

REGENERATION SERVICES COMMITTEE AGENDA



Monday 18 June 2018

at 2.00 pm

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

MEMBERS: REGENERATION SERVICES COMMITTEE

Councillors Brown, Cook, Cranney, Lindridge, Moore, Smith and Vacancy

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

- 3.1 Minutes of the meeting held on 15 May 2018 (*previously circulated and published*).

4. BUDGET AND POLICY FRAMEWORK

- 4.1 Residential Design Supplementary Planning Document - *Assistant Director, Economic Growth and Regeneration*

5. KEY DECISIONS

- 5.1 Routes to Work Project - *Assistant Director, Economic Growth and Regeneration*
- 5.2 Housing Revenue Account Voids - *Assistant Director, Economic Growth and Regeneration*



6. OTHER ITEMS REQUIRING DECISION

- 6.1 The Addition of Names to War Memorials - *Assistant Director, Economic Growth and Regeneration*
- 6.2 Church Street Townscape Heritage Scheme - *Assistant Director, Economic Growth and Regeneration*

7. ITEMS FOR INFORMATION

No items.

8. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

FOR INFORMATION:

Date of next meeting – Monday 23 July 2018 at 2.00 pm in the Civic Centre, Hartlepool



REGENERATION SERVICES COMMITTEE

18th June 2018



Report of: Assistant Director (Economic Growth and Regeneration)

Subject: RESIDENTIAL DESIGN SUPPLEMENTARY
PLANNING DOCUMENT

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Part of the Budget and Policy Framework.

2. PURPOSE OF REPORT

2.1 Members are asked to support the consultation and completion of a residential design Supplementary Planning Document (SPD) (see **Appendix 1**) that will help shape residential development within the borough. The SPD will become part of the Local Development Framework (LDF) and will be a material consideration in determining planning applications.

3. BACKGROUND

3.1 Overtime there have been concerns expressed by Elected members, residents and key stakeholders regarding the quality of new residential areas and their environment. At times new residential areas have come under criticism as not being reflective of Hartlepool and at times, new housing areas have been referred to as `generic` and `could be built anywhere`. This SPD seeks to make a step change move away from generic design and overall improve the design quality of homes and their environments.

4. PROPOSALS

4.1 Once adopted the SPD will provide guidance to developers, who will be expected to have considered the SPD prior to the submission of a planning application. The SPD sets out guidance on a number of subject such as access, parking, dwelling design, open space design, safety, play spaces, energy efficiency, adaptability and dementia design.

5. RISK IMPLICATIONS

- 5.1 There are no risk implications to this report.

6. FINANCIAL CONSIDERATIONS

- 6.1 There are no financial implications to this report.

7. LEGAL CONSIDERATIONS

- 7.1 The SPD has been composed in accordance with the Planning and Compulsory Purchase Act (2004) (as amended) and the Town and Country Planning (Local Planning) (England) Regulations (2012) (as amended).

8. CONSULTATION

- 8.1 The SPD will be consulted upon from Monday 2nd July 2018 to Monday 27th August 2018. Correspondence will be sent to developers, local agents and others who have shown an interest in residential design through the Local Plan process or those who requested to be directly consulted.
- 8.2 Respondents can send comments by letter or e-mail or can fill a response form that will be located in all the following locations:
- Hartlepool Civic Centre;
 - Hartlepool Central Library; and
 - The Council's website
- 8.3 All comments received will be considered, fed into the SPD, if appropriate, and the final SPD will be reported to Regeneration Services Committee for adoption in autumn 2018.

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 It is recommended that members approve the draft SPD and allow public consultation to proceed, allow officers to make amendments to the draft SPD and for the final version to be brought back to Regeneration Services Committee in autumn 2018.

15. REASONS FOR RECOMMENDATIONS

- 15.1 To ensure that the guidance is made public and available for comment so that it can be shaped by those with an interest in developing within the borough prior to its adoption.

16. BACKGROUND PAPERS

- 16.1 Residential Design SPD.

17. CONTACT OFFICER

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RESIDENTIAL DESIGN
SUPPLEMENTARY PLANNING DOCUMENT

CONSULTATION DRAFT

January 2018

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1. INTRODUCTION

What is this document?

- 1.1 The purpose of this Residential Design Supplementary Planning Document (SPD) is to set out the Council's design aspirations for new residential development.
- 1.2 The Council seeks to move away from generic “anywhere estates” that can lack identity. This SPD will assist developers in creating sustainable residential areas, ensuring dwellings and spaces are of high quality, energy efficient design that reflect the borough's heritage and instills a sense of pride and place in residents.
- 1.3 This SPD has been produced in accordance with statute, national and local planning policy and guidance. This SPD is a material consideration when determining planning applications. Developers are advised to consider this SPD prior to the submission of a planning application and aim to incorporate design principles where possible.

How to Comment

- 1.4 This document is available for comment from Monday XX April 2018 to Monday XX June 2018. You can make comments on this consultation draft SPD and its supporting documents in the following ways:
- 1.5 Fill in one of the response forms that are located in all the following:
 - Hartlepool Civic Centre;
 - Hartlepool Central Library; and
 - The Council's website -
(https://www.hartlepool.gov.uk/info/20209/local_plan/312/local_plan)
- 1.6 You can send your comments by letter to Planning Policy, Ground Floor, Civic Centre, Victoria Road, Hartlepool TS24 8AY or e-mail your comments to planningpolicy@hartlepool.gov.uk
- 1.7 **All comments should be received by 4.30pm on Monday xx June.**
- 1.8 Information provided in response to this consultation, may be subject to publication or disclosure. All information will be handled strictly in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FoIA), the Data Protection Act 1998 (DPA) and the Environmental Information Regulations (EIR) (2004).

2. HOW THIS SPD LINKS TO OTHER PLANS, POLICIES AND GUIDANCE,

National Planning Policy and Guidance

- 2.1 The key principle running through the National Planning Policy Framework (NPPF) is the presumption in favour of sustainable development. The Council echo the views of the NPPF and seek to deliver sustainable residential areas across the borough.
- 2.2 This SPD has been put together with the principles of the NPPF in mind with particular attention to three of the core land-use planning principles within paragraph 17 that, in summary, seek to:
- ensure that planning is a creative exercise in finding ways to enhance and improve the places in which people live their lives;
 - secure high quality design and a good standard of amenity for all existing and future occupants of land and buildings; and
 - support the transition to a low carbon future, taking full account of flood risk and coastal change and encourage the re-use of existing resources and encourage the use of renewable resources.
- 2.3 The NPPF expands on the requirements set out in statute,¹ and sets out the importance of good design in relation to providing sustainable development, paragraph 56 states:
- “Good design is a key aspect of sustainable development, is indivisible from good planning and should contribute positively to making places better for people”.*
- 2.4 The move to a low carbon future is reinforced via paragraph 95 and 96, with bullet point two of paragraph 96 being pertinent to this SPD.
- “In determining planning applications, local planning authorities should expect new development to:
- take account of landform, layout, building orientation, massing and landscaping to minimise energy consumption”.
- 2.5 The Council, via the 2018 Local Plan, has planned for different types of housing in different locations, but to further assist in meeting the aims of NPPF paragraph 50, guidance is set out in this SPD with regards to how to provide for different types of people within our community i.e. families, those with disabilities and the elderly. It is not enough to just provide a home; we should seek to ensure that homes can evolve as occupiers needs change.
- 2.6 A comprehensive list of all relevant NPPF paragraphs is set out in appendix 1.

National Planning Policy Guidance (NPPG)

- 2.7 Guidance to support the NPPF was published in March 2014, many sections are pertinent to this SPD, the Council echoes the requirements set out in NPPG and elaborates on them further within this document. A list of relevant NPPG chapters can be viewed in appendix 2.

Building Regulations 2000 (as amended)

- 2.8 Building Regulations set out the minimum statutory requirements with regard to energy efficiency including thermal elements and water efficiency requirements in new and existing buildings. The Building Regulations also set out minimum standards for how accessible new dwellings are and set standards for matters such as providing level access, downstairs WC's and switch and socket heights. Further standards and

¹ Planning and Compulsory Purchase Act 2004 s39 (2A)

information on how to comply with the Building Regulations relating to thermal efficiency in new dwellings is set out in approved document L1A (Conservation of Fuel and Power in new dwellings) the latest edition came into effect on 6 April 2014. Further standards and information on how to comply with the Building Regulations relating to access to new dwellings is set out in approved document M: Volume 1: Dwellings which came into effect on 1 October 2015.

Local policies and guidance

- 2.9 When producing this SPD four key documents within the Council were assessed and this SPD reflects the key aims and aspirations of those documents. The key documents are:

- Hartlepool Council Plan (2017- 2020)
- Hartlepool's Ambition - Community Strategy (2014 – 2020)
- Local Plan (2018)
- Covenant of Mayors (2009)
- Climate Change Strategy (2010-2020)

2.10 Hartlepool Council Plan 2017- 2020

In July 2017, the Council launched the Council Plan and Financial Strategy covering the period up to 2020 along with a five-year capital investment programme. The plan outlines the Council's top six priorities and for each priority there is a range of projects and initiatives which the Council promises to deliver on.

- 2.11 This SPD has been put together with the aims of the Council plan in mind, especially the priority relating to 'Developing Hartlepool as a great place to live'

Hartlepool's Ambition - Community Strategy (2014 - 2020)

- 2.10 The vision set out within the Sustainable Community Strategy is that:

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

- 2.11 This SPD has been put together with the overarching Community Strategy vision in mind, with particular attention paid to creating, inclusive, healthy attractive and safe places to live.

2018 Local Plan Policies

- 2.12 This SPD considers and elaborates on policies within the 2018 Local Plan, policies CC1, CC2, INF1, INF2, QP3, QP4, QP5, QP7, HSG4, HSG5, HSG5a, HSG6, HSG7, HSG8, HE1, HE3, HE4, HE5, NE1, NE2 and NE4 cover a range of subjects such as climate change adaptation and mitigation, infrastructure, design and layout, access, parking and highway safety, heritage, green spaces and ecology. All of the above policies, when considered as a whole, seek to ensure that Hartlepool is a desirable place to live.

- 2.13 This SPD has been put together with the principles of the above mentioned policies in mind with particular attention being paid to the overall design of new housing including its energy efficiency, overall appearance and function of the area as a whole.

Tees Valley Climate Change Strategy (2010-2020) and the Covenant of Mayors (2010)

- 2.14 The Tees Valley Climate Change Strategy was adopted by the Council in 2010 and focuses on several topics including adaptation, waste and transport. It aims to reduce the Borough's CO₂ emissions and adapt to climate change. In 2009 Hartlepool Borough Council, along with the other 12 North East local authorities, signed up to the EU's

Covenant of Mayors` initiative. The Covenant of Mayors is a written commitment to go beyond the European Union's (EU) target to reduce carbon dioxide emissions by 20% by 2020.

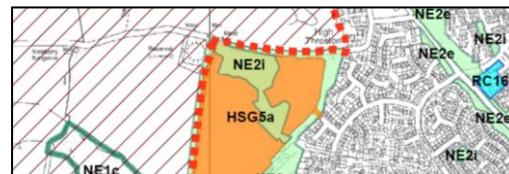
- 2.15 This SPD has been put together with the Climate Change Strategy principles and Covenant of Mayors target in mind and gives particular detail on how to build more efficient homes.

3. PRE APPLICATION AND SUBMISSION

- 3.1 Following the steps below may help achieve a favourable outcome on a planning application.

1. Is the development in the appropriate location?

- View the policies map
- View the 2018 Local Plan



2. Is the development appropriate?

Type of dwellings – View the most up to date Hartlepool Strategic Housing Market Assessment to ascertain the housing need.

The site and surrounds - Gain an understanding of the site in its context

The design - Use chapter 4 for guidance covering aspects of design.

3. What do the Council and others think?

Pre application advice (One Stop Shop meeting) - gain feedback from technical experts such as the highway engineers, ecologist, environmental protection etc. There is a fee payable for advice, current fees can be viewed online at:

(https://www.hartlepool.gov.uk/info/20222/planning/373/planning_advisory_service)

External design advice - the North East Design Review and Enabling Service (NEDRES) can provide expert impartial advice on the architecture, landscape, urban design and climate change impacts of development proposals and master plans.

What do the public think - In accordance with NPPF paragraph 66 developers are encouraged to carry out consultation with the community prior to submission. A statement setting out the consultation activity, feedback and any amendments is welcomed.

4. Submitting the application

View the Council's validation list to check what you need to submit (more detailed site specific advice can be provided through the One Stop Shop Service):

(https://www.hartlepool.gov.uk/info/20222/planning/381/planning_application_validation)

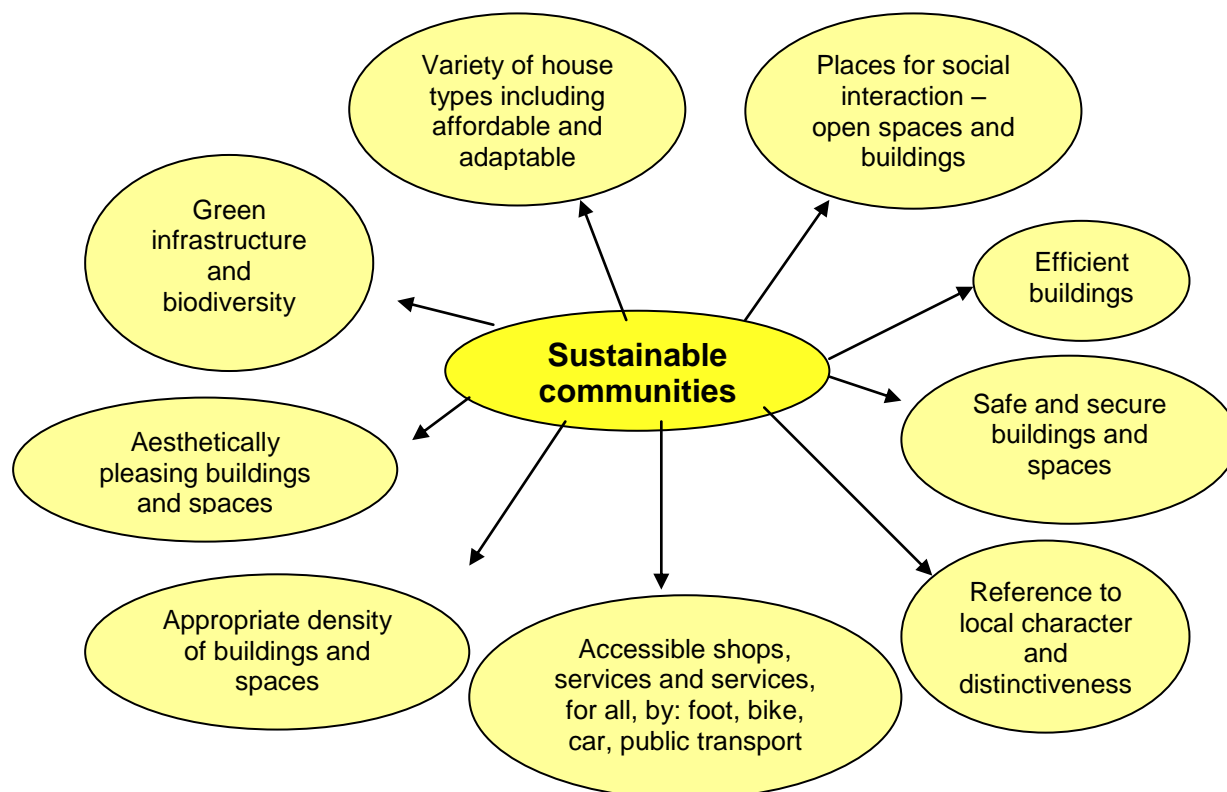
Sustainability Statement

A sustainability statement is required for all major residential development to indicate how the proposal meets with the sustainability objectives of the NPPF and 2018 Local Plan. The statement should include information relating to energy saving measures and set out how the proposal aims to provide 10% renewable and/or decentralised energy in accordance with Local Plan policy CC1.

4. GENERAL DESIGN ASPIRATIONS

A. CREATING SUSTAINABLE COMMUNITIES

- 4.1 The Council seeks to create sustainable communities. A sustainable community incorporates a mixture of elements as shown below:

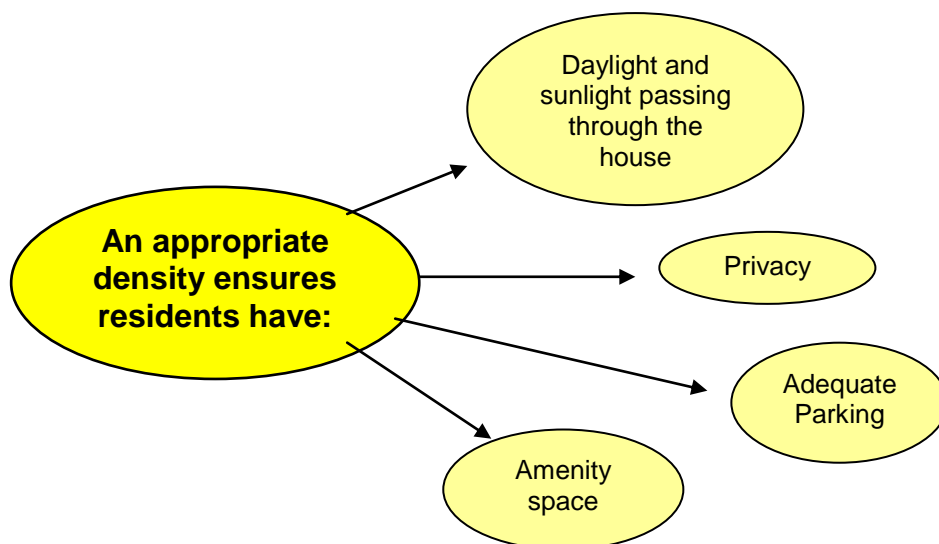


- 4.2 A sustainable community can improve the quality of life for residents and bring about meaningful mental and physical health benefits. A sustainable community should not exclude people with different abilities, incomes etc. everyone should be given the opportunity to live in a good quality home and be part of a community.
- 4.3 The location of housing and the provision of affordable housing are discussed in other planning documents.² The sections below set out advice on how to achieve a number of measures that in turn, when considered as a whole, help achieve a sustainable community.

² 2018 Local Plan and the Planning Obligations SPD

B. BUILDING AT AN APPROPRIATE DENSITY

- 4.4 Density relates to the number of dwellings built on a measured area of land. Hartlepool has historically had high density areas in the Town Centre, characterised by small terraced housing. Hartlepool was not subject to the construction of modern high rise tower blocks in the 1960`s and 1970`s like many other towns in the North East.
- 4.5 Different sites are built at different densities for many reasons. The Council seeks to provide new housing areas at a density that is reflective of the surrounding area and complements the positive aspects within the borough that already exist.
- 4.6 To determine the appropriate density an assessment of the site, its constraints, and the density of the surrounding area should be undertaken, considering plot sizes and open space provision. If an area is low density, it is often more appropriate to reflect such densities and provide for generous front and back gardens or large open spaces and play facilities. The assessment of the site and its surroundings should assist in determined how many dwellings are suitable on the site, the site should not be designed so that it merely provides for a predetermined number of units. Some sites allocated through the Local Plan have specific development policies relating to them, the policies contain detail with regard to the amount of developable land and the size of green spaces, the requirements in the policy assist in setting an appropriate density.



- 4.7 Residents should have the space to enjoy their private amenity space and undertake day to day activities, like drying clothes, eating out and playing. Private amenity space, especially to the front, should visually add to the quality of the home and the area.

How to provide in curtilage amenity space:

- Provide sufficient space for the anticipated day to day needs of the residents.
- Use vegetation and/or landscaping to improve the overall visual quality of the house and the area.
- Ensure amenity space is useable i.e. it should not be steeply sloping.
- Orientate the amenity space so it benefits from good levels of daylight.
- Ensure amenity space is commensurate to the size of the dwelling.

- 4.8 Residents should be able to enjoy their home and should enjoy a certain level of natural light and should benefit from privacy and not be unreasonably overlooked by neighbours or passers by.

How to provide sufficient daylight, sunlight and privacy

- Ensure glazing reduces the need for lighting i.e. by maximising glazing in habitable rooms.
- Avoid placing windows in the side elevation unless they are obscurely glazed or can be screened.
- Provide and maintain separation distances of 20 metres from habitable room to habitable room.
- Provide and maintain separation distances of 10 metres from habitable room to non-habitable room and/or gable end.
- The Principle elevations of a commercial unit are to be treated the same as the principle elevations of a dwelling i.e. the principle elevation of a dwelling should be located 20 metres from the principle elevation of a commercial unit.

- 4.9 The Council seeks to encourage sustainable transport modes, however it is often the case that many households own at least one car and in many instances two or three. If car parking is not catered for within housing areas then it can become problematic, blocking up roads and paths and appear unsightly and dominate the street scene.

How to provide appropriate car parking

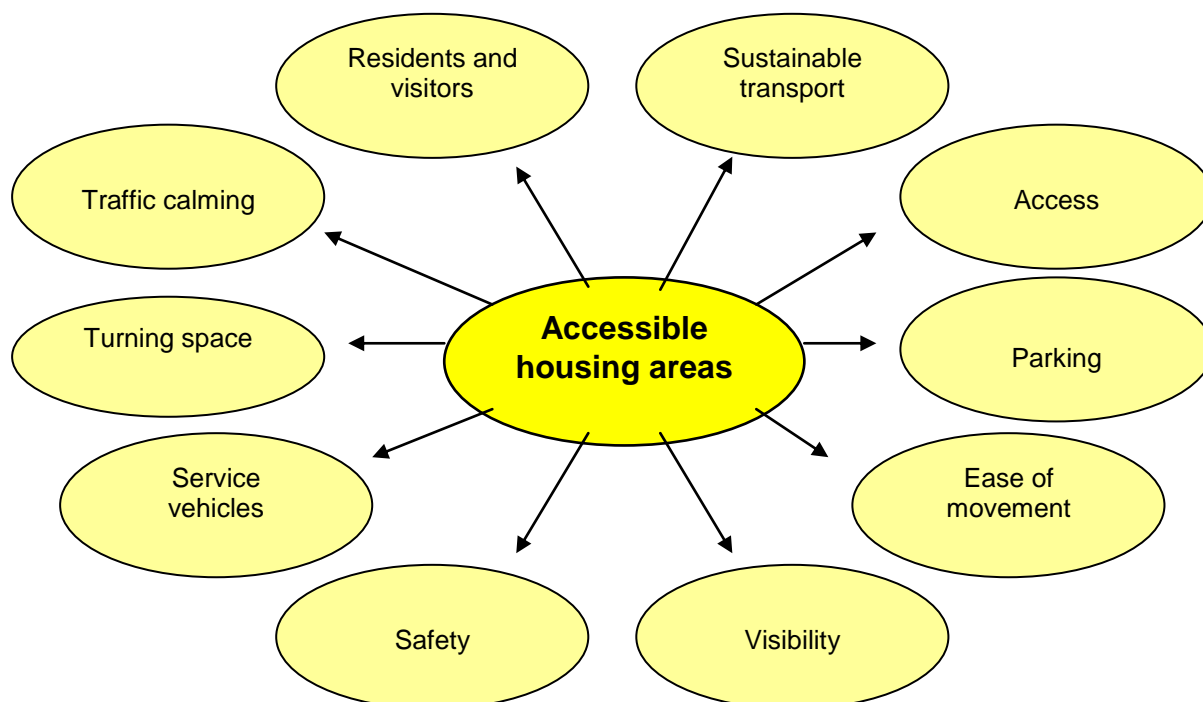
- Usually provide for two spaces per dwelling, this can only be reduced in areas that are served by sustainable transport or where car ownership is anticipated to be low.
- Increased car parking should be provided on larger dwellings i.e. 5 bedroom plus.
- Parking bays should be in close proximity to dwellings and in most circumstances parking should be in curtilage.
- An in curtilage space should measure 6m long but in constrained circumstances this may be reduced to 5m.
- An in curtilage space should measure 3m wide but in constrained circumstances this may be reduced to 2.4m.
- For garages to be considered as parking spaces they should be, as a minimum, 3 metres wide and 6 in length.
- Parking should be located to the side of dwellings to avoid visual intrusion and dominance.
- Communal parking should be in the form of small blocks with landscaping, feature paving or street furniture laid out in-between blocks or in some instances bays.
- A bay in a car park should be 2.4m x 4.8m with adequate space to manoeuvre in

and out.

- Permeable paving should be used where possible and/or a suds scheme to mitigate for any increase in surface water run-off.

C. CREATING ACCESSIBLE HOUSING AREAS

4.10 Residential developments should be built in accordance with the Tees Valley Residential and Industrial Estate Design Guide and Specification.³ As a starting point the key factors to consider are set out below.



4.11 Advice on the design and layout of parking can be viewed on page 10.

4.12 The Council recognises the need to use more sustainable modes of transport and reduce the number of car journeys. A reduced reliance on the car will free up the road network allowing commercial vehicles to flow more freely and improve the economy, it also helps residents live a healthier lifestyle, increasing wellbeing and life expectancy.

How to incorporate sustainable travel options

- Provide direct, safe and legible walking routes throughout the housing area.
- Provide pedestrian routes that interlink with the pedestrian routes in the surrounding area.
- Provide safe cycling routes for commuting and leisure; commuter routes are expected to be more direct, whereas leisure routes may be more winding.
- Link to public rights of way where possible.
- Make walking and cycling routes attractive.
- Conveniently locate walking, cycling and bus links.
- Provide designated cycle lanes, where appropriate, with designated cycle crossing points and signals.
- Provide cycle parking in public spaces.
- Provide opportunities for charging electric and hybrid vehicles.

4.13 Housing areas should benefit from easy and safe pedestrian, cycle and vehicular access. Access arrangements are a matter for the Council's highway engineers and advice should be adhered too. Housing areas should be safe to move around, for all residents, regardless of age or physical ability, areas that are not easy to move around

³ https://www.hartlepool.gov.uk/download/.../highway_design_guide_-_specification

can become dominated by vehicular movement and can for some residents have a negative impact upon confidence and lead to social isolation.

How to incorporate safe access and easy movement around the area

- Access points should be safe, convenient and easy to identify.
- The creation of a feature access can assist in access identification and help reduce harsh breaking on the main highway.
- Visibility splays should be of an appropriate standard and agreed by the Council's highway engineers.
- Create legible easy to follow direct routes.
- Differentiate between paths and roads.
- Consider low speed limits i.e. 20mph as they are safer for pedestrians and cyclists.
- Use street furniture and landscaping to assist in reducing speeds - railing, bollards and speed humps will be discouraged.
- Use well designed and placed obstacles, such as rocks or vegetation, to ensure that areas such as open spaces and pavements are kept vehicle free.

- 4.14 Residential areas are not only used by those who live there, service vehicles, emergency services and visitors will also frequent the area. All other users should be catered for to ensure that areas can be adequately serviced, residents can be kept safe and so others can enjoy the area to without impacting on anyone else's enjoyment.

How to cater for service vehicles and visitors

- Ensure roads are wide enough for service vehicles.
- Ensure that there is sufficient turning space and that the space does not become unusable due to inconsiderately parked cars.
- Ensure that designated visitor bays are provided.

D. CREATING AREAS THAT ARE LOCALLY DISTINCTIVE AND DWELLINGS THAT ARE AESTHETICALLY PLEASING.

- 4.15 Elements of Hartlepool's history, heritage and local distinctiveness, such as building design, materials and road layouts should be protected and enhanced wherever possible. Preserving the borough's history and culture can help give residents and visitors a sense of pride and place.
- 4.16 All applicants should consider and describe the positive aspects that exist within an area and in turn seek to reflect upon those aspects within the design and layout of new housing. It would be inappropriate to consider reflecting the negative or more generic aspects of an area as that does not assist in embedding the borough's history, heritage and local distinctiveness within design. For example if a proposal is put forward within one of the borough's villages then the homes proposed should look like homes that would be typically located within a village and not the same type of homes that may typically be seen in an urban housing estate. When building on the urban/rural fringe then reference should be drawn to the sites existing rural location and any new dwellings should be reflective of the rural setting and the local distinctiveness that exists within that area and the borough as a whole.
- 4.17 Advice relating to the boroughs history, heritage and local distinctiveness can be obtained online,⁴ within literature in the central library and from the Council's Heritage and Countryside Manger.

Assess the characteristics of the site and surroundings and local distinctiveness	<ul style="list-style-type: none"> • Topography of the site and surroundings. • Density of surrounding buildings. • Layout of surrounding buildings (building lines, set backs, rhythm and any surviving historic street and/or field patterns). • Layout of surrounding spaces. • Scale, height and massing of surrounding buildings. • Skyline and roof types of surrounding buildings. • Gaps and spaces between buildings. • Movement patterns, gateways and nodes. • Landmarks and key views. • Heritage assets. • Significant landscape features such as trees.
Assess surrounding architectural quality	<ul style="list-style-type: none"> • Types of windows, doors, doorframes, porches, canopies and boundary enclosures. • Approaches to detailing. • Building materials, finishes and colours. • Heritage assets.

⁴ via sites such as <https://www.hhtandn.org/>

- 4.18 Once an understanding of the site and surrounding area has been achieved and the positive aspects become clear then it is possible to begin designing a housing area.

Design stage: how to create local distinctiveness and architectural interest:

- Reflect good architectural design and the positive features of the surrounding area or wider borough.
- Reflect surrounding densities considering the amount of open space and spaces between dwellings, and have regard to the densities within the relevant housing policy.
- Follow existing street patterns, building lines and field boundaries
- Build to a similar scale, height and massing as surrounding buildings and respect the surrounding skyline, roof types, movement patterns, gateways and nodes.
- Use natural vegetation as boundaries.
- Allow for appropriate set backs to avoid visual dominance in the street scene.
- Complement landmark buildings and key views or create new landmark buildings and new appealing views.
- Maintain and/or improve significant landscape features such as trees.
- Consider using windows and wall to glazing ratios reflective of the area and use bay, bow or feature windows where design allows.
- Incorporate porches, canopies (similar to any within the surrounding area if appropriate) as they assist in signifying an entrance and create a buffer from the inside to the outside.
- Reflect surrounding boundary treatments providing they are high quality and allow for natural surveillance.
- Add appropriate detailing to dwellings for example with chimneys, a variety of heads and sills, soldier courses, feature brickwork, decorative joinery, shallow arches, render and/or timber cladding.
- Use materials, finishes and colours that are prominent on surrounding building.
- Retain and enhance heritage assets where possible.

Materials should:

- Be appropriate to their structural or functional role.
- Be locally sourced.
- Be of high quality and reflect exciting quality materials within the area.
- Be durable.
- Be easy to maintain.
- Age well in the environment.

Boundary enclosures

- 4.19 The types of boundary treatments available can vary, examples include metal railings, wooden panels, brick walls and vegetation or a combination such as brick walls topped with metal railings. To add to the overall visual amenity of a housing area the type of boundary enclosure chosen should be reflective of the area and sympathetic to each dwelling.

How to provide appropriate boundary enclosures

Front boundary enclosures

- Should usually be no more than one metre high to allow for social interaction and surveillance.
- Should be sympathetic and not dominate a street frontage.
- In the same brick (if brick is used) as the main building with the same pointing methods, to add interest a wall could be finished with brick-on-edge or with stone coping.
- Incorporate artistic impressionism and local artwork where appropriate.

Rear boundary enclosures

- Should usually be no more than two metres high.
- Be sensitive to their location i.e. where rear gardens abut a highway or area of open space a more detailed higher standard of design may be appropriate.

- 4.20 Open plan housing may be appropriate in some areas but consideration should be given to pedestrian flows especially on corner plots where corner cutting can be an issue and the possible conflict between public and private space.

Public art

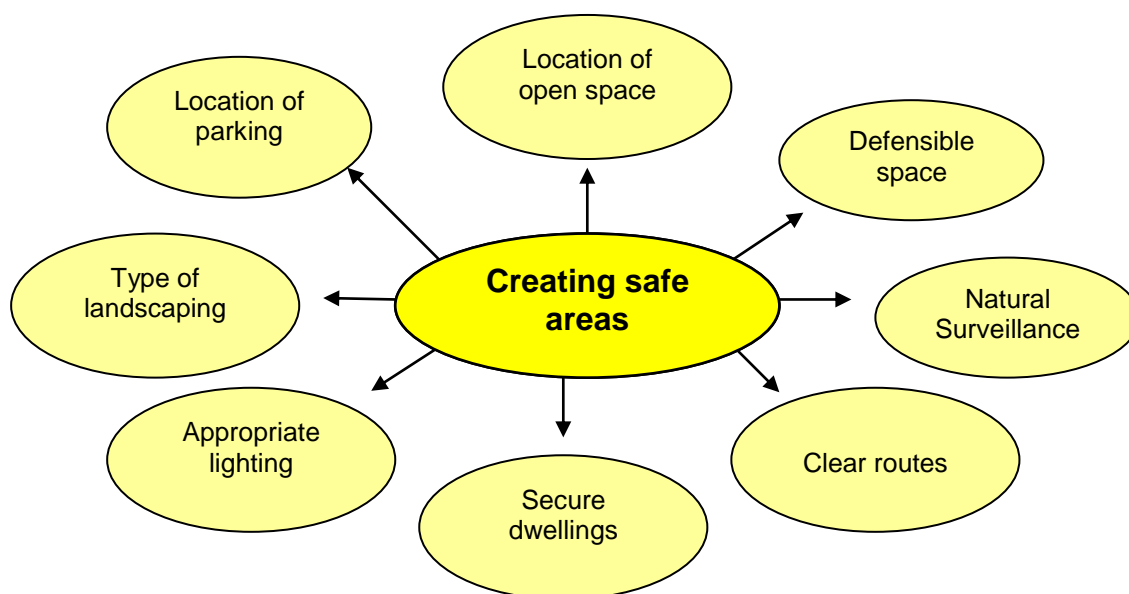
- 4.21 Public art can assist in giving a housing area an identity and in turn assist in creating a sense of place. Public art can be incorporated into development particularly if the development is in a prominent location such as sites overlooking the coast or along main transport routes. Public art can take many forms; it can either be part of a building or free standing and can include feature brick work on dwellings or to boundaries, mosaics, pictures, sculptures, street furniture, feature paving, railings and/or artistic impressionism within railings and signs/plaques.

How to incorporate public art

- Involve the community from the outset.
- Locate art work so it is visible to the public.
- Locate art work where people gather or frequently pass.
- Provide art work that is appropriate to the surrounding area and informed by local history and character.
- Provide art work that is reflective of the locality.
- Provide art work that is durable and easy to maintain.
- Provide art work that is visually pleasing and complementary.

E. CREATING SAFE HOUSING AREAS

- 4.22 The area we reside in should be and feel safe and reduce any possibilities for crime, anti social behaviour and the fear of crime. Areas that are safe can assist in creating community ownership, if residents enjoy the area in which they live they will seek to ensure that it remains a well maintained and pleasant area.
- 4.23 The Council expects developers to consider safety measures at design stage and where possible Secure by Design principles⁵ should be followed. Any safety measures should strike a balance between safety, structural soundness, convenience and appearance.



Natural surveillance

- 4.24 Crime is discouraged if those that intend to carry out crime can be seen. Natural surveillance is free and a significant deterrent, natural surveillance allows residents to observe their property and the surrounding area with ease when going about their day to day business.

How to build in natural surveillance

- Design for people on foot as they provide eyes on the ground.
- Car parking, garages, cycleways, footpaths, open space and play areas should be overlooked, preferably from habitable rooms; blank elevations facing onto public areas should be avoided.
- Pedestrian routes should be as direct and straight as possible to eliminate hiding places and allow views into and out of the site and ahead of walkers. Pedestrian routes, car parks and meeting areas should be well lit.
- Allow views into and out of the site, and ahead of walkers.
- Pedestrian routes, car parks and meeting areas should be well lit.
- Use landforms to avoid nuisance and create surveillance (play areas on the down-slope of houses are safely overlooked whilst houses retain their privacy).
- Planting and hard landscaping should not obscure natural surveillance.
- Increase surveillance of essential routes by encouraging increased usage – surface improvements, clear directional signs, good lighting etc.
- Windows and doors should face and open out into public areas and the street.
- Bay and corner windows can provide views in different directions.

⁵ The Council considers the principles of Secure by Design useful to assist in building homes that are suitable for future generations.

- Carefully consider the location of street lighting.
- Avoid locating footpaths along rear property boundaries.
- Avoid the need for subways and tunnels.
- Avoid recesses where people can not be supervised.
- Design solutions should not give a false impression of security where real danger exists – for example in isolated areas with no natural surveillance the design should direct people to safer areas. It is pointless lighting up dark recesses to reduce fear of people lurking in the shadows if there is no one around to offer help in the event of an attack.

Defensible space

- 4.25 Defensible space is space that belongs to a particular dwelling (or building) and that the residents have a sense of ownership over. Residents seek to protect their defensible space from misuse and therefore it is vital to make clear what is private and what is public. Members of a community are often aware of what space belongs to each dwelling and can become familiar with who may frequent such space, this can be advantageous as it can restrict any anonymity that potential criminals may hope to benefit from.

How to create defensible space

- Clearly distinguish between public and private spaces.
- Provide buffer zones with planting, fencing or railings between pedestrian routes, multi use areas, open space, active recreation, amenity space and ground floor windows.
- Boundary treatments can have a degree of visual permeability and create a distinctive, attractive environment.
- Communal gardens should be low-maintenance and should belong to a limited number of homes.
- Where dwellings are positioned in close proximity to highways and public areas a physical barrier should be provided to give privacy to ground floor windows and extra security for the residents.

Dwellings and their curtilage

- 4.26 Residents should feel safe when they are within their home and garden, good design of each dwelling and boundary treatment can assist in deterring crime and anti-social behaviour.

How to build in security of dwellings and their curtilage

- Render and timber cladding should not be used directly abutting public spaces as this can encourage graffiti.
- External pipes should be made flush or concealed to discourage climbing.
- Building entrances should front the street with windows overlooking public areas.
- Access to the building should be sited so that supervision can be given from within the building.
- Locks, bars and bolts, security lighting and intruder alarms should be fitted where appropriate.
- Perimeter access should be secure and should be lockable.
- Outbuildings and extensions should not obscure vulnerable points of the building and should not provide easy access to the roof or upper floors

Parking options

- 4.27 Parking provision is an integral element in most housing areas, it should be conveniently placed and safe both when residents and visitors are getting in and out of their vehicle and when cars are left unattended.

How to create safe parking options

- Accesses to parking areas from the highway should be designed so they appear private.
- Car parking should be visible from properties and should show that a parking space belongs to a particular house.
- Where parking areas are provided in courtyards care should be taken to ensure that these areas are well lit, and designed to discourage public access i.e. by the provision of access gates, natural surveillance and/or signage.

Public spaces and landscaping

- 4.28 Public spaces and landscaping are multi-functional and can provide a wide range of benefits, such benefits can be hindered if the space is not designed to be safe.

How to create safe public spaces and landscaping

- Locate spaces so they do not cause undue disturbance to any nearby residential properties.
- Formal spaces for different age groups should be located close together to improve supervision.
- Protect spaces from unauthorised vehicular access, by using bollards or planters.
- Consider locking parks and open space at night.
- Wall surfaces should not be easy to climb, consider anti-graffiti measures at ground level.
- Landscaping and planting should not create secluded places which could be used by groups of youths or provide hiding places.
- Landscaping should not provide access to the upper floors of buildings and thus create opportunities for crime.
- Landscaping should be easy to maintain and regard should be had to growth rates and maintenance implications.
- Landscaping should not obscure extensive parts of a main path of recreational areas.
- Create several openings in planted areas.
- Avoid overhanging trees or shrubs.

F. CREATING HEALTHY AND VISUALLY ATTRACTIVE HOUSING AREAS FOR ALL

- 4.29 To add to the overall character and quality of an area and to assist in improving physical and mental health residents should have access to open spaces and other green infrastructure (GI) within the vicinity of where they reside. In providing open spaces close to home and access to a green network, residents have the option to take more physical activity, take shade when open to the elements and benefit from the visual amenity qualities. Open space and green infrastructure as a whole is vastly multi functional with varying degrees of suitability for all ages and abilities.
- 4.30 When designing areas of open space and other green infrastructure consideration should be given to the safety principals in section 4 part E.

Trees

- 4.31 For further information relating to trees and development please view the Trees and Development SPD (June 2013) which is available on the Council's website.⁶

How to provide good quality open space

- Provide space that is a useable size and shape and designed for its intended purpose.
- Provide space that is located away from main roads that can cause noise pollution and pose a risk to safety.
- Ensure open spaces are easily accessible by foot and bicycle.
- Ensure open space has access for all, including those with reduced mobility or visual impairment.
- Integrate open space with other spaces to create a series of linked open spaces to assist in the creation of environmental corridors.
- Locate open space so that it does not create undue disturbance (i.e. noise & loss of privacy) to any nearby residents.
- Ensure open space is easy to maintain and is durable.
- Maintain existing trees, hedgerows and water features.
- Provide adequate seating (arm and back rests are preferable) and shelter at regular intervals to allow for rest, relaxation, sun shading and interaction.
- Provide waste disposal and recycling facilities in convenient locations and of an appropriate size.
- Incorporate a variety of paving including non skid surfaces, colours/contrasts and landscaping that are practical yet heighten the senses.
- Ensure open spaces do not suffer from excessive overshadowing from surrounding dwellings.
- Ensure open spaces are well and appropriately lit.

Formal play spaces

- 4.32 Formal play spaces are spaces that are specifically designed for play and include play equipment. Play space should be provided on site and cater for all age groups and abilities. Formal play can be incorporated in to open spaces as discussed on page 21. In instances where sites are too small to incorporate formal play spaces then an off site sum will be requested.

⁶https://www.hartlepool.gov.uk/downloads/file/191/trees_and_development_guidelines_spd.

How to design and incorporate formal play spaces

- Make it clear which age group the play space is suitable for.
- Make the space interesting, colourful, exiting and challenging so that children are stimulated and encouraged to manage risk.
- Include natural features such as grassy mounds, boulders, logs and planting to help create attractive play areas as well as allowing for creative play.
- Cater for all ages including teenagers' e.g. by providing skateboard parks, outdoor basketball hoops etc.
- Ensure the space is not isolated, disconnected and poorly maintained.
- Ensure the space does not serve as an alternative primary function such as a service corridor or a flood alleviation area.

Allotments

- 4.33 In the interests of creating sustainable communities and in particular ensuring that residents have access to fresh food for free/at a low production cost major developments should consider the provision of allotments either on site or off site through the provision of a commuted sum. Allotments are considered to be green infrastructure and therefore if a commuted sum is paid towards green infrastructure then such monies may be used to provide and/or improve allotments.⁷
- 4.34 Where allotments are provided on site they should be designed and built after considering the principles below.

How to provide good quality allotments

- Plots should be a minimum size of 253⁸ square metres.
- Locate allotments so that they can be accessible by foot.
- Locate allotments so that they benefit from natural surveillance.
- Provide appropriate security measures.
- Ensure adequate lighting is provided.
- Consider providing some car parking.

Cycle parking provision

- 4.35 To encourage residents to cycle around their area and to local facilities consideration should be given to the provision of cycle parking facilities within areas of open space, formal play space and other areas the community will frequent i.e. local shops.

How to provide appropriate cycle parking and storage

- Locate facilities so they are easy to find.
- Locate facilities so they are convenient and easy to use.
- Located facilities next to well used pedestrian routes and where they can be overlooked by adjacent properties.
- Bicycles should not have to be lifted into stands.
- Parking should be attractive and complement the surrounding areas and should not a cause trip hazard.
- Where visitors are expected to stay for a period of time the facility should be enclosed.

⁷ NB – if allotments are provided on site then the GI contribution may not be applicable, providing that sufficient amenity green space and green links are provided on site/in and around the site.

⁸ The size of an allotment is measured in poles or rods, the standard size of an allotment is 10 poles. One pole measures 25.29 square metres.

Street furniture

- 4.36 Street furniture should be used to enhance quality of life, either by lighting areas or providing seating for people to rest if desired. However, excessive street furniture can lead to a cluttered street scene and be visually intrusive therefore excessive use of street furniture should be avoided.

How to provide appropriate street furniture

- Conveniently locate furniture.
- Ensure furniture does not become an obstacle to movement and visibility.
- Look to reflect the borough's history and culture in the design of the furniture.
- Ensure furniture incorporates a well thought out colour scheme with appropriate durable materials.
- Ensure furniture is vandal proof.
- Ensure furniture is easy to maintain and clean.
- Ensure furniture is of a sufficient size/amount with regard to anticipated footfall and activity.

Biodiversity

- 4.37 Whenever we build we should protect and plan for the plants and animals that already live on the site. Opportunities to enhance and create new habitats and support biodiversity should be explored. Where a development results in the loss of biodiversity, provision should be made to compensate for its loss in the locality to ensure an overall biodiversity gain is achieved.
- 4.38 Through building in biodiversity, new development will contribute to a net biodiversity gain of the borough's green infrastructure network and its range of priority habitats by ensuring their protection, restoration, management and enhancement as well as creating appropriate access to local wildlife sites for the community.
- 4.39 It may be necessary to carry out an ecological survey of the site and surroundings to identify the flora and fauna that needs protecting and/or enhancing. For further advice on when an ecological survey may be necessary and other general advice please speak with the Council's ecologist.
- 4.40 For information regarding bat surveys please contact the Council's ecologist.

How to incorporate biodiversity

- Enhance and/or incorporate locally distinctive flora and fauna providing native wildflower mixes where possible.
- Enhance and/or incorporate street trees.
- Enhance and/or incorporate hedgerows.
- Enhance and/or incorporate water bodies such as ponds or SUDS features and streams.
- Enhance and/or incorporate grassland including unmown grass areas.

How to incorporate biodiversity into dwellings and their curtilage

- Creating integral habitats for nesting birds, bats and insects without compromising the performance or amenity of the building.
- Create habitats on roof spaces (i.e. via green roofs) where possible.
- Use walls to create habitat i.e. a green wall comprising of ivy, creepers or vertical planting.
- Use sedum matting.
- Create living walls to encourage birds and insects.
- Include climbing plants.
- Use swift bricks.
- Include garden trees.

- Provide bat boxes.
- Provide bird boxes.
- Provide routes for animals to move about (i.e small holes in fences for hedgehogs).

Suitable Alternative Natural Green Space (SANGS)

- 4.41 Some housing schemes may need to provide an area of SANGS. This is to mitigate for increased recreational pressures on habitats and disturbance of European protected birds, by new residents. The pressure and disturbance occurs on the coast, where Special Protection Areas (SPA) and Special Areas of Conservation (SAC) occur. The additional trips to the coast by new residents are proven to cause damage and erosion to habitats and to disturb protected birds. The purpose of a SANG is to reduce the number of recreation visits, such as the daily dog walk, to the coast.
- 4.42 The Council's ecologist can advise further on if a SANG is required, if one is required then the information bellows sets out how a SANG should be designed and integrated into the site.

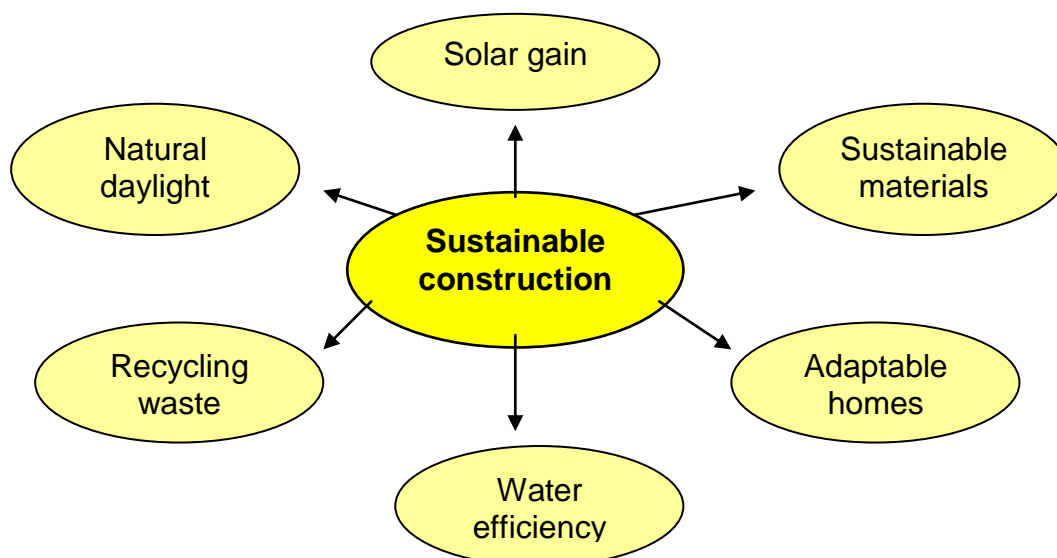
How to integrated a SANG into the site

- SANGS should total at least 2 Ha in size.
- SANGS should be a minimum of 50m away from an A road to reduce the intrusion of vehicular noise.
- SANGS should provide a choice of circular walks with at least one option for a 2.5km route.
- SANGS should be easily accessible from the housing area
- SANGS should be well signposted
- All routes within the SANG must be perceived to be safe by users.
- All routes within the SANG must be easy used and well maintained, including good drainage, but remaining un-metalled so as to avoid an urban feel.
- All routes within the SANG should not be artificially lit.
- The SANG must be perceived as semi-natural space with little intrusion of artificial structures, however, way markers and seats should be included where appropriate.
- SANGS should include plenty of open space provided for dogs to exercise freely and safely off the lead.
- SANGS must be free from unpleasant intrusions such as foul smells from sewage works.
- It is desirable for the SANG to be undulating and to have focal points such as a view point, piece of artwork or a monument.
- It is desirable to include natural features such as copses, ponds and meadows.

Car parking is not a requirement of a SANG

G. CREATING HOMES THAT ARE ENERGY EFFICIENCY AND CONSIDER THE CHANGING NEEDS OF RESIDENTS

- 4.43 All new residential developments should be built with energy efficiency as a key consideration. Energy efficient dwellings can lead to lower fuel bills for occupiers, which will assist in tackling fuel poverty and overall levels of deprivation within the borough. The design and construction stage is key to ensuring the dwellings are energy efficient, key elements to consider are set out and discussed within the following paragraphs.



Solar Gain

- 4.44 Solar gain refers to the increase in temperature in a space, object or structure that is a result of energy from the sun. Energy from the sun is free; therefore solar gain can reduce heating costs as well as having significant environmental benefits. The sun is lower in the sky in winter than in summer so design should capture the free heat in winter and manage the heat in summer. The orientation of the whole building plays an important part in ensuring such a 'passive' process works. The principles of solar gain use the design and positioning of buildings to maximise the amount of natural heat and light that is obtained. There should however be a balance with the need for energy efficiency and the provision of natural surveillance and other constraints on the site..

Key solar gain design principles

- The ideal house orientation is that the main long axis of the building i.e. the ridge line runs east-west.
- The main elevation should face within 30 degrees of due south (south easterly is preferable to south westerly as it maximises solar gain in the morning and is less likely to cause over heating).
- Living rooms should face the southern or western parts of the sky and kitchens towards the north east.
- Taller buildings should, where possible, be located to the north of the site so that they do not shade smaller buildings and restrict sunlight.
- Conservatories and/or sunrooms should ideally be located on the southern elevation.
- Conservatories and sunrooms can capture solar energy, the wall between the main building and the conservatory could be built as an external wall to help control heat flow.
- The largest part of the roof's surface should be south facing or at best SSE/SSW so that any solar panels on the roof have maximum access to the sun.
- Car parking and garages should be located to the north of dwellings to ensure that dwellings make maximum use of available sunlight from the south.
- The incorporation of either a solid, louvered and/or vegetation-supporting

overhang on the southern elevation could be used to provide shade in the summer and prevent overheating.

- Planting, involving the use of deciduous species, may provide shading during summer when in bloom and allow the benefits of solar gain during the winter months when vegetation cover is reduced.
- Glazing should be maximised on the south to maximise energy from the sun.
- Glazing should be minimised on the north elevation of a dwelling to contain heat.
- Dual aspect in terms of having multiple windows looking in more than one direction allows more light into the room and allows cross ventilation.
- Use advanced glazing systems such as argon filled low-emission double glazing or triple glazing to maintain internal room temperatures.
- Use neutral solar control glass to minimise solar heat gain in summer.
- Insulate the dwelling in the floor, wall and roof with no gaps in the insulation, also insulating hot water pipes and the jacket and consider using organic insulation to reduce the carbon footprint even further.
- Ensure that dwellings are air tight to minimise heat loss. (This can also assist in controlling noise levels).
- Use buildings indigenous trees and landscaping to provide protection from prevailing winds, which are predominately from the west within the UK, but there are some sea breezes from the east within Hartlepool.
- North facing gardens should be avoided.

Natural daylight

- 4.45 To ensure that minimum energy is required for lighting, the design of a dwelling should maximise the benefits from natural light.

Maximising natural daylight design principles

- Maximise glazing on southern elevations.
- Use principal windows and secondary windows to maximise natural light (secondary windows may have to be obscure or glazed to protect the privacy of neighbours).
- In narrow buildings the use of light shelves and diffusers can ensure a high light level is maintained throughout the building.
- Sun pipes together with mirrors and prismatic reflectors and/or internal atriums can be used to bring natural daylight into the area.
- Consideration should be given to locating windows away from busy routes to minimise noise and pollution to the development.

Sustainable materials

- 4.46 Most of the materials used for construction come from non-renewable sources which will eventually run out and in the process of making the materials carbon is often omitted. Reclaimed or recycled materials can be used as an alternative to those made from non renewable sources. Reclaimed or recycled materials already have embodied energy within them; the embodied energy comes from the process when the bricks were originally made. So if they are sent to landfill and new materials are used then in effect we waste material that has already had a carbon impact and by making new, create a further carbon impact. The use of materials with a high thermal mass is encouraged, such materials are able to store heat during periods of higher temperatures and release it when outside temperatures cool, such as during the night, and thus can assist in reducing the need for artificial heating. The materials with the most thermal mass include brick, stone and concrete.

Sustainable materials design principles

- Local stone and brick have proved more durable than many synthetic materials and have lower lifetime environmental costs.

- Locally sourced, reused materials have the lowest embodied energy.
- Reclaimed or recycled materials such as bricks, timber, glazing, roof tiles can be used for exterior building work.
- Reclaimed or recycled insulation made from recycled newspaper and/or crushed concrete can be used for insulation.
- Reclaimed or recycled bricks can be used for hardcore.
- Locally sourced materials ensure that transport distances are kept to a minimum thus reducing CO₂ output and fuel costs.

Thermal mass

- Heavyweight walls, floors and ceilings made with brick, stone block or concrete have a high thermal mass.
- Concrete has a high embodied energy, but this can be balanced by the energy savings that come from its high thermal mass.

Recycling waste

- 4.47 Traditionally within the UK we dispose of waste by burying or burning it. Burying waste takes up land that could be put to better use and emits methane, burning waste emits carbon dioxide and other harmful substances.
- 4.48 In line with policy MWP1 (waste audits) of the Tees Valley Minerals and Waste Development Plan Document (2010) developers of major⁹ schemes are required to submit a waste audit that identifies the amount and type of waste which is expected to be produced by the development, both during and after construction. The audit should set out how this waste will be minimised and where it will be managed in order to drive waste management up the waste hierarchy.

Waste facilities design considerations:

- During construction reusable materials should be segregated.
- Where materials are stored on-site they should be stored in a way that minimises losses to damage caused by rain and damp.
- Within the dwelling, or its curtilage, separate storage areas should be incorporated for recyclable waste, including paper, cans, glass, cardboard and plastics.
- Where possible developers are encouraged to provide space for composting facilities within the kitchen/utility and/or garden.
- Waste facilities should be located within 25 metres from their collection point. (Where it is not possible to meet this distance then appropriate collection facilities should be located on site).
- Storage facilities that are visible from the street scene should be carefully designed to ensure they have no adverse visual impact and must offer convenient access for users and collection vehicles.

Water efficiency measures and Sustainable urban Drainage Systems (SUDS)

- 4.49 Energy is required to treat water and to pump it round the network of pipes, our demand for water also impacts upon the amount of water that is available for the environment and in particular plants and animals.

⁹ Major housing development as defined in SI 2010 No. 2184, 2(1) the provision of dwelling-houses where —

(i) the number of dwelling-houses to be provided is 10 or more; or

(ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within paragraph (c)(i);

- 4.50 Installing systems to recycle waste water can reduce the amount of water used within a household and the water discharged into a public sewer or overland via surface water flooding. This could save consumers with water meters money on both their water supply and waste water bills along with reducing the likelihood of flooding events.

Water efficiency design considerations:

Greywater recycling (water that has already been used for washing which can be collected and used again).

- Suitable space should be provided within the curtilage for a water butt.

Rainwater harvesting (the collection of water directly from the surface it falls on i.e. a roof or hard standing area).

- Suitable space should be provided for storage tanks, they can be located in sheds, outhouses or garages.

Installing efficient appliances

- Low flush toilets, flow resistant taps, low flow shower heads and washing machines/dishwashers and reduce water consumption.

- 4.51 For advice and guidance in relation to sustainable urban drainage systems please speak with the Council's engineers.

Adaptable to changing needs of residents

- 4.52 Sustainable development should provide homes that can adapt to changing lifestyles. A dwelling that is designed with a flexible internal space can provide accommodation that will change with the needs of its inhabitants. For example some families may expand and thus require space within the roof for an extra bedroom or as residents' age they may struggle to manoeuvre around their home and possibly require ground floor washing facilities.
- 4.53 The Council does not expect all new homes to incorporate dementia friendly design elements, but the Council does expect developers to go some way to assist in addressing future adaptability issues and information relating to adaptability should be outlined in the sustainability statement. Advice on how to create an adaptable home is set out below.

How to create an adaptable homes

- There should be space to provide for an extension.
- Paths should be a minimum 0.9m wide.
- The approach to all entrances should be level or gently sloping, the threshold upstand should not exceed 15mm.
- A covered and lit main entrance should be provided.
- The living room should be at entrance level.
- The dwellings should accommodate or have the ability to accommodate a downstairs toilet.
- There should be an easy route for a hoist from bedroom to bathroom.
- Turning space for wheelchairs should be incorporated.
- There should be space for a through-the floor lift to be fitted at a later stage.
- The dwelling should accommodate or have the ability to accommodate wider doorways.
- Space for a ground floor bedroom should be identified.
- Landings should be 1.2m wide and clear of obstructions.
- Reinforced walls should be incorporated so that a stair lift can easily be incorporated in the future (stair lifts are cheaper to install in a straight staircase).
- Car parking space should be capable of being widened to 3.3 metres.

- The distance from the car parking space to the home should be kept to a minimum and should be level or gently sloping.

- 4.54 The Council is keen to ensure the quality of life for all residents is of a high standard. Age-related changes and impairments can make it more difficult to understand and navigate the built environment. Hartlepool has been awarded dementia friendly town status. Most people with dementia live within the community and not in designated care centres. The Council has a good understanding of how to improve the environment for those who have dementia and the Council is encouraging developers to assist. Developing an enabling environment for a person living with dementia can make a significant difference to independence, quality of life and wellbeing and in most cases if you design for those with dementia other residents and visitors benefit too.
- 4.55 The Council does not expect all new homes to incorporate dementia friendly design elements, but where some features are to be considered as part of an overall design concept i.e. front garden lighting, then consider making it dementia friendly lighting as there is likely to be no variation in the cost, just a little more thought gone into the location. Advice on how to incorporate dementia design principle is set out below.

How to incorporate dementia design principles

Clarity and simplicity are key design considerations when focusing on dementia design.

The dwelling and it's curtilage

- Ensure dwellings have access to the outdoors and fresh air.
- Ensure homes have suitably placed glazing so residents benefit from good views to the outdoors and a good level of lighting (those with dementia require higher levels of light to make sense of their environment and to help regulate their body clocks, consider doubling standard light provision).
- Easily opening doors and minimal door thresholds make it easier for people to get outside.
- Consider providing porches as they provide shelter, are traditional features on many homes and allow older eyes to adjust.
- Consider placing handrails along garden paths.
- Consider lighting under handrails to highlight paths and improve safety
- Consider using security lights to provide widespread light after dark in the garden.

The housing area

- Areas of open space should be welcoming and safe, exposure to the sun (vitamin D) can assist with musculoskeletal problems.
- Well defined paths help people to find their way around, free flowing looped designs are best.
- Paths should be of a consistent tone.
- Using edging materials for paths which contrast with the surrounding area makes paths easier for people to identify and follow.
- Using contrast on external stairs and steps helps to highlight the change from a flat surface to steps.
- Ensure outdoor space has appropriate lighting to ensure people can find their way around and use is encouraged.
- Ensure paths are well maintained to avoid trip hazards and to encourage use.
- Place any signs at 1.2 metres high (weak neck and shoulder muscles can mean high signs are a challenge).
- Areas for seating, with arm and back rests, are useful for rest and to take in the environment. (Place some seating in quieter areas, possibly near planting, seating in busy areas can increase stress levels and reduce enjoyment).

- Consider using hand rails on steps, those with dementia can often struggle to see steps from above, a handrail can indicate steps are present.

Planting

- Large sections of small plants of the same colour may be easier for people to see than large plants of a single colour.
- Avoid poisonous plants and those likely to cause skin irritation as people often like to feel the plants to enjoy them more.
- Plants that make interesting sounds, e.g. bamboos and grasses that rustle, or seed pods that pop, and/or those that have pleasant or interesting smells and textures provide people with additional sensory stimulation.
- Ensure trees/vegetation do not block light from windows.

Contrast and colour

- Contrast is more important than colour, contrast makes things visible and stand out.
- Avoid contrast changes where different flooring surfaces meet – changes in contrast can be misinterpreted as steps or holes.
- Warm colours (such as oranges, reds and yellows) may be easier for people to pick out than cooler colours (such as blues).

END

REGENERATION SERVICES COMMITTEE

18th June 2018



Report of: Assistant Director (Economic Growth and Regeneration)

Subject: ROUTES TO WORK PROJECT

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision No. RN10/17 Test (i) & (ii) applies.

2. PURPOSE OF REPORT

2.1 The report had been intended for submission to Committee in October 2017, however, due to delays in receiving a contract from Department for Work & Pensions there was a departure from the Forward Plan. Regeneration Services Committee were informed of the delay.

2.2 To seek approval from Regeneration Service Committee Members to fully implement Routes to Work project.

3. BACKGROUND

3.1 Tees Valley Routes to Work is a pilot project funded via Department for Work & Pensions (DWP) 'Hardest to Help' national pilots. The funding was secured through the intervention of Hartlepool Borough Council and the total contract value will be £7.5m (With DWP funding £6m and £1.5m match from Tees Valley Combined Authority (TVCA)).

3.2 TVCA will be the Accountable Body and managing agent for the funding and TVCA has already established a Strategic Group with representation from all 5 Local Authorities (LAs) in attendance.

4. OVERVIEW OF THE PROJECT

4.1 This Tees Valley wide pilot initiative will support unemployed and economically inactive adults aged 30 and over who face the greatest difficulties in accessing employment. This includes people who have been out of work for a long period of time, those who have multiple barriers to

employment due to physical and mental health challenges and those who have had a claim for Employment Support Allowance rejected.

- 4.2 The initiative will support up to 2,500 people over the three-year lifetime of the pilot, move 15% into employment and help the other participants to make significant progress towards securing work. As a pilot, the Combined Authority will have an independent evaluation carried out to understand what services are most successful in supporting adults, and use this evidence base to make a case for future local investment.
- 4.3 For the project, the 5 Tees Valley LAs will deliver and/or commission organisations such as Voluntary and Community Sector groups to deliver directly.
- 4.4 The official date of commencement was 1st October 2017 to March 2020 and some low level activity has begun for eligible participants.
- 4.5 Each Local Authority has been allocated an indicative number of learners to work with and Hartlepool's target is to support 398 participants.

5. PROPOSED HARTLEPOOL DELIVERY MODEL

- 5.1 In August 2017, each Local Authority was invited by TVCA to submit a localised delivery model. The proposed Hartlepool delivery model was developed with the Chief Executive and submitted in August 2017 to TVCA. This model is based on innovative ideas relating to a graduated three Steps into Employment programme.
- 5.2 As part of the delivery model, Employability Key Workers from Hartlepool Working Solutions will be embedded within multi-disciplinary and multi agency teams at a universal level through Hartlepool's Community Hubs and at a targeted level as part of locality based teams around vulnerable families and households. The Key Workers will also be deployed to work within the community to engage with hard to reach priority groups and to broker bespoke support from specialist voluntary organisations and partner agencies e.g. housing and mental health services. The Employability Key Workers will strengthen capacity in co-ordinating efforts to remove barriers to work for those adults with complex and multi-disadvantage within the labour market.
- 5.3 It has been proposed and approved by DWP that the Routes to Work Hartlepool delivery model will include:
 - Highly skilled and dedicated employability staff to enhance the core offer to unemployed adults, learners, the community and businesses.
 - Employment Engagement Advisers to engage with, incentivise and support employers to offer bespoke opportunities to customers including sector based routeway programmes.

- Engagement with hard to help customers consisting of priority groups such as people with learning disabilities, mental health problems, long term limiting illnesses, unemployed adults aged 50 plus, lone parents and the long term unemployed. Referrals would be sourced directly from Community Hubs, multi-disciplinary teams, locality teams and other key stakeholders such as, Jobcentre Plus and grass-roots community-based organisations, particularly those based within marginalised communities and unemployment hotspots.
- All customers registered onto Routes to Work will receive a named specialist Key Worker based on an individual's need, a comprehensive Careers Education Information Advice and Guidance (CEIAG) interview, Functional Skills Initial Assessment and Diagnostic Skills Assessment and a wider multi agency assessment of specific barriers to work. As part of the innovation of this programme, a new diagnostic tool will be designed, enabling a holistic assessment to be produced within a 'One Plan Approach' which will remove barriers to work and improve the health and wellbeing of the customer.
- The delivery model will be based on a graduated three Key Steps to Employment Programme and customers will be able to access the pathway at any step, according to their experience, current qualifications and identified needs.
- **First Step Programme** will provide a six week course that will support individuals who are furthest from the labour market. Within this six week programme there will be a range of activities offered such as ongoing IAG, generic and specialist workshops around themes such as preparing for an interview, effective job searching, CV and application writing and confidence building courses and resilience training. Where applicable incentives will be provided to customers to pay for expenses.
- **Second Step Programme** will offer bespoke accredited training based on the needs of the customer and employer, i.e. HGV Licence, Forklift Licence, Asbestos Awareness and Health and Social Care Qualifications.
- **Third Step Programme** will provide specific employer routeways with guaranteed interviews and sheltered work experience which will be developed in consultation with employers and bespoke self-employment programmes that will be linked to live job vacancies and apprenticeships.
- The Employment Key Worker will have low numbers of customers on their caseload, based on the challenges and barriers to employment that some individuals face and who require intensive support.
- The Key Worker will contact the customer at least once per week to help the individual meet the requirements of the action plan. However, contact will also need to be proportionate based on the customers need.

- The Employment Key Worker will be responsible for developing the First Steps Programmes, facilitating and organising bespoke training whilst simultaneously addressing the barriers specific to the individual and where applicable refer them to specialist provision such as Talking Therapies.
- Key Workers will be deployed to work within the Borough's multi-agency teams and Community Hubs which already have specialist services such as Benefits and Housing Advice.
- There will be a dedicated Employer Engagement Team (EET) working alongside the Key Workers who will be responsible for establishing strong working relationships with employers and JCP to instigate a programme of sector based routeways with guaranteed interviews, work trials, work experience, voluntary work and to source potential vacancies.

6. DELIVERING INDIVIDUAL FEATURES OF THE DWP SPECIFICATION

6.1 As part of the original application, it was proposed and agreed by DWP that the three Steps to Employment Programme and overall project will be delivered by:

- The development and implementation of dedicated Routes to Work team utilising existing Council staff and where necessary seconding staff from specialist teams.
- The team will incorporate Full-time equivalent posts for 1 X Project Co-ordinator, 3 X Key Workers, 2 X Employer Engagement Officers and 1 X Finance and Admin Officer.
- All elements of the individual features carried out by this team will be linked and incorporated into existing multi-agency teams and partners such as Children's Centre's to prevent duplication and to also ensure that an holistic offer can be provided to the customer, thus overcoming all barriers to work.
- Key workers employed to provide 1:1 mentoring, intensive CEIAG, Advocacy/Brokerage and In Work Support for the individual and employer for at least one year after they enter into work, with direct links to Adult Education's Pastoral Support Service.
- Customers having access to flexible funding to pay for items such as specialist training or services that remove barriers to employment.
- Provide incentives for employers including permitted earnings for those who are the most disadvantaged within the labour market.

- The enhancement and expansion of existing Job Clubs, bespoke personal, social and employability programmes developed by Adult Education, further employer routeways created, greater access to Volunteer Hartlepool and Functional Skills and ESOL programmes delivered.

7. PROGRESS TO DATE

- 7.1 TVCA established Routes to Work Steering Group with representation from the 5 LAs, DWP, Jobcentre Plus and Catalyst who are representing the Voluntary and Community Sector. This group is responsible for the strategic implementation of the pilot. Alongside this, there is an operational Routes to Work group chaired by TVCA and attended by operational leads from each of the five LAs.
- 7.2 Each of the 5 LAs have been working closely with the TVCA Routes to Work lead to develop their individual Delivery Model and financial plan. This information has then been submitted to DWP to review.
- 7.3 On 17th April 2018, TVCA forwarded the Funding Agreement for Routes to Work Hartlepool. This document has now been to legal and finance and will be signed and returned to TVCA.
- 7.4 The funding agreement outlines the proportion split of outputs and finance for Hartlepool. The majority of spend will relate to staffing costs, flexible funding and there will be ring-fenced funding to enable TVCA in consultation with each LA to procure community based partners to deliver specialist provision.
- 7.5 In Hartlepool, the pilot has already been strengthened by the introduction of an Interdepartmental Steering Group, chaired by Assistant Director (Economic Growth & Regeneration) and consisting of specialist leads from across the Authority to ensure that the correct referrals are made, appropriate action taken and relevant information shared. This will guarantee that the pilot delivers the multi-agency approach required to meet the needs of some of the most disadvantaged groups within the labour market.

8. RISK IMPLICATIONS

- 8.1 The main risk relates to failure to deliver on the targets set by DWP. However, to ensure that the full contracted targets of supporting 2,500 eligible participants and moving 15% into employment, Routes to Work Steering Group members will work closely to arrest any under-performance at the earliest opportunity.
- 8.2 One of the key challenges set by DWP is that an eligible participant can only be claimed as a job outcome when they have been in employment for a

minimum of 16 hours work and off replacement benefit (other than Universal Credit) for a continuous 13 week period. This target will need to be closely monitored against actual delivery as in March 2019, DWP will undertake a review of the project and make a decision based on performance on whether TVCA will be approved an extension for the final year.

9. FINANCIAL CONSIDERATIONS

- 9.1 The Council have been notified that they have been allocated £978,297 of funding. Funding will be paid quarterly in arrears relating to eligible expenditure. Finance has been fully consulted on claim procedure.

10. LEGAL CONSIDERATIONS

- 10.1 Legal has been fully consulted and there have been no concerns raised.

11. CONSULTATION

- 11.1 As TVCA are the accountable body for this project, significant consultation has been undertaken across the Tees Valley with key stakeholders such as Further Education providers, voluntary and community sector representatives and LAs.
- 11.2 Learning & Skills Manager has also met with Trade Union to keep them informed of the project and how staff within Hartlepool Working Solutions will be involved in Routes to Work.

12. EQUALITY AND DIVERSITY CONSIDERATIONS

- 12.1 This project will have a positive impact on equality and diversity matters as it provides targeted interventions for long term unemployed and economically inactive adults who are often categorised as being furthest away from the labour market. See **Appendix 1** for the completed Equality and Diversity Impact Assessment.

13. CHILD AND FAMILY POVERTY

- 13.1 This project will positively contribute to reducing child and family poverty as it is focused on supporting long term unemployed and economically adults to move into employment. See **Appendix 2** for the completed Poverty Impact Assessment.

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

- 14.1 This project will positively contribute to Section 17 as it will support those unemployed and economically inactive adults who are identified as high risk of offending to move closer into employment.

15. STAFF CONSIDERATIONS

- 15.1 As stated in paragraph 6.1, there will be a total of 7 staff employed to deliver on this project with a mixture of staff being appointed internally into these roles and where necessary jobs being advertised internally and externally.
- 15.2 The bandings of the 7 roles are aligned to previous initiatives as shown below and subject to Job Evaluation:
- Project Co-ordinator (Band 12)
 - Key Workers (Band 8)
 - Employer Engagement Officers (Band 10 and Band 8)
 - Finance and Admin Officer (Band 8).
- 15.3 The employment of staff will be incrementally increased as the pilot develops and expands which is in line with the overall profile of project. To date, two staff working within Hartlepool Working Solutions have been seconded into Key Worker's roles to enable engagement with eligible participants.

16. ASSET MANAGEMENT CONSIDERATIONS

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

17. RECOMMENDATIONS

- 17.1 For Members to give approval for the Council to fully implement Routes to Work project and deliver on supporting 398 eligible participants.

18. REASONS FOR RECOMMENDATIONS

- 18.1 This pilot is an exceptional opportunity to undertake comprehensive work with eligible participants and help those adults who are furthest away from the labour market to enter into employment or move closer to work.

19. BACKGROUND PAPERS

- 19.1 There are no background papers relating to this report.

20. CONTACT OFFICER

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APPENDIX 1

EQUALITY AND DIVERSITY IMPACT ASSESSMENT

Department	Division	Section	Owner/Officer
Regeneration & Neighbourhoods	Regeneration	Adult Education	Patrick Wilson
Service, policy, practice being reviewed/changed or planned	Routes to Work		
Why are you making the change?	To deliver the Routes to Work employability project that will support long term unemployed and economically inactive adults aged 30 years and over to progress into work or move closer to employment.		
How might this impact (positively/negatively) on people who share protected characteristics?			
		Please tick	
		POSITIVELY	NEGATIVELY
Age		X	
This project will support adults aged 30 years and over who are long term unemployed and economically inactive to progress into work or move closer to employment.			
Disability		X	
This project will actively engage with adults who have long term disabilities that have prevented them from sustaining in employment.			
Gender Re-assignment			
Please describe...			
Race			
Please describe...			
Religion			
Please describe...			
Gender			
Please describe...			
Sexual Orientation			
Please describe...			
Marriage & Civil Partnership			
Please describe...			
Pregnancy & Maternity			
Please describe...			
Has there been consultation /is consultation planned with people who will be affected by this policy? How has this affected your decision making?	Alongside consultation already undertaken, as part of the project, there will be an independent evaluation which will include consultation with eligible participants who will be able to inform about the future direction of the project.		
As a result of your decision how can you mitigate negative/maximise positive outcomes and foster good relationships?	This project is multi-faceted and will involve a wide range of service providers from a range of specialisms. To maximise positive outcomes the service has already set up an Interdepartmental group.		

EQUALITY AND DIVERSITY IMPACT ASSESSMENT

Describe how you will address and monitor the impact		1. No Impact - No Major Change <i>Please Detail</i>	
		2. Adjust/Change Policy <i>Please Detail</i>	
		3. Adverse Impact but Continue as is <i>Please Detail</i>	
		4. Stop/Remove Policy/Proposal <i>Please Detail</i>	
Initial Assessment	24/1/2018	Reviewed	00/00/00
Completed	24/1/2018	Published	00/00/00

POVERTY IMPACT ASSESSMENT

1. Is this decision a Budget & Policy Framework or Key Decision? YES / NO If YES please answer question 2 below				
2. Will there be an impact of the decision requested in respect of Child and Family Poverty? YES / NO If YES please complete the matrix below				
GROUP	POSITIVE IMPACT	NEGATIVE IMPACT	NO IMPACT	REASON & EVIDENCE
Young working people aged 18 - 21			X	The project is aimed at adults aged 30 years and over. There is already a Youth Employment Initiative being delivered that support 16-29 year olds.
Those who are disabled or suffer from illness / mental illness	X			The Routes to Work project is aimed at supporting adults with multiple barriers to employment, such as health problems, lack of skills, low educational attainment and those with debt, housing and/or drug issues problems to receive individualised support to find work.
Those with low educational attainment	X			As above
Those who are unemployed	X			As above
Those who are underemployed	X			As above
Children born into families in poverty			X	N/A
Those who find difficulty in managing their finances	X			The Routes to Work project is aimed at supporting adults with multiple barriers to employment, such as health problems, lack of skills, low educational attainment and those with debt, housing and/or drug issues problems to receive individualised support to find work.
Lone parents	X			The project will effectively target and engage priority groups such as lone parents and those from minority ethnic backgrounds.

POVERTY IMPACT ASSESSMENT

Those from minority ethnic backgrounds	X			The project will effectively target and engage priority groups such as lone parents and those from minority ethnic backgrounds.
Poverty is measured in different ways. Will the policy / decision have an impact on child and family poverty and in what way?				
Poverty Measure (examples of poverty measures appended overleaf)	POSITIVE IMPACT	NEGATIVE IMPACT	NO IMPACT	REASON & EVIDENCE
Overall reduction in unemployment rate (%)	X			This project is aimed at supporting adults into employment so it will have a positive impact on the unemployment and employment rate.
Overall employment rate (%)	X			This project is aimed at supporting adults into employment so it will have a positive impact on the unemployment and employment rate.
Overall impact of Policy / Decision				
NO IMPACT / NO CHANGE	X	ADJUST / CHANGE POLICY / SERVICE		
ADVERSE IMPACT BUT CONTINUE		STOP / REMOVE POLICY / SERVICE		
Examples of Indicators that impact of Child and Family Poverty.				
Economic				
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				
Education				
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)				
Housing				
Average time taken to process Housing Benefit / Council tax benefit claims				

POVERTY IMPACT ASSESSMENT

Number of affordable homes built
Health
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

REGENERATION SERVICES COMMITTEE

18th June 2018



Report of: Assistant Director (Economic Growth and Regeneration)

Subject: HOUSING REVENUE ACCOUNT VOIDS

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision, Test ii applies. Forward Plan Reference No. RN06/18

2. PURPOSE OF REPORT

2.1 To update Members on the latest position for voids and to propose a scheme which seeks to reduce the level of voids for former empty properties in low demand areas by supplementing rents using Discretionary Housing Payments (DHP) funded by a contribution from the Housing Revenue Account (HRA).

3. BACKGROUND

3.1 The HRA Business Plan and Asset Management Plan reported to the Finance & Policy Committee on 30th October 2017 highlighted the problem of void properties and adverse financial impact on the HRA. At the time of preparing that report, the level of voids for former empty properties was 12%. The report also included a sensitivity analysis with voids increasing up to 20%. The report highlighted the need for remedial action to ensure the future financial sustainability of the HRA.

3.2 The current level of voids is 31. This includes 22 former empty properties, 5 recently renovated 'first let' homes and 4 new build properties, 3 of which are recently acquired and ready to let. This equates to an annual void level of 12.1%, which is a 5% increase compared to the position previously reported in the HRA Business Plan. The former empty property void rate equates to 16.1%. This is mainly owing to the addition of recently renovated houses, which have not yet been let and more difficult to let properties acquired through Empty Property Purchasing Scheme Phase 1.

- 3.3 The Business Plan highlighted the risk of voids and included a forecast of £80,000 for lost rent and £30,000 of council tax paid due to voids in the current year. The position was expected to improve over the medium term in response to improved staffing levels and more intensive housing management. A 'Voids Monitoring' officer group was set up to closely monitor the status of individual void properties and identify measures to reduce the overall level of voids. Officers have highlighted that the main barrier to letting long term voids is the under-occupation benefit reduction, known as the 'bedroom tax' which results in tenants needing to find 14% of the rent where the number of bedrooms exceed the amount eligible for housing benefit. This mostly applies to 2 bedroom properties and to a lesser degree 3 bedroom properties. This is confirmed by the current waiting list and choice based letting system.

4. PROPOSALS

- 4.1 The current housing stock consists of 256 houses, of which 141 are former empty properties. Most of these are 2 bedroom with some 3 bedroom houses. An assessment of the risk level attributed to each property has identified that 27 are 'high' risk and 37 'medium' risk of becoming a future void due to being in areas of low demand.
- 4.2 Officers have identified an opportunity to bridge the gap between low demand for former empty properties which are difficult to let and the high demand for housing appropriate for couples without children and single persons, within the rules required by the HRA and housing benefits framework. This involves supplementing rents using the Discretionary Housing Payments (DHP) scheme for new tenants of former empty homes in low demand areas.
- 4.3 The DHP scheme makes payments to eligible tenants to help with housing costs. It is funded by grant from the Government. The proposal is to extend the existing scheme by funding additional payments from the HRA. These will be funded from the rent income secured and council tax saved. This will therefore help future tenants afford the rents of void properties where the 'bedroom tax' applies. The existing DHP scheme will not be affected and that the additional funds will complement and operate alongside the Government provided DHP scheme.
- 4.4 The scheme will need to be incorporated within the existing DHP framework operated by the Council and the HRA funding ring fenced for payments to new tenants in properties assessed as high or medium 'void' risk. Other details of the scheme will include:
- Payments made to tenants should be subject to regular review to ensure tenants are paying their rent and are keeping houses in good order.

- New tenancies let on the basis of this payment being made should be for a 2 years fixed term tenancy following the successful completion of an introductory tenancy.

4.5 The Council is required to apply for permission to use the DHP scheme for HRA tenants from Government each year and has already received approval for the current year. Continuation of the scheme will be dependent on the Government continuing with the DHP scheme or equivalent alternative in order to provide a statutory basis for payments to be made.

5. FINANCIAL CONSIDERATIONS

5.1 The current impact of the cost of Voids on the HRA Business Plan is shown in the table below.

Table 1: Current Impact of Voids on Business Plan

	Business Plan Budget £	Forecast Outturn £	Cost of Voids £
HRA Rent Income	(1,080,000)	(998,000)	82,000
Council Tax on Voids	6,000	30,000	24,000

5.2 The proposed scheme will result in an additional cost which is offset by the avoided lost rent and council tax saved. The cost in relation to each new tenant will be an average of £553 a year, based on 'bedroom tax' of 14% of rent. This payment will help to secure £3,952 in rent and save up to £1,222 in council tax for each tenancy thereby having a positive net revenue impact on the HRA.

5.3 The impact of the scheme on HRA Business Plan rent income and council tax avoided for the current level of high risk voids is shown in the table below:

Table 2: Example of Impact of DHP Payments on Business Plan

	No of Houses	Cost of Subsidy £	Rent Secured £	Council Tax Saving £
Current level of High/Medium Risk Voids	20	11,000	78,000	24,000

5.4 It is recommended that the scheme is limited to the 64 properties assessed as 'High' or 'Medium' risk. This would limit the total value of payments made to £35,000, funded from the rent income protected and council tax saved. It

is also recommended that this scheme only be used where properties have failed to be let following advertising on Compass Choice Based Lettings System.

6. RISK IMPLICATIONS

- 6.1 There is a risk that intensive action will not be sufficient to reduce the current high level of voids in areas of low demand. The cost of not taking action may be greater than the cost of making targeted discretionary housing payments to new tenants of high or medium risk properties.
- 6.2 The risk of adopting the proposal is that the Government changes the DHP regulations so that the payments have to be discontinued, resulting in tenants not being able to afford their rent. To mitigate this risk, the Council can require that tenants relying on the DHPs to pay their rent are given a two years fixed term tenancy following the successful completion of an introductory tenancy.
- 6.3 There is a risk that the scheme does not reduce the overall level of voids and increases costs for the HRA. It is therefore proposed that the scheme is subject to close monitoring, including an evaluation of the impact on void levels and the financial position of the HRA after the first year.
- 6.4 This proposal is one of a number of projects which are underway through the Voids Monitoring working group which aim to reduce void rates and re-let times in the Councils lower-demand stock.

7. LEGAL CONSIDERATIONS

- 7.1 The DHP regulations provide the statutory basis for the proposal.

8. CONSULTATION

- 8.1 No implications.

9. CHILD AND FAMILY POVERTY

- 9.1 See **Appendix 1**.

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 Bringing properties back into use improves the local environment and addresses community concerns and can reduce anti-social behavior.

12. STAFF CONSIDERATIONS

- 12.1 There are no staff considerations relating to this report

13. ASSET MANAGEMENT CONSIDERATIONS

- 13.1 The proposal is intended to reduce the level of void properties in the HRA.

14. RECOMMENDATIONS

- 14.1 It is recommended that the Council adopts the proposal for the HRA to contribute towards DHP payments for relets of houses assessed as high or medium risk when required in order to secure rent income and avoid council tax.

15. REASONS FOR RECOMMENDATIONS

- 15.1 The scheme will have a positive impact on the HRA as a result of reducing tenant turnover and the number of voids. The scheme will help to meet the shortage of demand for two bedroom properties.

16. BACKGROUND PAPERS

- 16.1 HRA Business & Asset Management Plan, Finance & Policy, 30th October, 2017

17. CONTACT OFFICER

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POVERTY IMPACT ASSESSMENT

1. Is this decision a Budget & Policy Framework or Key Decision? YES If YES please answer question 2 below				
2. Will there be an impact of the decision requested in respect of Child and Family Poverty? YES If YES please complete the matrix below				
GROUP	POSITIVE IMPACT	NEGATIVE IMPACT	NO IMPACT	REASON & EVIDENCE
Young working people aged 18 - 21	Yes			The fund will allow single people to access some two bedroom properties as it will pay the under occupation penalty (Bedroom Tax)
Those who are disabled or suffer from illness / mental illness			Yes	
Those with low educational attainment			Yes	
Those who are unemployed	Yes			The fund will allow single people to access some two bedroom properties as it will pay the under occupation penalty (Bedroom Tax)
Those who are underemployed			Yes	
Children born into families in poverty			Yes	
Those who find difficulty in managing their finances	Yes			The fund will allow single people to access some two bedroom properties as it will pay the under occupation penalty (Bedroom Tax)
Lone parents			Yes	
Those from minority ethnic backgrounds			Yes	
Poverty is measured in different ways. Will the policy / decision have an impact on child and family poverty and in what way?				
Poverty Measure (examples of poverty measures appended overleaf)	POSITIVE IMPACT	NEGATIVE IMPACT	NO IMPACT	REASON & EVIDENCE
Access to good quality affordable accommodation	Yes			The proposal will increase access to good quality two bedroom accommodation by funding individual tenants under

POVERTY IMPACT ASSESSMENT

				occupation penalty on low demand Council properties. These properties are low demand based on their current affordability.
Overall impact of Policy / Decision				
NO IMPACT / NO CHANGE			ADJUST / CHANGE POLICY / SERVICE	
ADVERSE IMPACT BUT CONTINUE			STOP / REMOVE POLICY / SERVICE	
Examples of Indicators that impact of Child and Family Poverty.				
Economic				
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				
Education				
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)				
Housing				
Average time taken to process Housing Benefit / Council tax benefit claims				
Number of affordable homes built				
Health				
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				

REGENERATION SERVICES COMMITTEE

18th June 2018



Report of: Assistant Director (Economic Growth and Regeneration)

Subject: THE ADDITION OF NAMES TO WAR MEMORIALS

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non Key Decision.

2. PURPOSE OF REPORT

- 2.1 In inform Members of the results of Cultural Services search for the names of individuals currently not commemorated on the Borough's War Memorials.
- 2.2 To recommend the addition of five names to the existing plaques on the memorial pillars at Victory Square.

3. BACKGROUND

- 3.1 Following the formal decision in August 2015 into the question of adding names to the Borough war memorials (agenda item 6.3, minute number 45), Cultural Services initiated a comprehensive public search for cases where a person's name had been historically omitted on either of the two Hartlepool War Memorials.
- 3.2 The intention being to rediscover missing names in order that these individuals could be considered by Members for physical inclusion on a memorial by the 11th November 2018, the 100th Anniversary of the Armistice.
- 3.3 During 2016 and 2017 officers responded to more than a hundred enquiries from members of the public about their relative's military service history and memorialisation. This was primarily driven by an increased public awareness of the First World War due to the commemoration of the Battle of the Somme and the Battle of Jutland. The majority of these enquiries were successfully resolved, the individuals concerned already named on their relevant memorial.

- 3.4 Staff and volunteers also checked historic records, honour rolls, service histories, and other sources of information, including checking with memorial organisations in Commonwealth Countries.
- 3.5 From these sources 38 possible cases were identified and investigated in depth. Of these, five individuals were found to meet the official criteria for inclusion, but had previously been omitted.
- 3.6 They are: (1) BLENKINSOP, Charles (2) BRIGGS, Henry Carl (3) HODGSON, Arthur Carrigan (4) OLSON, Soren Bendix and (5) STEWART, James Charlton.
- 3.7 In all five cases there were no family members resident in the Borough to sponsor the names for inclusion on a memorial following their sacrifice, or the families had hoped that their loved one was still alive due to them being posted missing in action.

4. PROPOSALS

- 4.1 It is proposed that the five individuals be formally recognised and commemorated on the Victory Square Memorial for their sacrifice during military service.

5. RISK IMPLICATIONS

- 5.1 None.

6. FINANCIAL CONSIDERATIONS

- 6.1 The associated costs will be met from existing Departmental Budgets.

7. LEGAL CONSIDERATIONS

- 7.1 The Council is empowered by the War Memorials (Local Authorities' Powers) Act 1923 and by the extension of powers in the Local Government Act 1948 (Section 133, paragraph 2), to incur reasonable expenditure in the repair, maintenance and protection of any war memorial in its district, to adapt memorials to include commemoration of wars subsequent to that to which the memorial was originally erected, and to carry out the correction of any error or omission in the inscription on any such memorial.

8. CONSULTATION

- 8.1 The preliminary results of our investigations were reported to the Armed Forces Liaison group in November 2017.

- 8.2 A briefing note has been supplied to the Armed Forces Champion, who has been kept up to date with progress.

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 Increased understanding of the significance of the personal stories behind the names recorded on War Memorials may contribute to reducing anti-social behaviour in their vicinity.

12. STAFF CONSIDERATIONS

- 12.1 If approved the physical works to make additions on a plaque on the pillars of the memorial will require action by staff from the Building Design and Construction team.

13. ASSET MANAGEMENT CONSIDERATIONS

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

14. RECOMMENDATIONS

- 14.1 That Committee approves of the proposal that the five names above are added to the memorial pillars at Victory Square.
- 14.2 That the names are added to the memorial as a continuation of the current list, in alphabetical order, and in the same style and format as all the others, respecting the principle that “All Sacrifices are Equal”.
- 14.3 That Committee authorises the commencement of the necessary physical works.

15. REASONS FOR RECOMMENDATIONS

- 15.1 These additions would help to ensure that the War Memorial more accurately commemorates the sacrifice of local people during wartime and armed conflict.
- 15.2 It resolves any feelings of unfairness around the historic omission of these individuals, despite there being no fault.
- 15.3 The Council has both a responsibility as the custodian of our War Memorials to take into account the concerns of residents, and is the only body with the legal power to act on such concerns as appropriate.
- 15.4 Completion could significantly contribute to the Borough's programme for commemorating the 100th Anniversary of the end of the First World War.

16. BACKGROUND PAPERS

- 16.1 "Briefing Note: Public requests for the addition of names to War Memorials" July 2015.
- 16.2 "Regeneration Committee Report: Addition of Names to War Memorials" 28th August 2015.

17. CONTACT OFFICER

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REGENERATION SERVICES COMMITTEE

18th June 2018



Report of: Assistant Director (Economic Growth and Regeneration)

Subject: CHURCH STREET TOWNSCAPE HERITAGE
SCHEME

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key Decision.

2. PURPOSE OF REPORT

- 2.1 The purpose of the report is to update Regeneration Services Committee with details on the Church Street Conservation Area Revival Townscape Heritage Scheme and seek approval for the Governance arrangements to oversee the programme and third party grant approval.

3. BACKGROUND

- 3.1 In October 2017 the Heritage Lottery Fund (HLF) gave the Council permission to start the Townscape Heritage (TH) Scheme in Church Street Conservation Area. The award of grant from HLF followed an extensive project development phase, where the current condition of the area was studied in detail. The Church Street Conservation Area Appraisal and Management Plan was prepared as part of the development phase, this was endorsed by Regeneration Services Committee on 17th July 2017. The delivery stage of the scheme will be led by a Project Officer who started work at the end of March on a three year contract funded by HLF. Work is now progressing to launch the scheme.

4. PROPOSALS

- 4.1 It is proposed that the programme of works and governance structure for the Church Street Conservation Area Conservation Area Revival Townscape Heritage Scheme are as detailed in Sections 4.2 to 4.24 of this report.

- 4.2 **Grants** - Funds will be targeted at the middle and lower end of Church Street, this is the area between Whitby Street and Mainsforth Terrace where there is a prevalence of buildings in a deteriorating condition. Regeneration of these blocks will provide the biggest impact by addressing the area which is currently in the worst state of repair, encouraging new and viable uses for vacant buildings and complement the new college development.
- 4.3 The grants funds would cover three categories,
- Key Buildings
 - Building Grants
 - Shop Front Grants
- 4.4 Key Buildings: Buildings have been prioritised based on the need for works and the impact those works will have on the conservation area. The high priority buildings are,
- Pulse (25-26 Church Street)
 - Scarlett's (22/23 Church Street)
- These buildings are vacant and located in prominent positions within the street. They are considered key properties in the regeneration of the conservation area. Funding of £350,000 has been allocated to carry out works on the envelope of these structures. Grant would be offered on the conservation deficit i.e. the gap between the current value of the structure and cost of the works, and the final value of the completed property.
- 4.5 Owners of both buildings have come forward and had discussions with officers regarding grants. They have been made aware of the limits to the grant funding and the works that they would be required to complete. Responses from parties with an interest in the properties have been very positive. Should the owners decide that they cannot progress grant schemes the Athenaeum has been identified as a reserve building.
- 4.6 Building Grants: A small building repair grant scheme is proposed with a budget of £120,000. This will support businesses looking to make their properties structurally sound, watertight, and repair and restore traditional details. Grants will be offered at 75% of the cost of the works including any professional advice that may be required capped at £20,000.
- 4.7 Shop Front Repair Grant: A fund of £75,000 has been set aside for the repair and reinstatement of traditional shop fronts, with offers of 90% grant capped at £10,000. Owners would be able to use this fund alongside the Building Grant and Priority Building Schemes. For example they could receive a £10,000 building grant to re-roof and render their building and a further £5,000 from the shop front repair grant for a new frontage.
- 4.8 **Public Realm** - Church Square is the focus for the HLF grant aided public realm works with £277,531 provided by HLF. The Square provides the setting for key listed buildings in the area, including Christ Church, the Municipal Building and Leadbitter and is the location of the second phase of the CCAD development. The works will enhance the setting of the

buildings, create a more pedestrian friendly environment and offer a space which can be more easily utilised for public events including,

- Redefining the area around the Art Gallery to provide it with a space which can be used as an expansion of the building and re-connect the building with its setting which has been lost.
- The installation of an area of stone paving to identify the area to the front of Christ Church as the focal point of the public space.
- The provision of seating areas flanking the public space to define its boundaries, and encourage users of the Square to linger in the area.
- The resurfacing of paving and roads around the area to assist with connectivity in the area and clearly define vehicular and pedestrian areas.

- 4.9 **Activities** - Consultation was carried out with business owners, community groups and education establishments in the area during the HLF application process in order to develop a series of activities to raise the public's awareness of heritage in the area. A plan is currently being developed and will be submitted to HLF for agreement. Outlined below are the initial proposals for activities.
- 4.10 There will be a webpage for Church Street, this has been set up, the link is www.hartlepool.gov.uk/churchstreetrevival. This will be a point where all of the leaflets and films produced within the project can be accessed along with any research material. It will also provide updates on progress and details of how to get involved in the project.
- 4.11 A logo will be created for the scheme and this will be used to identify activities and works which are part of the TH Project. It is intended that this will be developed through a design competition for Cleveland College of Art Design (CCAD) and Hartlepool College of Further Education (HCFE) students.
- 4.12 A pop-up information point (or points) dispensing information on the overall project, individual activities and how to get involved in the project. It is envisaged that the locations of information points will change over the duration of the project.
- 4.13 Guidance will be produced for owners of buildings in the area detailing appropriate materials and building techniques used on historic property. Workshops will be held, potentially in partnership with HCFE, to provide an opportunity to learn traditional skills to assist with understanding maintenance needs of buildings.
- 4.14 The area of Church Street rapidly developed and evidence of this can be found in historic maps. Volunteers will participate in workshops held in the library investigating the changes in the topography of the town. There will then be an opportunity to compare these to maps of today working with an illustrator to create maps of Church Street.

- 4.15 A building recording project will be carried out. This will be an opportunity for volunteers to attend a workshop and learn about building recording then spend time in the conservation area recording structures with the information collated and published in a booklet. This project will link into Heritage at Risk surveys of the fabric of properties at the beginning and end of the project in order to measure the change in the street. The older generation have lived through rapid change in Church Street, particularly the shift of the shopping district and the decline of the industry in the area. It is proposed that an oral history project is carried out with volunteers trained to record the memories of residents and people who worked in the area, particularly focusing on the railways and docks.
- 4.16 Closed buildings; where shop shutters are permanently closed or buildings shrouded in hoardings these will be used as a canvas to display information through artwork about the heritage of the building or the wider street.
- 4.17 Empty buildings; given the number of vacant buildings and the challenges that face owners it is proposed that a project is held that focuses on these properties. Participants will be invited to research the buildings and consider what new uses they could be put to. This project will be aimed at education establishments in the area of all ages along with voluntary groups in order to compare different generation's solutions for buildings.
- 4.18 The changing street will be recorded by volunteers using, drawing, photography and film. This information will be used throughout the project, for example posted on the webpage or on buildings.
- 4.19 An education programme will be developed with the three local primary schools.
- 4.20 Occupy the Shop; a project will potentially involve students of CCAD running short projects in vacant premises delivering activities to raise awareness of the heritage of the area.
- 4.21 Celebrate the Heritage; at the end of the project an event will be held on the birthday of Ralph Ward Jackson the man who created Hartlepool. This will bring together the information collated over the life time of the project and present it in a format that is accessible. A narrative will be developed outlining the growth of Hartlepool. Characters will be created from research carried out over the project into buildings and their occupants and drawing on oral histories. Visitors would be able to see these characters at individual properties, find out about the history of the buildings and the people who occupied them.
- 4.22 HLF grant funds of £56,805 have been set aside for these activities. In addition to this other sources of funding will be required to support delivery, further funding option are being investigated. The programme of activities has been developed with CCAD, HCFE, HBC Museums and Cultural Services. The activity programme will continue to be developed over the lifetime of the Townscape Heritage project.

4.23 **Governance of the TH Scheme**

Appendix 1 sets out the proposed governance arrangements for the project, it was agreed with HLF that there should be cross sector representation within the governance structure; this is integrated into the composition of the Church Street TH Monitoring and Advisory Group. This group will meet on a quarterly basis their responsibility would be to (although it is anticipated that in the initial stages meetings may be more frequent);

- Prioritisation of grant applications and referral for approval
- Project monitoring
- Partnership liaison and overseeing activity programme
- Programme direction

- 4.24 Grant applications will be submitted to the Church Street Townscape Heritage Grant Board for consideration for approval, which comprise the Chair of Regeneration Services Committee and Assistant Director Economic Growth & Regeneration, decisions made will be with delegated authority from the Regeneration Services Committee. Regular update reports will be presented to Regeneration Services Committee over the project lifetime.

5. **RISK IMPLICATIONS**

- 5.1 The main risk to delivery of the project is related to take up of the grants by landlords of vacant building in the priority area. The priority of the grants is to get these empty buildings back into use and improving the fabric of these building to ensure they are structurally sound and weatherproof preventing further deterioration and contributing towards the sustainable future of these buildings and the wider Church Street Conservation Area.
- 5.2 The Townscape Heritage Project Officer is a dedicated resource for the delivery of the project who is the key point of contact and is actively promoting the grant opportunities and working closely with businesses and landlords to ensure take up of grants.

6. **FINANCIAL CONSIDERATIONS**

- 6.1 There are no financial implications to this report.

7. **LEGAL CONSIDERATIONS**

- 7.1 The proposed governance structure which sets out the grant approval process is in line with the delegation procedures in the Council's Constitution which states that 'Assistant Director (Regeneration and Economic Growth) in consultation with the Chair of Regeneration Services Committee to approve conservation grants on the Council's Conservation Grant Scheme'.

8. CONSULTATION

- 8.1 There has been significant public consultation undertaken over the development period of the project prior to securing the funding from the Heritage Lottery Fund.

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 The grant element of this project aims to bring empty buildings back into use in Church Street which will have a positive impact on decreasing instances of crime and anti-social behaviour.

12. STAFF CONSIDERATIONS

- 12.1 There are no staff considerations relating to this report. The delivery of the Church Street Conservation Area Revival Townscape Heritage Scheme is supported the Townscape Heritage Project Officer, this role is funded by the Heritage Lottery Fund as part of the grant received for the project.

13. ASSET MANAGEMENT CONSIDERATIONS

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

14. RECOMMENDATIONS

- i) Regeneration Services Committee are requested to note the content of this report
- ii) Approve the delegation arrangements for the Townscape Heritage Grants to the Church Street Townscape Heritage Grant Board.
- iii) Approve the Governance arrangements as laid out in **Appendix 1**.

15. REASONS FOR RECOMMENDATIONS

- 15.1 The decision is required to ensure the process is in place to start awarding grants through the Church Street Conservation Area Townscape Heritage Project.

16. BACKGROUND PAPERS

- 16.1 Regeneration Services Committee Report, 18th December 2014, Heritage Lottery Fund: Townscape Heritage Programme and Heritage Enterprise Scheme.
- 16.2 Regeneration Services Committee Report, 11th March 2016, Church Street Townscape Heritage Scheme.
- 16.3 Finance and Policy Committee, 14th March 2016, Church Street Townscape Heritage Scheme.
- 16.4 Joint Meeting of Finance and Policy Regeneration Services Committee, 27th March 2017, Church Street Townscape Heritage Scheme.
- 16.5 Regeneration Services Committee Report, 17th July 2017, Church Street Conservation Area Appraisal and Management Plan.

17. CONTACT OFFICER

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Appendix 1: Governance Structure

