

# NEIGHBOURHOOD SERVICES COMMITTEE

## AGENDA



**20 September 2019**

**at 11.00 am**

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

MEMBERS: NEIGHBOURHOOD SERVICES COMMITTEE

Councillors S Akers-Belcher, Cartwright, Hunter, James, Little, Prince and Tennant

**1. APOLOGIES FOR ABSENCE**

**2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**

**3. MINUTES**

- 3.1 To receive the Minutes and Decision Record of the meeting held on 19 July 2019 (previously circulated – attached for information)

**4. KEY DECISIONS**

- 4.1 Highways and Street Works Permit Scheme – *Assistant Director (Environment and Neighbourhood Services)*

**5. OTHER ITEMS REQUIRING DECISION**

- 5.1 Church Street Small Grant Scheme – *Assistant Director (Environment and Neighbourhood Services)*



**6. ITEMS FOR INFORMATION**

- 6.1 Strategic Financial Management Report – *Director of Regeneration and Neighbourhoods and Director of Finance and Policy*

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

FOR INFORMATION

Date of next meeting – Friday 18 October 2019 at 11.00 am in the Civic Centre, Hartlepool



## **NEIGHBOURHOOD SERVICES COMMITTEE MINUTES AND DECISION RECORD**

19 July 2019

The meeting commenced at 1.00 pm in the Civic Centre, Hartlepool

**Present:**

Councillor: John Tennant (In the Chair)

Councillors: Lee Cartwright, Dave Hunter, Marjorie James and Sue Little

**Also Present:**

In accordance with Council Procedure Rule 4.2 Councillor Young was in attendance as substitute for Councillor S Akers-Belcher and Councillor Lindridge was in attendance as substitute for Councillor Prince

Councillor Tony Richardson

Officers: Denise McGuckin, Director of Regeneration and Neighbourhoods  
Tony Hanson, Assistant Director, Environment and Neighbourhood Services  
Phil Hepburn, Environmental Enforcement Team Leader  
Sylvia Pinkney, Head of Public Protection  
Steve Hilton, Senior Public Relations Officer  
Denise Wimpenny, Principal Democratic Services Officer

### **9. Apologies for Absence**

Apologies for absence were submitted on behalf of Councillor S Akers-Belcher and Prince.

### **10. Declarations of Interest**

None.

### **11. Minutes of the meeting held on 28 June 2019**

Received

In relation to Min 6 – Household Waste Duty of Care – Fixed Penalty Notices, the Director of Regeneration and Neighbourhoods advised that following advice taken in this regard it was not possible to implement the suggestion by Members at the last meeting that discounted charges be

removed as well as increasing incremental penalty charge rates for repeat offenders. A publicity campaign would be introduced over the summer and the charges would be implemented from September.

In response to a Member's suggestion that publicity material should include communications in Hartbeat, bin lorries and refuse bins, the Director of Regeneration and Neighbourhoods agreed to explore these issues.

With regard to Minute 8, the Committee noted the following:-

Stranton Allotments – Councillor Cartwright highlighted that the concerns which he had raised at the last meeting had related to asbestos control measures on the allotment site.

Kingsley Avenue – Councillor Cartwright highlighted that the concerns which he had raised at the last meeting had related to the Brierton Lane legal by-way and not to the Brierton Lane link as referred to in the minutes.

### **Decision**

- (i) That the Director of Regeneration and Neighbourhoods explore the suggestions in relation to the household waste publicity campaign.
- (ii) That the information given be noted.

## **12. Public Space Protection Order – Fixed Penalty Notice Discounted Payment Charge** *(Assistant Director, Environment and Neighbourhood Services)*

### **Type of decision**

Non-key

### **Purpose of report**

To consider the inclusion of a discounted early payment charge for offence committed under the newly approved Public Space Protection Orders.

### **Issue(s) for consideration**

Members were referred to the background to the changes in legislation regarding Public Space Protection Orders. In January 2019, Members had considered a report which had resulted in the approval of a limited number of proposed offences/locations and a default charge of £100. Whilst the legislation did allow for a discounted early payment rate to be included this

was not considered in previous reports to Committee. Members' views were sought in relation to a proposed early discount rate of £75 (payable within 14 days of the date of serving the notice) and thereafter payment would revert to the original £100 fee.

A query was raised in relation to the number of prosecutions that had taken place since the legislation was introduced. The Assistant Director indicated that the information would be provided following the meeting.

A Member highlighted concerns that despite the high number of dog waste bins available in the town, there were examples of some individuals picking up dog waste and not disposing of the bag in the dog waste bins provided, examples of which were outlined. The need to address behaviour of this type was emphasised. The Assistant Director advised that whilst this could be dealt with under dog fouling legislation there was a reliance on residents to provide the relevant intelligence information to enable civil enforcement officers to take enforcement action.

Clarification was provided in response to queries raised arising from the report.

### **Decision**

- (i) In relation to Fixed Penalty Notices for offences within the Public Space Protection Order, a discounted early payment charge of £75 be approved, where payment was made within 14 days of the Fixed Penalty Notice having been served. Thereafter the original charge of £100 will apply.
- (iii) That clarification be provided following the meeting in relation to the number of prosecutions that had taken place since the legislation was introduced.

## **13. Food Law Enforcement Service Plan 2019/20** *(Assistant Director, Environment and Neighbourhood Services)*

### **Type of decision**

Non-key

### **Purpose of report**

To consider the Food Law Enforcement Service Plan for 2019/20

**Issue(s) for consideration**

The Assistant Director reported that the Food Law Enforcement Service Plan for 2019/2020, submitted as an appendix to the report, detailed the Service priorities for 2019/20 and highlighted how these priorities would be addressed.

Comparators from the previous year were provided, as set out in the report. In addition to the planned interventions 97 new food businesses were registered and inspected during the year. As at 1 April 2019, 99.2% of businesses in the borough were “Broadly Compliant” with food safety requirements (99.2% in 2018). For food standards 97.3% of businesses achieved broad compliance (97.3% in 2018).

In relation to food hygiene ratings, 99.2% of the premises inspected during 2018/19 received a hygiene rating of ‘3’ and above. The results of the food sampled as part of the year’s microbiological sampling programme were set out in the report.

In the discussion that followed presentation of the report, a Member questioned what work was being done with businesses to accommodate special dietary requirements. Members were advised that any issues encountered in this regard should be reported to the Public Protection Team to enable investigation.

The Head of Public Protection responded to queries and issues raised in relation to observations made in relation to inappropriate stacking of crockery in cafes resulting in a potential safety risk, microbiology sampling, the potential reasons for adverse food sample results, measures in place to support businesses to improve food safety standards, the potential reasons for poor results as well as the re-inspection and re-sampling arrangements. Emphasis was placed upon the importance of re-inspection and re-sampling arrangements.

**Decision**

That the Food Law Enforcement Service Plan for 2019/20 be approved.

**14. Health and Safety Service Plan 2019/20** (*Assistant Director, Environment and Neighbourhood Services*)

**Type of decision**

Non-key

**Purpose of report**

To consider the Health and Safety Service Plan for 2019/20 which is a requirement under Section 18 of the Health and Safety at Work Act 1974.

**Issue(s) for consideration**

The Assistant Director reported that the Health and Safety Service Plan 2019/20, submitted as an appendix to the report, had been updated to reflect last year's performance. The Plan detailed the service priorities for 2019/20 and highlighted how these priorities would be addressed.

During 2018/19 the service completed health and safety interventions in a total of 171 premises. In addition officers had undertaken a range of interventions which involved 9 revisits to monitor compliance, working with 25 new businesses during the year, 336 enforcement visits to assess compliance with smoke free legislation. Promotional/ campaign work had been undertaken in relation to the Tattoo Hygiene Rating Scheme and work would continue on the Save our Skins Campaign, details of which were included in the report.

Further detailed information was provided in relation to the performance of the service in terms of response times to complaints, visits to premises and accident notifications. It was noted that during 2018/19 no legal proceedings had been undertaken. However, one improvement notice had been served, details of which were provided. A number of local priorities had been identified for the coming year which would be addressed during contact with businesses, food inspections and licensing visits.

**Decision**

That the Health and Safety Service Plan for 2019/20 be approved.

**15. Any Other Items which the Chairman Considers are Urgent**

The Chairman ruled that the following item of business should be considered by the Committee as a matter of urgency in accordance with the provisions of Section 100(B) (4)(b) of the Local Government Act 1972 in order that the matter could be dealt with without delay.

## **16. Any Other Business – Items of Any Other Business**

Following a Member's request for an update on a ward issue, the Director of Regeneration and Neighbourhoods reminded Members of the provisions around any other business items being raised at meetings which were for urgent matters only and the requirement to agree such matters with the Chair in advance. To enable ward issues to be dealt with in a timely manner the importance of ward issues being raised direct with officers was highlighted.

### **Decision**

That the information given be noted.

## **17. Date of Next Meeting**

The Chair reported that the next meeting would be held on Friday 20 September 2019 at 11.00 am.

The meeting concluded at 1.25 pm.

**H MARTIN**

**CHIEF SOLICITOR**

**PUBLICATION DATE: 31 JULY 2019**



# NEIGHBOURHOOD SERVICES COMMITTEE

20<sup>th</sup> September 2019



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

**Subject:** HIGHWAYS AND STREET WORKS PERMIT SCHEME

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision test (i) and (ii) applies. Forward Plan Reference No. RN08/19.

## 2. PURPOSE OF REPORT

- 2.1 To advise Members on the requirement from Department for Transport (DfT) for the introduction of a 'permit scheme' to replace the existing notice system for licencing works on the highway.
- 2.2 To seek approval from Members for the introduction the Hartlepool Permit Scheme covering all highways and street works.

## 3. BACKGROUND

- 3.1 The DfT confirmed in late 2018 that they require all Local Authorities to move to a Permit Scheme for highways and street works operations. The permit system will replace the current street works notice and requires utilities to pay a fee for every permit application or subsequent variation. Any operator who requires work in the highway will need to apply for a permit and this includes the Council's own highways works although there is no charge levied against our internal departments.
- 3.2 The intention of the proposed scheme is to improve co-ordination of works on the highway, give the authority more control and powers to regulate works and ensure less disruption resulting from roadworks for the general public.
- 3.3 Following the direction from DfT that permit schemes were to become mandatory in 2020 the North East Councils have collectively been working together to produce a system that offers continuity across the region. As such a significant amount of work has been undertaken since early 2019 on a regional basis to develop the scheme presented in this report.

- 3.4 At present there is only one North East authority operating a Permit Scheme that being North Tyneside Council, and they have been a key partner in helping to produce the regional permit system.
- 3.5 In line with the requirements from DfT, the anticipated 'go live' date for the Hartlepool Permit Scheme will be in spring 2020.
- 3.6 The objectives of the proposed permit scheme include:-
- Maximise the safety for all those that use, work or live adjacent to the highway;
  - Minimise congestion and delay to traffic;
  - Minimise impacts on the residential and business communities;
  - Minimise impacts on the environment;
  - Improve communication, public engagement and customer satisfaction;
  - Protect the structure and integrity of both the highway and the apparatus within it;
  - Improve the co-ordination and productivity of all works promoters;
  - Ensure value for money for council tax payers;
  - Increase the efficient running of the highway through proactive management of activities on the highway;
  - Ensure safety of those using the highway and those working on activities that fall within the scheme; and
  - Demonstrate parity between all activity providers;

#### **4. PROPOSALS**

- 4.1 The introduction of a Permit Scheme will require fundamental changes to the way permission is obtained to work on the highway.
- 4.2 Previously the promoter of any works would notify the highway authority about its intention to carry out works whereas with a permit system work promoters have to book time on the highway by obtaining a permit. No works are able to commence until the permit application has been approved, with the exception of emergency works however even these must have an application submitted within a short time of work starting.
- 4.3 Under a Permit Scheme, the highway authority's activities undertaken by itself, its partners or contractors are also treated in the same way as a statutory undertaker, to demonstrate parity across all works. Performance Indicators will be produced to show that all works are being treated equally however internal charging is not required.

- 4.4 Permits will be required for all works which require excavation in the highway and also for other activities that need temporary traffic management setting up.

- 4.5 Fixed Penalty Notices are issued to works promoters for any errors or inaccuracies with permits, where works over-run beyond the designated timescale, for incorrect traffic management and where reinstatement works are not to the required standard. Penalty notices are also issued to Council works where appropriate, but as with permit applications no fee is charged.

4.6 Permit Fees

As part of the work undertaken by the North East authorities a fee matrix was developed to determine the appropriate level of fees. DfT have set maximum fee levels that can be charged, although it is not recommended that authorities use these in the first instance, as this would leave no scope for possible increases when reviewed in future years.

- 4.7 The Fee Structure summary document is attached at **Appendix 2** and this gives greater background information, along with the proposed Hartlepool fee levels for different types of work.

4.8 Cost/ Benefit Analysis

A Cost/ Benefit Analysis has been carried out using the DfT calculator specifically provided for this task. This has identified the number of works undertaken in the previous year along with the type and duration of works, to determine the estimated level of income once the Permit Scheme is operational.

- 4.9 The Cost/ Benefit Analysis summary document is attached at **Appendix 3**.

## 5. RISK IMPLICATIONS

- 5.1 The introduction of the Permit Scheme is a requirement from DfT. Failure to implement the scheme by 2020 could result in actions against the authority, with the ultimate sanction being in the form of DfT appointing external consultants to run the Council's highways operations.
- 5.2 The introduction of the Hartlepool Permit scheme will require a new team to be established to process, issue and administer the conditions of each permit.
- 5.3 There is a risk that the revenue generated from permits and Fixed Penalty Notices will be insufficient to cover the operating of the scheme, however given the extensive work that has been undertaken to develop the scheme, this risk has been minimised. After one year of running the permit scheme the authority has the ability to review the permit fee with subsequent reviews taking place on a tri-annual basis. Penalty charge fees are set by DfT.

## 6. FINANCIAL CONSIDERATIONS

- 6.1 The scheme once in operation will be self-financing with the additional staff required funded directly from the income from the Permits and the Fixed Penalty notices.
- 6.2 There will be an initial outlay required as the new staff will need to be in place and appropriately trained in advance of the scheme going live. This outlay will be recouped through the revenue generated.
- 6.3 Detailed financial information is provided in the Fee Structure summary document at **Appendix 2**, and the Cost/ Benefit Analysis summary document at **Appendix 3**.

## 7. LEGAL CONSIDERATIONS

- 7.1 Permit Schemes are regulated by:-
- Part 3 of the Traffic Management Act 2004 (Sections 32 to 39), and the Traffic Management Permit Scheme (England) Regulations 2007, Statutory Instrument 2007 No. 3372 made on 28 November 2007.
  - Amended by the Traffic Management Permit Scheme (England) (Amendment) Regulations 2015, Statutory Instrument 2015 No. 958 made on 26 March 2015.
  - The Statutory Guidance for Highway Authority Permit Schemes (October 2015).

## 8. CONSULTATION

- 8.1 A statutory 3 month consultation period is a requirement from DfT and this commenced on 1<sup>st</sup> August 2019. Given that the use of Permits is already in existence and follows the requirement from DfT it is not anticipated that any major objections will be received.
- 8.2 Alongside the permit consultation a further consultation is also being undertaken on the Council's list of designated traffic sensitive streets. This is an important exercise ahead of the introduction of the Permit Scheme as permits for traffic sensitive streets require a higher fee.

## 9. ASSET MANAGEMENT CONSIDERATIONS

- 9.1 The Permit Scheme deals with the processes for managing works on the highway.

**10. STAFF CONSIDERATIONS**

- 10.1 The Permit Scheme regulations allow for staff members to be funded from the revenue received.
- 10.2 The Hartlepool scheme proposes two Permit Officers, who will deal with the permit applications when submitted, process penalty notices and issue invoices to the utility companies and these will be 100% funded from permit revenue. The regulations also allow for existing staff to have a percentage of their time that they will spend on permit related activities funded from the scheme.
- 10.3 There is also a requirement for a new post in the Highways Services Team who will input the permit applications for Council works, and a new Inspector who will be focussed on works covered by the permits. These posts are not able to be funded from permit revenue, but it is anticipated that the income generated by penalties issued arising from notices and highway defects identified will cover them.
- 10.4 It is important to note that the Highways Services Team post and the Permit Officers are distinct roles. The same officer cannot input an application and then make the decision on it, and there are strict regulations preventing this.

**11. OTHER CONSIDERATIONS**

Child/Family Poverty Considerations	See <b>Appendix 1</b>
Equality and Diversity Considerations	No relevant issues
Section 17 of The Crime And Disorder Act 1998 Considerations	No relevant issues

**12. RECOMMENDATIONS**

- 12.1 That the proposed Hartlepool Permit Scheme be approved.

**13. REASONS FOR RECOMMENDATIONS**

- 13.1 The Department for Transport require all authorities to make the transition to a Permit Scheme and for them to be operational in 2020.
- 13.2 The Permit Scheme will generate revenue to support the additional staff required and will also contribute to existing staffing costs where appropriate.
- 13.3 The implementation of the proposed scheme will lead to improved co-ordination and regulation of works, reduced delays, and less disruption resulting from roadworks.

- 13.4 The remaining North East Councils are moving forward with the same Permit Scheme with the intention to implement by April 2020.

**14. BACKGROUND PAPERS**

- 14.1 There are no background papers in relation to this report.

**15. CONTACT OFFICER**

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## APPENDIX 1

<b>1. Is this decision a Budget &amp; Policy Framework or Key Decision? YES / NO</b>				
If YES please answer question 2 below				
<b>2. Will there be an impact of the decision requested in respect of Child and Family Poverty? YES / NO</b>				
If YES please complete the matrix below				
GROUP	POSITIVE IMPACT	NEGATIVE IMPACT	NO IMPACT	REASON & EVIDENCE
Young working people aged 18 - 21	✓	x		
Those who are disabled or suffer from illness / mental illness				
Those with low educational attainment				
Those who are unemployed				
Those who are underemployed				
Children born into families in poverty				
Those who find difficulty in managing their finances				
Lone parents				
Those from minority ethnic backgrounds				
<b>Poverty is measured in different ways. Will the policy / decision have an impact on child and family poverty and in what way?</b>				
Poverty Measure (examples of poverty measures appended overleaf)	POSITIVE IMPACT	NEGATIVE IMPACT	NO IMPACT	REASON & EVIDENCE

## APPENDIX 1

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.			
<b>Economic</b>			
Children in Low Income Families (%)			
Children in Working Households (%)			
Overall employment rate (%)			
Proportion of young people who are NEET			
Adults with Learning difficulties in employment			
<b>Education</b>			
Free School meals attainment gap (key stage 2 and key stage 4)			
Gap in progression to higher education FSM / Non FSM			
Achievement gap between disadvantaged pupils and all pupils (key stage 2 and key stage 4)			
<b>Housing</b>			
Average time taken to process Housing Benefit / Council tax benefit claims			
Number of affordable homes built			
<b>Health</b>			
Prevalence of underweight children in reception year			
Prevalence of obese children in reception year			
Prevalence of underweight children in year 6			
Prevalence of obese children in reception year 6			
Life expectancy			





# **Hartlepool Borough Council**

## **Permit Scheme**

For Road Works and Street Works

Fee Structure

## **Fee Structure**

Under the permit scheme regulations (Regulation 30) the Authority is allowed to charge statutory undertakers a fee to review and issue a permit and a variation if applicable, proportionate to the cost to the Authority for administering that permit.

Where a variation to a permit moves the activity into a higher category, the promoter will be required to pay the difference in value between the two categories, on top of the variation fee.

## **Exemptions**

- These fees are not applied to any permits submitted in pursuant of works for roads purposes.
- Works undertaken on behalf of the local fire service to maintain a fire hydrant
- Where the Authority has failed to respond to a permit application within regulatory timescales
- Where a promoter cancels a submitted permit before the Authority has granted it
- Where a permit variation has been initiated by the Authority
- Where a permit has been revoked through no fault of the promoter

## **Discounts**

- Where several Permit applications for works that are of part of the same project but which are carried out on more than one street and are submitted at the same time.
- Where several Promoters are working within the same site submit applications at the same time as designate the permits as collaborative working.

## **Option to waive or reduce fees**

The Permit Authority retains the right to waive or reduce fees at its discretion.

## **Review of fees**

The Permit Authority will review its Permit Scheme annually to assess whether the Scheme is meeting its objectives and whether the overall fee income exceeds the allowable costs but it is unlikely that fees will be amended until after three years of operation, following recovery of allowable set up costs over this period.

The annual report will be published.

As far as is reasonably possible the fees and costs should be matched over a financial year. However, it is recognised that estimating the fee levels will involve incorporating the effect of various factors that will inevitably have a degree of uncertainty around them. In the event that fees and costs do not match the actual outturn for the year in question, adjustments may be made to fee levels for the subsequent years so that across a number of years fees do not exceed the allowable costs.

The regulations set maximum fees that may not be exceeded in any circumstance. The guidance sets out the recommended fee structure for each category of permit and is arranged to reflect the greater work involved in handling larger activities and busier roads.

The table of fees derived for Hartlepool Borough Council is as follows

	Road category 0-2 or Traffic Sensitive	Road Category 3-4 and not traffic sensitive
Provisional Advance Authorisation (PAA)	£76	£58
Major works over 10 days or traffic regulation order required	£138	£92
Major works 4 to 10 days and no traffic regulation order required	£110	£69
Major works up to 3 days and no traffic regulation order required	£63	£43
Standard works	£110	£69
Minor works	£63	£43
Immediate works	£44	£34

#### **Permit Variation Fees**

- £45 for activities on category 0, 1 & 2 streets, and on 3 & 4 traffic sensitive streets.
- £35 for activities on category 3 and 4 non traffic sensitive streets.
- If a Permit variation moves an activity into a higher fee category, the Promoter will be required to pay the difference in Permit fee.
- No fee is payable if a Permit variation is initiated by the Permit Authority.

# **Hartlepool Borough Council**

## **Road Activities Permit Scheme For Road Works and Street Works**

**In accordance with the Traffic Management Act 2004**

## **Cost Benefit Analysis Executive Summary**

## Executive Summary

To calculate the benefits of the Permit Scheme, Hartlepool has utilised the calculator provided by the Department for Transport

The assessment has been carried out for the 2018 base year and a design year of 10 years

Number of works per annum 3,800

Number of works required traffic control 624

Average works duration 4 days

## Operational summary;

Number of personnel required, 1

Number currently employed on noticing, 1 full time equivalents

Permit Scheme annual operating cost, £207k

Permit Scheme annual revenue, £140k

## Cost Benefit Analysis;

Assumed saving in annual cost of works, 5%

Optimism bias added to all costs, 15%

## Benefits

Type	Benefits from decrease in Congestion costs
Business	
Journey Time Savings & reliability	£297,473
Non-Business	
Journey Time Savings & reliability	£261,339
Accident	£5,184
Fuel Carbon	£28,251
TOTALS	<b>£592,247</b>

Detail	Costs £
Local Government funding	£0
Revenue (-)	-£140,251
Operating	£207,450
Costs	£59,081
Set-up costs (investment)	£0
Development, other	£0
Net Impact	
<b>Total Present Value of Costs (PVC)</b>	<b>£126,28</b>

Net Present Value	£297,665
Net Present Costs	£434,833
Net Present Benefits	£732,498
Benefit to Cost Ratio	<b>1.68</b>

The objective of this cost benefit analysis was to present the anticipated cost to benefit ratio and Net Present value for introducing a permit scheme on the Hartlepool Network.

Hartlepool is keen to use the scheme to incentivise the works promoters to reduce durations and the number of road works in the short and longer term.

In summary if a net reduction in delay and user costs of 5% was realised the BCR would be 1.68 which is an overall benefit to the road users.

The cost benefit does not include any of the benefits that can't be easily identified in analyses such as these. Asset protection, better co-ordination, pedestrian delays are factors which could only serve to push the factors up higher but cannot be easily quantified.

# NEIGHBOURHOOD SERVICES COMMITTEE

20<sup>th</sup> September 2019



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

**Subject:** CHURCH STREET SMALL GRANT SCHEME

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non Key decision.

## 2. PURPOSE OF REPORT

2.1 As part of the 2019/20 MTFS approved by Council on the 21<sup>st</sup> February it was agreed that any under spend arising from the Business Support Grant scheme and emergency works to 16 Church Street would be transferred to complement the Townscape Heritage scheme to cover the whole of Church Street / Church Square.

2.2 The function to approve Conservation Grants sits with this committee therefore the purpose of this report is to seek approval for the terms of the proposed grant scheme.

## 3. BACKGROUND

3.1 In October 2017 the National Lottery Heritage Fund gave the Council permission to start the Townscape Heritage Scheme in Church Street Conservation Area. The award of grant from the lottery followed an extensive project development phase, where the current condition of the area was studied in detail.

3.2 One element of the scheme is a grant project which is in two parts. The first is key buildings which is directed to two properties which are large vacant buildings (Pulse and Scarlett's) where grant assistance will be offered on the conservation deficit of bringing the structures back into use.

3.3 The remaining grant scheme will focus on the lower end of Church Street, between Whitby Street and Mainsforth Terrace. This area is the priority due to the high levels of vacancy and the deteriorating condition of these buildings. These are two separate grants which building owners are able to assess:

- Architectural Details Grant – 90% grant rate up to £10,000

- Building Grant – 75% grant rate up to £20,000

3.4 In 2018/19 the Council provided a Compensation Grant Scheme for those businesses who were affected by the public realm works in Church Street and Church Square. These grants provided an option to businesses to apply for a small grant to repair and decorate the front elevations of their premises. This scheme is now complete with a budget underspend of £81,000. Of this Council have approved for £60,000 to fund emergency works to 16 Church Street (formerly 'Shades') with the remaining balance of £21,000 to be available for a small grants scheme to complement the existing Townscape Heritage Scheme as described below.

#### **4. PROPOSALS**

- 4.1 A small heritage grant scheme is proposed, to support businesses or property owners 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; the maximum grant will be capped at £7,000. Full grant criteria will be drawn up using heritage principles.
- 4.2 The scheme will be open to properties on Church Street and Church Square. Properties which are already applying or planning to apply to the Townscape Heritage Grant Programme would not be eligible to apply. This is to provide an opportunity for those properties outside of the scheme priority area to benefit from assistance.
- 4.3 It is proposed that applications will be made to the scheme after discussions with officers to agree the extent of works. Applicants will be requested to complete an application form and provide three itemised quotes, with grant offered on the lowest. The approval of submitted grant applications is delegated to the Director of Regeneration and Neighbourhoods in consultation with the Chair of Committee in the Constitution. It is proposed that this continues in this instance.

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

- 5.1 The main risk to delivery of the project is related to take up of grants. It is considered that with the small budget available and the number of properties in the area, the risk of underspend is minimal.

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

- 6.1 The funding for the scheme has been approved by the Council on the 19<sup>th</sup> February, 2019 as part of the 2019/20 MTFS.



**7. LEGAL CONSIDERATIONS**

- 7.1 Provision for Local Authority's to offer grant are provided by Section 57 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

**8. STAFF CONSIDERATIONS**

- 8.1 The grant scheme will be delivered by existing staff overseeing the Church Street Townscape Heritage grant programme.

**9 OTHER CONSIDERATIONS**

Consultation	No relevant issues
Child/Family Poverty Considerations	No relevant issues
Equality and Diversity Considerations	No relevant issues
Section 17 of The Crime And Disorder Act 1998 Considerations	No relevant issues
Asset Management Considerations	No relevant issues

**10. RECOMMENDATIONS**

- 10.1 The Committee approves the terms of the Grant Scheme as outline in section 4.

**11. REASONS FOR RECOMMENDATIONS**

- 11.1 The proposed grant scheme will complement the existing investment in Church Street Conservation Area.

**12. BACKGROUND PAPERS**

- 12.1 Finance & Policy Committee, 28<sup>th</sup> January 2019, Medium Term Financial Strategy (MTFS) 2019/20 to 2021/22.

**13. CONTACT OFFICER**

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# NEIGHBOURHOOD SERVICES COMMITTEE

20<sup>th</sup> September 2019



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

**Subject:** STRATEGIC FINANCIAL MANAGEMENT REPORT  
- AS AT 31<sup>st</sup> July 2019

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

For information.

## 2. PURPOSE OF REPORT

- 2.1 The purpose of this report is to inform Members of the 2019/20 forecast General Fund Outturn, the 2019/20 Capital Programme Monitoring and to provide details for the specific budget areas that the Committee is responsible for.

## 3. BACKGROUND AND FINANCIAL OVERVIEW

- 3.1 As Members will be aware from previous reports there were significant over spends within Departmental budgets in each of the last 3 financial years reflecting continuing service pressures, particularly in relation to Looked after Children. These pressures commenced in 2016/17 and have been recognised within the MTFS, with one-off resources allocated to support the recurring budget.
- 3.2 The pressures in relation to Looked after Children are continuing and will exceed the approved budget in 2019/20. It is anticipated these pressures will continue in 2020/21. A proposed funding strategy for these pressures will be reported to Finance and Policy Committee on 30<sup>th</sup> September 2019.

## 4. REPORTING ARRANGEMENTS 2019/20

- 4.1 The availability and reporting of accurate and up to date financial information is increasingly important as future budget cuts are implemented and one-off resources are used up.
- 4.2 The Finance and Policy Committee will continue to receive regular reports which will provide a comprehensive analysis of departmental and corporate forecast outturns, including an explanation of the significant budget variances. This will

enable the Committee to approve a strategy for addressing the financial issues and challenges facing the Council.

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

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

## **5. GENERAL FUND BUDGET 2019/20 FORECAST OUTTURN**

- 5.1 An assessment of the forecast 2019/20 outturn for the Council as a whole has been completed and an overall departmental over spend of £850,000 is currently anticipated. This position is owing to an increase in Looked after Children numbers and costs. A strategy for funding this has been developed and will be reported to Finance and Policy Committee on 30<sup>th</sup> September 2019. This strategy avoids the need for in-year budget cuts in 2019/20. The strategy will be referred to Council for approval. There remains a risk that further pressures may continue in the second half of the financial year which would then increase the over spend. If this occurs a strategy for addressing any further costs will be referred to Finance and Policy Committee.
- 5.2 The 2019/20 outturn has been prepared to reflect expenditure incurred to date and forecast to be incurred in the rest of the financial year. As Members will be aware from previous years significant elements of the Council's budget are demand led and affected by expenditure over the winter months, including care costs in relation to older people and winter maintenance. The outturn forecasts will be closely monitored and regular updates will be reported to the Finance and Policy Committee.

## **6. 2019/20 FORECAST OUTTURN – NEIGHBOURHOOD SERVICES COMMITTEE**

- 6.1 The Neighbourhood Services Committee has responsibility for services managed by the Director of Regeneration and Neighbourhoods. Budgets are managed at a Departmental level and therefore a summary of the Departmental position is provided below. The table sets out the overall budget position for the Department broken down by Committee, together with a brief comment on the reasons for the forecast outturn.

Budgets Managed by the Director of Regeneration and Neighbourhoods

2019/20 Budget  £000	Description of Expenditure	2019/20 Projected Outturn Adverse/ (Favourable) Forecast  £000	Comments
1,757	Finance & Policy Committee	(50)	Mainly relates to vacant posts
16,177	Neighbourhood Services Committee	125	Predominantly a result of changes in demand in relation to SEND home to school transport provision
1,587	Regeneration Services Committee	125	This adverse variance relates to a shortfall in income across the service areas
<b>19,521</b>	<b>Total Regeneration &amp; Neighbourhoods</b>	<b>200</b>	

6.2 Details of the specific budget areas this Committee is responsible for are provided in **Appendix A**.

6.3 Appendix A shows a forecast £125k overspend within the areas the Neighbourhood Services Committee is responsible for. This overspend is predominantly a result of shortfalls in income and changes in demand in relation to SEND home to school transport provision.

## 7. 2019/20 Capital Programme Monitoring

7.1 Capital Expenditure to the 31<sup>st</sup> July 2019 is summarised in the table below and further details are provided in **Appendix B**.

Department	BUDGET	EXPENDITURE IN CURRENT YEAR				
	A	B	C	D	E	F
	2019/20 Budget  £'000	2019/20 Actual as at 31/07/19  £'000	2019/20 Expenditure Remaining  £'000	Expenditure Rephased into 2020/21  £'000	(B+C+D) 2019/20 Total Expenditure  £'000	(E-A) 2019/20 Variance from Budget  £'000
Neighbourhood Services Committee	31,011	1,652	11,210	18,104	30,966	(45)

## **8. CONCLUSION**

- 8.1 The Council over spent against the Departmental budgets in each of the last three financial years and used one-off resources to balance overall expenditure. This position reflected pressures in Children's Services which are continuing in 2019/20. These pressures are affecting the majority of councils with responsibility for these services.
- 8.2 As reported previously the Government has not identified any additional funding to address Children's Services pressures. The LGA has indicated that there will be a £2 billion Children's Services funding gap by 2020.
- 8.3 As detailed in Section 5 a 2019/20 departmental revenue budget over spend of £850,000 is forecast. This mainly reflects continuing Looked after Children pressures.
- 8.4 A strategy for funding these pressures in 2019/20 has been developed and will be reported to Finance and Policy Committee on 30<sup>th</sup> September 2019. This strategy will avoid a call on the Unearmarked General Fund Reserve, which needs to be maintained to manage future financial risks and avoids in-year 2019/20 budget cuts. The strategy also avoid the need to make in-year budget cuts in 2019/20.
- 8.5 The financial outlook for the next two years is the most uncertain position the Council has ever faced with forecast deficits in 2020/21 and 2021/22 of between £5.7m and £7.4m. This means further extremely difficult decisions will be required over the next few years to set balanced budgets. Detailed proposals for addressing the forecast deficits are being developed and will be reported to a future Finance and Policy Committee.

## **9. RECOMMENDATIONS**

- 9.1 It is recommended that Members note the report.

## **10. REASONS FOR RECOMMENDATIONS**

- 10.1 To ensure that the Neighbourhood Services Committee has up to date information on the forecast 2019/20 General Fund revenue budget outturn and Capital Programme.

## **11. BACKGROUND PAPERS**

Medium Term Financial Strategy 2020/21 to 2022/23 and Financial Outlook from 2021/22 report to Finance and Policy Committee 22.07.19.

## 12. CONTACT OFFICER

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## REVENUE FINANCIAL MONITORING REPORT FOR FINANCIAL YEAR 2019/20 as at 31 July 2019

Approved 2019/2020 Budget	Description of Service Area	Actual Adverse/ (Favourable)	Director's Explanation of Variance
£'000		£'000	
<b>Neighbourhood Services Committee</b>			
148	Archaeology	15	Shortfall in fee income. The team is working to secure additional funding streams in year.
(305)	Building Team Design	130	The adverse variance relates to a forecast shortfall in fee income from capital schemes.
(785)	Car Parking & Enforcement	45	Adverse variance reflects delay in achieving additional income from construction of additional spaces at Sea View Car Park in Seaton Carew and reduction in income as a result of Christmas free parking promotion and 'Free after 3.'
(111)	Coast, Countryside & Heritage	0	
1,017	Community Safety & Engagement	(5)	Relates mainly to temporary borrowing savings in relation to CCTV.
(133)	Construction Support Services	0	
112	Construction Team	0	
315	Engineering Services (incl Coastal Protection and Contaminated Land)	0	
2,938	Environmental Services	0	
(324)	Highways Trading	0	
2,641	Highways Maintenance & Transportation	0	
24	General Allotments	0	
1,403	Passenger Transport	200	The adverse variance reflects the level of SEND home to school transport provision for the current cohort of pupils. This will be reviewed following the new cohort starting in September.
838	Public Protection	0	
133	Road Safety	0	
890	Street Lighting	15	Adverse variance reflects efficiency savings not being fully realised in 2019/20.
2,368	Sustainable Transport	(75)	The favourable variance is based on the negotiated position with Bus Operators which has resulted in the current contract being below the base budget provision.
(119)	Vehicle Fleet	(200)	Temporary prudential borrowing savings from extending the life of assets and maintenance savings in relation to new vehicles.
5,276	Waste & Environmental Services	0	
<b>16,325</b>	<b>Neighbourhood Services Committee Total</b>	<b>125</b>	



NEIGHBOURHOOD SERVICES COMMITTEE  
PLANNED USE OF RESERVES

The above figures include the 2019/2020 approved budget along with the planned use of Departmental Reserves created in previous years.  
The details below provide a breakdown of these reserves

Approved 2019/2020 Budget  £'000	Description of Service Area	Actual Usage 2019/2020  £'000	Variance Over/ (Under)  £'000	Director's Explanation of Variance
Neighbourhood Services Committee				
50	Allotments (Public Health Reserve)	50	0	Funded from Public Health Reserve
14	Community Safety Specific Grants	14	0	Use of PCC funding contribution towards 'Outreach' scheme.
0	Passenger Transport Reserve	35	35	The remaining balance on this reserve will be used to mitigate the impact of the cost pressures from home to school transport for SEND pupils.
34	Ward Member Budgets (incl Civic Lottery)	34	0	Relates to timing of expenditure
98	Total	133	35	

## CAPITAL MONITORING REPORT PERIOD ENDING 31st JULY 2019

Project Code	Scheme Title	BUDGET	EXPENDITURE IN CURRENT YEAR					Type of Financing	2018/19 COMMENTS
		A	B	C	C	D	E		
		2019/20 Budget £'000	2019/20 Actual as at 31/07/19 £'000	2019/20 Expenditure Remaining £'000	Expenditure Rephased into 2020/21 £'000	(B+C) 2019/20 Total Expenditure £'000	(D-A) 2019/20 Variance from Budget £'000		
Neighbourhood Services Committee									
7272	Wheelie Bin Purchases	100	35	65	0	100	0	UDPB	Annual budget for purchase of new and replacement bins.
7333	Seaton - Additional Car Parking	571	2	569	0	571	0	UDPB	Scheme to create 350 new parking spaces approved by Council 25th October, 2018
7466	DSO Vehicle Purchases	3,949	329	3,441	179	3,949	0	UDPB	At this stage it expected that all of the outstanding 2018/19 vehicle purchases and most of the current years replacement programme will be delivered and can be met from the existing budget.
8993	Garage Wash-off Facility	101	0	101	0	101	0	MIX	Expected to be completed in year.
7878	Community Safety CCTV Upgrade/Relocation	46	0	46	0	46	0	MIX	Expected to be completed in year.
CR	Crematorium Chapel refurbishment	404	0	0	404	404	0	RCCO	A report setting out proposals will be presented to members later in the year.
Allot	Allotments Improvements	209	0	8	201	209	0	UDPB	A new programme of works was approved by the Neighbourhoods Committee in June 2018.
LTP	Local Transport Plan (LTP) Schemes	2,869	417	2,310	142	2,869	0	GRANT	Consists of various Highways & Traffic schemes. The rephased may vary owing to the timing of expenditure which can be subject to unforeseen delays/design /consultation and weather conditions.
9026	TVCA - Eastern Crossing Feasibility	116	98	18	0	116	0	GRANT	Scheme study nearing completion.
7900	EA - Hartlepool Marina - North Pier Study	30	0	30	0	30	0	GRANT	Anticipated study completion in 19/20.
7902	EA - Hartlepool Drainage Schemes	36	0	36	0	36	0	GRANT	On site Flood defence works.
8958	A19, Grade Separated Junction, Elwick Bypass and Hartlepool Western Link	18,506	35	1,965	16,506	18,506	0	UDPB	Design work is progressing and tender for gap closures has been awarded. The rephased budget reflects the profile of the scheme which will span multiple years.
8444	Coast Protection - Town Wall Strengthening	42	1	0	41	42	0	GRANT	Scheme complete, however there is an ongoing legal dispute. When resolved a request will be made to the Environment Agency to transfer the balance to another Environmental Agency scheme of a similar nature.
8578	Coast Protection - South Management Unit Study	28	0	28	0	28	0	GRANT	Ongoing study that will lead to an options appraisal to be taken to committee. Anticipated completion in 2019/20.
8997	Neighbourhood Investment Fund Unallocated	294	0	0	294	294	0	UDPB	This is the remaining balance on the Neighbourhood Investment Fund to be allocated to schemes following future approval by Members.
7339	Seaton Park Tennis Courts	174	2	172	0	174	0	MIX	A report providing an update on the details of this budget was presented to Finance and Policy Committee on 22nd July 2019.
HIFP	Additional Highway Schemes HIFP	1,949	401	1,249	299	1,949	0	MIX	
7246	NIP - Rossemere Park	281	113	168	0	281	0	GRANT	
7340	NIP - Owton Manor Belly Bins	0	0	0	0	0	0	MIX	
7343	NIP - Memorial Wood	7	0	7	0	7	0	UDPB	
7344	NIP - Hindpool Close Play Area	40	0	40	0	40	0	UDPB	
7347	NIP - CCTV in Parks	399	6	393	0	399	0	GRANT	
8977	NIP - King Oswy Drive	33	33	0	0	33	0	UDPB	
8288	NIP - Stranton Cemetery Barrier	0	0	0	0	0	0	UDPB	
8994	NIP - BIS Paving	15	5	10	0	15	0	UDPB	
8292	NIP - Headland	112	44	68	0	112	0	UDPB	
8996	NIP - Roundabouts at Key Gateways	3	2	1	0	3	0	UDPB	
NIP - SG	NIP - Spencer Grove	6	0	6	0	6	0	UDPB	
NIP - SCCP	NIP - Stranton Cemetery Car Park	50	0	50	0	50	0	UDPB	
NIP - OSCP	NIP - Off street Car Parking Balmoral Rd	25	0	25	0	25	0	UDPB	
NIP - IP	NIP - Improvements to Parks	200	0	200	0	200	0	UDPB	
NIP - CE	NIP - Cleaning Equipment	34	0	34	0	34	0	UDPB	
NIP - SF	NIP - Play Equipment Replacement (Sinking Fund)	50	0	50	0	50	0	UDPB	
PLAY	Parks & Playgrounds	77	1	38	38	77	0	GRANT	
TVCA	TVCA Cycleways and Footpath Upgrades	255	128	82	0	210	(45)	GRANT	
Neighbourhood Services Committee Total		31,011	1,652	11,210	18,104	30,966	(45)		Amounts set aside for the replacement of playground equipment.
									Scheme completed under budget. The balance will be returned to TVCA in line with the terms of the funding agreement.

## Key

RCCO

MIX

UCPB

SCE

Revenue Contribution towards Capital

Combination of Funding Types

Unsupported Corporate Prudential Borrowing

Supported Capital Expenditure (Revenue)

GRANT

CAP REC

UDPB

CORP

Grant Funded

Capital Receipt

Unsupported Departmental Prudential Borrowing

Corporate Resources