of allotment land.*

12. *Determining a manageable timeline and transitional arrangements for moving tenants to new plots.*

## **2. ALLOTMENT REVIEW PHASE 1 SUMMARY OF KEY FINDINGS**

2.1 In summary the key findings of the Phase 1 Allotment Review were as follows:-

- In general Hartlepool's allotment provision is relatively good. At 38 hectares (94 acres), the amount of land laid down to allotments in the Borough is almost twice as much as the minimum recommended by the 1969 Thorpe Report into general policy on allotments.
- The demographic of the tenants has changed dramatically over the decades since World War 2 (the last heyday of allotments). This means that the tenants' requirements from the service have changed. In many respects, the service has failed to keep pace with these changes, e.g. in failing to provide facilities for women and families, car parking, etc.
- The 16 existing allotment sites are not distributed evenly across the town with the majority being located to the west of a line drawn through the main centre of population. Areas that are currently poorly served for allotments include the centre of Hartlepool, the Fens, the Headland, Clavering and Bishop Cuthbert and the villages. Therefore, whilst the majority of tenants live within a short distance of their plots; some are making long journeys to get to their allotments. Reasons for this include, a shortage of plots near their homes, personal preference regarding sites and moving home after taking on an allotment.
- There are a number of problematic and poor quality sites within the current provision. These sites suffer from poor infrastructure, poor location and access, flooding issues and high levels of dissatisfaction from tenants. These sites require significant investment to bring them up to standard.
- The majority of tenants affected by the Stranton Cemetery extension wished to remain on the site and there was sufficient provision to achieve this. Where tenants expressed a desire to move to an alternative site arrangements were put in place to ensure this could happen.
- During the consultation, several tenants suggested that the Council should provide new allotment sites as an alternative. A number of potentially suitable locations have been identified and the analysis of the feasibility of developing new sites is included in the first phase of the review.

2.2 Given the pressing need to relocate potentially 43 tenants as a result of the Stranton Cemetery expansion, Committee agreed that work should begin on relocating tenants as soon as possible and that this work be supported by the capital works budget. Approval was also granted for further investigations to be carried out into how the existing capital fund could be used to improve allotment provision in the town through investing in existing sites or the creation of new sites or both.

### **3. STRANTON RELOCATION PROGRESS UPDATE**

- 3.1 Since the first phase of the Review was submitted in July 2017, the Stranton Relocation Project has progressed as planned.
- 3.2 At the beginning of the process there were several vacant plots already on the cemetery side of the site, resulting in 43 tenants that would need to be relocated. Following communication with the tenants to find out their preferences for new plots and, as the project progressed, 6 tenants left the project due to personal circumstances and one was eventually removed from the process after completing their preferences questionnaire, but failing to follow up on any subsequent correspondence or invites to consultation events. The remaining 36 tenants were offered and accepted an alternative plot on their preferred site.
- 3.3 Consultation with affected tenants to establish their thoughts, preferences and concerns was fundamental to the relocation process. Two consultation events were held in the Owton Manor Community Centre in August and September 2016. The first session provided the opportunity for tenants to ask questions about the process, to inform the Council of their preferred option(s) for an alternative plot and to discuss what kind of assistance they would need to help to relocate.
- 3.4 The second consultation event built on the foundations of the first and gave the opportunity to update tenants on the progress since the first consultation session. The tenants were also consulted on the proposed relocation assistance, which had been drawn up based on their comments and suggestions at the first session. This second event was also attended by the regional representative from the National Allotment Society who contributed to the discussion. Following this consultation session, the revised relocation assistance agreements were agreed and sent out to tenants.
- 3.5 Statutory termination of allotments is covered by Section 1(1)(a) of the Allotments Act 1922 as amended by Section 1 of the Allotments Act 1950. Compensation arrangements in relation to statutory termination of tenancy are governed by the Allotments Act 1950, which provides that following a Notice to Quit, a tenant is entitled to compensation for growing crops, manure and disturbance equal to one year's rent. These requirements were taken into account to calculate the compensation due to each of the affected tenants and the practical assistance that would be given to prepare the plots to a standard equivalent to their old plot. Affected tenants and the regional representatives from the National Allotment Society were consulted regarding these compensation arrangements, which resulted in Relocation Assistance Agreements for each tenant.
- 3.6 The Agreements include a personalised Schedule of Assistance, which lists the assistance that will be provided. Upon completion of the relocation, each tenant was asked to "sign off" the works to confirm they were in agreement with the action that has been taken. Once the agreed works are completed, no further assistance is provided with the set up or upkeep of the plot. The following schedules were included in the Agreements:-

### Statutory

- The new plot to be cleared and provided with replacement topsoil if required.
- New lane fence and/or gate to be installed, if appropriate.
- £150 to be paid as compensation for crops and manure.
- Disturbance allowance equivalent to one year's rent (i.e. one year's rent free on new plot for the first full year of tenancy).

### Additional Assistance

- Additional £150 to be provided to assist with relocation/setting up new plot.
- Further additional assistance has been approved for works to make environmentally hazardous plots viable and workable. These issues were not apparent until ground works had been carried out on the affected plots.

3.8 Further consultation on the nature of the works was carried out on a one-to-one basis with individual tenants to ensure that works were progressed in-line with their requirements. Some plots were in much better condition than others, meaning that some tenants were able to make an early start on their move. The plot clearances and preparations have been carried out in-house by the Council's Horticultural Team and the replacement fences and gates have been carried out by the Council's Building and Design Team.

3.9 To date, costs incurred on the Stranton relocation are £102k.

## **4. FURTHER INVESTIGATIONS – PROGRESS UPDATE**

4.1 There were a number of issues raised during the initial allotment review that were common to many allotment sites, affecting day-to-day management of those sites and that required further investigation. These issues were also discussed by the Allotment Focus Group and were included in the review following consultation with allotment holders during sites visits held in 2015.

These included:-

- Vacant plots
- Crime and anti-social behaviour
- Invasive Flora
- Fly tipping and asbestos
- Community spirit/issues with associations

4.2 The following sections provide an update on each of the issues identified following initial action/further investigations being undertaken.



#### **4.3a *Vacant Plots***

- 4.3b As identified in the previous review, nine plots were highlighted as “sticky plots”, so called because they are difficult to let, due to their poor condition and a special offer scheme has now been introduced to make these plots more attractive to potential tenants.
- 4.3c The conditions of the special offer varies depending on the needs of the plot, however, most include an extended probation period to get started and additional skips to clear accumulated rubbish. Other elements may include the provision of a new lane fence, top soil or the removal of concrete. The offer is conditional upon the new tenant doing a substantial proportion of the work. For example, if the new tenant clears the plot of accumulated fly tipping, then the Council should provide a new fence and gate. Under this special offer initiative, all identified “sticky plots” have found new tenants, in some cases for the first time in years.
- 4.3d The review also revealed that 15 plots were listed as “Do Not Offer” for reasons such as major investment required to re-establish the plot, or it was set aside for a specific purpose. These have all now been re-examined and action has been taken to bring 9 of these back into use. The remaining 6 plots cannot be used for two reasons; either they are over run with Japanese Knotweed, or they suffer from severe historical flooding issues, which render cultivation on the plot near impossible.

#### **4.4a *Crime and Anti-Social Behaviour***

- 4.4b Since the first review document, steps have been taken to improve the security at the sites most affected by crime. According to crime statistics from April 2016 to August 2017, there are 3 sites within the Borough that attract, on average, 4 times as many reportable incidents (the majority of which are theft and Criminal damage, normally occurring at the same time) than the rest. These sites are Chester Road, Burn Valley and Thornhill. Thornhill Association provided a pilot scheme where the Association have been supported in setting up their own Neighbourhood Watch Association. The site committee has taken on the roles of a Neighbourhood Watch committee and the whole site has embraced the security ethos by:-
- Setting up the Neighbourhood Watch committee and adding “security” as a standing item to all committee meeting agendas.
  - Proactive monitoring and reporting of security incidents.
  - Installation of Neighbourhood Watch Association signage (provided by the Community Safety Team) around the site.
  - Carrying out of security audits to identify weak spots in site security.
  - Installation of anti-climb paint (provided by the Allotment Service) at key points identified by the security audits.
  - Installation of “fan tail” railings (provided by the Allotment Service) on each lane gate to prevent thieves using the gate as a ladder to climb the fence.

- Ensuring that gates are kept closed during the day and locked at night.
- 4.4c Whilst these measures have not eliminated the problems completely, the number of incidents on site has reduced. Previously it was common, on arrival on site, to find gates standing wide open and nobody around, however, since the introduction of the Neighbourhood Watch scheme, it is now rare to see gates open, even when there are cars parked in the lane and tenants are on their plots. It is hoped that similar schemes can be rolled out to other sites and, indeed, Chester Road are currently considering setting up a Neighbourhood Watch Scheme for their site.
- 4.4d In the period of June 2017 to November 2017, there have been clear improvement in tenants' behaviour with regard to closing and locking gates, which is reflected in the numbers of reported crimes/incidents on site or in the immediate vicinity which affected the site. During the time period 01.04.2016 to 31.10.2017, there has been one incident of ASB and no offences reported on the Thornhill Allotment site. Further to this, some of the previously 'targeted' lanes on the site have been fitted with anti climbing; protective gate spiked/structures at the access points to further prevent thefts and crime.
- 4.4e In a combined effort to combat crime and the root causes of crime on all the sites within the Borough, a number of amendments and additions to the Tenancy Rules and Regulations were proposed (and accepted) at the Allotment Focus Group in September and December 2017. These will allow the service to take enforcement action against people using sites who are repeat offenders of the root causes of crime; for example repeatedly leaving gates open on high crime sites.

#### **4.5a *Invasive Flora***

- 4.5b A number of plots across 3 different sites have colonies of an aggressively growing, non-indigenous plant (Japanese Knotweed). This plant grows deep root structures, which, once severed can re-grow into a separate plant colony in a matter of months (from very little residual matter). These prove very difficult to eradicate, usually over a number of years and are classed as controlled and hazardous waste once separated from the main plant colony. For example There is a large colony of Japanese Knotweed from plots E29, E31(a and b) and E33 Chester Road which was costed at £110,000 to be removed.
- 4.5c To address this matter the service has established a working group, that will map individual colonies of Japanese Knotweed within the Borough. This will allow the creation of a Japanese Knotweed policy, proposing an individual, site specific plan of action to treat each colony based on its individual circumstances. Further to this grant assistance will be sought to support the treatment on the sites. This method should provide a cost effective way to treat the Japanese Knotweed colonies.

#### **4.6a *Fly Tipping and Asbestos***

- 4.6b This was recognised as a serious problem on several of the sites across the Borough, notably Nicholson Field and Stranton. In November 2015 a height restrictor barrier was installed at the Stranton site, with the aim of preventing high-sided tipper lorries accessing the site to dump rubbish and manure, which had been a recurring problem. This simple barrier reduced the number of fly tipping incidents to almost zero.
- 4.6c Following Stranton Association identifying management of the barrier as problematic and subsequent consultation with tenants a new management arrangement has been put in place. A key was provided in early 2017 to the Association, along with a key holder agreement outlining how the barrier was to be managed. This management arrangement remains under review.
- 4.6d Elsewhere, signage has been installed at the request of the Throston site association on their site to warn potential fly tippers that the site is being monitored and of the penalties incurred should they be caught. The Allotment Service has also liaised with the Environment Agency and the Councils Environmental Enforcement Team following reports of the tipping and burning of commercial waste on the Thornhill site. Following investigation, two tenants were evicted for bringing commercial waste onto the allotments.
- 4.6e Across the town, it is accepted that once fly tipping occurs, if it is not cleared away, it becomes a magnet for further dumping and even arson. On some sites this also allows for vermin, such as rats, to find potential food or nest sources as well as encouraging other flytippers to deposit more waste nearby. Effective countermeasures such as height restricting barriers or targeted enforcement are being considered for consultation.

#### **4.7a *Community Spirit / Association Issues***

- 4.7b The first review suggested that on some sites there was a lack of community spirit, along with issues of bullying and anti social behaviour. In addition, whilst many sites enjoy a strong positive association, several sites were also highlighted as lacking cohesive, representative associations; having multiple, competing associations; or having no association at all.
- 4.7c A number of actions have been carried out to tackle these issues. These include:-
- Changes to the Allotment Focus Group Terms of Reference. The group was formed to develop a working group of tenant representatives, who would help to inform service delivery and assist with consultation with tenants. Following discussion at the Focus Group it was agreed that the minutes of meetings would be available on the Allotment website to improve the cascading of information to sites and to tenants who are not association members, and an on-site rota would be established enabling all tenants to engage with a member of the Council's allotment service on a regular basis.
  - Since the first review, the Council's mediation service has dealt with 4 long-running tenant disputes, resulting in behaviour agreements being

signed. Two of these disputes have recently re-emerged and have been referred back to the mediation service for further intervention.

- The Allotment service has worked closely with the Community Safety Team and Victim Services to develop an Anti Social Behaviour Action Plan to tackle bullying and anti social behaviour carried out by a tenant on Nicholson Field. Using this action plan, evidence was collated and other tenants were supported in coming forward resulting in the eviction of the anti social tenant in 2016.
- The introduction of an email newsletter was well-received by tenants, with positive feedback received. Tenants are invited to submit items for inclusion. Due to service changes and the Projects Officer (Allotments) being more public facing, with the agreement of the Focus Group the e-newsletter is circulated bimonthly.
- Consultation with tenants on the proposed rent increase and subsequent savings plan in January 2017 resulted in several suggestions from tenants being taken up, including the reduction in the number of skips provided and a review of contractors used for waste disposal.

4.7d Other issues raised in the review relate to the physical allotment infrastructure. These include:-

- Access / Service Consistency
- Location, land issues and disposal options
- Potential new allotment provision

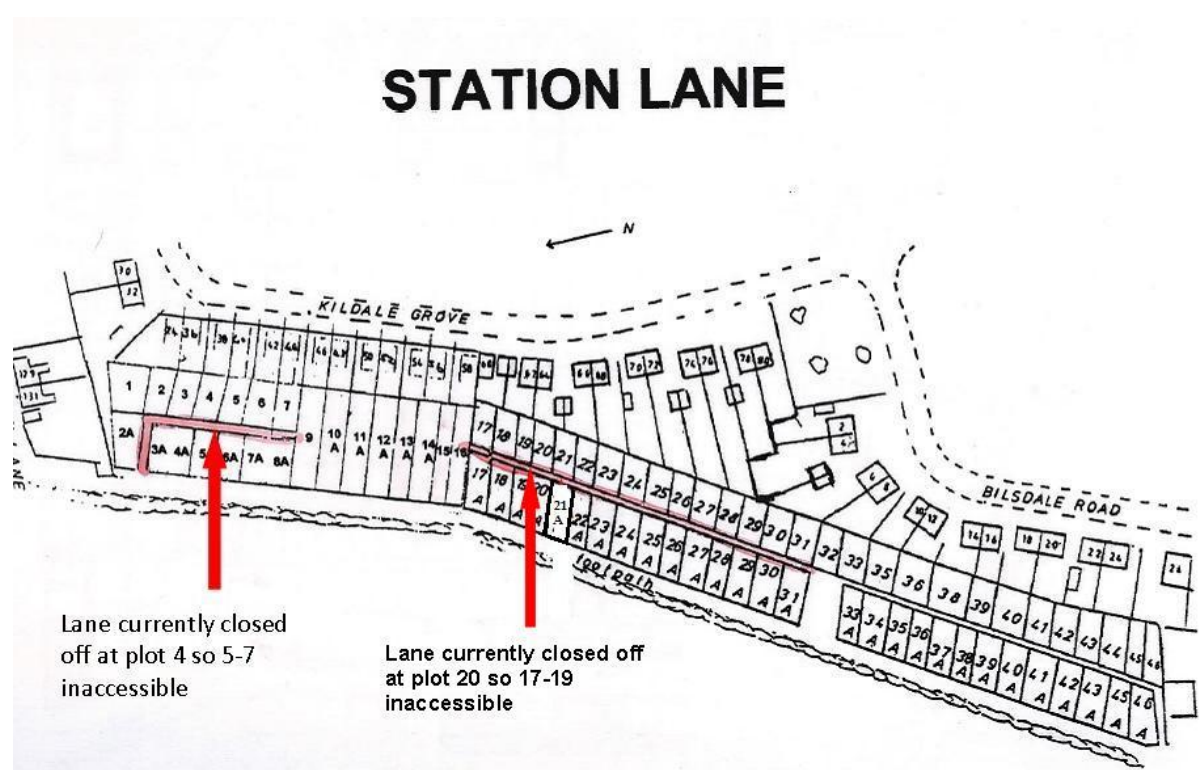
#### **4.8a Access / Service Consistency**

- 4.8b The first Review highlighted several issues impeding access to some allotment sites with the main issue being encroachment onto access ways by tenants' expanding their plots without authorisation, in some cases to the extent that some access ways have disappeared altogether. Sites experiencing this particular issue were Nicholson Field, Burn Valley and Station Lane.
- 4.8c On Nicholson Field, the building of a new housing estate adjacent to the allotments means that these lanes could not be easily reinstated as they would now, in most cases, just lead to a residential property or garden. Therefore, it is not possible, in this case, to reinstate these lost access ways.
- 4.8d At Burn Valley, further investigations have highlighted that all plots can still be accessed, even if some are by a rather circuitous route. Therefore, it is suggested that the situation is monitored and enforcement action taken against any further encroachment.
- 4.8e At Station Lane, plots 1, 2, 7 and 17, 18, 19 were "cut off" by the assumed historical closure of the back lane by either tenants expanding their plots by taking over the lane (see figure 1) or the lane becoming over run with trees/ shrubs, thorn bushes and deposited waste. All records held regarding the site do not show the lane running from the below plots to the other side, however, its parallel nature and location suggests the former assumption is accurate.



- 4.8f The 6 plots could only be accessed via the adjacent residential properties. Arrangements have been made to re-instate the original access, so that all plots can be reached from the lane.
- 4.8g An additional suggestion has been made to create a “bridging” lane to cover the gap between plots 9-16 so that the back lane would run the full length of the site. Investigations into the feasibility of this indicate that the implementation cost would be very high, as these plots would need to be split and re-fenced as well as the building of the new section of lane. Doing so would increase the number of plots on the site, but as the rent is area based, there would be no increase in the rental income achieved to offset these costs. It would also provide no improvement to the access of the site, as plots 9-16 are already accessible from the front lane.
- 4.8h Issues have also been raised by tenants of Station Lane regarding the use of plots as lawn areas/garden. Historically, some of these plots were also identified above as ones ‘cut off’ from the communal access lane. For the past number of years, no enforcement action has been taken against these tenants under rules 3.2.2 and 3.2.7 respectively, which state that the cultivation area of the plot must be 75% or above. Following the 2017 annual inspections, these rules were enforced resulting in the compliance of three and the termination of one tenancy, with works to the plot being carried out by the outgoing tenant.

**Figure 1**



#### **4.9a Location, Land Issues and Disposal Options**

- 4.9b The location and land issues identified in the review were linked to the location of certain sites on low lying, boggy ground and/or adjacent to railway embankments. This included Station Lane and Nicholson Field where it was

suggested that disposing of part, or the whole, of these two key sites may assist in resolving these issues.

- 4.9c As the Nicholson Field site is adjacent to a new estate, which is currently being constructed on the former school site on King Oswy Drive, it was proposed that the option of disposing of some, or all, of this site be explored. This would have had the advantage of making the Nicholson's Field site smaller and easier to manage as well as potentially creating some capital from the disposal of part of the site, which could be reinvested in improving the remaining plots.
- 4.9d The proposal to dispose of this site was put forward to the Council's One Stop Shop planning advisory service (OSS). Advice was sought on the viability of disposing of the central and lower thirds of the site, leaving approximately one third of plots, accessed from Speeding Drive. On this particular site, there remains no viable method of access should the site be sold, due to the latest development by Thirteen Group directly adjacent to the site. It therefore removes any option of disposal for the purposes of using the land for development.
- 4.9e The scoping report also identified Station Lane as another potential development opportunity. Although the problems at Station Lane are not as serious as those at Nicholson's Field, the site still suffers from poor access and close proximity to the railway line. In addition, the Council has received numerous requests to sell individual plots on this site so there is a known demand. These requests have mainly come from residents on Kildale Grove and Bilsdale Road wishing to purchase the plot directly adjacent to their property in order to enlarge the garden. During the course of this review period, the decision was taken to reclaim the plots on this site which have been historically annexed by the properties/tenants. A project has been drawn up and consulted upon to carry out the necessary works to complete this objective. This site is enjoyed generally by the tenants and does not suffer with the same issues such as fly tipping and crime that other sites do. It would therefore be advisable to keep such lower maintenance sites and improve upon them to the benefit of the service.
- 4.9f Potential development would require consent from the office of the Secretary of State per Section 8 Allotments Act (1925). Given the Stranton relocation (following the change of use of land), it would be unlikely that permission would be granted either conditionally or unconditionally for the sale of the land. This is due to the inability to identify funding to support potential sites to mitigate against the losses.

## **5. POTENTIAL NEW ALLOTMENT PROVISION**

- 5.1 The first Review identified a range of alternative provision for those tenants being relocated from the cemetery site at Stranton. These included vacant plots within the existing provision, as well as the possible creation of new allotment sites elsewhere within the Borough. The affected tenants have now been relocated (see Section 2) and work has been undertaken to identify and resolve those long-term vacant plots.
- 5.2 An assessment was also carried out to see if a more balanced geographic spread of allotment sites could be achieved and what potential there was to

address a lack of allotment sites in key areas of the town, particularly the Headland, central area and Fens and Rossmere area. As well as this, the distances travelled by each tenant to their allotment site were assessed. This found that although many tenants live quite near their allotment site, some travel long distances; either due to personal preference of site, not wanting to change sites after moving house, as well as lack of provision in their area.

5.3 The review identified 4 possible sites, where new allotments could potentially be built and went into some detail examining the pros and cons of each site. These were:-

- King Oswy Drive
- Vincent Street
- Old Boy's Field
- Golden Flatts

5.4 The four sites were presented to the OSS service for advice regarding the feasibility of developing one or more of the above sites as new allotments. The OSS advised that, in principle, there would be no objections to the development of three of the four sites; due to its current use as a community forest, an application to develop Old Boys Field may not be suitable or straightforward.

5.5 There are a number of factors which need to be considered when calculating the cost of building a potential new site. The main factor influencing the cost of building a new site will be the size, as this will control the number of plots that can be installed, as well as the number of lanes, size of car park and quantity of materials required. However, the following general costs would apply regardless of site size:-

- The installation of external perimeter fence and security gate(s).
- The construction of access lane(s) and car parking.
- The installation of drains.
- The installation of a water main and provision of stand pipes.
- Waste disposal, if required, to clear the new site.
- Marking out and preparation of new plots (potentially including the provision of top soil).
- Planning and other fees.

5.6 The first Review also identified the potential for providing specialist areas within a new site for tenants wishing to keep livestock. This would add potential additional costs including:-

- Specific access – tenants have requested special 24 hour access to the livestock area. If this were to be considered, the livestock area would require separate access to the main site, so that the main site remained secure.

- Lighting – requests have been made for lighting in livestock areas so racing pigeon keepers can attend returning birds late at night safely.
  - It is assumed that tenants would provide their own animal housing.
- 5.7 Although costs to construct a new site have yet to be established, considering the requirements outlined it is likely that significant capital investment would be required. At this time that funding is not available in order to progress the development of additional allotments sites.

## **6. CAPITAL WORKS SCHEMES AND BUDGET**

- 6.1 The capital works fund of £500k was made available through Council prudential borrowing in 2012 with the intention that it would be used to reinvest in allotments tackling larger capital schemes that could not be funded through the annual revenue budget.
- 6.2 The Allotment Focus Group has been consulted in order to understand their priorities for the sites and align these, where possible, with future spend. This feedback along with site assessments have resulted in a programme of works proposed for 2018/19 outlined in Appendix A.
- 6.3 Works include resurfacing access lanes, improving drainage, and removing trees to improve conditions on sites, along with fencing works and installation of barriers to enhance security. It is estimated that these works will result in £51,000 investment in allotment sites across Hartlepool.



## Appendix A; Proposed Capital Budget Works 2018/19

Allotment Site	Works Required	£000's
Burn Valley	Fencing	1
Chester Road	Fencing	3
Nicolson Field	Fencing, Track, Drainage, Barriers, Tree removal	11
Station Lane	Track replacement	3
Stranton	Track and Drainage replacement	6
Thornhill	Improvement to internal tracks	13
Throston	Fencing, Track, Drainage, Barriers, Tree removal	9
Summerhill	Fencing	2
Rossmere	Fencing	1
Woodcroft	Tree removal	2
		<b>51</b>

## REVIEW OF PROGRESS AGAINST STRATEGIC AIMS

	ACHIEVEMENTS	
STRATEGIC AIM	1. PROMOTION OF ALLOTMENT USE AND FOOD GROWING	STATUS
Level 1. Objective		
1.1 Ensure retention of new tenants	<ul style="list-style-type: none"> <li>- Tenant probationary scheme introduced 2012 - working with new tenants to ensure agreed planned action and support improvements.</li> <li>- Skips made available to new tenants to assist with clearance.</li> <li>- Splitting of larger un-let plots into more manageable smaller plots.</li> <li>- Review of rules and regulations to provide more comprehensive and easy to follow conditions of tenancy.</li> <li>- Monthly e-newsletter introduced in April 2015 to accompany the twice-yearly paper newsletter to pass information and advice onto tenants</li> </ul>	- Ongoing
1.1.1 Phased introduction of clearing and rotovating overgrown vacant plots for new tenants.	<ul style="list-style-type: none"> <li>- Long standing problem plots cleared and fenced for new tenants</li> <li>- New tenants supported with offer of 3 free skips to clear rubbish from the plot</li> </ul>	- Ongoing
1.1.2 Tendering of plots which are deemed to be un-lettable due to their poor condition rather than offering individually to people on waiting list. Successful tenders would be offered sites for extended rent free period in exchange for bringing 'problem' plots back into cultivation and ensuring they are secure.	<ul style="list-style-type: none"> <li>- Plots are allocated to people on the waiting list in order. Some plots have proved difficult to let through problems such as flooding.</li> <li>- The status of a small number of plots previously identified as "do not offer out" has been reviewed along with the action required to bring them back into use, for example, a plot which is covered in dolomite is being offered to tenants on the basis that it will be used for raised beds or pigeons. All identified plots that fall within this list have now been allocated.</li> </ul>	- Complete
1.1.3 Giving or directing new tenants to sources of allotment gardening support	<ul style="list-style-type: none"> <li>- New Tenant starter pack introduced Oct 2015 (includes welcome letter, FAQs, information on associations, links to useful sources of information etc).</li> <li>- Improvement of website with guidance and information.</li> </ul>	- Complete

and advice.		
1.1.4 Working in partnership to ensure that all sites are secure—see 3.3.2	- Repeats 3.3.2 (below).	- Discontinued
1.1.5 Having Site Representatives on as many sites as possible to provide help and advice	<ul style="list-style-type: none"> <li>- Contacted all sites to ask for site representatives to attend focus groups</li> <li>- Rota of visits by Project Officer (allotments) has been implemented in order to enable issues to be raised</li> </ul>	- Complete - All sites of more than 5 plots invited to attend focus group
1.1.6 Working in partnership to ensure good access – see 3.3.2	- Repeats 3.3.2 (see below)	- Discontinued
1.1.7 Making all tenants aware of their responsibilities towards others, including making it clear that those who harass others can face eviction.	- Built into the Rules and Regulations of Tenancy: Sections 1.13, 2.8	- Complete
1.1.8 Consider offering half or smaller plots on sites and publicise this fact.	<ul style="list-style-type: none"> <li>- Larger plots that have remained derelict for some time have been cleared and halved</li> <li>- Will consider halving plots if tenant can no longer cope with size of the plot</li> </ul>	- Complete
1.1.9 Encourage the formation and development of allotments associations who can provide seeds, compost etc to members at discounted prices and provide advice and support	<ul style="list-style-type: none"> <li>- Promotion of associations and National Allotment Society through newsletters</li> <li>- Information on associations included in new tenant pack.</li> <li>- Including the associations in the decision making process for capital spending, site specific action plans, etc. encourages tenants to become members of their site association in order to have an input into these decisions</li> </ul>	- Ongoing
1.1.10 Work towards maintaining allotment tenancy rates at or above 95% through partnership working with allotment associations and use of the	<ul style="list-style-type: none"> <li>- Annual inspections of all plots and carry out enforcement procedure for those not up to the required standard</li> <li>- Three month probationary scheme for all new tenants in order to monitor initial progress</li> </ul>	- Ongoing

mass inspection programme.	<ul style="list-style-type: none"> <li>- Promotion of the free skip offer for new tenants to get them started</li> <li>- Discretionary extensions available to assist with the retention of existing good tenants who are experiencing illness or family problems</li> </ul>	
<b>AIM</b>	<b>2. APPROPRIATE ALLOTMENT PROVISION</b>	
<b>Level 1. Objective</b>		
2.1 Ensure adequate provision of allotments	<ul style="list-style-type: none"> <li>- Hartlepool currently has 1,029 allotment plots over 16 sites across the Borough.</li> <li>- The number of allotments available has been increased in recent years by splitting over 20 larger plots into smaller plots.</li> <li>- In addition, a number of long-term vacant plots have been cleared and the status of a small number of plots previously identified as "do not offer out" is being reviewed along with the action required to bring them back into use.</li> <li>- A review of existing allotment stock in terms of numbers and locations will be carried out.</li> <li>- The extension of Stranton cemetery from 2020 will result in the loss of 52 allotment plots from the Stranton site. Affected tenants are being relocated to alternative plots within the existing provision.</li> </ul>	- Ongoing
<b>AIM</b>	<b>3. GOOD ADMINISTRATION</b>	
<b>Level 1. Objective</b>		
3.1 Allotment procedure manual  An allotment procedure manual will be developed through an amalgamation and review process of all existing procedural information and documentation to ensure that the current procedures are correctly documented.	<ul style="list-style-type: none"> <li>- A Rules and Regulation of Tenancy handbook was produced in 2010.</li> <li>- The Rules and Regulations of Tenancy handbook is reviewed as required to ensure it remains relevant and up to date. Later revisions carried out in partnership with the tenants' Focus Group and various stakeholders, including Fire Service, Police, Environmental Health and RSPCA.</li> </ul>	- Complete
3.1.1 Reduction of time between reminder letters being sent out before issuing Notice to Quits for:  - Non-payment of rent, to ensure that non-payers are	<ul style="list-style-type: none"> <li>- Enforcement procedure revised with the Council's Legal Department in 2011 and is used in conjunction with the Rules and Regulations of Tenancy handbook.</li> <li>- Breaches of tenancy will result in a 1st written warning giving 14 days to rectify the problem, failure to do so will lead to a 2nd written warning giving an additional 14 days, failure to take action will then result in a one month Notice to Quit the plot.</li> </ul>	- Complete



	<p>evicted more quickly</p> <ul style="list-style-type: none"> <li>- Non-cultivation of plots, to ensure that plots are utilised by those genuinely interested in growing vegetables and fruit.</li> </ul>	<ul style="list-style-type: none"> <li>- Introduction of 'Tenant Record of Warnings' whereby warnings stay on a tenant's record and 'accumulate'. Tenants receiving 3 warnings for a breach in a 3 year period will be issued with a Notice to Quit.</li> </ul>	
3.1.2	<p>Consider the introduction of a 'three strikes and you are out' rule for tenants who persistently receive notices to remedy letters. Any tenant receiving in total 3 Notice to Remedy letters on one plot within a 3-year period will automatically be given a Notice to Quit their allotment (subject to inspection of their plot by an HBC Technical Officer) which will not be rescinded other than in exceptional circumstances.</p>	<ul style="list-style-type: none"> <li>- As above – "three strikes" system introduced in 2011.</li> </ul>	<ul style="list-style-type: none"> <li>- Complete</li> </ul>
3.1.3	<p>Introduction of a separate agreement for persistent problem tenants to sign (e.g. agreeing not to have bonfires, harass others or bring rubbish onto a site). Failure to abide by the agreement would lead to an <b>automatic</b> Notice to Quit.</p>	<ul style="list-style-type: none"> <li>- All tenants subject to the same enforcement procedure, persistent offenders are evicted.</li> <li>- Agreements are still used in specific circumstances, which are managed by the Restorative Justice and Solutions Co-ordinator as part of the Community Safety and Engagement Team.</li> </ul>	<ul style="list-style-type: none"> <li>- On going</li> <li>- On going</li> </ul>
3.1.4	<p>Ensure that there are procedures for complaints, disputes and mediation</p> <p>E.g. an Allotments Appeals Panel.</p>	<ul style="list-style-type: none"> <li>- All complaints and enquiries are currently dealt with through the HBC complaints procedure.</li> <li>- Proposals to set up a tenant led appeal panel were explored in 2014 with the idea that members of the appeals panel would be drawn from the Focus Group member list. The Focus Group decided not to proceed with the appeals panel and to direct appeals back</li> </ul>	<ul style="list-style-type: none"> <li>- Complete</li> </ul>

	<p>to the Council's corporate complaints procedure in January 2015.</p> <ul style="list-style-type: none"> <li>- From 2016 tenant disputes that cannot be resolved internally by the allotment service can now be referred to a free of charge mediation service (see 3.1.3, above)</li> </ul>	
3.1.5	<p>Agree a recognised eviction methodology with the Council's Legal Department and Police and consult with allotment associations</p> <ul style="list-style-type: none"> <li>- Eviction methodology agreed with HBC Legal Department</li> </ul>	- Complete
3.1.6	<p>The procedural manual should also include any specific guidance that relates to agreement and procedural processes agreed with Associations undertaking certain activities on sites under a Devolved Management Agreement</p> <ul style="list-style-type: none"> <li>- The Rules and Regulations of Tenancy apply to all allotment tenants in Hartlepool.</li> <li>- There are currently no devolved management sites within the Service, however, any future devolution plans would include reference to the Rules and Regulations of Tenancy within the Devolved Management Agreement</li> </ul>	- Complete
3.2	<p>New Tenancy Agreement</p> <p>Develop new tenancy agreement and code of conduct for plot holders to update the rules and make the tenancy agreement more relevant and easier to read and understand</p> <ul style="list-style-type: none"> <li>- A new annual tenancy agreement and accompanying Rules and Regulations of Tenancy handbook was developed and introduced in 2012.</li> <li>- A comprehensive review of the existing rules and regulations was undertaken with a 'Focus Group' of tenants and also through consultations with various stakeholders.</li> <li>- Further consultations on the rules were carried out in 2013 and 2014/15 to ensure the rules continue to be relevant and up to date.</li> </ul>	- Complete
3.2.1.1	<p>Annual Tenancy Agreement.</p> <ul style="list-style-type: none"> <li>- The Hartlepool Borough Council Allotment Tenancy Agreement applies to all new tenants, be they existing or new. Tenants sign a new tenancy agreement each year.</li> <li>- By signing the agreement the tenant agrees to observe the Rules and Regulations of Tenancy. These rules are compiled into a handbook which is issued to all tenants.</li> <li>- Where devolved management agreements exist, some of the Rules and Regulations of Tenancy, e.g. permitted activities may be further refined or restricted by the particular</li> </ul>	- Complete

	allotment site management body.	
<p>3.2.1.3 Primary User</p> <p>The tenant will be expected to be the primary user of the plot and responsible for the activities of all registered partners and visitors to the plot.</p>	<ul style="list-style-type: none"> <li>- The tenant is responsible for the behaviour of all visitors and partners on the plot i.e. if any visitor or partner breached the rules then action would be taken against the tenant.</li> <li>- The Tenant Focus Group recommendation in 2014, that an additional rule be introduced whereby photographs and verification of names and address would have to be supplied was overturned by ward members following complaints from a number of tenants.</li> </ul>	- Complete
<p>3.2.1.4 – 3.2.7.11</p> <p>Covers issues such as the permitted use of the plot, cultivation levels, security, reporting faults, nuisance behaviour and permitted structures</p>	<ul style="list-style-type: none"> <li>- These points are all now covered within the Rules and Regulations of Tenancy and so will not be listed individually unless additional comment is required</li> </ul>	- Complete
3.2.1.4 Sub-Letting	<ul style="list-style-type: none"> <li>- Rule 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.</li> </ul>	- Complete
3.2.1.7 Cultivation Levels	<ul style="list-style-type: none"> <li>- The cultivated area of the plot is defined as the area that is cultivated for crop or flower production, this should represent 75% of the total plot. This is established during annual inspections.</li> </ul>	- Complete
3.2.1.10 Vehicles on Allotment Sites	<ul style="list-style-type: none"> <li>- Covered in 2014 Rules and regulations (2.7)</li> <li>- During winter months the vehicular access has been prohibited at some sites due to the damage caused to tracks. Access has also been limited to prevent fly tipping.</li> </ul>	- Complete

3.2.2.1 Allotment Security	<ul style="list-style-type: none"> <li>- The Council's Allotment Service works in close partnership with the police, the Community Safety team, and other agencies to help allotment tenants reduce their vulnerability to incidents of crime and anti-social behaviour.</li> <li>- An Allotment Watch Scheme was run in 2013 and Operation Scarecrow took place with Cleveland Police in 2015 and 2016</li> <li>- Neighbourhood Alert messages shared with tenants in the newsletters</li> </ul>	- Ongoing
3.2.2.2 Security Gates	<ul style="list-style-type: none"> <li>- In partnership, the Council has secured funding over recent years to install locked access gates to allotment sites across the Borough to which tenants are issued keys. These gates should be closed and secured immediately after passing through them, either when entering or exiting the site.</li> <li>- A height restrictor bar was installed at the Stranton site in Dec 2015 with the aim of preventing access for commercial vehicles to tip rubbish.</li> </ul>	- Complete
3.2.2.3 Reporting Crime and Anti-Social Behaviour	<ul style="list-style-type: none"> <li>- Allotment tenants are encouraged to report any instances of crime or anti-social behaviour on allotments to the Police. Under reporting can affect the ability to task Police resources to any new issues.</li> <li>- Tenants have been encouraged to sign up to the Cleveland Connected scheme run by Cleveland Police.</li> <li>- Support for tenants in reporting crime and ASB is provided by the Allotments Service, Community Safety team and Victim Services</li> </ul>	- Ongoing
3.2.2.5 Property Marking	<ul style="list-style-type: none"> <li>- The allotment team can offer free property marking kits to allotment associations.</li> </ul>	- Ongoing



<p>3.2.4.2 Dogs – Rules Pertaining to Tenants, Registered Partners and Visitors Bringing Dogs on Allotments When They Visit Plots</p>	<ul style="list-style-type: none"> <li>- 5.1.10 From April 2010 dogs are no longer permitted to be kept on the allotments (subject to exemption).</li> <li>- All dogs must now be micro-chipped and will be subject to a routine inspection to ensure that details are correct.</li> <li>- Tenants who bring on new /additional unregistered dogs will be in breach of their tenancy and all previous exemptions will be revoked.</li> <li>- A review of dogs kept on allotments in 2016 resulted in enforcement action being taken against a number of tenants who had brought new dogs onto the allotments and reduced the total number of dogs on allotment sites. Further action may be considered against tenants holding exemptions should their dogs become a noise nuisance to nearby residents.</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing expected 2026</li> </ul>
<p>3.2.5.3 Fully Restricted Sites (i.e. no animals permitted)</p> <p>No animals (with the exception of registered bee hives) are to be kept on the following sites:-</p> <ul style="list-style-type: none"> <li>- Briarfields</li> <li>- Haswell Avenue</li> <li>- Olive Street</li> <li>- Thompson Grove</li> <li>- Waverly Terrace</li> <li>- Woodcroft</li> </ul> <p>All other sites will be kept under review to ensure the presence of livestock does not become a</p>	<ul style="list-style-type: none"> <li>- All sites are subject to the same rules regarding the keeping of animals</li> <li>- From 2014, in accordance with allotment law, all restrictions to keep chickens and rabbits have been lifted from Hartlepool sites meaning these can now be kept on any site.</li> <li>- From 2015 the ban on cockerels on certain sites was lifted and replaced with the requirement to have a permit for a cockerel on any site</li> </ul>	<ul style="list-style-type: none"> <li>- Discontinued</li> </ul>

nuisance.		
<p>3.2.7.5 Area of Plot Occupied by Structures</p> <ul style="list-style-type: none"> <li>- Ideally, new tenants are advised a minimum of two thirds (2/3) of plot should be available for open land cultivation.</li> <li>- Proportion of remaining third (1/3) would include – compost, paths, structures (greenhouses/sheds), storage, pigeon coups, animal runs etc.</li> <li>- There should be at least 1 metre spacing between any structure and an external allotment fence for maintenance. No structures should be affixed to an external allotment fence.</li> <li>- No individual structure can exceed 30 square metres (36 square yards). Building with less than 2 metres (6 1/2 feet) gaps between them would be considered as one structure.</li> </ul>	<ul style="list-style-type: none"> <li>- Since 2012 the cultivated area has been defined as comprising 75% of the total area of the plot (3.2.2 of the Rules)</li> <li>- The cultivated area may also include greenhouses, poly tunnels and fruit cages, rabbit and chicken housing (3.2.3 and 6.2.1 of the Rules)</li> <li>- Other structures which may be permitted in the 25% utility area, subject to permission (6.2.2): <ul style="list-style-type: none"> <li>• Concrete base for shed/greenhouse not exceeding 16 square metres</li> <li>• Storage/potting shed/tool shed</li> <li>• Patio</li> <li>• Pond/wildlife area</li> <li>• Small pigeon lofts/animal housing (excluding kennels)</li> <li>• Temporary storage area</li> </ul> </li> </ul>	<p>- Complete</p>

<p>3.2.7.10 Internal Fencing (This Section Only Applies Where New External Fencing has been Installed to the Perimeter of the Whole Allotment Site, e.g. Waverley Terrace).</p> <p>In order to promote natural surveillance, the following guidance will apply on these types of allotment site to plot holders considering new and replacement internal fencing:-</p> <ul style="list-style-type: none"> <li>- Internal fencing, if utilised, to be no higher than 1.22 metres (4 feet) high from mean allotment ground level</li> <li>- Barbed or razor wire must NOT be used anywhere on or around the allotment plot.</li> <li>- Examples of potentially acceptable materials:- <ul style="list-style-type: none"> <li>• Wooden post rail;</li> <li>• Wooden post, rail and pales;</li> <li>• Wooden post and four strands of galvanised 4mm (1/4 inch) diameter plain wire equally spaced up posts;</li> <li>• Wooden post and four strands of galvanised 4mm (1/4 inch) diameter plain wire equally spaced up posts with rabbit netting;</li> <li>• Post and woven hazel/willow hurdles</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Internal fencing covered by 6.3.4 of the Rules</li> <li>- Internal fencing is defined as the perimeter of each plot, including where it touches the internal lane – this is the tenant’s responsibility to maintain.</li> <li>- External fencing is defined as the outer perimeter fence of the whole site – this is the Council’s responsibility to maintain.</li> <li>- Tenants are encouraged to have low/minimal internal fencing between plots where possible.</li> </ul>	<ul style="list-style-type: none"> <li>- Complete</li> </ul>
--	---	--

<p>3.2.7.11 Use of Structure</p> <p>Any proposed structure for an allotment plot must have a clear horticultural purpose in relation to the cultivation, maintenance of the plot, or welfare of permitted animals (for which separate permission to keep animals on the plot must be obtained from the Council's Allotment Team).</p> <p>The Council's Allotment Team will require details from the applicant about why the structure is required and what it will be used for specifically:-</p> <ul style="list-style-type: none"> <li>• Details of Proposed Use, What Materials Will Potentially be Stored Within Structure. For example, is the structure potentially for use to store:-</li> </ul> <ul style="list-style-type: none"> <li>- Essential low risk garden tools/materials for use on the plot only – this should be generally acceptable;</li> <li>- Potentially hazardous liquids and gas containers – these materials have restricted levels and must be for use in cultivation of plot. These proposed structures will need to reflect the safe storage requirements of these</li> </ul>	<ul style="list-style-type: none"> <li>- Permission is approved/denied based on the criteria in Section 6 of the Rules.</li> </ul>	<ul style="list-style-type: none"> <li>- Complete</li> </ul>
--	--	--



<p>substances. Separate registration of the substances with the Council's Allotment Team will be required for fire risk management purposes.</p> <ul style="list-style-type: none"> <li>• Storage of Small Trailers</li> </ul> <p>These can be housed with written permission from the Council's Allotment Team and will, if permission granted, form part of third (1/3) non cultivated area.</p> <ul style="list-style-type: none"> <li>• Heating of Structures</li> </ul> <p>Fires are strictly restricted on plots, if the applicant has the intention of using solid fuel heating within a structure, this would need to be identified in the application to the Council's Allotment Team with details of proposed fuel and stove/chimney structure.</p> <p>It should be noted that Hartlepool is a smokeless zone and that only smokeless fuels would be permissible for use in stoves.</p> <ul style="list-style-type: none"> <li>• Restriction Prohibiting Connection to Mains Gas or Electricity Services</li> </ul>	<ul style="list-style-type: none"> <li>- Trailers are not currently specifically mentioned in the Rules since 2011, however 2.7.1 of the Rules states that "it is not permitted to use allotment plots for parking or garaging of vehicles or caravans". Trailers could be classed as vehicles so any permission would be at the discretion of the allotment service dependant on the size, condition and intended use of the trailer and the appropriateness of the proposed location.</li> </ul>	
---	--	--

<p>All structures on allotments have general restrictions prohibiting connection to mains gas or electricity services.</p>	<ul style="list-style-type: none"> <li>- The heating of structures is covered by 6.3.2 of the Rules including in relation to unauthorised fuels and with reference to the Clean Air Act 1993. All heating appliances must be registered</li> <li>- No longer included in the Rules since 2011, however unauthorised connections to either the gas or electricity main is a criminal offence</li> </ul>	
<p>3.2.8.1 – 3.2.8.2</p> <p>Enforcement, Removal of Property and the use of CCTV</p>	<ul style="list-style-type: none"> <li>- All these points are now covered within the Rules and Regulations of Tenancy</li> </ul>	<ul style="list-style-type: none"> <li>- Complete</li> </ul>
<p>Tenancy</p> <p>3.2.9.1 Termination by Tenant</p> <p>The tenant may give up the plot by giving 28 days' notice in writing to the Council's Allotment Team (or less if agreed). Where a deposit has been paid, it will be</p>	<ul style="list-style-type: none"> <li>- Details of the tenancy are covered in Section 1 of the Rules and Regulations of Tenancy</li> <li>- The tenant may give up the plot by giving <b>one month's</b> notice to the Council, or less if agreed (7.1.1 of the Rules)</li> <li>- Upon accepting the offer of a plot a new tenant will be required to pay the full year's invoice (or a pro rata proportion if tenancy begins part way through the year), there is no deposit system.</li> </ul>	<ul style="list-style-type: none"> <li>- Complete</li> </ul>

<p>refunded upon receipt of a request, in writing, from the tenant to the Council's Allotment Team.</p> <p>Refund of the deposit is dependent upon satisfactory inspection of the plot demonstrating that the tenant has not breached the terms and conditions.</p> <p>Where the tenant gives up the allotment plot in accordance with clause above, he/she must ensure that any shed on the allotment plot, for which permission to remain is granted, is vacated and emptied of all contents and any padlock(s) removed.</p> <p>Where the shed is vacated before the expiry of 28 days' notice, the tenant must notify the Council's Allotment Team immediately. Should the tenant fail to vacate and empty the shed as directed, the Council shall remove and destroy any padlock(s) and any items left by the tenant.</p>	<ul style="list-style-type: none"> <li>- The rent is non-refundable (1.1.3 of the Rules)</li> <li>- Upon the vacation of a plot, any sheds must either be removed or emptied and any padlocks removed (7.1.5 of the Rules)</li> </ul>	
<p>3.2.9.2 Termination by the Council</p> <p>Where there is proven breach of tenancy agreement, the Council has the option to, but is not obliged to, issue a warning in the</p>	<p>Circumstances where an Immediate Notice to Quit may be issued are covered in the following sections of the Rules:</p> <ul style="list-style-type: none"> <li>- 1.12 and 1.13 – Abuse/violence towards other tenants, council officers or the public</li> <li>- Criminal activities</li> </ul>	<ul style="list-style-type: none"> <li>- Complete</li> </ul>

<p>first instance to a tenant. It may be that the Council elects to forego a warning and immediately issue a Notice to Quit for certain breaches or repeated breaches of tenancy.</p> <p>The Council may require the tenant to vacate the allotment site by:-</p> <ul style="list-style-type: none"> <li>• Re-entering the allotment site after providing a Notice to Quit with 28 days' notice in writing to the tenant if the tenant has not paid rent, has not maintained the garden in a proper state of cultivation or has breached any term or condition of the tenancy has become bankrupt or entered into an arrangement or agreement with his/hers creditors.</li> <li>• 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 for roads or sewers necessary in connection with any of these purposes) or if the land is required by the Council for the purpose (other than agriculture) for which the land was acquired by the Council</li> </ul>	<ul style="list-style-type: none"> <li>- Activities which may cause significant harm to human/animal health or the environment</li> <li>- 1.8.3 – Causing hindrance or harassment to a duly appointed officer</li> <li>- 3.9.5 – Leaving a bonfire unattended</li> <li>- 3.9.9 – Burning prohibited materials on a bonfire</li> <li>- In April 2018 the Council proposes to introduce, following acceptance of the Allotment Focus Group, a new rule (1.10.3) to issue warnings/Notice to Quit following a tenant or partner attempting to deceive the service or obtain Council services fraudulently.</li> <li>- The Council may re-enter the plot after providing a Notice to Quit with <b>one month's</b> notice in writing in accordance with the eviction procedure in 1.8-1.13 of the Rules</li> <li>- Further to the above rule addition, the Council now holds the right to prevent an individual from reinstating themselves back onto the Councils waiting list for an allotment, for a pre set period of time (up to and including life) depending on the severity of the activity. This can be found in annex B, page 48 of the Rules and Regulations.</li> </ul>	
--	--	--



<p>or has been appropriated under any statutory provision; or</p> <ul style="list-style-type: none"> <li>• Providing a notice in writing with twelve months notice or longer notice expiring on or before the 6 April or on after 29 September in any year.</li> <li>• Where the Council holds an allotment site under a 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.</li> <li>• Where a Notice to Quit has been issued by the Council, the tenant must ensure that any shed on the allotment plot is vacated and emptied of all contents and any padlock(s) removed. The tenant must immediately notify the Council's Allotment Team when the shed has been vacated and padlock(s) removed. If the tenant fails to vacate and empty the shed the Council shall remove and destroy any padlock(s) and contents.</li> </ul>		
3.2.9.4 – 3.2.9.5	- All these points are now covered within the Rules and Regulations of Tenancy	- Complete

Written Correspondence, Change of Address		
<p>3.2.9.6 Death of Tenant</p> <p>The tenancy of the Allotment shall terminate one month after the death of the tenant. The tenancy will not automatically transfer to a next-of-kin; a request for a transfer will have to be made, in writing, to the Council's Allotment Team. Tenants are advised that no human or animal ashes should be scattered on the allotment plot/site</p>	<ul style="list-style-type: none"> <li>- The tenancy of the allotment shall terminate <b>upon</b> the death of the tenant</li> <li>- The tenancy will not automatically transfer to next-of-kin</li> <li>- Upon the death of a tenant any registered partner who meets the requirements in Section 1.5 may be given the option to take over the tenancy. This offer will be at the discretion of the Council</li> <li>- Plots will only- be transferred to the next-of-kin where they meet the criteria of 1.5</li> </ul>	- Complete
<b>Level 2 Objective</b>		
<p>3.3 Health &amp; Safety</p> <p>3.3.1 Review risk management procedures for allotments</p>	<ul style="list-style-type: none"> <li>- The risk assessment for allotment inspections has been updated.</li> <li>- Following consultation with HBC Health and Safety Section and the Fire Service, the new rules and regulations now contain additional measures to reduce risk and improve safety. These include a revised Hazards form with the requirement to display a hazard sticker; all plots have been re-numbered to improve location in emergency situations. The Allotment Service are working with the emergency services to improve procedures for allotments.</li> </ul>	- Ongoing
<p>3.3.2 Work in partnership towards further investment on sites where it is most needed to improve security, access, etc and removal of hazardous rubbish</p>	<ul style="list-style-type: none"> <li>- Improvements to site boundary fences have taken place at Thompson Grove, Summerhill and Chester Road allotments.</li> <li>- Improvements to paths have taken place at Summerhill, Rossmere and Chester Road allotments, through partnerships working with tenants.</li> <li>- Long term vacant plots have been cleared of fly-tipped waste.</li> </ul>	- Ongoing

	<ul style="list-style-type: none"> <li>- Capital works project funding secured for improvements to allotment infrastructure</li> <li>- Repair/replacement of unsafe walls at Olive St completed</li> <li>- Plainings delivered to sites that have requested them to improve access, then tenants will spread and flatten the plainings</li> <li>- Thornhill Association supported in setting up a Neighbourhood Watch Association for their site and assisted to make security improvements</li> </ul>	
<b>Level 3 Objective</b>		
3.6 Make allotment documentation available online	<ul style="list-style-type: none"> <li>- Downloadable forms and other documentation were made available on the Council's website, however, a streamlining of the Hartlepool.gov.uk website by the corporate communications team completed in December 2015 removed many links and downloads from the website.</li> <li>- The Rules and Regulations of Tenancy handbook is available to download from <a href="http://www.hartlepool.gov.uk/allotments">www.hartlepool.gov.uk/allotments</a> along with a number of factsheets. Other forms and documentation are now available from Customer Services</li> </ul>	- Complete
3.6.4 Development of an online allotment plot payment and administration process	<ul style="list-style-type: none"> <li>- Online payment facilities were set up in January 2013.</li> </ul>	- Complete
<b>AIM</b>	<b>4. ALLOTMENT CRIME PREVENTION</b>	
<b>Level 1. Objective</b>		
4.1 Rules and guidance on being a Hartlepool Allotment tenant that assist in reducing the vulnerability of allotments to incidents of crime and anti-social behaviour	<ul style="list-style-type: none"> <li>- The new Rules and Regulations 2012 incorporate additional rules to tackle the misuse and abuse of plots and anti-social behaviour. This has been successfully enforced with a number of tenants being evicted for illegal or anti-social behaviour.</li> <li>- A new permit system for bonfires was introduced in October 2012 and updated in 2014/15 to increase flexibility for tenants. This has since been amended, following consultation with the Allotment Focus Group, to include a small list of items that DEFRA recommend be burnt and not composted.</li> </ul>	- Complete

Level 2. Objective		
4.2	<p>Development objectives that assist the vulnerability of allotments to incidents of crime and anti-social behaviour</p> <ul style="list-style-type: none"> <li>- Property marking kits and alarmed padlocks distributed to allotment associations. Increased reporting of incidents to the Police.</li> <li>- Allotment Watch and Operation Scarecrow initiatives delivered</li> <li>- There have been successful Section 17 grant funding applications for security improvements at Chester Road (£37,000), Catcote (£29,000) and Nicholson's Field (£10,000).</li> <li>- All dogs on allotments now required to be micro-chipped as a condition of tenancy, free micro-chipping has been offered to tenants and over 70 dogs at Nicholson's Field have now been micro-chipped. Enforcement of noise nuisance breaches has resulted in the removal of a number of problem dogs on several sites.</li> <li>- The Allotment Service have worked with the RSPCA to ensure that the welfare of animals on allotments is at the required standards. A successful prosecution of one tenant was undertaken for cruelty to 4 dogs and the tenant was evicted.</li> <li>- Links with Community Intelligence, the Police and the Safer Hartlepool Partnership through the Community Safety team (including the Anti Social Behaviour Unit) have increased intelligence sharing, support for victims of crime and promotion of crime/arson prevention messages</li> </ul>	- Ongoing
AIM	5. LOCALISED ALLOTMENT MANAGEMENT	
Level 1. Objective		



5.1	In partnership with representative Allotment Associations work to improve the visual appearance and perception of sites	<ul style="list-style-type: none"> <li>- A Focus Group of site representatives has been set up in order that all sites can input into the delivery of the Allotment Strategy and also to share ideas and information between sites.</li> <li>- A series of site visits were held during 2015 to enable the Chair and Vice Chair of the Neighbourhood Services Committee, which oversees the allotment service, to see all 16 sites, meet tenants and discuss issues.</li> <li>- A number of improvement initiatives have been carried out in partnership with allotment tenants these include the laying of road plainings to improve access pathways, clearance of plots and erection of fencing, provision of skips, provision of soil improver, drainage works, painting of fences and gates and improvements to the water infrastructure.</li> <li>- In August 2012, the Allotment Service and tenant groups hosted the first Hartlepool Allotment Show, which was a successful event, and was held annually until 2015.</li> </ul>	- Ongoing
5.1.1	Regular liaison between the Authority and Allotment Associations	<ul style="list-style-type: none"> <li>- The tenant Focus Group brings together tenant representatives to work together on specific initiatives, such as the revised rules and regulations, but there is also opportunity to share ideas etc.</li> <li>- The Focus Group have also had input into the delivery of the capital works programme</li> </ul>	- Ongoing
5.1.2	Development in partnership of prioritised site specific improvement wish-list	<ul style="list-style-type: none"> <li>- The Focus Group have assisted in deciding the projects which will benefit from the £500k capital investment programme.</li> <li>- As part of a review of the allotment provision which is being carried out in 2016 and 2017, site specific wish-lists will be developed for each site</li> </ul>	- Ongoing
5.1.3	Supporting associations in applications and improvements delivery	<ul style="list-style-type: none"> <li>- The Allotment Service have supported a number of associations in their applications for grant funding including Chester Road (£37k for security fencing) Brierton (plot fencing and clearance) Catcote (£29k improved security fencing).</li> <li>- Links with the Neighbourhood Development Officers have increased access to funding experts who can provide assistance with identifying and applying for funding</li> </ul>	- Ongoing

5.1.4	Mass inspection programme	<ul style="list-style-type: none"> <li>- A new inspection regime was introduced in 2011; all plots are now inspected annually and photographed.</li> <li>- Plots which are not being managed in accordance with the Rules and Regulations of tenancy will then be subject to the enforcement procedure and subject to further inspections.</li> </ul>	- Ongoing
<b>Level 2. Objective</b>			
5.2	Explore Devolved Management arrangement in sites with active and well established Associations	<ul style="list-style-type: none"> <li>- The self- management process was re-examined and Portfolio agreed a new 'framework' that associations were required to follow, in order to move towards self-management.</li> <li>- There are currently no self managed sites within the Borough. Woodcroft opted to return to Council management in 2012/13. Briarfields are currently considering devolved management.</li> </ul>	- Ongoing
<b>AIM</b>		<b>6. ENVIRONMENTAL SUSTAINABILITY</b>	
<b>Level 1. Objective</b>			
6.1	Encourage composting and recycling on allotments	<ul style="list-style-type: none"> <li>- Tenants are encouraged to compost their organic waste. Initiatives to promote composting have included the offer of subsidised composters and composting advice shared with tenants.</li> </ul>	- Complete
6.1.2	Site Level Composting	<ul style="list-style-type: none"> <li>- Tenants are encouraged to compost as much of their waste as possible on an individual level. Due to issues of security and nuisance, site level composting schemes have been discounted.</li> </ul>	- Discontinued
6.1.3	Site level compost deliveries utilising town-wide green waste resource	<ul style="list-style-type: none"> <li>- Some allotment associations have received soil improver free of charge between 2010-2012. In 2012, all sites were offered free soil improver.</li> <li>- Since 2013 the soil improver has no longer been available to the allotment service and so this has been discontinued.</li> </ul>	- Discontinued
6.1.4	Encourage plot holders to bring onto site only those items that are use in allotment gardening	<ul style="list-style-type: none"> <li>- The Rules and Regulations of Tenancy limit the amount and types of materials which are stored on allotment sites. Tenants found breaching this rule will be subject to enforcement action.</li> <li>- Further advice has been given out with regards to this in relation to the fire/health and</li> </ul>	- Complete

	<p>safety risk that large amounts of stored materials may pose.</p> <ul style="list-style-type: none"> <li>- In 2015 tenants found to be stockpiling waste or materials on their plots were identified during the annual inspection and offered skips to dispose of this.</li> </ul>	
6.1.5 Pride in Hartlepool – Allotment Amnesty	<ul style="list-style-type: none"> <li>- The Pride in Hartlepool initiative no longer exists, however, an allotment amnesty was carried out during winter 2014/15. Around 60 applications were received from partners and other gardeners who were acting as the primary users of the plot.</li> <li>- Applications were considered against a list of criteria including the condition of the plot. Individuals are only allowed one plot so where applications were received from someone with more than one plot or from the same individual for multiple plots they were asked to choose their preferred plot. In instances where there were multiple applications for the same plot, the longest standing partner was offered first refusal</li> </ul>	- Complete
6.1.6 Fly tipping	<ul style="list-style-type: none"> <li>- Incidents of fly tipping on allotments are investigated by the environmental enforcement team and prosecutions are pursued wherever possible.</li> <li>- In Nov 2015 a height restrictor bar was installed at Stranton to keep commercial tipper vehicles out. Other sites which could benefit from a similar bar are currently being identified.</li> </ul>	- Ongoing
6.1.7 Support recycle opportunities	<ul style="list-style-type: none"> <li>- This repeats objective 6.1</li> </ul>	- Discontinued
6.2 Encourage social and environmental responsibility	<ul style="list-style-type: none"> <li>- The Allotment Team have partnered with Waverley Terrace community allotments (with Groundwork securing the funding) and have provided courses for allotment tenants on a wide range of practical subjects, such as bee keeping, fruit tree planting and pruning, hanging basket making, willow weaving to make pea sticks.</li> </ul>	- Complete
<b>Level 2. Objective</b>		

6.3	Water conservation	<ul style="list-style-type: none"> <li>- A comprehensive review of water consumption has been carried out on all sites to identify areas of excessive water consumption, either due to tenants or leaks. Water pipes have been replaced at a number of sites where significant leaks occurred (Station Lane, Throston and Haswell Avenue).</li> <li>- Additional rules have been added in order to prevent exploitation of the water resources, e.g. sprinklers and unattended hosepipes are no longer permitted.</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing – water consumption will continue to be monitored and appropriate action taken if required</li> </ul>
<b>AIM</b>		<b>7. APPROPRIATE SERVICE RESOURCING</b>	
<b>Level 1. Objective</b>			
7.1	Building a proactive Allotment Team	<ul style="list-style-type: none"> <li>- In Nov 2010 the allotments service came under the management of the Waste and Environmental Services section. The post of allotments officer was made redundant as part of this move, with allotment duties being shared among the Waste and Environment team.</li> <li>- In April 2015 the service moved to the Community Safety and Engagement team. Allotment duties are currently slotted into the Projects Officer role within the Community Safety and Engagement team.</li> <li>- No new “allotment officer” post has been created, with the Project Officer role also including community safety and engagement elements.</li> <li>- Administration and enforcement support are currently provided from within the Community Safety and Engagement team. Options for providing a more rapid response service are currently being explored.</li> </ul>	<ul style="list-style-type: none"> <li>- Complete</li> </ul>
7.2	Resourcing a proactive Allotment Team		
<b>Level 2. Objective</b>			



<p>7.3 Revising plot charges to support sustainable growth</p>	<ul style="list-style-type: none"> <li>- A review of rental charges was carried out in 2011/12 in conjunction with consultation with tenants and the Allotment Focus Group. As a result a phased increase of rents was introduced with a 25% (of the 2012 rental price) increase each year from 2013-2015.</li> <li>- A further review was carried out in 2014 which aimed to make the rental structure fairer by introducing a flat rate of £25 plus a per metre charge of 15 pence. Tenants were informed of this new rate in 2015 with the charges coming into force in April 2016. This means that rent will be based on the size of the plot with those renting larger plots paying more.</li> <li>- Additional funding was secured in 2012 through a Capital Works Scheme to finance a number of large-scale engineering projects to improve the allotment infrastructure, for example, drainage and fencing works. The priorities for the Capital Works Scheme have been identified through consultation with associations and are being overseen by the Council's Neighbourhood Services Committee.</li> <li>- In 2017 the "per metre" element of the allotment rent was increased to 16 pence per square metre, which will take effect from 2018. In addition, temporary funding of £50,000 has been obtained from the Public Health department for 3 years. However, a significant shortfall between the rental income obtained and the cost of delivering the service remains – compounded by the increase in prudential borrowing repayments which increases as further capital expenditure is made.</li> <li>- The Allotment Service is currently looking to see where savings can be made.</li> </ul>	<p>- Ongoing</p>
--	---	------------------

## PROPOSED ALLOTMENT ACTION PLAN 2018-2021

**AIM:** to deliver a sustainable allotment service for the residents of Hartlepool

**AIM;** to maintain the current provision to a suitable standard and explore options for expanding the number of plots in the future

OBJECTIVE	ACTION	COMPLETION
Promotion of allotment use and food growing	Provision of 1 free skip for new tenants to assist with clearing the plot	Ongoing
	Continue to provide assistance to allotment tenants suffering arson or ill health	Ongoing
	Maintain allotment tenancy rates at or above 95%	Ongoing
	Review those plots which are used for purposes other than cultivation; notably the “garden plots” at Station Lane and the can crushing activity at Burn Valley to ensure the cultivation rules are applied consistently to all tenants	September 2018
Appropriate allotment provision	Subdivide large plots, as appropriate, to increase the number of smaller, more manageable plots available	Ongoing
Good administration	Work with the customer services team to improve the logging of tenants’ enquiries on service requests to facilitate monitoring of jobs. This deadline has been extended to incorporate the new Firmstep software intended to make obtaining service provisions more user friendly.	September 2018

OBJECTIVE	ACTION	COMPLETION
Good administration cont.	Ensure that tenants complete their annual registration of animals and hazards where required and chase up those who fail to do so	Ongoing
	Encourage tenants to use the hazard signs and gate numbers provided to assist the emergency services attending on allotment sites	Ongoing
	Ensure that the annual microchip check of permitted dogs and horses continues to be built in to the annual inspections to prevent numbers of animals escalating	Ongoing
	Ensure that allotment inspections are carried out safely and in-line with health and safety procedures	Ongoing
Localised allotment management	Provide assistance and support for site associations that wish to consider devolved management	Ongoing
	Review the allotment focus group including terms of reference, membership and purpose	March 2019
Allotment crime prevention	Support site associations wishing to set up Neighbourhood Watch Associations on their sites	Ongoing
	Support tenants in reporting crime and anti social behaviour and refer to Victim Services or mediation if required	Ongoing

OBJECTIVE	ACTION	COMPLETION
Allotment crime prevention cont.	Promote crime prevention and arson prevention messages to tenants	Ongoing
	In partnership with the CCTV manager, review use of a private CCTV system on the Burn Valley site to ensure that it is legally compliant and provide guidelines for tenants and associations wishing to install CCTV on their plots/sites	September 2018
Environmental sustainability	Review effectiveness of the height restrictor barrier at reducing incidents of fly tipping at Stranton and investigate feasibility of installing these barriers at other sites	September 2018
	Monitor water use across sites using water consumption and billing data	Ongoing
Appropriate service resourcing	Complete the delivery of the capital works scheme projects	March 2020
	Review rental charges ahead of the public health funding coming to an end in 2019	March 2019
	Identify where further savings can be made from within the allotment service	March 2019



## 4.3 APPENDIX 2

### POVERTY IMPACT ASSESSMENT

<b>1. Is this decision a Budget &amp; Policy Framework or Key Decision? YES</b> If YES please answer question 2 below				
<b>2. Will there be an impact of the decision requested in respect of Child and Family Poverty? YES</b> If YES please complete the matrix below				
GROUP	POSITIVE IMPACT	NEGATIVE IMPACT	NO IMPACT	REASON & EVIDENCE
Young working people aged 18 – 21	✓			Increasing the distribution of allotments across the town will make it easier for families and individuals to access allotment plots “on their doorstep”. This will reduce transport costs and increase access to gardening for disadvantaged families. Allotments provide benefits through increasing access to fresh fruit and vegetables, exercise, fresh air and social opportunities through meeting other gardeners. Gardening also allows the development of skills – both gardening skills and transferrable skills such as planning, budgeting, communication skills, organisational skills, etc.
Those who are disabled or suffer from illness / mental illness	✓			Ass above
Those with low educational attainment	✓			As above
Those who are unemployed	✓			As above
Those who are underemployed	✓			As above
Children born into families in poverty	✓			As above
Those who find difficulty in managing their finances			✓	
Lone parents	✓			As above

Those from minority ethnic backgrounds	✓			As above
<b>Poverty is measured in different ways. Will the policy / decision have an impact on child and family poverty and in what way?</b>				
<b>Poverty Measure (examples of poverty measures appended overleaf)</b>	<b>POSITIVE IMPACT</b>	<b>NEGATIVE IMPACT</b>	<b>NO IMPACT</b>	<b>REASON &amp; EVIDENCE</b>
Health (access to a healthy diet)	✓			As above
<b>Overall impact of Policy / Decision</b>				
<b>NO IMPACT / NO CHANGE</b>		<b>ADJUST / CHANGE POLICY / SERVICE</b>		
<b>ADVERSE IMPACT BUT CONTINUE</b>		<b>STOP / REMOVE POLICY / SERVICE</b>		
<b>Examples of Indicators that impact of Child and Family Poverty.</b>				
<b>Economic</b>				
Children in Low Income Families (%)				
Children in Working Households (%)				
Overall employment rate (%)				
Proportion of young people who are NEET				
Adults with Learning difficulties in employment				
<b>Education</b>				
Free School meals attainment gap (key stage 2 and key stage 4)				
Gap in progression to higher education FSM / Non FSM				
Achievement gap between disadvantaged pupils and all pupils (key stage 2 and key stage 4)				
<b>Housing</b>				
Average time taken to process Housing Benefit / Council tax benefit claims				
Number of affordable homes built				
<b>Health</b>				
Prevalence of underweight children in reception year				
Prevalence of obese children in reception year				
Prevalence of underweight children in year 6				
Prevalence of obese children in reception year 6				
Life expectancy				

## 4.3 APPENDIX 3

## EQUALITY AND DIVERSITY IMPACT ASSESSMENT

Department	Division	Section	Owner/Officer
Regeneration and Neighbourhoods	Community Safety and Engagement	Allotments	Kate Ainger
Function/Service	Allotment Service		
Information Available	You should consider what information you hold in order to give proper consideration to the Equality Duty. You will need to draw upon local, regional and national research particularly if internal information is scarce. Include any consultation carried out		
Relevance  Identify which strands are relevant or may be affected by what you are reviewing or changing	Age		
	Yes		
	Disability		
	Yes		
	Gender Re-assignment		
	No		
	Race		
	No		
	Religion		
	No		
	Gender		
	No		
	Sexual Orientation		
	No		
	Marriage & Civil Partnership		
	No		
	Pregnancy & Maternity		
	No		
Information Gaps	Consultation has been undertaken with existing allotment holders affected by the Stranton Cemetery expansion and the resettlement programme. This has highlighted particular needs in relation to elderly gardeners and those with mobility issues. To ensure needs are fully addressed there will be ongoing consultation with allotment holders during the resettlement process.		
What is the Impact	The resettlement process could adversely affect elderly gardeners who will have a new plot allocated and who will need to start work on the plot from scratch. There are also possible issues in relation to those with a disability/mobility in term of access.		
Addressing the impact			
	<b>Adjust/Change Policy –</b> new plots will be brought up to a cultivatable standard prior to relocation and for those with mobility issues consideration will be given to allocating them a plot which can be easily accessed and in close proximity to the site.		

<b>Actions</b>			
<i>It will be useful to record and monitor any actions resulting from your assessment to ensure that they have had the intended effect and that the outcomes have been achieved.</i>			
<b>Action identified</b>	<b>Responsible Officer</b>	<b>By When</b>	<b>How will this be evaluated?</b>
<b>New plots brought up to cultivatable standard</b>	<b>Matthew Pearce</b>	<b>June 2018</b>	<b>Survey of affected allotment holders</b>
<b>Allocation of suitable plots</b>	<b>Matthew Pearce</b>	<b>June 2018</b>	<b>Survey of affected allotment holders</b>

Date sent to Equality Rep for publishing	00/00/00
Date Published	00/00/00
Date Assessment Carried out	00/00/00

# NEIGHBOURHOOD SERVICES COMMITTEE

13<sup>th</sup> June 2018



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

**Subject:** HBC MAJOR INCIDENT PLAN

---

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision (test (ii)) Forward Plan Reference No. RN 15/18.

## 2. PURPOSE OF REPORT

2.1 To seek approval of the update to the Council's Major Incident Plan.

## 3. BACKGROUND

3.1 Under the Civil Contingencies Act (2004) ('The Act'), the Council has a responsibility to prepare and maintain a major incident plan. The Council are supported by the Joint Committee's arrangement which is made up of Hartlepool, Stockton, Redcar & Cleveland and Middlesbrough Councils and known as the Cleveland Emergency Planning Unit (EPU) who provide specialist advice and support in the preparation and maintenance of the plan. Under the Act the Council are duty bound to constantly review the plan to ensure it is up to date and that the human resources associated with it remain current within the organisation.

## 4. PROPOSALS

4.1 It is proposed that Committee approve the amendments to the major incident plan that are categorised as low to medium risk, (attached as **Appendix 1**).

4.2 The Council has a duty to have in place appropriate plans for major incidents which often impact upon the community in a wider sense. The Councils endorsement of the latest version of the plan will ensure this information is available.



## **5. RISK IMPLICATIONS**

- 5.1 There are no risk implications attached to this report.

## **6. FINANCIAL CONSIDERATIONS**

- 6.1 There are no financial implications to this report as the costs are met from existing Council budgets.

## **7. LEGAL CONSIDERATIONS**

- 7.1 Under the Act the Council has a responsibility to prepare and maintain a major incident plan. This review maintains this duty and makes sure that it complies with other good practice guidance which is available.
- 7.2 The plan takes into account the Society of Local Authority Chief Executives and Senior Managers (SOLACE) guidance and the UK Concept of Operations.
- 7.3 This plan also links into the council's duties under the Control of Major Accident Hazards Regulations 2015 and the Radiation Emergency Preparedness and Public Information Regulations 2001 which place duties on Local Authorities to write and test the off-site plans for nuclear and top tier industrial sites.

## **8. CONSULTATION**

- 8.1 The Major Incident Plan has been reviewed alongside the plans for Stockton, Middlesbrough and Redcar and Cleveland with the emergency planners from those Councils having sight of it, to make sure it aligns with their plans. It has also been to the Emergency Management Response Team Group which comprises of all the departments in the Council. Alongside these the Corporate Management Team have been made aware of the update to the plan.

## **9. CHILD AND FAMILY POVERTY**

- 9.1 There are no child and family poverty implications relating to this report.

## **10. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 10.1 There are no equality and diversity considerations relating to this report.

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

- 11.1 There are no Section 17 considerations relating to this report.

**12. STAFF CONSIDERATIONS**

- 12.1 There are no staff considerations relating to this report.

**13. ASSET MANAGEMENT CONSIDERATIONS**

- 13.1 There are no asset management considerations relating to this report.

**14. RECOMMENDATIONS**

- 14.1 The Council has a duty to have in place appropriate plans for major incidents which often impact upon the community in a wider sense.
- 14.2 The Council's endorsement of the latest version of the plan will ensure this information is available.

**15. REASONS FOR RECOMMENDATIONS**

- 15.1 To maintain the councils response and recovery from a major incident and comply with the legal duties place on it as a category 1 responder under the Civil Contingencies Act 2004.

**16. BACKGROUND PAPERS**

- 16.1 CMT Report dated the 21.5.2018.

**17. CONTACT OFFICER**

- 17.1 Denise Ogden  
Director of Regeneration and Neighbourhoods  
Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY  
Email [denise.ogden@hartlepool.gov.uk](mailto:denise.ogden@hartlepool.gov.uk)  
Tel: 01429 523301

Robin Beach  
Emergency Planning Officer

Email [robin.beach@hartlepool.gov.uk](mailto:robin.beach@hartlepool.gov.uk)  
Tel: 01642 301515

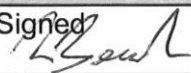
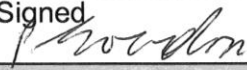


## Hartlepool Borough Council Major Incident Plan



Version	May 2018
Author (name & role)	Robin Beach Senior Emergency Planning Officer
Date issued	May 2018
Review date	May 2019
Amendments: It is the duty of all plan holders to inform the Emergency Planning Officer of any information concerning changes which will consequently impact upon this plan.	

## Plan Sign Off

1) Need for plan and lead officer identified		
Title / Need; Major Incident Plan	Lead; Robin Beach	
2) Discussed with CEPO type of plan, content etc		
Purpose of plan	Council response and recovery	
Format of plan	Paper and electronic	
Planning group	EMRT	
Training needs		
Exercising issues	Yearly	
Lifespan / review	Yearly	
3) Plan drafted by lead officer		
Lead Officer Robin Beach	Signed 	Date 21/3/18
4) Plan checked by second officer (grammar, clear English, spelling, readability for audience)		
Second Officer Peter Snowdon	Signed 	Date 10/4/18
5) Plan sent for consultation with relevant agencies and amended		
Checked EMRT	Signed off	Date
6) Plan signed off by relevant authority (CEPO, Local Authority Lead)		
Checked	Signed off	Date
7) Final plan issued to partners		
Distributed date	Distribution method (s)	
8) Plan added to tracked plans folder		
Tracker updated	Old plan removed	Date
9) Plan added to Resilience Direct if required		
Agencies notified	Old plan removed	Date
10) Review period		
Review period	Next review required	



# Contents

Plan Sign Off .....	2
Contents .....	3
<b>SECTION 1: INTRODUCTION .....</b>	<b>5</b>
1.1 Aim .....	5
1.2 Basis for the Plan .....	5
1.3 Objectives of the Plan .....	5
1.4 Definitions .....	5
1.5 Declaration of a Major Incident.....	6
1.6 How will the Council be notified of a Major Incident? .....	7
1.7 The Role of the Local Authority .....	7
1.8 Logging, Documentation Management and Retention .....	7
1.9 Staff Welfare .....	8
1.10 Briefing and Debriefing.....	9
1.11 Stand Down Arrangements .....	11
1.12 Resilience Direct .....	11
1.13 Supporting Plans.....	12
<b>SECTION 2: EMERGENCY MANAGEMENT STRUCTURE.....</b>	<b>13</b>
2.1 Multi-Agency Strategic Coordination .....	13
2.2 Multi-Agency Tactical Coordination.....	14
2.3 Hartlepool Council's Emergency Management Structure .....	14
2.4 Corporate Management Team .....	15
2.5 The Emergency Management Response Team (EMRT) .....	16
2.6 Assessment & Preparedness .....	16
2.7 Activation and Call Out of the EMRT.....	17
2.8 The Role of Hartlepool Council and the EMRT .....	18
2.9 Borough Emergency Centre (BEC) .....	20
2.10 Notification Flowchart.....	20
<b>SECTION 3: SPECIFIC ROLE – ACTION SHEETS .....</b>	<b>21</b>
3.1 Chief Executive and/or Strategic Officer.....	22
3.2 Emergency Planning Officer (EPO) / Duty EPO .....	23
3.3 The Incident Coordinator / Borough Coordination Officer (BCO) .....	24
3.4 Borough Emergency Centre Manager.....	26
3.5 Communications Manager .....	27
3.6 The Welfare Manager.....	28
3.7 Emergency Works and Support Manager .....	29
3.8 Public Health .....	30
3.9 Public Protection .....	30
3.10 Loggist.....	32
3.11 Elected Member .....	33
3.12 Recovery Lead .....	34
<b>SECTION 4: RECOVERY.....</b>	<b>35</b>
4.1 Recovery Objectives .....	35
4.2 Role of the Local Authority .....	35
4.3 Handover: Response to Recovery .....	36
4.4 Promoting Recovery during Response.....	36
4.5 Community Impact Assessments .....	36
4.6 Tools for Recovery .....	37
4.7 Logging during the Recovery Phase .....	38
<b>SECTION 5: COMMUNICATIONS STRATEGY .....</b>	<b>39</b>
5.1 Introduction .....	39

5.2	Aim and Objectives .....	39
5.3	Identification of the Lead Media Coordinator .....	40
5.4	Notification Procedure .....	40
5.5	Roles and Responsibilities .....	40
5.6	Log and Record Keeping.....	40
5.7	Mutual Aid .....	41
5.8	Media Access and Response .....	41
5.9	Media Liaison Point.....	42
5.10	Media Briefing Centre.....	42
5.11	Press Statements .....	43
5.12	VIP Visits.....	43
<b>SECTION 6: BUSINESS CONTINUITY.....</b>		<b>45</b>
<b>SECTION 7: APPENDICES .....</b>		<b>46</b>
	Appendix A – Briefing on Timeouts .....	46
	Appendix B – Roles and Responsibilities of Partner Organisations .....	47
	Other Agencies.....	51
	Appendix C – Logging .....	53

# SECTION 1: INTRODUCTION

## 1.1 Aim

This plan outlines the emergency management arrangements in response to a potential or actual major incident occurring in, or affecting the people of Hartlepool.

## 1.2 Basis for the Plan

It is the responsibility of the Local Authority to prepare emergency plans to detail its response to a major incident. The basis for this obligation lies within the following statutory frameworks:

- a) General Duty of Care
- b) Civil Contingencies Act 2004
- c) The Pipelines Safety Regulations 1996
- d) The Radiation (Emergency Preparedness and Public Information) Regulations 2001 (REPPPIR)
- e) Control of Major Accident Hazard (COMAH) regulations 2015

## 1.3 Objectives of the Plan

This plan supports the Local Authority in preparing for a Major Incident with guidance on the following:

- a) Mitigating the effects of a major incident
- b) Prioritising the preservation of life and property
- c) Facilitating the recovery of the community and environment, promoting a return to normality
- d) Maintaining normal services at an appropriate level
- e) Provision of warning and informing the public before, during and after an incident
- f) Promoting emergency preparedness by all participants in the Major Incident Plan through the planning and exercise process.

## 1.4 Definitions

To assist with the use of this plan, the following definitions are provided for the following commonly used terms of *Emergency* and *Major Incident*. For further definitions please see the UK Civil Protection Lexicon, which provides an overview of commonly used terms and acronyms, accessed from:

<https://www.gov.uk/government/publications/emergency-responder-interoperability-lexicon>

### Emergency

*“An event or situation that threatens serious damage to human welfare, the environment and/or the security of a place in the United Kingdom”*  
Civil Contingencies Act (2004)

## Major Incident

*“An event or situation, with a range of serious consequences, which requires special arrangements to be implemented by one or more emergency responder agencies”*

Cabinet Office (2016)

To assist the definition of a Major Incident, the Cabinet Office has provided the following guidance:

- a) Emergency responder agencies ‘ describes all Category 1 and 2 responders as defined in *the Civil Contingencies Act (2004)* and associated guidance
- b) A Major Incident is beyond the scope of business-as-usual operations, and is likely to involve serious harm, damage, disruption or risk to human life or welfare, essential services, the environment or national security
- c) A Major Incident may involve a single-agency response, although it is more likely to involve a multi-agency response, which may be in the form of multi-agency support to a lead agency
- d) The severity of consequences associated with a major incident are likely to constrain or complicate the ability of responders to resource and manage the incident, although a major incident is unlikely to affect all responders equally
- e) The decision to declare a major incident will always be a judgement made in a specific local and operational context, and there are no precise and universal thresholds or triggers. Where LRFs and responders have explored these criteria in the local context ahead of time, decision makers will be better informed and more confident in making that judgement.

Additionally, to constitute an emergency or major incident, an event or situation must also pose a considerable test for an organisation’s ability to perform its functions. Further information can be obtained from the Cabinet Office publication *Emergency Response and Recovery* available at:

<https://www.gov.uk/emergency-response-and-recovery>.

### 1.5 Declaration of a Major Incident

A Major Incident can be declared by any officer in attendance at the scene of the incident. Information will then be passed through the METHANE mnemonic to their control centre and this will be disseminated to partner agencies in the same way.

M – Is it a Major Incident  
E – Exact Location  
T – Type of Emergency  
H – Hazards present  
A – Access/Egress  
N – Number of Casualties  
E – Emergency Services Required

This plan may also be activated at the discretion of senior managers for incidents which whilst not declared as a major emergency may still have the potential for significant disruption of local authority services or to the local community.

### **1.6 How will the Council be notified of a Major Incident?**

The Council will be notified of an incident either directly by the public, one of their own teams/staff or the Cleveland Emergency Planning Unit (CEPU).

The CEPU operates a 24/7 Emergency Contact. Emergency Services or the HBC Contact Centre use the Duty Officer procedure to notify the Local Authority's nominated Borough Co-Ordination officer of a major incident and request support, if needed.

#### **In Hours**

CEPU Office (01642 301515)

#### **Out of Hours**

CEPU Duty Officer (07771 973206)

### **1.7 The Role of the Local Authority**

Local Authorities have three key roles during and following a Major Incident, which are:

- 1) Support the Emergency Services
- 2) Maintain essential services
- 3) Lead on the recovery

This plan has been produced to support the Local Authority's implementation of their key roles during and after a Major Incident. Within the Authority, each service will serve a different function as part of an overall approach to managing the incident. Section 4 outlines in further details the expected roles and responsibilities for different directorates and services within HBC.

Most major incidents can be considered to have three stages:

- a) Initial response
- b) Consolidation phase
- c) Restoration and Recovery phase

Whilst the Local Authority is likely to be involved in the initial response, depending on the nature and circumstances of the emergency, at some stage in the consolidation phase, they are likely to become the lead agency. They will then take it forward into the recovery and restoration phase supported by the emergency services.

### **1.8 Logging, Documentation Management and Retention**



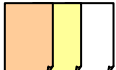
Maintaining an accurate record of all messages received, actions taken in response and all management team decisions are carefully logged assists in the overall response to an incident. Logging is important in two regards; ensuring that information can easily be shared during timeouts and



handovers, as well as in case of any future Public Enquiry or legal / insurance related issues that may arise.

There are three types of log that will be utilised in the Borough Emergency Centre (BEC): Incident Logs, Policy & Decision Logs and Action Logs. An Incident Log, is completed individually by all in attendance at the BEC and is their chronological record of the incident. The Incident Log supports the Policy & Decision Log where decisions are recorded along with options, justification and expected outcomes. The final log, the Action Log, is a shared record of actions of the BEC and is maintained by an identified loggist.

The Borough Emergency Centre has plenty of carbon message pads for different officers to utilise. These should be used as follows:

- a. White copy – fill in yourself & keep. 
- b. Yellow copy – goes to manager to action and record details, then attached back to the white copy. 
- c. Pink copy – goes to plotter to put with yellow & white once complete and information on maps for example. 

All directorates who choose to centre their response away from the BEC should either use the same message pads (available from the EPO) or should maintain their own detailed log of their response. This may be appropriate if a directorate already has a detailed ongoing procedure for receiving and logging of calls and issuing of resources.

All significant events discussions and actions received on standard message pads will be input into the Master Incident Log. This will provide a chronological list of all calls and actions for the incident.

### Information Retention Policy

At the end of any emergency all documents relating to the response are collated, for minor incidents this information should be kept for **7 years** after closure, and for major incidents (regardless of whether this plan has been invoked or not) a **permanent** record should be kept, this is in line with the *Retention Guidelines for Local Authority (2003)*. This should include all logs, all messages, all faxes, all emails, any hand written notes and minutes of management team meetings, timeouts and briefings. These documents will be scanned and stored.

Any standard document destruction policies involving documents relevant to the emergency should be suspended until any enquiry is complete.

## 1.9 Staff Welfare

Major Incidents and emergencies have the potential to be stressful for everyone involved. It is the responsibility of all involved to ensure that appropriate measures are taken to maintain the welfare of all. Individual

Managers and Chief Officers should ensure that welfare arrangements are in place to support staff responding to the incident.

Each Directorate plan should include a clear reference to the role of staff welfare in their own action sheets. In making arrangements for the welfare of those staff involved in responding to the emergency the following should be considered:

- Ensure that the families of those involved are kept informed as to the likely duration of their involvement. This may involve assisting in the provision of alternative arrangements - picking up children, caring for elderly relatives, special transport arrangements etc.
- Introduce a rota system for all staff - usual working hours and conditions are not necessarily appropriate for responding to emergencies. This is vitally important, particularly if some directorates are required to respond on a 24hr basis. As a general rule staff should take a break of 15 minutes every two hours and should not work a shift of longer than 8 hours
- Ensure all staff take regular breaks away from the working area. A suitable area will need to be allocated for this purpose
- Ensure refreshments are readily available to staff at all times
- Ensure all staff, including managers, take part in regular de-briefing sessions that allow team members to express their feelings on their involvement in the overall response
- Be aware that some staff will not want to be replaced. Working excessively long hours under such conditions is not beneficial to either the individual or the organisation and should be discouraged by the use of rotas
- Liaise with Health & Wellbeing Team over the need/provision of professional counselling assistance.

### 1.10 Briefing and Debriefing

Briefing all staff involved in the response promotes shared situational awareness and assists in monitoring of identified actions. The following table outlines the different types of briefing that are expected during the response and recovery of an incident.

Type of Briefing	Context
Initial Briefing	At the outset of the incident <ul style="list-style-type: none"><li>• Provides an overview of what has happened prior to the BEC mobilisation.</li><li>• Working objectives to be agreed</li><li>• Initial taskings outlined</li></ul>
Time-Outs	At regular intervals throughout the incident <ul style="list-style-type: none"><li>• Promotes shared situational awareness</li><li>• Tracks actions</li><li>• Outlines further taskings</li></ul>
Handover	At the change of staffing in BEC <ul style="list-style-type: none"><li>• Briefs the new team</li></ul>

	<ul style="list-style-type: none"> <li>• Sharing of actions, logs and decisions</li> <li>• Ensures continuity</li> </ul>
Debriefing	Following Stand-down <ul style="list-style-type: none"> <li>• Collects feedback from those in attendance</li> <li>• Identifies learning</li> <li>• Informs formal debriefs and reports</li> </ul>

All staff should receive a detailed briefing that contains the following information **before** they begin their response role:

- What has happened?
- Location and precise names of area/streets/community involved
- What circumstances led to the emergency?
- What details must not be speculated on in answering any enquiries?
- What resources have been deployed to assist?
- What are the likely enquiries they will have to deal with?
- The protocol for dealing with calls from the Media
- Briefings either in the BEC or departmental offices should then continue on a regular basis
- Briefings should always be carried out as soon as practicable following any key development in an emergency response
- All staff involved should also be briefed on the key developments on an ongoing basis as the emergency progresses
- Key developments will be displayed in the BEC and at regular intervals staff will be told not to respond to phones but to listen to key updates (sometimes referred to as a 'timeout') which could affect all responders
- It is particularly important to brief staff before any change over. This should be done to ensure that new staff are immediately aware of both the latest situation and also the type of enquiries or requests they may be receiving.

## Debriefing

Debriefing is vital following any major emergency. This tends to be a two-part process.

**Hot debrief** – this takes place as soon as practicable after the stand down has been given for an emergency. All directorates should be represented and staff should be given the opportunity to give their immediate thoughts on what went well during the response and what could be improved. **It is important at this and the following stage not to apportion blame** – the aim is to see how we can improve our response. A detailed note will be taken of this meeting.

**Cold (Structured) debrief** – this takes place a few weeks after the end of any emergency response. The time delay gives directorates and partners an opportunity to reflect on the response and to look in more detail at their own individual roles and potential improvements for future incidents. Again this

meeting will be minuted and an action plan produced to highlight required changes in procedures.

Both of these processes may take place at different levels. Debriefs will need to take place within teams, within the Local Authority, the Emergency Services, at partner agencies and finally on a multi agency basis. Multi agency debriefs would usually be held at the Cleveland Emergency Planning Unit or Police HQ.

### 1.11 Stand Down Arrangements

Involvement in an emergency will finish at different times for different agencies and Local Authority Directorates:

- 1) The Emergency Services direct involvement will finish when the immediate situation has been resolved.
- 2) The Local Authority is likely to be involved for a longer period due to their lead role in the restoration of the community.

The decision to 'stand down' an emergency response needs to be taken on a joint basis by all the key agencies involved. Once the decision has been taken, agencies should inform all those that they have been working with as part of their own response, that the incident is now closed. The BEC should remain open until all personnel and Directorates have been informed and have stood down.

### 1.12 Resilience Direct

Resilience Direct is a web-based service built on a proven resilient and secure platform. It is accredited to hold electronic documents with a protective marking of Official Sensitive. Resilience Direct is accessible via the standard internet, and via the High Integrity Telecommunications System (HITS), further increasing the resilience of the tool.

Resilience Direct has three functions:

1. **Collaborate** – A repository of plans, procedures and supporting document. Hartlepool Borough Council has their own hub on that can only be accessed by approved members of the Council. The Cleveland Local Resilience Forum has a similar set up.
2. **Mapping** – An interactive mapping service that can display live information from different agencies, ensuring shared awareness amongst responding organisations.
3. **Learning and Development** – A forum designed to promote organisations and officers sharing good practice. The content can be uploaded by any user from anywhere in the country.

### Accessing Resilience Direct

Resilience Direct is available for use by all Category 1 and 2 Responders (as defined by the Civil Contingencies Act 2004), government departments and agencies, and other key organisations in the UK resilience community.

The HBC Senior Emergency Planning Officer acts as the administrator for the HBC Hub on Resilience Direct; they will be able to assist with the creation of new user accounts, creating new pages and other general enquires.

The HBC Resilience Direct Hub can be accessed via the following link:  
<https://collaborate.resilience.gov.uk/RDService/home/30611/Hartlepool-Borough-Council>

### **Using Resilience Direct in Response**

Mapping is not the only function of Resilience Direct that can be utilised in an emergency. Response Pages can be created for Multi-Agency responders to share information and Sit-Reps with each other in a timely and effective manner. Recent examples include the UK Threat Level being raised to Critical or the March18 severe weather event.

### **1.13 Supporting Plans**

The following CEPU and Cleveland LRF plans support this Major Incident Plan and can be accessed via the CEPU:

- Flood and Adverse Weather
- Recovery
- Mass Fatalities
- Site Clearance
- REPPIR plan
- Emergency Accommodation and Shelter
- Mass Casualties
- Transport for Evacuation
- COMAH Sites



## SECTION 2: EMERGENCY MANAGEMENT STRUCTURE

In response to Major Incidents; Hartlepool Borough Council (HBC) will co-operate with Multi-Agency partners in line with the Joint Emergency Services Interoperability Programme (JESIP) principles: Co-Locate, Communicate, Co-ordinate, Jointly Understand Risk and Share Situational Awareness. This section will outline the Multi-Agency management structure and the internal structure of HBC in response to a Major Incident.

The Cleveland Local Resilience Forum (LRF) Multi-Agency Incident Procedures states the established activation procedures for agencies to work collectively and collaboratively to manage incidents until stand down is declared. The procedures promote a co-ordinate approach to planning, preparing for, responding to and recovering from Major Incidents for all agencies involved. Copies, digital or print, can be obtained via the CEPU.

A Major Incident will be managed by a proportionate multi-agency response, with three distinct levels of management. These are commonly referred to as:

### **STRATEGIC LEVEL – GOLD**

The level of management that establishes the strategic framework within which the Tactical Commanders will work. Likely to be established at Police HQ, Middlesbrough.

### **TACTICAL LEVEL – SILVER**

This level provides overall management of the response. Tactical managers determine priorities in allocating resources, obtain further resources as required, and plan and co-ordinate when tasks will be undertaken. They must take appropriate risk reduction measures and give due regard to health and safety requirements.

Where there is an identifiable scene, tactical or silver management is usually undertaken from an Incident Control Point established in the vicinity. However, some agencies, for example local authorities, may prefer to operate from their administrative offices but may send liaison officers to assist. Planning must also take into account that there may be a number of individual scenes, or in fact no actual scene to attend (for widespread disruption, health emergencies, if the incident is overseas, etc).

### **OPERATIONAL LEVEL – BRONZE**

Management of the work on the actual incident site or sites of the Major Incident. If the incident occurs at multiple sites, there will be operational commands at each of the sites reporting back to the Tactical Coordinating Group.

## **2.1 Multi-Agency Strategic Coordination**

A large scale Major Incident will cause a wide range of issues as well as both short and long term impacts that require a coordinated response, in which case a Multi-Agency Strategic Coordinating Group (SCG), often referred to as

Gold, will be established. A SCG will consist of senior officers from Category 1 & 2 organisations; including the Emergency Services, Local Authority and other partner agencies depending on the situation. The SCG will promote a coordinated response through identifying priorities and agreeing key decisions.

For the majority of Major Incidents where an SCG is established, the chair will be a senior officer from the Police at the Strategic Co-ordinating Centre (SCG), Police HQ, Middlesbrough. Where deemed the most appropriate course of action the chairmanship and location may be passed to another agency as the emergency progresses. The SCG will meet regularly to bring all parties together to agree priorities and to share information; it does not have to be a permanent group and membership may change as any incident progresses.

Representatives on this group are of an appropriate seniority within their organisation to be able to make high-level decisions on behalf of their organisation without referral to others, therefore the Chief Executive or their nominated representative will attend.

Communications are supplied in the room, including WiFi, and mobile phones can be used. Cleveland Emergency Planning Unit will ensure a Senior Officer, where possible, is available to support the Chief Executive/Representative, if required, at the SCG.

## **2.2 Multi-Agency Tactical Coordination**

Where a Major Incident requires a multi-agency response, a Tactical Co-ordinating Group (TCG), often referred to as Silver, will be called at Police HQ, or another appropriate location, to support the response. The TCG will be attended in the first instance by the CEPU Duty Officer where a local authority representation is required. The Duty Officer represents the Authority at the TCG but can not make decisions on behalf of them. If the incident requires decisions from the Authority then the Duty Officer will request the BCO to attend the TCG.

Similar to the SCG, the chair of the TCG will be an officer of appropriate seniority from the Police. The TCG will meet regularly to bring all parties together to agree priorities and to share information; it does not have to be a permanent group and membership may change as any incident progresses. Where an SCG has been formed, the TCG will follow the strategy that they have outlined, working in line with their aim and objectives.

Communications are supplied in the room, including Wi-Fi, and mobile phones can be used. Cleveland Emergency Planning Unit will ensure a Senior Officer, where possible, is available to support the Borough Coordination Officer (BCO)/Representative, if required, at the TCG.

## **2.3 Hartlepool Council's Emergency Management Structure**

The HBC structure in an emergency is in line with the multi-agency response structure, with three distinct levels:

- a) Corporate Management Team (CMT):
  - i) Strategic Overview
  - ii) Business Continuity
- b) Emergency Management Response Team (EMRT):
  - i) Assessment & Preparedness
  - ii) Tactical Emergency Response
- c) Functional Teams:
  - i) Communications & Information
  - ii) Emergency Works & Support
  - iii) Welfare

Not all elements of the emergency management structure will be activated for every emergency. Flexibility during the response dictates that only the appropriate/required elements be activated depending on the time, established needs, priorities, and available resources. This may also involve managers working beyond their normal service span of control to ensure that the various roles can be fulfilled.

## **2.4 Corporate Management Team**

The main role of the Corporate Management Team (CMT) during an emergency is to provide corporate support to the EMRT through a strategic overview of the response. An identified representative or deputy will inform CMT of any major incident and will act as the CMT representative at the SCG. The Incident Co-ordinator will keep CMT apprised of developments as they arise.

The common objectives of the CMT are as follows:

- a) Promote and encourage a fully integrated response to Major Incidents by all participants
- b) Encourage total co-operation, mutual assistance and support between participants and all engaged in preparing for, and responding to Major Incidents.
- c) Develop strategies and policies which will support the:
  - i) preparation for, and management of, an effective response to major emergencies
  - ii) delivery of total support for the emergency services in the initial response phase
  - iii) Arrangements for the longer-term recovery from major emergencies and disasters.
- d) Review effectiveness of the Emergency Management Procedures.

The CMT has a collective remit to:

- a) Ensure that each Service within the authority is prepared to implement an agreed emergency response

- b) Review the overall co-ordination of activity in response to major emergencies, and implement the most appropriate strategy for its continuation and development.

In addition, each Group member has a responsibility to ensure:

- c) Arrangements made under Hartlepool Council's Major Incident Plan are compatible with the aims and objectives of the Local Resilience Forum (under the chairmanship of the Chief Fire Officer)
- d) Promote awareness of the Major Incident Plan and the role of the participants and individuals in all aspects of the EMRT activities
- e) Promote a personal, sympathetic and compassionate approach to all those involved in major emergencies.

## **2.5 The Emergency Management Response Team (EMRT)**

The EMRT is the HBC equivalent to Tactical Level and serves a dual purpose. Firstly, the EMRT oversees the contingency arrangements undertaken by the Council. Secondly, during a Major Incident, the EMRT serves as the Council's Tactical team at the Borough Emergency Centre (BEC).

The EMRT is composed of Directors, Heads of Service and senior managers from appropriate Council Services, some of whom have particular 'Functional' area responsibilities. Quarterly EMRT meetings are led by a nominated Chairperson and meet to ensure that the emergency procedures are continuously developed.

The EMRT objectives for all members relate to both preparing for and responding to emergencies. They are:

- a) Promote awareness of the Major Incident Plan, the role of individual EMRT participants, as well as all other aspects of EMRT activities
- b) Carry out operations according to the principles of the Major Incident Plan, and to co-ordinate the resources available in the most effective and efficient manner
- c) Provide support to all organisations, services and individuals to enable them to devote their efforts to their primary tasks
- d) Motivate, encourage and support staff
- e) Promote a personal, sympathetic and compassionate approach to all those involved in major emergencies.

## **2.6 Assessment & Preparedness**

The Emergency Management Response Team is responsible for ensuring continuous development and preparedness throughout the Council.

Remit:

- a) Ensure that each Service within the Major Incident Plan is prepared to implement an emergency response
- b) Promote training and preparedness to respond to emergency call-outs with appropriate personal protective equipment where necessary

- c) With the aid of the Duty Emergency Planning Officer, members of this group will be expected to assess an emergency situation, and decide on an appropriate Council response
- d) If the situation requires it, the EMRT will open the Borough Emergency Centre (BEC) and call-out other officers within the Council to assist
- e) Briefing and advising the Corporate Management Team (CMT)
- f) Preparing advice to assist the Local Resilience Forum in its work
- g) Promote the most effective use of resources, and their withdrawal at the earliest appropriate time to allow management by normal arrangements
- h) Promote the well-being of the community and those engaged in its support
- i) Review the overall co-ordination of activity in response to major emergencies, and implement the most appropriate strategy for its continuation.

## 2.7 Activation and Call Out of the EMRT

In most cases, it will be the Emergency Services that receive first notification of a major emergency. Cleveland Police or Cleveland Fire Brigade will notify the CEPU Duty Emergency Planning Officer of the incident, stating whether or not a Council response is required.

The activation procedures for initiating the Emergency Management Response Team are as follows:

- a) Duty EPO alerts the available Borough Co-ordination Officers (BCO) on the EMRT emergency contact list to discuss the nature of the emergency and what local authority action is required
- b) The BCO contacted will assess the situation, and decide on the level of response and **will take responsibility for activating the call-out procedure if required.** The CEPU Duty Officer will provide advice on the most appropriate course of action
- c) If local authority action is likely to be required through the use of the Borough Emergency Centre (BEC), members of the EMRT will be called to the BEC through the Duty Officer.
- d) EMRT will assess the situation and determine initial actions and priorities
- e) The Borough Emergency Centre Manager along with the Communications Manager keeps the Corporate Management Team informed of the situation
- f) If required additional staff may be called to attend the BEC.
- g) Functional Teams will be called out depending on an assessment of the situation by the EMRT.
- h) For a Major Incident where a TCG has been requested, one of the BCOs or an appropriate substitute will be requested to attend, to act in a liaison capacity between Hartlepool Council and the Emergency Services.



## 2.8 The Role of Hartlepool Council and the EMRT

If the Borough Emergency Centre (BEC) has been opened then the following actions will be expected of the Council if the situation deems it necessary.

Specific responses to the incident by the Authority can include:

- a) Provision of venues for Rest Centres, Survivor Reception Centres and Friends & Family Reception Centres.
- b) Provision of assistance to the emergency services e.g. barriers, road diversionary management, emergency works
- c) Emergency accommodation and feeding
- d) Dissemination of information to all local authority operated premises, through implementation of the communications strategy or Major Incident plan
- e) Communications Manager and Incident Co-ordinator will keep CMT and Elected Members informed of the situation
- f) Assisting the Police with the management of information to the media
- g) Specialist advice e.g. structural engineers, environmental health issues
- h) Lead, when appropriate, the restoration and recovery phase.

The recovery phase encompasses the activities necessary to facilitate a return to normality, both for the community and those involved with the response. This phase will require the establishment of a multi-agency Recovery Co-ordinating Group (RCG) to oversee the multi-agency strategy, which may include:

- a) Removal of debris
- b) Repair to roads or highways infrastructures
- c) Implementation of traffic management scheme(s)
- d) Provision of temporary or permanent housing for persons made homeless
- e) Actions to safeguard the public against environmental conditions which are prejudicial to public health
- f) Help and advice to the community
- g) Reassurance and regeneration of the community and locality.

Section 5 outlines the Council's role and responsibilities during the recovery phase as well as the processes and procedures required to facilitate the community's return to normal.

Health and Safety considerations are core to all work undertaken by the Local Authority. Many operations will be time sensitive and it is important that officers are reminded that the need to ensure a safe system of work still applies.

All personnel called in response to an emergency are properly trained and qualified for the particular operation. If there are no personnel within the Authority appropriately trained then the necessary expertise should be obtained by the utilisation of external resources.

### **Emergency Management Response Team (EMRT)**

The key requirements in major emergencies of the activities required during a Major Incident can be grouped into the three broad areas: Communications and Information, Emergency Works & Support and Welfare. Each of these areas will be co-ordinated by the EMRT.

#### **Communications and Information.**

Gathering of information builds the EMRT's situational awareness, supporting the decision-making process. Reliable and robust communications systems must be available and maintained, electronic, mechanical, oral or written. All forms of communication must be logged and acted upon. Continually monitoring of the media (including social media) promotes effective countering of any misinformation in the public domain. If a media report is perceived as damaging to the reputation of the Authority then it will require an appropriate response, in line with the Council's Communications Strategy (SECTION 6). Information should also be passed to the media to promote effective warning and informing of the public, people within Rest Centres should also be kept apprised of the situation. Effective sharing of information supports and promotes a coherent response, informing Elected Members, the Leader and Chief Executive in any media engagements.

#### **Emergency Works & Support**

The Local Authority will arrange for the provision of resources and practical support to those responding to the emergency, which includes technical and safety advice, expertise in engineering, construction and building repairs, and maintenance of highways, drainage and other structures. HBC is also responsible for providing and directing those resources relating to the identification and control of health and hygiene hazards which includes environmental pollution, cleansing and sanitation & monitoring of food and water supplies.

#### **Welfare**

The Local Authority will provide temporary shelter and accommodation to those people who have been evacuated from their homes or made homeless as a direct consequence of the incident. Details of designated Rest Centres are given in the CEPU Emergency Accommodation and Shelter Plan. The welfare of staff and responders needs to be considered, ensuring that meal breaks are taken, shift systems are established and psychological support offered.

Responsibility for the provision of more permanent accommodation or re-housing lies with the Local Authority.

To meet the needs of emergency feeding at the Rest Centre(s), full use of the Local Authorities resources can be utilised. The Voluntary Sector can provide additional support, and this should be coordinated through the CEPU. If

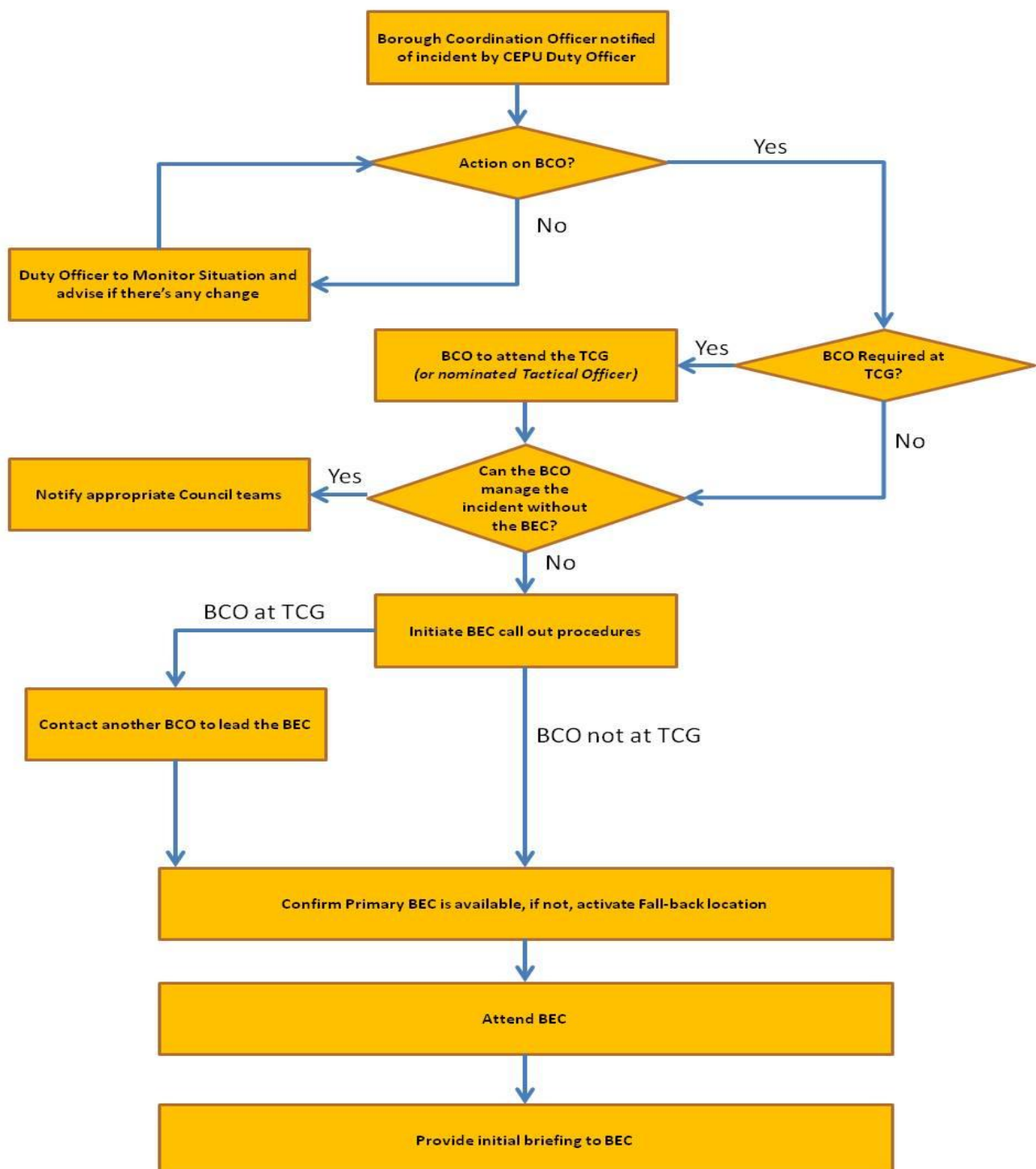
residents are stranded in their own homes without food or cooking facilities, arrangements should be made to get food to them.

## 2.9 Borough Emergency Centre (BEC)

The Borough Emergency Centre (BEC) is the location from which the EMRT can coordinate the local authority response with the emergency services.

The primary BEC is located on Level 1 of the Civic Centre near the CCTV room. Out of hours the building can be opened by contacting the out of hours Community Monitoring Centre. .

## 2.10 Notification Flowchart



## SECTION 3: SPECIFIC ROLE – ACTION SHEETS

This section contains an overview of the roles and responsibilities of Key Staff during an emergency.

These Action Sheets do not constitute the emergency plan for any directorate. Individual emergency plans should be maintained by each directorate, which contain detailed guidance and comprehensive call out numbers for individual directorates, their constituent sections and services.

Action sheets cover the following officers/roles:

- Chief Executive
- Emergency Planning Officer
- Incident Coordinator / Borough Coordination Officer
- Borough Emergency Centre Manager
- The Communications Manager
- The Welfare Manager
- Emergency Works and Support Manager
- Public Health
- Public Protection
- Loggists
- Elected Member
- Recovery Lead

## 3.1 Chief Executive and/or Strategic Officer

**The Chief Executive or their nominated deputy will be in overall command of the Local Authority response to a major incident.**

- Assess the information received and determine the strategy and level of response required in conjunction with the Borough Co-ordination Officer
- Start and maintain a Policy and Decision Log (using the LRF template), to record decisions made and rationale behind those decisions
- Receive regular situation reports in order to keep the situation and response under constant review
- If established, attend the Strategic Coordination Group set up at Police HQ
- Ensure that the recovery is considered early in the incident, where appropriate delegate staff to undertake initial recovery scoping work
- If appropriate, delegate control and coordination of the incident to the respective Director or Assistant Director(s)
- Receive briefings from the Communications Team regarding information and advice issued to staff, the general public and elected members
- If required and appropriate approve requests for assistance from or to Neighbouring Local Authorities, Emergency Services, Armed Forces or Voluntary Organisations
- Maintain financial control of the Council's operations Section 138, Local Government Act 1972 and the Local Government Housing Act, 1989
- When appropriate prepare detailed reports for submission as necessary to the Borough Council Members and other appropriate Bodies. Upon termination of the incident, call for final reports
- Ensure all actions and messages associated with the incident are logged. Ensure maintenance and storage of essential records relevant to the incident
- Be aware of any proposals for Disaster Appeal Funds, ensure local authority legal and financial officers are made aware of any such funds and that guidance is sought before accepting responsibility for such funds



## 3.2 Emergency Planning Officer (EPO) / Duty EPO

**During the response to a major incident the Duty EPO may be required to carry out some or all of the following actions:**

- Ensure that a Borough coordination Officer (BCO) is aware and briefed of the current situation and the likely impact on the Local Authority
- Act on behalf of the BCO/Chief Executive as a liaison and coordinating officer during the initial stages of an emergency (particularly if it occurs outside usual office hours) and until otherwise directed
- Endeavour to alert the designated Hartlepool Emergency Planning Officer of the situation
- Establish initial contact and liaison between the Council and the Emergency Services, Borough Councils, the Armed Forces, Voluntary Organisations, Government and other Agencies. Contact details are listed separately in plans held by CEPU
- Facilitate arrangements to allow effective communications between the Local Authority, partner agencies and other services
- Ensure requests for additional resources required by partner agencies are forwarded to the Borough Emergency Centre (BEC)
- Advise on the activation and management of Rest Centres e.g. Voluntary Organisation support
- Provide access to shared CEPU resources including camp beds, sleeping bags & bedding, etc
- Establish and maintain contact with neighbouring Councils and Emergency Planning Officers as required
- Attend the scene or Police Tactical Command Room if requested and considered safe to do so
- Advise on the measures as set out in the specific plans e.g. COMAH Offsite Plans, Pipeline Plans, Multi Agency Flood Plan etc.

### 3.3 The Incident Coordinator / Borough Coordination Officer (BCO)

**The Incident Coordinator / Borough Coordination Officer will act on behalf of the Chief Executive to take overall control of the Local Authority response to an emergency. They will act as a decision maker and coordinating officer during the emergency (particularly if it occurs outside usual office hours) and until otherwise directed.**

- Start and maintain a Policy and Decision Log (using the LRF template), to record decisions made and rationale behind those decisions
- If appropriate alert and brief the Chief Executive or nominated Deputy of the situation
- Ensure effective command, control and communication links between all centres of activity are established
- Activate the Borough Emergency Centre (BEC) and inform Directors if required
- Initiate the alert or call-out of other Council Directorates and Coordinate requirements for Council resources as necessary
- Once the overall picture has been established, brief all staff within the BEC (use time outs) and anyone who enters the BEC later
- Identify any additional IT and communications requirements in the BEC
- Assist with the activation and management of rest centres for those who have to be moved from their homes, or cannot return to their homes because of the emergency
- Coordinate requests for additional resources that may be required by partner agencies during the emergency response
- Facilitate arrangements to allow effective communications between the Local Authority, partner agencies, other services using email updates
- Ensuring relevant information for partner agencies and the public is displayed on the Council's web pages
- Provide a comprehensive information and intelligence service for those managing and coordinating the response to major emergencies, and for the community
- Promote effective communications and interaction between all participants
- Provide integrated administrative and financial systems for those managing and coordinating the response to the incident
- Minimise the disruption to the critical work of a response to a major emergency by establishing a coordinated media bureau or assisting any other lead agency in so doing
- Realise the potential of the community in pursuit of its own recovery following a major emergency
- Have regard to the Council's critical service's, and raise awareness to Director's in relation to their Business Continuity Plans if required.

- Lead on running regular timeouts within the Borough Emergency Centre (BEC)
- Deploy resources as necessary to deal with the situation and procure any additional resources required
- Consider which organisations will need to be informed or will have an interest
- The Local Authority will take the lead in recovery, so early planning will be an advantage establishing a Recovery Coordinating Group (RCG).

## 3.4 Borough Emergency Centre Manager

**The Incident Coordinator / Borough Coordination Officer will contact one of the designated Borough Emergency Centre Managers (BECM) if the Borough Emergency Centre (BEC) is to be utilised. The BECM is responsible for the operation of the centre including:**

- Call out of operational staff (e.g. loggists) to staff the BEC
- Opening and establishing the BEC
- Start and maintain a Policy and Decision Log (using the LRF template), to record decisions made and rationale behind those decisions
- Briefing staff on arrival & ensure any staff sign in/out using the relevant book (BECM to ensure a book is available)
- Ensuring that staff understand their roles
- Provision of copies of relevant operational plans, maps and any stationery in conjunction with the EPO
- The provision of refreshments as required
- Ensuring that the communications system is utilised and that log books are collected and filed when completed
- Ensure the BEC coordinates the response of all the Council Directorates and acts as the focal point for the Borough response
- They will ensure that the BCO is kept informed of developments
- Liaising with the Chief Executive and other Chief Officers on any other requirements
- Ensure that contact is maintained at all times with the Emergency Services, individual directorates and external agencies involved with the response
- Ensure security and safety of the BEC, attendees and their property

The Borough Emergency Centre Manager reports to the Incident Coordinator / Borough Coordination Officer.

## 3.5 Communications Manager

**The Communications Manager is responsible for ensuring that the Local Authority supports a coordinated communications approach across responding agencies including the emergency services:**

- Ensure that the BEC is operational and that communications are established and maintained between all centres of activity
- Start and maintain a Policy and Decision Log (using the LRF template), to record decisions made and rationale behind those decisions
- Coordination and administration of media services in partnership with other responders
- Information collection, collation, interpretation and dissemination
- Ensure social media sites are monitored both during and after the incident
- Provision of press and media liaison, in close cooperation with the Police Press Officer, if required
- Provide an information service in conjunction with the Incident Coordinator to deal with enquiries from the Chief Executive/CMT and Elected Members
- Arrangements for meetings, formal and ad-hoc
- Establishment of a Press and Media Briefing Centre, if required
- Provision of public information and advice working closely with Police
- Attendance at Rest Centre and/or Temporary Mortuary to deal with media attention, if required
- In liaison with Legal Democratic Services, arrange/assist with visits by VIPs
- Provision of regular detailed briefs on the current situation from all concerned with the incident
- Liaison with the Public Relations Officers of other agencies, the emergency services and the Chief Executive prior to the release of any press statement
- Close liaison with representatives of the press and media
- Identify other means of disseminating information to the public during an incident, such as telephone hotlines and helplines.

The Communications and Information Manager reports to the Incident Coordinator / Borough Coordination Officer.



## 3.6 The Welfare Manager

**The Welfare Manager is responsible for coordinating the Councils welfare arrangements for all those involved in an incident both directly and indirectly.**

- Ensure that the BEC is adequately staffed and operational
- Ensure a major incident log is opened and maintained in conjunction with the Borough Emergency Centre Manager
- Start and maintain a Policy and Decision Log (using the LRF template), to record decisions made and rationale behind those decisions
- Caring for evacuees and the tactical management of Rest Centre's as per the Rest Centre Plan
- Ensure the Emergency Planning Officer is contacted if Voluntary Organisation support is required
- Provide practical assistance to those in need including clothing, grants, comfort, counselling and psychological support
- Arrange for the establishment and management of a Humanitarian Assistance Centre (in conjunction with the EPO), to provide a one-stop-shop for information and advice to those affected
- For those who may have been made homeless, temporary accommodation may be required
- Support and advice to be offered to an individual or community suffering from bereavement
- Provision of welfare arrangements for staff ensuring they take sufficient rest breaks and work no longer than the maximum period allowed
- To provide refreshments to staff including those in the BEC.

The Welfare Manager reports to the Incident Coordinator / Borough Coordination Officer.

## 3.7 Emergency Works and Support Manager

**The Emergency Works and Support Manager is responsible for providing resources for those engaged in the response to major emergencies including the Local Authority, Emergency Services, Voluntary Organisations, Volunteers and the Community. It covers the procurement of equipment, transport and plant, materials, food, fuel, staffing and other needs over and above those that can be provided by participants themselves.**

- Ensure that the BEC is adequately staffed and operational
- Ensure a major incident log is opened and maintain records in conjunction with the Borough Emergency Centre Manager
- Start and maintain a Policy and Decision Log (using the LRF template), to record decisions made and rationale behind those decisions
- Provide essential services such as immediate repairs and maintenance
- To assist in the establishment of diversionary routes and provision of barriers and signs
- Provision of staff, plant, equipment, and expertise in engineering, construction, highways and buildings
- To coordinate the response to environmental pollution with other organisations such as the Environment Agency
- Coordinate cleansing and sanitation operations
- Provide technical and safety advice in conjunction with the Health and Safety department where required
- Clearing of the incident location and restoration of the physical environment to normality
- Assist in the establishment of a Humanitarian Assistance Centre/Rest Centre and/or Temporary Mortuary by providing any adaptation works as necessary
- The design and construction of emergency building or engineering works
- The provision of supplies, materials, food and fuel in response to identified requirements
- Arranging the provision of transport of all kinds
- Provision of plant, equipment and tools as required
- Procuring operational accommodation including heating, portable toilet facilities, lighting, ventilation and cleaning services
- Allocating personnel required in excess of participants own resources including contractors and voluntary organisations

## 3.8 Public Health

**The Director of Public Health (DPH) will ascertain and advise on the potential risks to health and wellbeing of residents. In order to ensure business continuity, the DPH will facilitate for the local authority to be able to utilise the North East DPH on-call arrangements for specialist support and advice during absences.**

Where an emergency/incident has an impact upon the health and wellbeing of residents in the borough

- The Welfare Manager will work in conjunction with the Director of Public Health to ensure that appropriate arrangements are put in place to minimise/mitigate any adverse impacts on health and wellbeing for residents.
- If activated, the DPH will in addition, liaise with Public Health England regarding the establishment of an Outbreak Control Team.
- Membership/Chair of the Scientific and Technical Advice Cell (STAC) if established at Police HQ to provide coordinated scientific and technical advice to the SCG commander. In this capacity the DPH will also be an informed link to other national or regional health bodies and specialist professionals.
- Commit resources to the management of the incident as appropriate. E.g. Intelligence analysts, health promotion etc
- Lead on the provision of joined up support e.g. counselling and health/public health messages with the other health care partners.
- Lead on an approach to assessment, evaluation and learning lessons.

## 3.9 Public Protection

**If notified of a potential or actual incident that requires the response of the local authority resources, the Principal EHO's general responsibilities include:-**

- Unless otherwise directed proceed to the Emergency Centre and join the other tactical Managers for briefing
- Call upon Mutual Aid arrangements if required
- Membership of the Scientific and Technical Advice Cell (STAC) if established at Police HQ to provide coordinated scientific and technical advice to the SCG commander

- Liaise with the Water Authorities to ensure adequate supplies of water to the designated premises.
- Liaise with the Health Authority Consultant for Communicable Disease Control
- Oversee the Health and Hygiene aspects of onsite catering and toilet facilities
- Advise on general environmental health matters
- Advise on environmental pollution / control of environmental pollution
- Cemeteries/crematorium services

## 3.10 Loggist

**Loggists will ensure the staff responding to an incident, have the information they require and information coming into the BEC is recorded and actioned. A loggist may be required to update the central electronic log or complete the log of a member of the EMRT.**

- Information from the communicators is recorded using the electronic log
- Key decisions are recorded
- Major events are recorded
- Record the decisions taken at meetings between the BCO and Functional managers
- Record why a certain course of actions was or was not taken
- The time at which decisions were taken
- Record requests for assistance
- Record delivery of resources
- Record casualties
- Critical information such as casualty numbers, rest centres opened, roads closed etc to also be recorded on white board.

The loggist(s) reports directly to the Borough Emergency Centre Manager.



## 3.11 Elected Member

**The following are intended as a guide to what Elected Members can do on hearing of an incident.**

- Receive a briefing from the communications team
- Pass on information regarding the incident to the borough emergency centre team
- Check designated e-mail accounts for updates
- Positively represent the Local Authority's response
- If approached by the Media contact the Communications Team, ensure that you are up to date on the situation and response before making comment to media.

The communications team will aim to get a statement out to you as soon as possible. These will be reissued as the situation changes or within a set time period, dependant upon the nature of the incident.

## 3.12 Recovery Lead

**It is likely that Hartlepool Borough Council would be the lead organisation for the recovery from a Major Incident in Hartlepool. To support this function, a member of the EMRT should be appointed lead within the EMRT as soon as possible to promote decisions benefiting the overall response and long term recovery to the Incident.**

- Refer to the Cleveland LRF Recovery Plan
- Provide the basis for a Community Impact/Needs Analysis
- Initial scoping of the Recovery, including Expectations vs Likely Reality
- Identify suitable chairs for groups that will require LA lead
- Identify suitable attendees for groups that require LA support
- Promote shared objectives between the response and recovery phases
- Ensure Strategic are briefed on the likely recovery considerations
- Ensure EMRT are aware of the recovery implications of their decisions.
- Support the handover process

## SECTION 4: RECOVERY

This chapter will provide an overview of the Recovery Process and should be used in conjunction with the Cleveland Local Resilience Forum (LRF) Incident Recovery Plan.

Following a Major Incident, the return to a new normality is unlikely to be automatic and will require engagement with all stakeholders. Recovery is the process of rebuilding, restoring and rehabilitating the community following an emergency. Every incident is unique and the needs during recovery will vary but a generic framework can be applied and adapted as needed; outlined in the Cleveland Local Resilience Forum's Incident Recovery Plan.

Outlined within the Recovery Plan are the key considerations and mechanisms for recovery as well as outlining a framework for the multi-agency management of the recovery following an incident, including identification of different standing groups.

### 4.1 Recovery Objectives

The objectives for recovery will be defined at the time and will vary depending on the incident but broadly will be similar to the following generic objectives

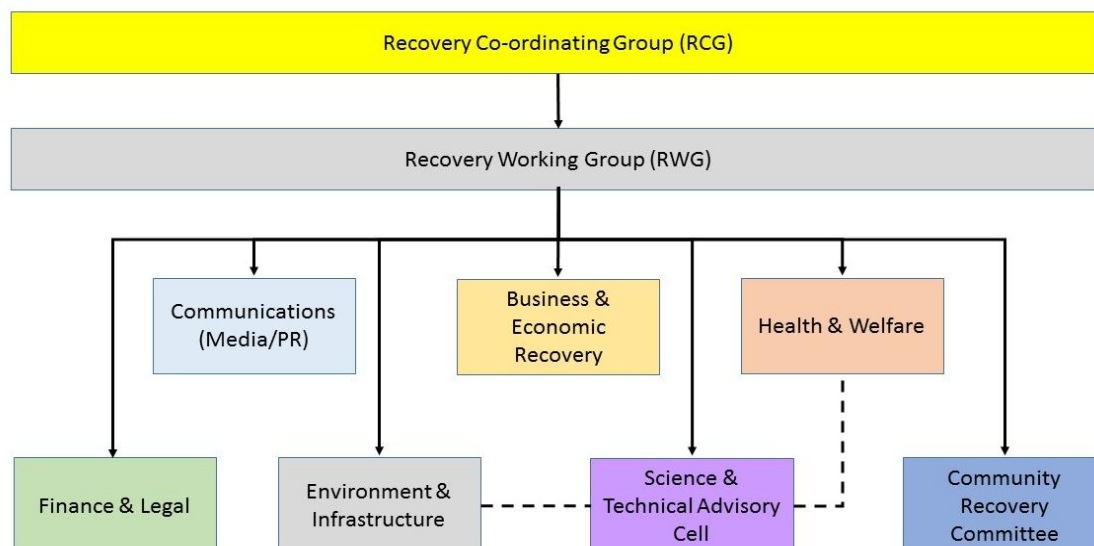
- Identify the needs of the community
- Restore, rehabilitate and rebuild the area affected
- Maintain essential services
- Promote engagement of all stakeholders
- Outline a realistic and achievable exit strategy, which is measurable and time relevant
- Incorporate the principle of "Build Back Better" whereby lessons identified are included in the process of recovery

### 4.2 Role of the Local Authority

Due to the Local Authority's work with and for the community, the UK Concept of Operations for Emergency Response and Recovery has identified Local Authorities as the lead for the Recovery Phase for the majority of Major Incidents. Where it is deemed, by the Strategic Co-ordinating Group (SCG), that it would more suitable for a different agency to lead this will be communicated to all partners involved with the incident. The transition will be formalised by the SCG and a handover undertaken with the Recovery Co-ordinating Group (RCG).

As lead for recovery the Local Authority, the Chief Executive or their nominated deputy will direct the recovery phase; this will be dependent on the incident and the most suitable lead should be identified. The lead of the

recovery phase will chair the Recovery Co-ordinating Group and be responsible for recovery management structure outlined in the Incident Recovery Plan. The Local Authority will also provide the chair and the secretariat function for the majority of groups that are involved in the recovery phase. The following diagram illustrates an anticipated structure for the multi-agency management of the recovery phase



### 4.3 Handover: Response to Recovery

In order to ensure that all agencies are aware of the implications and arrangements for handover from the response to recovery phase, it is suggested a formal meeting is held prior to formal handover. The Incident Recovery Plan outlines the process and identifies the procedures for a formal handover from response to recovery.

### 4.4 Promoting Recovery during Response

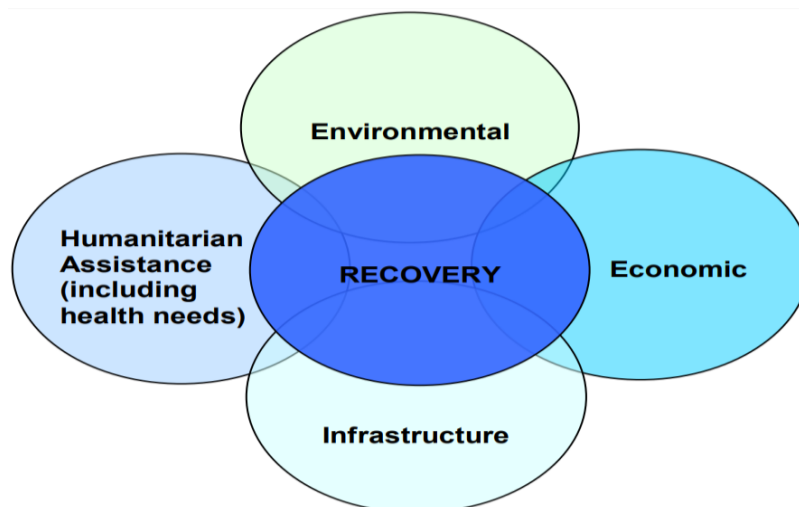
The recovery phase should begin at the earliest opportunity following the onset of an emergency, running in tandem with the response to the emergency. An officer should be identified to lead on recovery during the response phase, considering the implications on recovery from decisions made. Identifying a lead for recovery as early as possible promotes the need to consider recovery initially and supports the transition from response to recovery. An Action Sheet for the Recovery Lead can be found on page 32.

### 4.5 Community Impact Assessments

As part of the recovery phase an assessment of the needs of local communities is required, this will inform any strategy of requirements and anticipated outcomes. The Appendices of the Incident Recovery Plan provide both the Community Impact Assessment Form alongside guidance and instructions for use. Dependent on the incident, the impact assessment may need to be adapted to capture the range of information available.

## 4.6 Tools for Recovery

The Cabinet Office's Response and Recovery Guidance (2013) outlines four key themes for recovery: Humanitarian Assistance, Environment, Economic and Infrastructure. All of the themes are inter-dependent and should be considered at all stages of recovery.



The following table identifies considerations for the recovery phase, please note that this list is not exhaustive and there will be other considerations that present themselves.

Theme	Considerations
General Recovery	<ul style="list-style-type: none"> <li>• Impact assessments</li> <li>• Social media</li> <li>• Data protection and sharing</li> <li>• Mutual Aid</li> <li>• Military Aid</li> <li>• Working with the media</li> <li>• The Role of Elected Members</li> <li>• VIP visits and involvement</li> <li>• Impacts on local authority performance targets</li> <li>• Inquiries</li> <li>• Investigations and prosecutions</li> <li>• Coroner's Inquests</li> <li>• Recovery evaluation and lessons identified</li> <li>• Impact assessments</li> <li>• Reporting</li> <li>• Voluntary sector</li> </ul>
Humanitarian aspects	<ul style="list-style-type: none"> <li>• Needs of people - health</li> <li>• Displaced People</li> <li>• Foreign nationals</li> <li>• Community engagement</li> <li>• Commemoration</li> <li>• Community cohesion</li> <li>• Needs of people - non-health</li> <li>• Financial support for individuals</li> <li>• Investigation and prosecutions</li> </ul>



Theme	Considerations
	<ul style="list-style-type: none"> <li>• UK residents affected by overseas emergencies</li> <li>• Non-resident UK nationals returning from overseas emergencies</li> <li>• Mass fatalities</li> </ul>
Environmental Issues	<ul style="list-style-type: none"> <li>• Environmental pollution and decontamination</li> <li>• Recovery from a CBRN Incident</li> <li>• Dealing with waste</li> <li>• Animal health and welfare</li> </ul>
Economic Issues	<ul style="list-style-type: none"> <li>• Economic and business recovery</li> <li>• Financial impact on local authorities</li> </ul>
Infrastructure Issues	<ul style="list-style-type: none"> <li>• Access to and security of sites</li> <li>• Utilities</li> <li>• Repairs to domestic properties</li> <li>• Historic environment</li> <li>• Site clearance</li> <li>• Dealing with insurance issues</li> <li>• Damaged school buildings</li> <li>• Transport</li> </ul>

#### 4.7 Logging during the Recovery Phase

Logging during the recovery phase carries the same significance as during the response phase, as outlined in Section 1.8. Capturing actions, decisions taken and equally important those decisions not taken promotes a coherent approach to managing the recovery phase. Appendix C provides an overview of the different types of log, their function and when they are required.

## SECTION 5: COMMUNICATIONS STRATEGY

### 5.1 Introduction

Any major incident will inevitably attract large numbers of local, national and international media representatives. It is vital that the media are handled well as their response to the situation will have a bearing on subsequent public perception of the incident and ongoing reputation of the Council.

The Civil Contingencies Act 2004 places a legal duty on Local Authorities, in their capacity as Category 1 responders, to ensure the public are warned and provided with information and advice before any incident occurs, as necessary at the time of an emergency and also following an incident.

Good relationships with media and other responders are essential in order to minimise:

- Inaccurate or conflicting information being broadcast or published which then leads to unnecessary public alarm and concern
- Excessive demands for media access being placed on those agencies dealing with the emergency
- To minimise the negative impact of the press and make best use of their resources/coverage
- Intrusion into the privacy of members of the public who are involved.

### 5.2 Aim and Objectives

The aim of the Communications Team in the event of a major incident is to ensure that the internal (staff, managers, elected members etc.) and external (partner agencies, media and wider public) public are provided with timely and consistent information on any ongoing incident.

The objectives of this strategy are to:

- Detail the response of Hartlepool Council's Communications Team to a Major Incident
- Outline procedures for a coordinated and controlled response to the media during an emergency
- Outline the mechanisms that are available via partner agencies in the event of a major incident which the Communications Team can utilise.

The main actions of the Communications Team during the response phase are:

- The provision of press and media liaison at locations as detailed by the Chief Executive and in close co-operation with the Police Press Officer
- The provision of appropriate personnel to attend the Borough Emergency Centre should it be activated
- To monitor social media during the incident, and respond accordingly if necessary

- The assist in the promotion of any relevant 'help line' facilities, as required.

### **5.3 Identification of the Lead Media Coordinator**

In most instances the Police will lead the coordination of media teams. In some instance the council are likely to lead, examples include:

- The response by the Police to the incident has been curtailed and the incident has moved in to the 'recovery of the community' stage headed by the Local Authority
- Where Hartlepool Council is the lead responder due to the circumstances of the major incident e.g. coach crash in another country involving a local school party.

In the event that the Local Authority Communications Team is the lead media coordinator, their role will be:

- To take the lead for media coordination or assist partners in a multi-agency response when another agency has the lead
- To establish a Media Briefing Centre
- To ensure agreement is reached, prior to publication, between all Emergency Services/Agencies.

### **5.4 Notification Procedure**

In most instances, the initial alert to a Major Incident will be passed by the emergency services to the Duty Emergency Planning Officer, who will in turn inform the nominated Borough Coordination Officer (BCO) within Hartlepool Council.

Upon receipt of this call, the BCO will decide upon the best course of action with regard to the nature of the Incident.

If considered necessary, following an assessment of the current and potential effects of the incident, the BCO will alert the Communications Manager using the contact details supplied on the EMRT Emergency Contact List.

The Communications Manager or his/her deputy will then start a log, assess the situation and call out sufficient numbers of staff to affect an efficient response.

### **5.5 Roles and Responsibilities**

See Communications Officer Role Card in Section 3: Specific Roles.

### **5.6 Log and Record Keeping**

In order to ensure that the actions of the Communications Team can be effectively monitored, it is essential that accurate records and logs are maintained throughout the incident.

All statements released must be dated, timed and numbered and a list of recipients attached.

All press releases must be logged and all written, audio and video interviews with the media retained by the agency concerned.

All records and logs, together with a final report, should be submitted by the Senior Press Officer to the Chief Executive as soon as possible after the incident.

A limited number of satellite phones may be available via the Cleveland Emergency Planning Unit.

## **5.7 Mutual Aid**

In the event of the Communications Team being overwhelmed due to a protracted incident involving 24 hour operation mutual aid may be requested from neighbouring authorities, or agencies. Any request for mutual aid can be made via CEPU.

## **5.8 Media Access and Response**

Previous incidents have shown that the media as well as bringing extra pressure to commanders can also be a valuable asset in relaying information to the public.

In the event of an incident the media are likely to be on scene or close to the scene in a very short time period.

If considered newsworthy enough the international media are likely to very quickly contact staff and contact centres requesting information.

Attempts to restrict media demands or access too far, or in a way which seems unfairly to favour one group or another, may lead to negative coverage of the incident and subsequent Council response.

Whilst every effort should be made to comply with any reasonable request for access the following sensitive locations may need to be restricted/controlled:

- The immediate scene
- Borough Emergency Centre
- Rest Centre(s)
- Receiving Hospitals
- Joint Media Cell
- Temporary Mortuary(s)

A proactive coordinated response by agencies will reduce the issues associated with the media seeking information out, the means of providing this include;

- Media Liaison Point
- Media Briefing Centre
- Press statements and Media Holding Statements
- VIP Visits

## **5.9 Media Liaison Point**

The Media Liaison Point (MLP) located close to the scene provides a point of contact between the media and the responders.

It is likely that this will be a multi-agency function coordinated by the police.

The purpose of the MLP is to:

- a) Provide controlled access to the media
- b) Provide appropriate photography points
- c) Limit entry, particularly in the event of safety or security considerations
- d) Provide a location for pooling media access

## **5.10 Media Briefing Centre**

If the police are coordinating the emergency response to the incident, they will give immediate consideration to the setting up of a Media Briefing Centre (MBC); usually this will be located at Police HQ.

The purpose of the MBC is to provide a regular flow of information to alleviate media speculation. It provides one central location for representatives of the media to gain access to responders.

Once the decision is made to establish a MBC, the Police Press Officer will notify the press officers of partner agencies involved and request that they attend.

The Hartlepool Council Senior Press Officer and/or his/her deputy may be required to assist the police in the staffing and the running of the MBC.

A Media Briefing Centre will require at least four functional areas:

- a) Media area where media representatives are able to prepare their reports and receive information from media centre staff
- b) Briefing area for formal briefings and press conferences
- c) Staff room accommodating those manning the centre
- d) Car parking facilities.

A number of administrative staff will be needed to assist the Centre Coordinator and Press Officers at the MBC; a decision will be made at the time as to where to pull these extra resources from.

In some instances it may be necessary for Hartlepool Council to also set up a MBC e.g. where the council has the lead for media coordination, or where due to demand an additional centre is required.

In these circumstances, the Communications Manager will undertake the task of establishing a MBC, inform the media representatives of its establishment and coordinate the resources for the centre. This may include telephones, Wi-Fi, fax and photocopying facilities for the exclusive use of the media.

The Communications Manager is also responsible for ensuring invoices are raised and issued to the press association for any facilities used.



The use of Hartlepool Council premises e.g. Leisure Centres, for a MBC will need to be addressed by the Communications Manager in liaison with the relevant Director.

In the event of the council being required to establish a MBC, consideration should be given to seeking permission to use the MBC at Police HQ given the existing resources.

Also consideration should be given to using accommodation at Hartlepool Council buildings. Any use of these buildings by the media must be controlled by the Communications Manager to prevent them from accessing sensitive areas of the building.

### **5.11 Press Statements**

The Lead Media Coordinator (from the lead responding agency) will ensure press statements are only issued after consultation with the other agencies involved and will co-ordinate all statements issued to the media. This mechanism will avoid the risk of conflicting and misleading information being issued.

Certain agencies have statutory responsibilities and may issue statements directly to the media (DEFRA, Food Standards Agency, Health Authorities etc.). If practicable, consultation with the Media Coordinator will take place prior to being issued and a copy of the statement provided to the MBC as soon as possible.

The following information may only be released by the Council to the media after full consultation and agreement with the Lead Media Coordinator:

- Casualties - number and types of injuries
- Fatalities - number and cause of death
- Incident cause
- Persons involved - may have criminal implications
- Security issues
- Advice to the public on chemical releases, toxic clouds, water, gas, or electricity supplies, evacuation notice and similar issues which could cause panic
- Information on specialist assistance or personnel.

It is worth remembering that prepared press statements (holding statements) are intended to assist in the rapid release of information to the media and are not to be used for every release of information made. These are to be published through established media channels but also replicated on social media sites

### **5.12 VIP Visits**

Visits by the Royal Family, the Prime Minister and senior cabinet ministers to the scene of a major incident, and to survivors in hospital, possibly within the first 48 hours, are inevitable. The media coverage for these visits will be

handled by the Lead Media Coordinator after consultation with all agencies involved.

## SECTION 6: BUSINESS CONTINUITY

Effective Business Continuity Management enables the Council to continue critical activities following an interruption event to ensure the best uses of personnel and resources, to reduce the period of disruption to both the organisation and the community.

The Corporate Business Continuity Plan focuses on internal business for the continuity of the Council's critical functions and those services which are delivered in partnership with key partners. Those responsible for the management of outsourced and commissioned services have ensured that business continuity measures have been included within agreements and contracts.

The Corporate Business Continuity Team Coordinator will make the decision to mobilise the Corporate Business Continuity Team based on the most up to date information available from the Lead Officer(s) and in discussion with the Chief Executive. The Business Continuity Team will be mobilised when the criteria set out within the Corporate Business Continuity Plan are met. Corporate Business Continuity Team Coordinator has the responsibility to:

- a) Mobilise the Corporate Business Continuity Team
- b) Activate the Corporate Business Continuity Plan
- c) Set up the Control Centre
- d) Provide strategic direction and leadership
- e) Issue a unique event reference to collect costs

The role of the Corporate Business Continuity Team is to manage the overall response to an interruption event that will impact upon the Council's ability to deliver critical services. They will be specifically responsible for:

- f) Assessing the context of the interruption event based on the most up to date information available following the Situation Report and the time of year
- g) Acting to adjust prioritised service recovery where the context makes this necessary
- h) Providing corporate leadership and direction to the service departments
- i) Monitoring progress and ensuring services are recovered according to the priorities established
- j) Re-adjust priorities, resources and staffing as required
- k) To liaise with the Emergency Response Management Team that it has also been activated

Business Continuity and Emergency Planning are complimentary partners and their processes and procedures should dovetail together for the benefit of the Council and the wider community.

## **SECTION 7: APPENDICES**

### **Appendix A – Briefing on Timeouts**

On arrival at the Borough Emergency Centre (BEC) or on changes of shifts, staff are likely to require a brief on the incident, the councils response and how the room functions. Any liaison staff, for example from the emergency services, will require a more detailed brief on who is responsible for which role, the resources available and where basic facilities are. This will usually be carried out by the Borough Emergency Centre Manager or their nominated deputy. It is suggested that the first timeout should be held no later than 5 minutes after the BEC is established.

The Incident Coordinator will normally run the time outs. The aim of timeouts is to allow everyone to refocus, be updated on the incident and identify priorities. Timeouts and actions arising from them must be logged, if available audio recording should be considered. Prior to a timeout adequate notice should be given by the Incident Coordinator for personnel to compile relevant information from their departments to bring to the time out.

#### **Timeout Structure**

1. Introductions (if required)
2. Basic summary of the event (numbers of people, area affected, actions taken etc.)
3. Changes in the situation (escalating, stabilising, media interest etc.)
4. Structure of the Hartlepool Council response (Opening of SCG, Rest Centres etc.)
5. Individual department summaries – situation, resources, outstanding problems, actions completed and on-going actions etc.
6. Borough Emergency Centre – Can anything be improved?
7. Staff Welfare – Any issues to be resolved, shifts, food, health and safety?
8. Any other issues?
9. Repeat new actions and objectives
10. Arrange the time for the next time out

## **Appendix B – Roles and Responsibilities of Partner Organisations**

The immediate response to an incident is usually provided by the Emergency Services, supported by the Local Authority. The Emergency Services maintain a state of readiness to provide a rapid response, and alert Local Authorities and other services as soon as possible. All organisations that need to respond quickly to an incident should have arrangements, which can be activated at short notice.

### **Category 1 and 2 Responders**

#### **The Police**

Cleveland Police will discharge their responsibilities through the implementation of their emergency plans and associated procedures. Cleveland Police will perform the general Police role of:

- a) Saving of life in conjunction with the other emergency services
- b) Protection of property
- c) Protection and preservation of the scene
- d) Co-ordination of the emergency services and other support organisations
- e) Investigation of the incident, in conjunction with other investigative bodies, where applicable
- f) Collation and dissemination of casualty information
- g) Identification of the deceased on behalf of H M Coroner
- h) Restoration of normality at the earliest opportunity

The primary function of the Police is to co-ordinate the multi-agency response to a major incident. This will necessitate the early liaison with the other emergency services and where the emergency involves a chemical or industrial site, the Site Incident Controller from the appropriate company. The police Operational and Tactical Commanders will wear tabards that clearly identify their role.

In order to provide co-ordination of the incident at the earliest possible stage, the Police will establish:

- a) Inner and outer cordons. The cordons will prevent people from entering the affected areas and may prevent potentially contaminated people from leaving without first undergoing decontamination procedures.
- b) rendezvous points
- c) forward control point

In carrying out these functions, consideration must be given to:

- a) wider geographical consequences
- b) wind speed and direction



- c) responders to the incident
- d) access to the scene of the incident
- e) setting up road closures
- f) all aspects of health and safety

Cleveland Police emergency plans and procedures incorporate comprehensive arrangements for all other important measures necessary, which will include consideration of:

- a) Traffic Management
- b) Facilitation of any Communications Strategy or media statement
- c) Establishing a Casualty Bureau
- d) Evacuation
- e) Investigation of a crime and the preservation of the “scene”
- f) Liaison with the Local Authority and other agencies
- g) Co-ordination of the media

### **Cleveland Fire Brigade**

Under the Fire & Rescue Act 2004 the Senior Fire Officer present will have sole charge and control of all operations for the extinction of fire.

If it is necessary to establish an inner cordon, the Senior Fire Officer will be responsible for the health and safety of all those entering the inner cordon. (However, in the event of an incident, which is, or is suspected to involve terrorist activity, all movements in and out of the inner cordons will be under the direct supervision of the Police Incident Commander).

The role of the fire brigade is derived from its long experience in fire fighting and rescue operations of all descriptions. Major incidents will encompass some or all of the following aspects:

- a) Taking charge of firefighting and rescue operations
- b) Establishing a Forward Control Point
- c) Rescuing trapped casualties
- d) Preventing further escalation of the incident by intervention, dealing with released chemicals and other hazardous situations
- e) Gathering information and completing risk assessment(s) in order to provide advice to the Police and enable them to advise the public to evacuate or remain in their homes
- f) Liaising with the Police regarding the provision of an Inner Cordon
- g) Ensuring the safety of all personnel involved in the rescue work
- h) Giving consideration to the effect the incident may have on the environment and liaising with the Environment Agency and Local Authority Environmental Health Officers

- i) Liaising with the Medical Incident Officer, the Ambulance Service and other appropriate organisation with regard to providing assistance at ambulance loading points and the priority evacuation of injured persons
- j) Assisting the Police with the recovery of the dead
- k) Participating in investigations as appropriate and preparing reports and evidence for inquiries
- l) Standing-by during non-emergency recovery phase to ensure the continued safety at and surrounding the incident site as necessary
- m) Providing access to CHEMDATA
- n) Providing specialist equipment
- o) Arranging for Local Authority and other organisations' support, as required via the Cleveland Emergency Planning Unit Duty Officer Scheme
- p) Implementing detection and monitoring procedures where radioactive substances are suspected or known to be involved

### **North East Ambulance Service (NEAS)**

It is the responsibility of all Control staff when receiving a call about a major incident to ensure the following information is obtained:

- a) Telephone number of caller
- b) Type of incident
- c) Exact location of Incident
- d) Hazards (current and potential)
- e) Best access
- f) Wind direction (if appropriate or known)
- g) Number of casualties and severity of injuries and their condition
- h) Emergency services required or already at scene

In accordance with established ambulance operational arrangements, dispatch ambulances and personnel to the scene, including an Ambulance Incident Officer, and inform other senior personnel.

As soon as reports indicate that a major incident may have occurred the Trust major incident plan must be initiated. This will include notification to the on call Director of Public Health.

If hazardous substances are involved, Officers and Staff responding must be given a safe access route to the rendezvous point. If the incident is on a chemical site, dispatch an ambulance representative to the site Major Emergency Control Centre (MECC).

The first ambulance personnel at the scene must make a dynamic risk assessment and immediately inform Ambulance Control in order that relevant personnel can be told and procedures initiated.

The Ambulance Control Supervisor to contact the Police in respect of the access point(s) to the site, locations of the Forward Control Point(s) and rendezvous point(s).

Perform their general role of saving life and limb through effective emergency treatment at the scene and by the transportation of injured persons to hospital.

The Ambulance Incident Officer, who will wear a tabard or jacket with his/her role clearly identified, will establish at or near the scene:

- a) Medical Control Point and Tri-age Area for initial casualty assessment
- b) Ambulance Loading Point(s)
- c) Casualty Clearing Station(s)

Ambulance Control to inform the receiving hospitals of the anticipated number of casualties, their possible injuries and severity and details of the chemicals involved, if known.

Ambulance Control will dispatch a Liaison Officer to the receiving hospitals.

The Liaison Officer at the receiving hospitals will liaise with the Police Officer there and assist in the collation of information on the identities of casualties which can be used by the Police and other agencies in the dissemination of casualty information. The Liaison Officer will also manage the ambulances that arrive at the hospital and be the link between the ambulance service and the hospital control team.

## **H M Coroner**

The primary role and responsibilities of H.M. Coroner are:

- a) Legal responsibility for investigating the cause and circumstances of deaths arising from a major incident, assisted by the police who act as the Coroners' Officers
- b) Authorise the movement of bodies from the scene of an incident
- c) Authorise a post-mortem and the release of a body to relative(s)
- d) Hold inquests to determine the cause of death of deceased persons and to establish identification of the deceased

## **Environment Agency**

The Environment Agency has primary responsibilities for the environmental protection of water (including "controlled waters") land and air. It also has key responsibilities for maintaining and operating flood defences on the River Tees coastline and other identified rivers and critical ordinary watercourses.

The Environment Agency should be informed about any major accident that has led or may lead to pollution of the environment. Controlled waters include most surface and ground waters and coastal waters up to 3 miles out to sea (Section 104 Water Resources Act, 1991).

The EA must be notified of the occurrence of all major accidents at a COMAH establishment so that a joint investigation with the HSE can be commenced pursuant to the requirements of COMAH Regulations and so that reports can be sent to the European Commission.

Upon being informed the Environment Agency will pass the notification to a competent officer who will assess the incident and determine the response required.

Responses may include:

- a) Provision of remedial action to prevent and mitigate the effects of the incident as far as staff and resource availability and safety allow
- b) Provide specialist advice
- c) Helping to identify who and what in the environment is at risk
- d) Giving warning to those likely to be affected, including river water abstractors who may be at risk
- e) Discussing mitigation measures with the emergency services and other agencies to minimise environmental impacts
- f) Involvement in an Environment Impact Analysis Team
- g) Investigating the source and cause of pollution and collecting samples and other evidence in relation to offences under pollution legislation.

## Other Agencies

### Thirteen

Thirteen Limited is the largest registered provider of social housing in Hartlepool. The company owns and operates a variety of housing including sheltered accommodation and multiple occupancy flats.

In addition to this Major Incident Response Plan, Thirteen have developed in-house procedures for incident handling; these are outlined in their Business Continuity Plan. Thirteen are likely to be involved in any response by the Council to a major incident in one or more of the following circumstances:

- 1. Large amounts of housing stock is affected, both social or privately owned
- 2. There is an evacuation of parts of the Borough
- 3. There is a need to house homeless persons, both on a long or short term basis.

### Cleveland Voluntary Emergency Liaison Group

In the event of most emergencies the request to call on one or more of the voluntary organisations represented on the Cleveland VELG lies with the Cleveland Emergency Planning Unit. There will be exceptions to this when an Emergency Service needs the direct and immediate support of an organisation such as the Ambulance Service requiring the assistance of St John Ambulance or British Red Cross and Cleveland Police requiring the assistance of Cleveland Mountain Rescue, however mobilisation of the Cleveland VELG members to an emergency situation will be co-ordinated by the Emergency Planning Unit's Duty Officer.

Members of the VELG include:

- British Red Cross
- Raynet
- The Salvation Army
- St John Ambulance
- Cleveland Mountain Rescue
- 4 X 4 Response
- Rapid Response Team
- RNLI
- Samaritan Purse



## Appendix C – Logging

The Cleveland Emergency Planning Unit Duty Officer will maintain an incident log on an 'Incident Report Form' for any incident which they are notified of and which may require assistance from the Local Authority.

Whilst the list below is not exhaustive and other items may be logged, the following items should be recorded on an incident log:

- (a) Time officers were called out.
- (b) Time officers arrived at Borough Emergency Centre, Departmental Incident Room, other incident related locations etc.
- (c) Key decisions taken and by whom - e.g. Rest Centre to be opened.
- (d) Requests from Police or other external organisations for action(s) to be taken.
- (e) Requests from Council Departments for action(s) to be taken.
- (f) Action(s) taken in response to (d) and (e) above.
- (g) Significant points of the incident e.g. declaration of a major incident; movement from response to recovery phase etc.
- (h) Time and name of staff stood down or replaced (Departments and individuals).

Hartlepool Borough Council will be expected to possibly maintain the following Logs:

Type of Log	Format	Use
Incident Log	Paper Booklet provided by CEPU	<ul style="list-style-type: none"><li>• An individual's log of information and actions</li><li>• Supports the Decision &amp; Policy Log</li><li>• To be retained by the officer in the event of a post incident inquiry</li></ul>
Decision & Policy Log	Paper Booklet provided by CEPU	<ul style="list-style-type: none"><li>• A log of the decisions taken by the Council</li><li>• Includes identification of supporting evidence and policies</li><li>• Important to log decisions not taken</li></ul>
Action Log	White Boards and message pads	<ul style="list-style-type: none"><li>• Tracker of actions on the EMRT</li><li>• Populated by a trained loggist</li><li>• Informs the EMRT of information available and actions required</li></ul>

# NEIGHBOURHOOD SERVICES COMMITTEE

13<sup>th</sup> June 2018



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

**Subject:** WARD MEMBER BUDGETS 2017/18

---

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non-key decision.

## 2. PURPOSE OF REPORT

2.1 To inform Neighbourhood Services Committee of the Ward Member Budget final outturn for 2017/18.

## 3. BACKGROUND

- 3.1 This report provides the Neighbourhood Services Committee with the final outturn for Ward Member Budgets during 2017/18. **Appendix A** to the report highlights that during 2017/18 £100,427 Ward Member Budget funds were approved. **Appendix A** also shows the funding remaining which has been carried over into 2018/19.
- 3.2 Following a review of the Ward Member Budget and the Civic Lottery approval process by the Neighbourhood Services Committee in March 2015, the Civic Lottery budget has been merged with the Ward Member Budget from April 2015.

## 4. RISK IMPLICATIONS

- 4.1 Through the implementation of the application and approval framework, a robust and transparent process has been put in place to ensure that the expenditure of Ward Member Budgets is for the purpose for which it is intended. This currently includes an annual report to the Neighbourhood Services Committee.

## **5. FINANCIAL CONSIDERATIONS**

- 5.1 Any Ward Member Budget unspent funds from previous years have been carried over and will be shared equally amongst all 3 Ward Members for 2018/19. Each Elected Member had an additional allocation of £2,500 for 2017/18 to which any underspends have been added.

## **6. LEGAL CONSIDERATIONS**

- 6.1 The Director of Regeneration and Neighbourhoods has delegated authority to administer Ward Member Budgets.
- 6.2 Ward Member Budgets must be used for purposes which originally fell within the 'wellbeing powers' enshrined in the Local Government Act 2000 – now repealed and replaced by the broader 'general power of competence' under the Localism Act 2011. This power enables local authorities to do *'anything that individuals generally may do'* provided it is not prohibited by other legislation.
- 6.3 Ward Member Budgets cannot be used by an individual Member where the payment will be made to a commercial organisation to deliver a service which falls within the permitted remit for the use of Ward Member Budgets, in which they, or their spouse/partner, or relative have a pecuniary interest. Nor should individual Members canvas other Members to approve Ward Member Budgets contributions in relation to these issues. This does not however prevent other Members determining that they wish to support such an initiative, provided the service falls within the permitted remit for the use of Ward Member Budget.

## **7. CONSULTATION**

- 7.1 There is no public consultation process, however Members consider and respond to requests from members of the public for assistance.

## **8. CHILD AND FAMILY POVERTY**

- 8.1 There are no child and family poverty implications relating to this report.

## **9. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 9.1 There are no direct equality and diversity considerations in relation to Ward Member Budgets.

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

- 10.1 There are no Section 17 considerations in relation to Ward Member Budgets.

**11. STAFF CONSIDERATIONS**

- 11.1 There are no staff considerations in relation toward member budgets.

**12. ASSET MANAGEMENT CONSIDERATIONS**

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

**13. RECOMMENDATIONS**

- 13.1 Neighbourhood Services Committee is asked to:
- (i) Note the Ward Member Budget outturn for 2017/18.
  - (ii) Note that in the interests of open and transparent decision making Ward Member Budget application forms will be amended to reflect the legal position as outlined in section 6.3 of this report.
  - (iii) Agree to any uncommitted, unspent Ward Member Budget funds from 2017/18 relating to outgoing Ward Councillors following the May election, be distributed equally between the existing and incoming Councillors within that ward.

**14. REASONS FOR RECOMMENDATIONS**

- 14.1 When Ward Member Budgets and the associated application framework were approved, it was agreed that expenditure would be reported to the relevant Committee on an annual basis.

**15. BACKGROUND PAPERS**

- 15.1 There are no background papers associated with this report.

**16. CONTACT OFFICER**

Denise Ogden  
Director of Regeneration and  
Neighbourhoods  
Civic Centre  
Victoria Road  
Hartlepool

TS24 8AY

Email [denise.ogden@hartlepool.gov.uk](mailto:denise.ogden@hartlepool.gov.uk)

Tel: 01429 523301

Clare Clark

Head of Community Safety and Engagement

Civic Centre

Victoria Road

Hartlepool

TS24 8AY

Tel: (01429) 523401

E-mail: [clare.clark@hartlepool.gov.uk](mailto:clare.clark@hartlepool.gov.uk)

## 5.1 APPENDIX A

## Ward Member Budget Overview 2017/18

Ward Councillor	WMB and Civic Lottery carry over from previous years	WMB Returned Funds in 17/18	Funding Available 17/18	Funding Approved in 16/17 but Paid in 17/18	Funding Approved and Paid in 17/18	Funding Approved but Not Paid until 18/19 (included in carry over)	Funding remaining to be carried over into 18/19
Councillor Dave Hunter	£1,744	£0	£2,500	£0	£2,809	£0	£1,435
Councillor Ged Hall	£540	£0	£2,500	£540	£500	£2,000	£2,000
Councillor John Lauderdale	£540	£0	£2,500	£540	£2,500	£0	£0
Councillor Rob Cook	£3,619	£0	£2,500	£0	£4,482	£0	£1,637
Councillor Brenda Harrison	£3,501	£0	£2,500	£0	£4,474	£0	£1,527
Councillor Stephen Thomas	£3,889	£0	£2,500	£0	£4,476	£0	£1,913
Councillor Bob Buchan	£1,234	£0	£2,500	£440	£3,179	£115	£115
Councillor Alan Clark	£2,320	£0	£2,500	£533	£4,187	£100	£100
Councillor Jim Lindridge	£1,921	£0	£2,500	£533	£3,679	£150	£209
Councillor Christopher Akers-Belcher	£558	£0	£2,500	£481	£1,951	£61	£626
Councillor Kevin Cranney	£557	£0	£2,500	£481	£2,141	£435	£435
Councillor Kaylee Sirs	£513	£0	£2,500	£482	£1,702	£0	£829
Councillor Paul Beck	£0	£0	£2,500	£0	£2,500	£0	£0
Councillor David Riddle	£0	£0	£2,500	£0	£2,500	£0	£0
Councillor Jean Robinson	£244	£0	£2,500	£0	£600	£0	£2,144
Councillor Shane Moore	£1,552	£400	£2,500	£0	£2,525	£935	£1,927
Councillor Tim Fleming	£1,549	£0	£2,500	£0	£2,460	£850	£1,589



## APPENDIX A

* Councillor Sylvia Tempest	N/A	N/A	N/A	£0	N/A	N/A	N/A
Cllr Mike McLaughlin	-£18	£314	£2,500	N/A	£2,778	£0	£18
Councillor Sandra Belcher	£3,587	£0	£2,500	£0	£2,900	£100	£3,187
Councillor John Tennant	£2,269	£0	£2,500	£0	£2,465	£0	£2,304
Councillor George Springer	£2,100	£0	£2,500	£0	£4,300	£300	£300
Councillor Stephen Akers-Belcher	£1,344	£0	£2,500	£217	£1,461	£584	£2,166
Councillor Marjorie James	£2,569	£0	£2,500	£218	£3,320	£423	£1,531
Councillor Allan Barclay	£575	£0	£2,500	£218	£1,635	£584	£1,222
Councillor George Morris	£3,554	£0	£2,500	£0	£3,067	£150	£2,987
Councillor Brenda Loynes	£3,555	£0	£2,500	£0	£3,065	£150	£2,990
Councillor Ray Martin-Wells	£3,556	£0	£2,500	£0	£3,318	£150	£2,738
Councillor Tom Hind	£951	£500	£2,500	£0	£2,000	£0	£1,951
** Councillor Paul Thompson	£2,478	£0	£2,500	£0	£4,478	N/A	N/A
Cllr Leisa Smith	N/A	N/A	£0	N/A	N/A	£500	£500
Councillor James Black	£2,210	£0	£2,500	£0	£1,820	£470	£2,890
*** Councillor Trisha Lawton	£531	£0	£1,843	£0	£2,374	N/A	N/A
Cllr Katie Trueman	N/A	N/A	£657	£0	£657	£0	£0
Councillor Carl Richardson	£534	£0	£2,500	£0	£3,034	£0	£0
Councillor Lesley Hamilton	£533	£0	£2,500	£0	£3,033	£0	£0
<b>TOTAL</b>	<b>£54,609</b>	<b>£1,214</b>	<b>£82,500</b>	<b>£4,683</b>	<b>£92,370</b>	<b>£8,057</b>	<b>£41,270</b>

\* Succeeded by Councillor Mike McLaughlin on 4 May 2017. Councillor Tempest' funds re-allocated to Councillor McLaughlin.

\*\*Succeeded by Councillor Leisa Smith on October 2017. Councillor Thompson' remaining funds re-allocated to Councillor Smith.

\*\*\*Succeeded by Councillor Katie Trueman on November 2017. Councillor Lawton' remaining funds re-allocated to Councillor Trueman.

# NEIGHBOURHOOD SERVICES COMMITTEE

13th June 2018



**Report of:** Assistant Director (Environment and Neighbourhood Services)

**Subject:** NEIGHBOURHOOD INVESTMENT PROGRAMME

---

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 For information.

## 2. PURPOSE OF REPORT

2.1 To provide information on the capital investment programme that will deliver improvements to neighbourhoods across Hartlepool.

## 3. BACKGROUND

3.1 In March 2017 the Finance and Policy Committee considered a programme of capital investment to deliver improvements to neighbourhoods across Hartlepool. Schemes were submitted by Ward Members for consideration and assessed on the following criteria,

- A scheme falls within an area in need of physical and social regeneration.
- The scheme contributes towards community wellbeing.
- The scheme has a positive impact on community safety.

3.2 It was agreed that a number of schemes would be taken forward. These schemes were prioritised, as follows,

Short Term Schemes;

- i. Shopping Parades; King Oswy Drive
- ii. Rossmere Park
- iii. Stranton Cemetery
- iv. Playspace on Coronation Drive
- v. Paving works around the BIS, Whitby Street

#### Medium Term Schemes;

- i. The Headland; prevent deterioration on previous regeneration schemes.
- ii. Barrier works between Tesco Roundabout and Middleton Road
- iii. Roundabouts at Key Gateway Points

## 4. PROPOSALS

- 4.1 A document has been produced outlining the details available on each scheme that has been brought forward. It provides a timetable for the works and costs, alongside location plans and photographs of the sites. A copy of the document can be found in **Appendix 1**.
- 4.2 Finance and Policy Committee have requested that the following additional schemes are included in the Programme,
- i. Works to the floor of the Headland Paddling Pool.
  - ii. Improvements to the Headland junior play area.
  - iii. Covered public seating and disabled access at Seaton Carew.
- These schemes will be costed up and should funding become available agreement will be sought from Finance and Policy Committee to implement these works.
- 4.3 In addition to the works agreed, Thirteen Group have proposed an investment of £250,000. They are currently identifying their priority schemes. A further report will be provided to the Finance and Policy Committee to agree these works along with opportunities to invest Section 106 funding, to maximise the benefits provided by the Programme.

## 5. FINANCIAL CONSIDERATIONS

- 5.1 Funding for the Neighbourhood Investment Programme was considered as part of the overall Medium Term Financial Strategy approved by Council on 23<sup>rd</sup> February 2017. The proposal to use Prudential Borrowing to support capital investment of £1.5m was approved, and authority was delegated to the Finance and Policy Committee to approve the detailed programme of schemes.
- 5.2 Finance and Policy Committee approved the allocation of £1.187m in March 2018 to fund Short Term Schemes (£510k) and Medium Term Schemes (£677k), leaving a balance of £313k still to be allocated. This was based on the expectation that the Rossmere Park works would be fully funded by the Land Fill Tax Programme administered by Mondegreen EB Ltd. This contribution of £550k has now been confirmed and the balance remaining is therefore available to fund future priorities..

- 5.4 There will be medium and longer term revenue costs associated with the proposed works, particularly in relation to play facilities and replacement equipment. These costs will be factored in when setting the annual budgets within the appropriate service areas and this will increase the pressure on these budgets and reduce their ability to make savings in future years.

## **6. RISK IMPLICATIONS**

- 6.1 As detailed in 5.4 there will be ongoing maintenance and future revenue liabilities, particularly in relation to play facilities and replacement equipment.

## **7. LEGAL CONSIDERATIONS**

- 7.1 There are no legal considerations relating to this report.

## **8. CONSULTATION**

- 8.1 Consultation was carried out with Members in November 2016 in order to inform Councillors of the intention to develop this programme and to obtain initial views.
- 8.2 Consultation took place with Members regarding the scheme for King Oswy shops in order to gain a clear understanding of the aspirations for this area. The plans were then taken to a public consultation event on Thursday 12<sup>th</sup> April with owners and occupiers of shops and property around the area invited to comment on the proposals. Feedback was generally positive.
- 8.3 Further consultation may take place in those areas where proposals are considered prior to works being implemented if it is considered timely and appropriate.

## **9. CHILD AND FAMILY POVERTY**

- 9.1 There are no child and family poverty implications relating to this report.

## **10. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 10.1 There are no equality and diversity implications relating to this report.

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

- 11.1 There are no Section 17 considerations relating to this report.

## **12. STAFF CONSIDERATIONS**

- 12.1 There are no staff considerations relating to this report.

## **13. ASSET MANAGEMENT CONSIDERATIONS**

- 13.1 The capital investment programme will renew and improve the authority's assets and should therefore have a positive effect on maintenance budgets. Where new assets are introduced, for example an additional playspace, some ongoing safety inspection and maintenance requirements will be generated along with associated revenue costs.

## **14. RECOMMENDATIONS**

- 14.1 That the Committee notes the update provided on the Neighbourhood Investment Programme.

## **15. REASONS FOR RECOMMENDATIONS**

- 15.1 Each of the schemes identified meet one or more of the assessment criteria set out and also seek to address issues arising from previous under investment or help support the Council's physical and social regeneration ambitions. The new programme is focused solely on capital improvements, not revenue items, and it is intended to deliver benefits to a community rather than individuals.

## **16. BACKGROUND PAPERS**

- 16.1 Finance and Policy Committee Report, 27<sup>th</sup> March 2017, Neighbourhood Investment Programme.
- 16.2 Finance and Policy Committee Report, 12<sup>th</sup> March 2018, Neighbourhood Investment Programme.

## **17. CONTACT OFFICER**

Tony Hanson  
Assistant Director (Environment and Neighbourhood Services)  
Level 3  
Civic Centre  
Hartlepool  
TS4 8AY  
Tel: (01429) 523400  
E-mail [tony.hanson@hartlepool.gov.uk](mailto:tony.hanson@hartlepool.gov.uk)

Sarah Scarr  
Heritage and Countryside Manager  
Level 1  
Civic Centre  
Hartlepool  
TS24 8AY

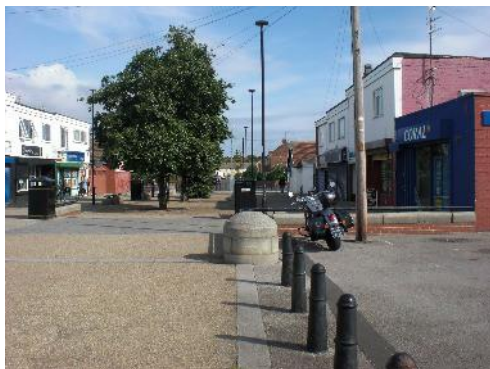
Tel: (01429) 523275

E-mail: [sarah.scarr@hartlepool.gov.uk](mailto:sarah.scarr@hartlepool.gov.uk)



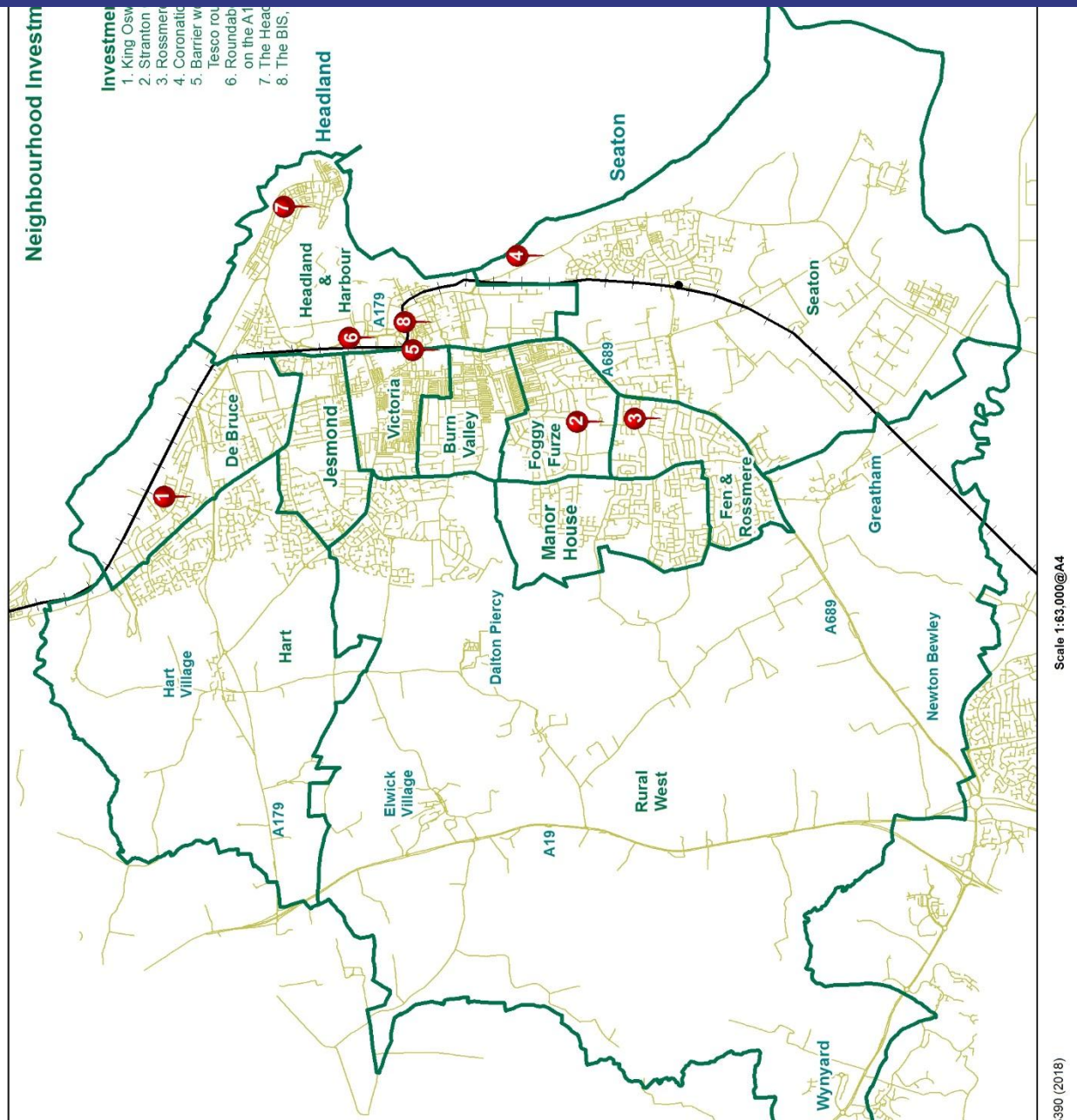


# Neighbourhood Investment Programme April



## 6.1 APPENDIX 1





# Contents

Introduction	3
Stranton Cemetery	4 - 5
Rossmere Park	6 - 7
Coronation Drive	8 - 9
Barrier works from Tesco roundabout to Middleton Road	10 - 11
Roundabouts at Key Gateway Points	12
King Oswy Drive Shops	13 - 14
The Headland	15 - 16
The BIS	17 18
Budgets	19



## Introduction

On 27<sup>th</sup> March 2017 the Finance and Policy Committee considered a programme of capital investment to deliver improvements to neighbourhoods across Hartlepool, known as the Neighbourhood Investment Programme.

Schemes were submitted by Ward Members for consideration and assessed on the following criteria,

- A scheme falls within an area in need of physical and social regeneration.
- The scheme contributes towards community wellbeing.
- The scheme has a positive impact on community safety.

The Finance and Policy Committee agreed the funding of the schemes at a meeting on 12<sup>th</sup> March 2018. The schemes have been prioritized identifying those to be delivered within the short term and others, requiring more investigation, to be implemented as medium term projects. They are,

### Short Term Schemes

1. Shopping Parades; King Oswy Drive
2. Rossmere Park
3. Stranton Cemetery
4. Playspace on Coronation Drive
5. Paving works around the BIS, Whitby Street

### Medium Term Schemes

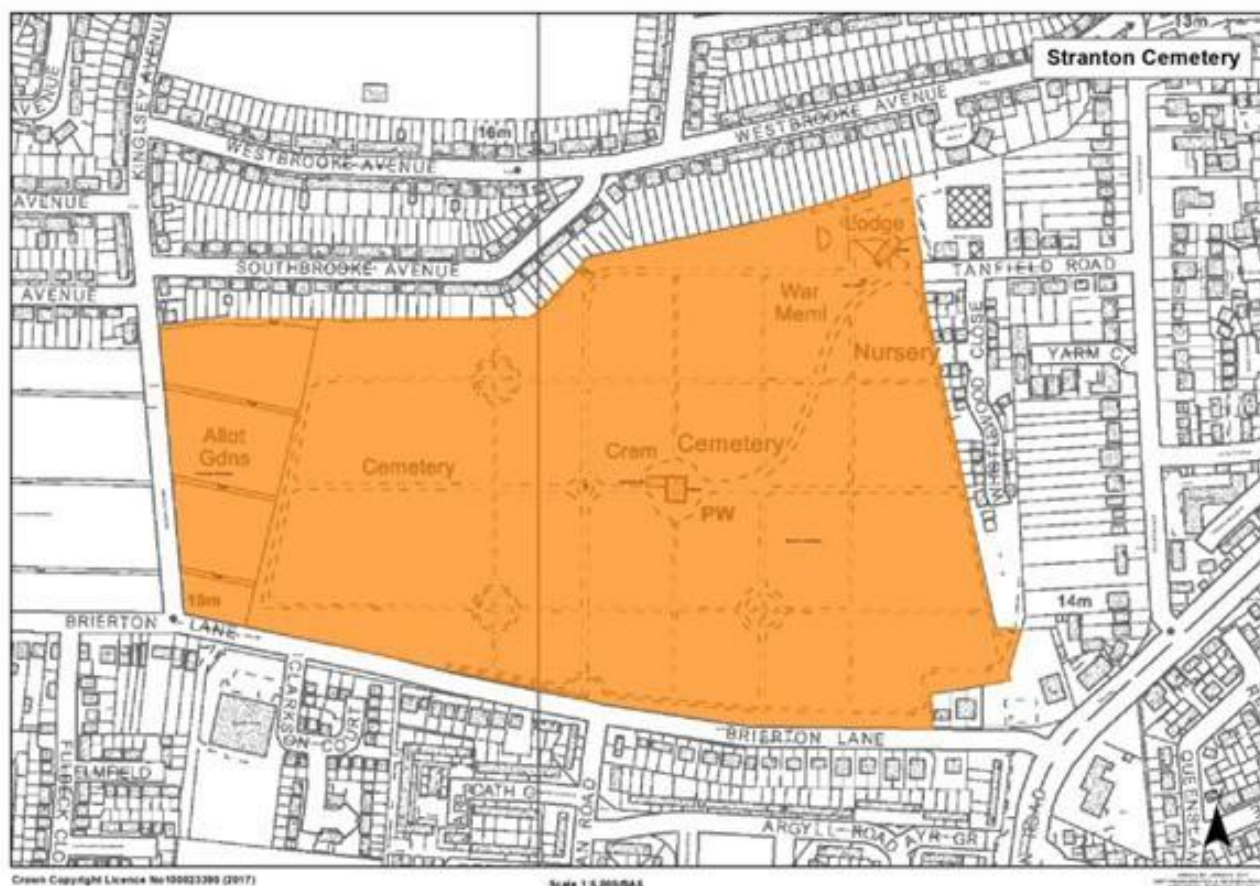
1. Barrier works between Tesco Roundabout and Middleton Road
2. Roundabouts at Key Gateway Points
3. The Headland; prevent deterioration on previous regeneration schemes

This document outlines the details available on each scheme. It provides the current timetable for the works and costs where these are available, alongside location plans and photographs of the sites which are geographically spread across the town as shown on page 1.

The document will be updated on a quarterly basis to record the progress made on delivering the projects described.



## Stranton Cemetery



A scheme has been developed to identify an appropriate funeral vehicle route through the cemetery and to designate other routes as 'pedestrian only'. It will include the installation of a barrier, operated on a fob system, at the Tanfield Road entrance in order to restrict cars passing through. There will also be improvements to the road leading to the car parking area on the Brierton Lane entrance.

Officers have engaged with St. Theresa's School to consider a 'poster' campaign to highlight issues within the cemetery. These works, along with the installation of the barrier, will support the recently launched 'Respect Campaign' for the cemetery.

### Timescale

Key Actions	Timescale	Responsible Officer/Service
Prepare designs for revised access proposals	March 2018	Andrew Dent
Tender etc	April – May 2018	
Works Start on Site	July 2018	
Works Completed	September 2018	

### Estimated Cost

£45,000





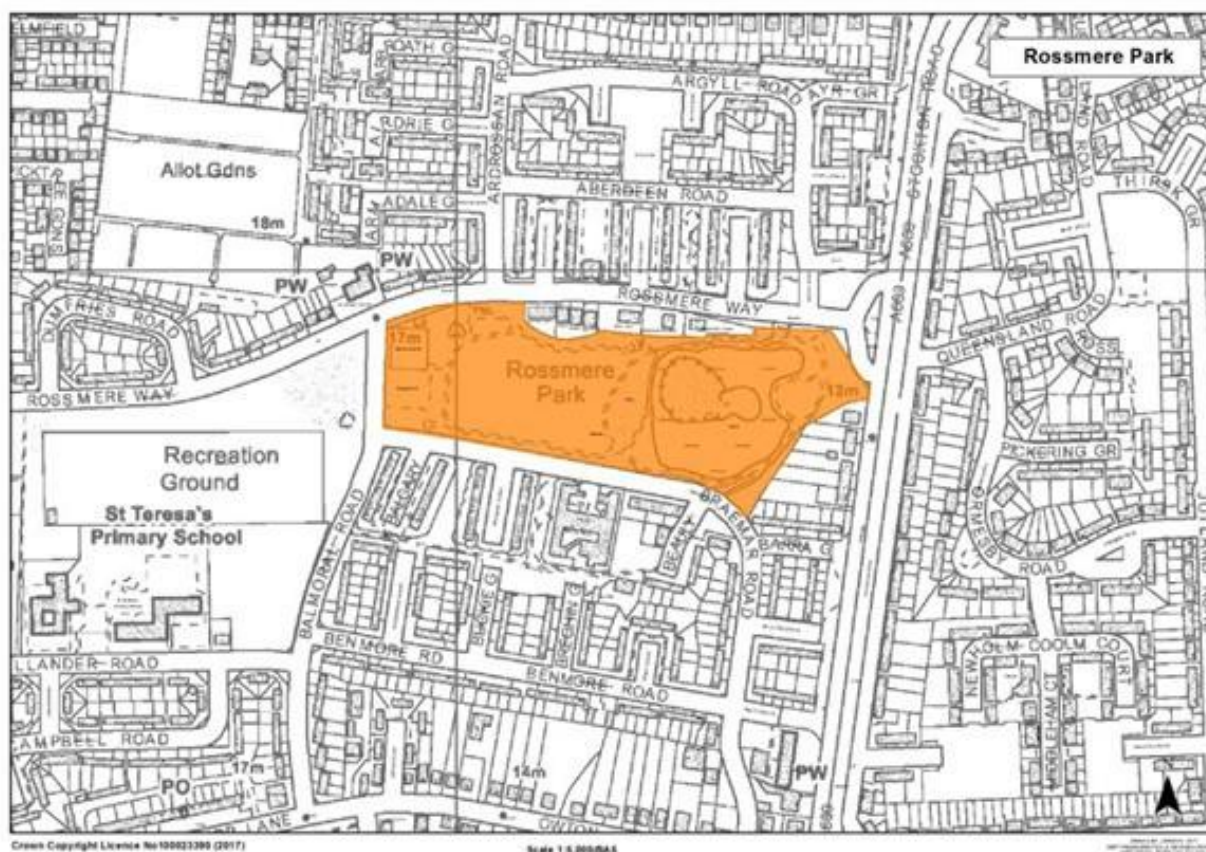
Access from Tanfield Road where barrier will be installed



Access from Brierton Lane where route to car park will be improved.



## Rossmere Park



A master plan was produced for Rossmere Park in 2015. The plan proposes a new car park, a paved space covered by a canopy which can be used for events, works to the pond to improve water quality and enhance the existing concrete pond edge and refurbishment of existing play areas. These redevelopments within the park will result in a more attractive, recreational space for local families and others to enjoy outdoor activities. This would make a positive contribution to community health and wellbeing by introducing a new main play area and toddler play area.

Mondegreen EB Ltd who administer schemes funded through Land Fill Tax Credits have agreed to provide grant funding to support the implementation of this project.

### Timescale

Key Actions	Timescale	Responsible Officer/Service
Prepare designs for play area	September - December 2017	Steven Wilkie
Planning Application	December 2017	Steven Wilkie
Submit funding application	February 2018	Sarah Scarr
Tender	May 2018	Steven Wilkie
Works Start on Site	September 2018	TBC
Works Completed	September 2019	

### Estimated Cost

£550,000



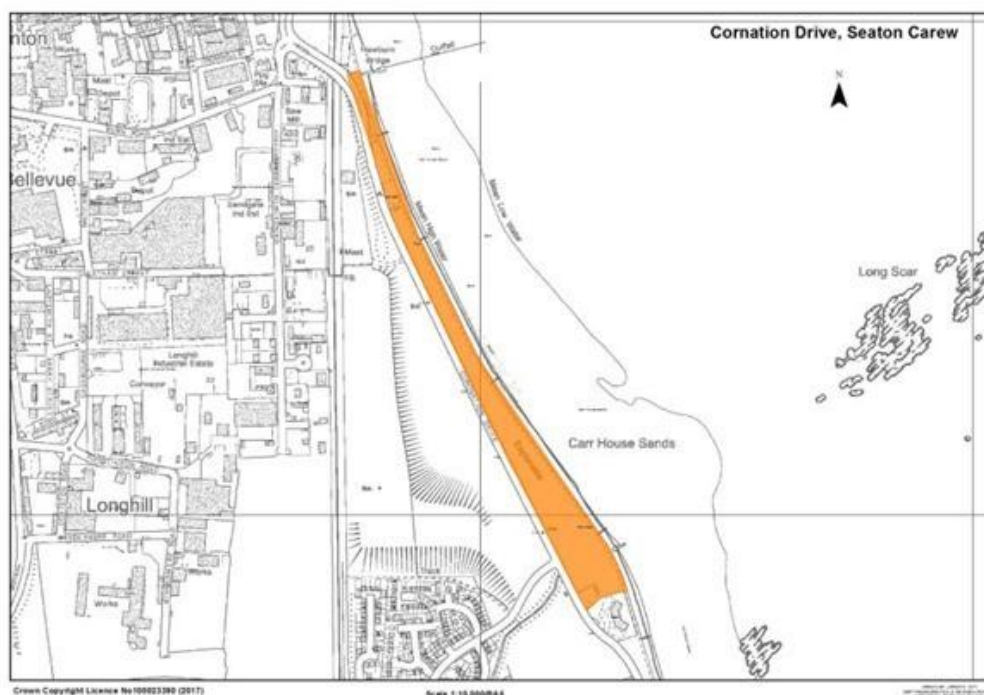
Play Area, Rossmere Park to be improved with the toddler play area moved near the café.



Pond to be enhanced



## Coronation Drive



This project involves provision of two additional play areas to complement the existing Playbuilder sites located along Seaton Carew Promenade. The objective of these sites is to provide a linear play park that follows the promenade, offering increased opportunities for families to use the site and encouraging improvements in health and wellbeing through physical activity.

Monitoring of the existing Playbuilder sites installed in 2011 has indicated that the sites are being used as intended, with children encouraged to move along the promenade through their interaction with the play sites. The proposed scheme intends to provide two new play spaces creating an improved start/end play site near Seaton Reach and an intermediate site to link up with the Newburn Bridge site. The funding will also allow for a small number of satellite play areas to be incorporated along the promenade to maintain interest; these will generally consist of a single piece of equipment. The majority of the sites will also include seating to allow for adult supervision. The play equipment will feature robinia timber, as per the existing, which is known for its robustness and good resistance to vandalism (including arson). These proposals will also support the wider Seaton Carew Masterplan by providing enhanced family facilities that encourage movement along the promenade.

### Timescale

Key Actions	Timescale	Responsible Officer/Service
Prepare designs for play area	September - November 2017	Steven Wilkie
Planning Application	December 2017	Steven Wilkie
Tender	April 2018	Steven Wilkie
Works Start on Site	August 2018	TBC
Works Completed	October 2018	

### Estimated Cost

£70,000

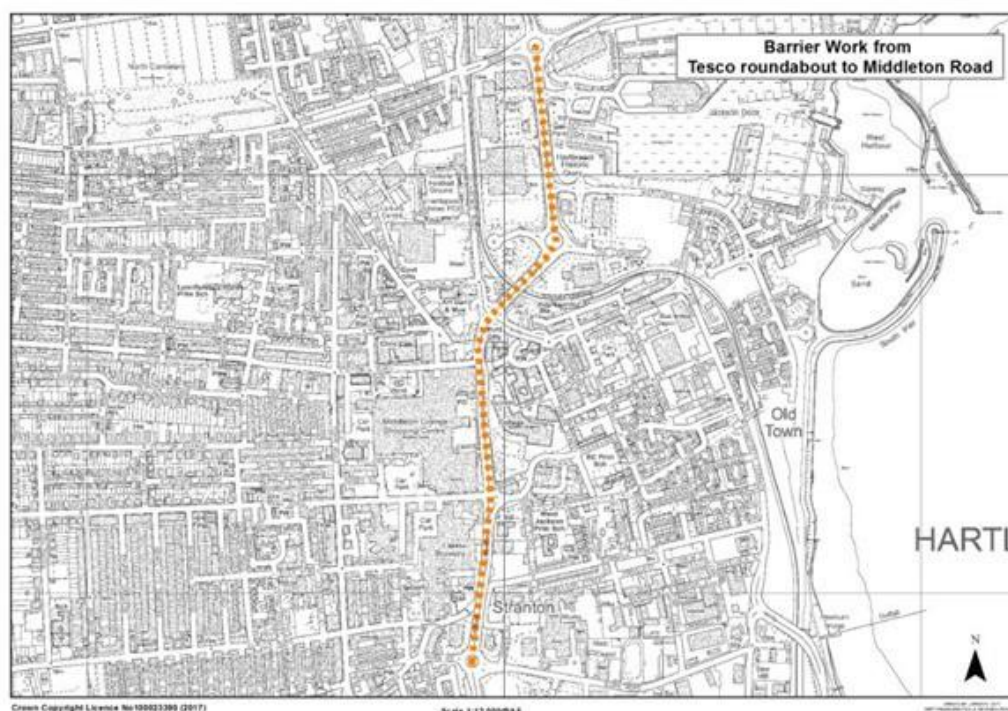


Location of new play area Coronation Drive



Existing play areas on Coronation Drive

# Barrier Works from Tesco roundabout to Middleton Road



A scheme of replacement railings in Stockton Street has already been designed and it is proposed to extend this to the full extent of the area surveyed. An example of the type of railing proposed is shown on page 11.

A review has been carried out by the Transport & Infrastructure Team of the railings along this stretch of the road to confirm where replacement is required and where railings can be removed in order to reduce the clutter alongside the highway.

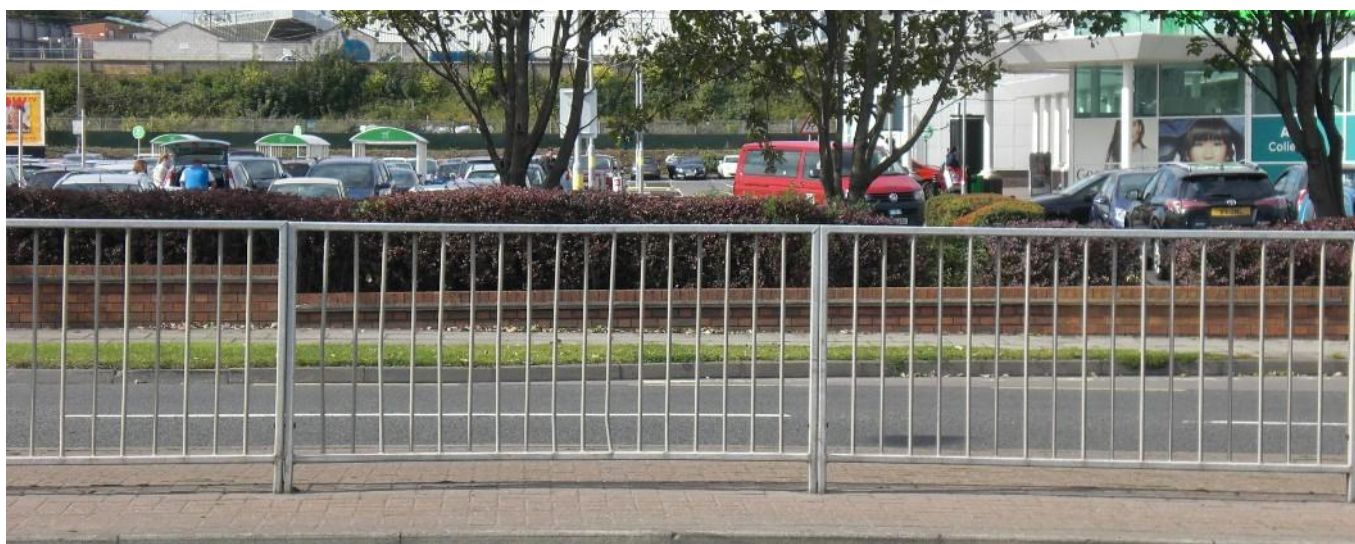
## Timescale

Key Actions	Timescale	Responsible Officer/Service
Survey barriers and prepare options	Completed	Chris Roberts
Consultation with Members and other interested parties	TBC	Brendan Colarossi
Tender etc	TBC	
Works start on site	TBC	
Works Completed	TBC	

## Estimated Cost

Burn Road – Park Road and Victoria Road – Middleton Road - £400,000



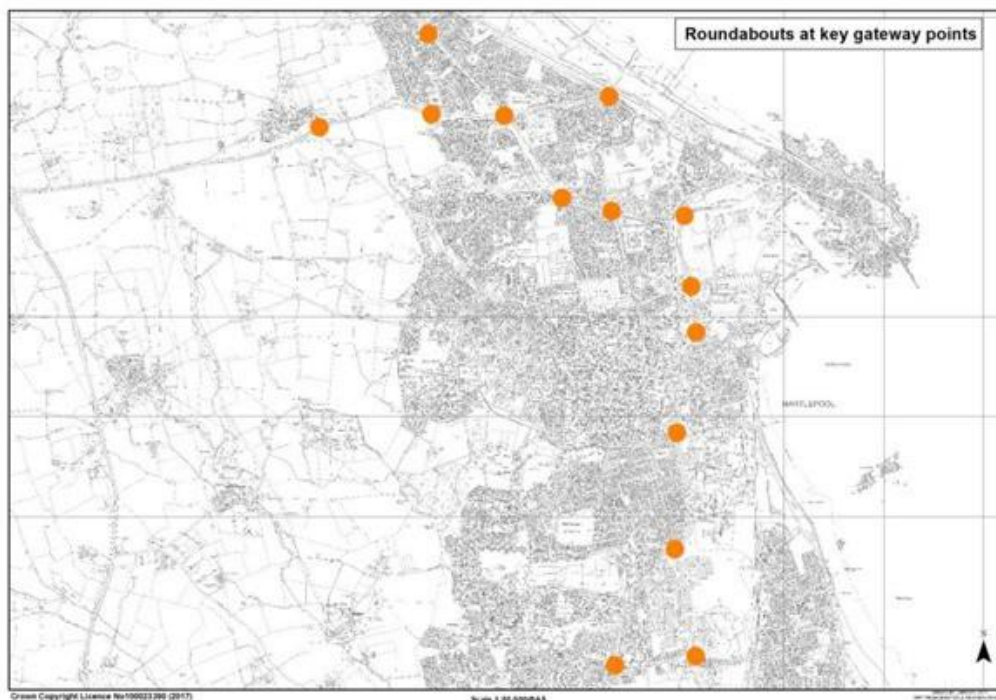


Examples of barriers to Marina Way



Proposed replacement barrier

## Roundabouts at Key Gateway Points



Enhancement works are proposed to key roundabouts on the strategic road network to create a sense of arrival when approaching the Town Centre and Coastal frontage. It is understood that the National Museum of the Royal Navy will provide artifacts which would create gateway features.

This was identified as a medium term priority project. It is unlikely that detailed work would be able to begin on this project until September 2018 due to officer capacity, however initial proposals have concluded that there is the potential to investigate further features at two points and the cost estimates have been calculated based on this.

### Timescale

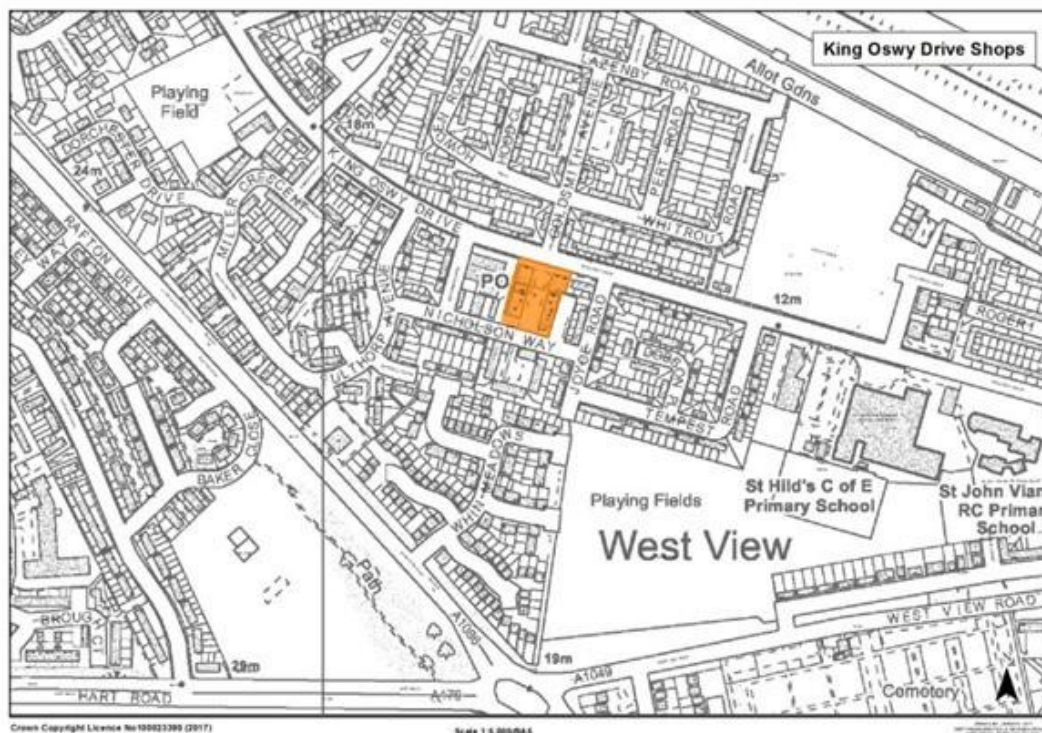
Key Actions	Timescale	Responsible Officer/Service
Carry out assessment of the roundabouts to determine sites	TBC	Brenda Colarossi
Consultation with Members and other interested parties on proposals	TBC	
Prepare tender and apply for appropriate consents	TBC	
Works start on site	TBC	TBC

### Estimated Cost

£200,000



# King Oswy Drive Shops



There are several shopping parades within the borough in need of improvement work to the public realm; those at King Oswy Drive have been highlighted as a priority requiring particular attention. Works that improve the visual amenity of the shopping area are likely to promote a sense of community pride and wellbeing. Engagement with shopkeepers and other stakeholders is critical, while additional work to scope out the detailed proposals and costs are required.

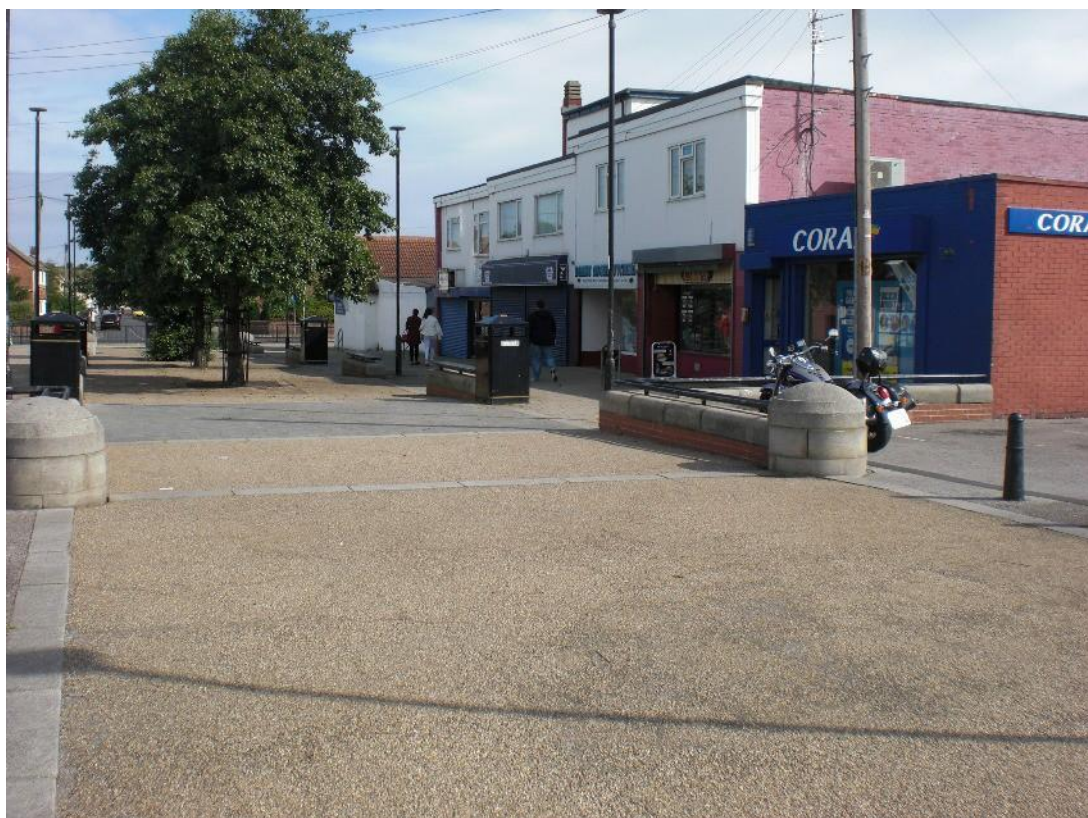
Initial discussions have taken place with Members regarding the aspirations for the shopping parade. Based on these discussions designs will be compiled and shown to members prior to consultation being carried out with owners and visitors to the shops.

Alongside the works to improve the public realm it is understood that there is a desire to consider a grant scheme for the shops in the area. In order to progress this further work is required in order to define the criteria for offering grant and how such a project would be managed.

## Timescale

Key Actions	Timescale	Responsible Officer/Service
Initial Consultations with Members to discuss aspirations	14 <sup>th</sup> September 2017	Sarah Scarr
Prepare Proposals/Identify Costs	December 2017 - January 2018	Steven Wilkie
Consult on Proposals	April 2018	Sarah Scarr
Appropriate consents if required/Tender	May 2018	Steven Wilkie
Works start on site	September 2018	TBC

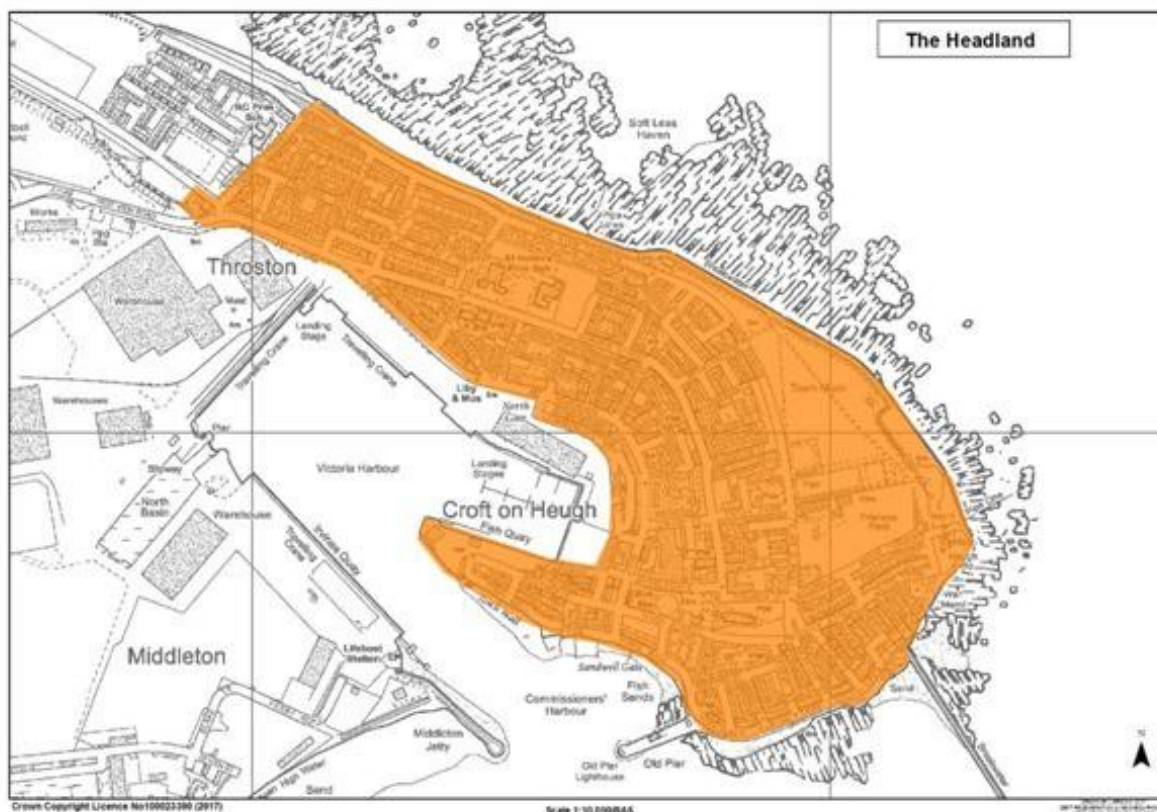
**Estimated Cost**  
£290,000



King Oswy Drive shops



# The Headland



Three schemes on the Headland have been identified as medium term projects which can be accommodated and delivered within the existing budget.

An assessment of the Town Square has been carried out to identify repairs necessary to bring the area back up to an appropriate condition. This will include, cleaning work, repairs to the timeline and replacing planting were necessary.

The railings on Union Street have also been considered and investigations completed on renovation works which would comprise removal of the railings for cleaning and repainting prior to reinstallation.

Finally Members have requested that a permanent footpath is provide in Redheugh Gardens across the grassed areas to enhance access to the memorial. Once solutions are established consultation will be carried out with interested parties prior to selection of a final design.

## Timescale

Key Actions	Timescale	Responsible Officer/Service
Consultation on projects where necessary.	July – August 2018	Sarah Scarr
Tender works	September – October 2018	Steven Wilkie
Works begin on site	January 2019	



## Estimated Cost

Railings, Union Street - £10,000

Repairs to Town Square - £64,000

Footpath to Redheugh Gardens - £3,000



Headland Town Square

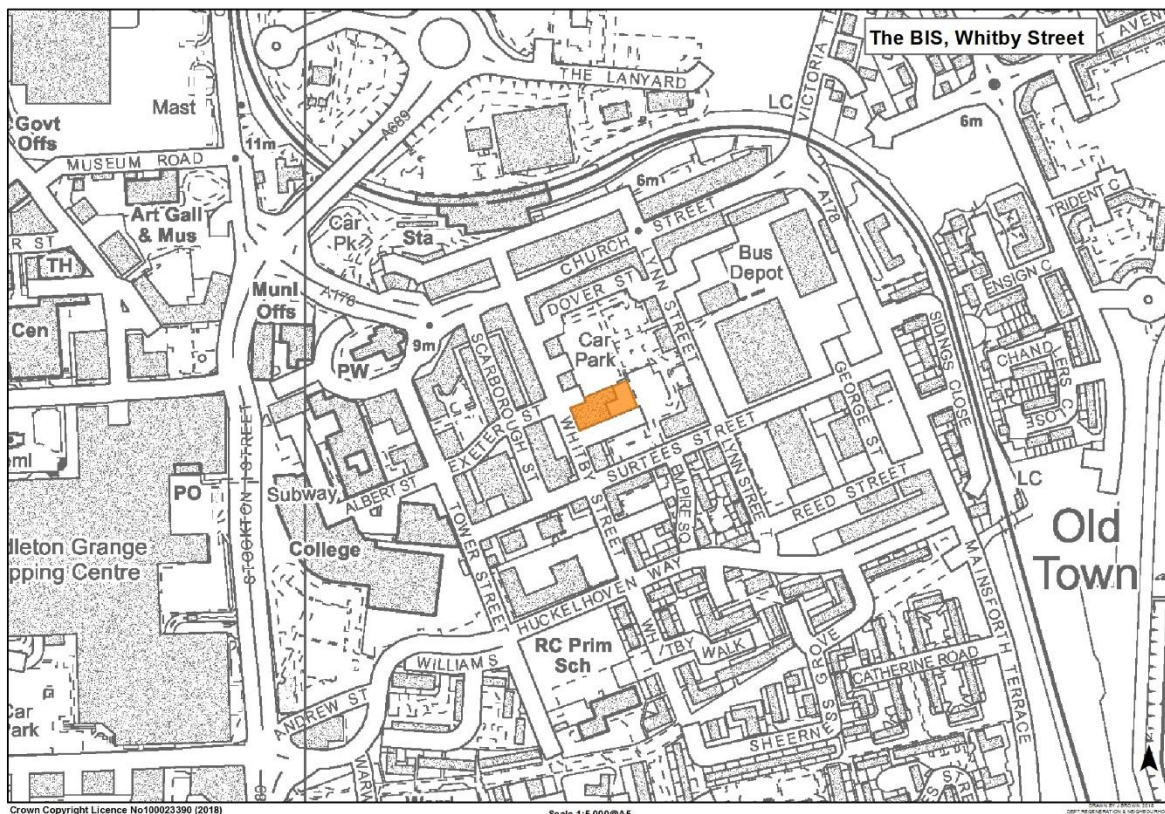


Redheugh Gardens



Railings, Union Street

# The BIS



In the course of this project an additional piece of work has been identified, namely the paving works to the BIS, Whitby Street. The site is a key element of the Innovation and Skills Quarter. The building is currently being restored and converted to small work units for businesses in the creative industries.

The proposed paving works will enhance the setting of the listed building and complement the investment in the property.

## Timescale

Key Actions	Timescale	Responsible Officer/Service
Compile detailed designs for the works	February – March 2018	Peter Frost
Works on site	July 2018	

## Estimated Cost

£105,000.





Former Post Office, Whitby Street which is currently being converted to the BIS.

# Budget

## Proposed schemes\*

Investment priority	Estimated total cost
King Oswy Drive Shops	£290,000
Stranton Cemetery	£45,000
Coronation Drive	£70,000
Barrier works from Tesco roundabout to Middleton Road	£400,000
Roundabouts at key gateway points	£200,000
The Headland	£77,000
The BIS paving	£105,000
<b>Total</b>	<b>£1,187,000</b>
<b>Budget</b>	<b>£1,500,000</b>
<b>Balance unallocated</b>	<b>£313,000</b>

\*Works in Rossmere Park will be solely funded by Environmental Body Ltd Grant



**For further information about The Neighbourhood Investment Programme please contact:**

**Sarah Scarr**  
**Heritage and Countryside Manager**

Telephone **(01429) 523275**

Email **[sarah.scarr@hartlepool.gov.uk](mailto:sarah.scarr@hartlepool.gov.uk)**

Post **Hartlepool Borough Council,  
Civic Centre, Victoria Road, Hartlepool, TS24 8AY**

