

NEIGHBOURHOOD SERVICES COMMITTEE

AGENDA



Tuesday 19 October 2021

at 10.00 am

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

A limited number of members of the public will be able to attend the meeting with spaces being available on a first come, first served basis. Those wishing to attend the meeting should phone (01429) 523568 or (01429) 523019 by midday on Monday 18 October and name and address details will be taken for NHS Test and Trace purposes.

You should not attend the meeting if you are required to self-isolate or are displaying any COVID-19 symptoms such as (a high temperature, new and persistent cough, or a loss of/change in sense of taste or smell), even if these symptoms are mild. If you, or anyone you live with, have one or more of these symptoms you should follow the NHS guidance on testing.

MEMBERS: NEIGHBOURHOOD SERVICES COMMITTEE

Councillors Cook, Creevy, Howson, Jackson, B Loynes, Price and Stokell.

- 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 23 September 2021 (previously published and circulated).**
 - 3.2 To receive the Minutes and Decision Record of the meeting of the Emergency Planning Joint Committee held on 10 September 2021.**

CIVIC CENTRE EVACUATION AND ASSEMBLY PROCEDURE

In the event of a fire alarm or a bomb alarm, please leave by the nearest emergency exit as directed by Council Officers. A Fire Alarm is a continuous ringing. A Bomb Alarm is a continuous tone. The Assembly Point for everyone is Victory Square by the Cenotaph. If the meeting has to be evacuated, please proceed to the Assembly Point so that you can be safely accounted for.

4. BUDGET AND POLICY FRAMEWORK

- 4.1 Medium Term Financial Strategy (MTFS) 2022/23 TO 2024/25 – Issues Referred From Finance and Policy Committee – *Director of Neighbourhood and Regulatory Services*

5. KEY DECISIONS

- 5.1 Vehicle and Equipment Approvals 2022/2023 to 2024/2025 – *Assistant Director (Place Management)*
- 5.2 Winter Service Plan – *Assistant Director (Place Management)*
- 5.3 Out of Hours Noise Service and Noise App – *Assistant Director (Regulatory Services)*

6. OTHER ITEMS REQUIRING DECISION

- 6.1 Annual Parking Report 2020/21 – *Assistant Director (Place Management)*

7. ITEMS FOR INFORMATION

No items.

8. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

FOR INFORMATION: -

Date of next meeting –

Thursday 18 November, 2021 at 10.00 am
Thursday 9 December, 2021 at 2.00 pm
Thursday 27 January, 2022 at 10.00 am
Thursday 3 March, 2022 at 10.00 am
Thursday 24 March, 2022 at 10.00 am



EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD

10th September 2021

The meeting commenced at 10:00am at the Emergency Planning Annex,
Stockton Police Station, Bishop Street, Stockton-On-Tees, TS18 1SY

Present:

Councillor: Mike Smith (Stockton Borough Council) (In the Chair)

Councillors: Julie Craig (Redcar and Cleveland Borough Council
Eric Polano (Middlesbrough Borough Council

Officers: Stuart Marshall, Chief Emergency Planning Officer
Jo Stubbs, Democratic Services Officer

1. Apologies for Absence

Apologies were submitted by Councillor Cameron Stokell (Hartlepool Borough Council)

2. Declarations of interest by Members

None

3. Minutes of the meeting held on 2nd March 2021

Minutes received

4. CEPU Action Plan 2021-2022 (*Chief Emergency Planning Officer*)

Purpose of report

To provide the action plan of the Emergency Planning Unit to assist in overseeing the performance and effectiveness of the Unit and its value to the four authorities.

Issue(s) for consideration by the Committee

The action plan (which was appended to the report) was comprised of 66 tasks compiled using statutory requirements, national guidance and good practice. The actions had been compiled under 12 headings including Local Authority resilience, ITC/Cyber planning and CEPU Internal functions and ways of working post Covid. Quarterly updates would be provided to members. The Chief Emergency Planning Officer noted that the action plan for 2020-21 had been significantly impacted by the Covid pandemic and it was expected that this impact could continue to a lesser degree in 2021-22 limiting the amount and range of work the unit could undertake. Of the 66 actions so far 17% had been completed. In order to assist any members new to the Committee the Chief Emergency Planning Officer indicated he would arrange for guidance around Emergency Management to be sent to all Committee members.

Decision

- I. That the CEPU Action Plan be approved and members seek involvement and clarification where appropriate.
- II. That members be updated on progress on the action plan at future meetings and any additions or amendments to it.

5. Financial Management Update Report (*Director of Resources and Development and Chief Emergency Planning Officer*)**Purpose of report**

To provide details of the outturn position for the financial year ending 31st March 2021.

Issue(s) for consideration by the Committee

A summary of the outturn position at 31st March 2021 was provided as set out in the report. A favourable variance of £48,000 on the main Emergency Planning Unit (EPU) budget had been achieved. This was lower than had been anticipated due to a reduction in the expected amount of income due to reduced REPPIR fees to the nuclear power station and an increase in employee costs. A favourable variance of £52,000 on the budget for the Local Resilience Forum (LRF) had been achieved following the receipt of additional Brexit funding of £116 thousand allocated between 2018 and 2020 along with an additional covid grant of £200 thousand. £50 thousand of this additional funding had been used to fund emergency mortuary provision while £200 thousand had funded the cost of additional

management and support from a range of LRF members chargeable to the covid grant.

Decision

That the financial outturn for 20/21 be noted.

6. Emergency Planning Joint Committee Constitution (Chief Emergency Planning Officer)

Purpose of report

To provide an opportunity to review the Committee constitution.

Issue(s) for consideration by the Committee

A copy of the Committee constitution was appended to the report for members' attention. The Chief Emergency Planning Officer highlighted in particular issues around meetings being quorate and asked members to consider nominating named deputies to stand in for them when unavailable. The Chair requested clarification as to whether deputies for those authorities that ran a Cabinet system of governance needed to be a Cabinet member.

Decision

That the constitution and terms of reference be noted and the designation of deputy members clarified.

7. LRF Pilot Funding (Chief Emergency Planning Officer)

Purpose of report

To inform members of the recent pilot funding made available to the Local Resilience Forum and its intended utilisation.

Issue(s) for consideration by the Committee

In May 2021 the Government had confirmed that £209,089 would be made available to Cleveland LRF for use in capacity building and capability building. This funding would be for 12 months and was intended to be used to increase LRF capacity by enabling the recruitment of strategic resources and to enhance LRF capability to address national and local resilience priorities including the strengthening of intelligence, information and data

sharing. Detailed information on the proposed utilisation of funding was appended to the report. As the funding was for 12 months only officers felt unable to utilise it for staffing and recruitment as they could not guarantee a permanent position moving forward.

Members queried whether COMAH sites and other major industries contributed to LRF funding separately in addition to local business rates. The Chief Emergency Planning Officer advised that PD Ports contribute to the LRF on a voluntary basis, but whilst there is a mechanism whereby recharges to industry can be made for emergency planning duties undertaken by the Local Authority there is no mechanism for contributions to the LRF. The CEPO noted that a number of sites operate separate funds to assist communities (e.g. grants to community groups. Members felt that businesses could be encouraged to be more proactive in contributing to the community. Members also praised the inclusion of community risk mapping and requested that high priority be given to the commission of an activation system.

Decision

That the purpose and limitations of the pilot funding be noted.

8. Function and Operation of Cleveland LRF (*Cleveland LRF Chair*)

Purpose of report

To provide members with background information on the structure and operation of Cleveland Local Resilience Forum

Issue(s) for consideration by the Committee

Members were given details of the role and function of the LRF, including funding, membership and information on the basic 3 tier structure. The Cleveland LRF was embedded within the Emergency Planning Unit which enabled access to wider resources and out of hours support when required. The current acting chair was Hartlepool's Director of Regeneration and Neighbourhoods. A copy of the LRF terms of reference and annual report for 2020-21 were appended to the report. Members had previously requested that the LRF chair attend meetings of the Committee to ensure appropriate oversight of the LRF given its usage of public money and it was hoped that this would happen in the future.

Decision

That the report be noted.

9. Incident Report – 6th February 2021 – 13th August 2021 *(Chief Emergency Planning Officer)*

Purpose of report

To inform members of incidents reported and responded to by the Cleveland Emergency Planning Unit between 6th February and 13th August 2021.

Issue(s) for consideration by the Committee

Members were given details of incidents of note during the period in question.

Decision

That the report be noted

The meeting concluded at 11:25am

H MARTIN

CHIEF SOLICITOR

PUBLICATION DATE: 16th September 2021

NEIGHBOURHOOD SERVICES COMMITTEE

19th October 2021



Report of: Director of Neighbourhood & Regulatory Services

Subject: MEDIUM TERM FINANCIAL STRATEGY (MTFS) 2022/23
TO 2024/25 – ISSUES REFERRED FROM FINANCE AND
POLICY COMMITTEE

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Budget and Policy Framework.

2. PURPOSE OF REPORT

2.1 The purposes of this report are to enable Members to consider the savings proposals referred from Finance and Policy Committee and to determine the feedback they wish to refer back to Finance and Policy Committee.

3. BACKGROUND

3.1 MTFS reports to Finance and Policy Committee (13.09.21 and 11.10.21) and Council (30.09.21) highlighted the scale of previous reductions in Government funding and the resulting cuts in services, including a reduction in the workforce of 20%. These measures cannot be repeated and the financial deficit now facing the Council means further service cuts will have to be made.

3.2 This is increasingly difficult to explain to the public, particularly as cuts will continue at the same time as reliance on Council Tax and the Adult Social Care precept continues to increase. This is not unique to Hartlepool – most councils face this challenge. Council Tax funds 53% (£42.7m) of the budget in 2021/22 - compared to 32% (£30.8m) in 2013/14. It is increasingly challenging to explain to the public how their Council tax is used – particularly when this funds Social Care Services for adults and children, which not all residents use or appreciate councils provide.

3.3 The recent national debate may have helped people understand the challenges facing Adult Social Care. There has not been a similar national

debate regarding the challenges facing Children's Social Care and the financial impact.

- 3.4 The MTFs report detailed the forecast budget deficits for the next three years, including the impact of reducing the total deficit from **£11.435m** to **£7.523m** by increasing Council Tax up to the level of the forecast national Referendum Limit, including the 3% deferred Adult Social Care precept. The precept could either have been implemented in 2021/22 or deferred to 2022/23.
- 3.5 The report advised Members that increasing Council Tax reflects national policy for funding local services. Therefore, against this national policy these increases provide the most robust basis for the budget and protecting services. The report also provided details of the Budget Support Fund which can be used to phase the deficit over three years and to support implementation of a Transformation Plan.
- 3.6 Finance and Policy Committee considered the issues detailed in the MTFs report and made detailed recommendation to Council, which will be considered on 30th September 2021. On the basis these recommendations are approved a savings plan now needs to be developed to deliver total savings of **£7.523m**. The majority of this deficit is front loaded in 2022/23. To support the plan it was recommended that reserves are used to phase the deficit over the next three years, as follows:

	2022/23	2023/24	2024/25	Total 22/23 to 24/25 £'m
	£'m	£'m	£'m	£'m
Deficit <u>AFTER</u> Council Tax increase and forecast Tax Base Growth	5.154	1.212	1.157	7.523
Deficit deferred from 22/23 to 23/24 by using Reserves	(2.500)	2.500	0.000	0.000
Deficit deferred from 23/24 to 24/25 by using Reserves	0.000	(1.300)	1.300	0.000
Revised Deficit <u>AFTER</u> Council Tax increase and forecast Tax Base Growth and use of reserves	2.654	2.412	2.457	7.523

- 3.7 Achieving the savings plan will be challenging and will need to be managed carefully to ensure planned savings are delivered and reliance on reserves is phased out – as this is not sustainable.

4. TRANSFORMATION AND SAVING PLAN

- 4.1 The MTFs report to Finance and Policy Committee (11.10.21) advised Members that the ideal situation would be to have a three year plan to address the forecast budget deficit and include some additional proposals in the event that identified financial risks materialise over the next three year, for example grants cuts resume, national pay awards/inflation exceed the

modest MTFS forecasts, or additional grant funding is not provided for the 1.25% National Insurance increase in April 2022. A three year plan was recommended by the Local Government Association when they reviewed the Council's financial position and approach to managing the budget deficit.

- 4.2 However, the scale of the budget deficit means this plan needs to be in two phases:

- **Phase 1 - to address the deficit for 2022/23.**

This stage needs to be completed by December 2021 to enable savings to be implemented from 1st April 2022;

In developing the 2022/23 plan it is recommended we aim to exceed the minimum savings required to balance the budget of **£2.654m**. This will provide a more robust basis for future years and reduce reliance on using reserves in 2022/23. Detailed proposals are provided in the next section.

- **Phase 2 – to address the deficits for 2023/24 and 2024/25.**

This stage needs to be completed and approved by September 2022 as it is envisaged many issues will have longer implementation periods.

Once a robust plan has been approved for 2022/23 the Corporate Management Team will work on proposals for 2023/24 and 2024/25. This work will commence in January/February 2022 and provide proposals for Members to consider after the May 2022 elections.

To assist the development of phase 2 savings a number of proposal which require a longer lead time to implement are identified in the next section. .

5. **PROPOSED SAVINGS**

- 5.1 Finance and Policy Committee were advised:

- That the savings proposals have been identified by the Corporate Management Team against the background of the significant savings made in previous years, whilst seeking to minimise the impact on services. However, owing to the scale of the cuts required it is impossible to identify proposals which will not impact on services.
- That if the total proposed savings are all approved this is only **65%** of the total three year deficit of **£7.523m**. If some of these proposals are not approved this percentage will reduce and alternative savings will need to be identified. This will be particularly challenging for 2022/23.

- If all the proposals are approved and implemented this will address the 2022/23 budget deficit, but will require further significant savings to be identified in 2023/24 and 2024/25, as summarised below:

	A	B	C = A less B
	Cumulative deficit	Cumulative savings proposal (details Appendix A)	Cumulative shortfall still be addressed / (saving achieved in advance – i.e. reduced use of Budget Support Fund)
	£m	£m	£m
2022/23	2.654	2.824 to 2.999	(0.170 to 0.345)
2023/24	5.066	4.268 to 4.693	0.373 to 0.798
2024/25	7.523	4.503 to 4.883	2.640 to 3.020

- If these proposals are not supported Members will need to propose viable alternative proposals that they are prepared to implement. This strategic direction is needed to enable the Corporate Management Team to develop a detailed implementation plan, which will include all necessary consultation, to ensure savings can be implemented from 1st April 2022 to balance the 2022/23 budget.
- The majority of the savings proposals are self-explanatory and if approved the 2022/23 proposals can be implemented from 1st April 2021. A number of proposals have longer lead times and require Members to provide a strategic direction as part of the 2022/23 budget process to enable savings to be achieved in 2023/24.

5.2 In line with the Council's Constitution Finance and Policy Committee are seeking the views of individual Policy Committees on the savings proposals for their areas. Accordingly details of proposed savings for 2022/23, 2023/24 and 2024/25 are summarised in **Appendix A. This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation Order 2006) namely: - Paragraph 1 - Information relating to any individual and Paragraph 2 - Information which is likely to reveal the identity of an individual.** Note – Savings proposals NRS 5, 6 and 11 relate to proposals which fall within the remit of Finance and Policy Committee and therefore are excluded from Appendix A.

6. OTHER CONSIDERATION

6.1 Equality and Diversity

6.2 The savings proposals put forward will impact on the delivery of frontline services or service users to varying degrees. There are some proposals which simply by the nature of the service area that they cover will impact on those

with protected characteristics e.g. adult social care relating to older adults or those with disabilities. However, due to the financial challenges facing the Council we have no choice but to change, redesign and potentially close services to reduce costs. Where we may need to change, redesign and close services we are working to minimise the impact on those with protected characteristics and will focus on securing services for those who are the most vulnerable within those protected characteristics.

- 6.3 Members are aware from previous MTFS reports that in making financial decisions the Council is required to demonstrate that those decisions are made in a fair, transparent and accountable way, considering the needs and the rights of different members of the community. This is achieved through assessing the impact that changes to policies, procedures and practices could have on different equality groups.
- 6.4 Appendix A – Part 1 Summary of Initial Savings Proposals identifies those who could potentially be affected by each proposal from the 9 protected characteristics. Further analysis will be undertaken to determine who will be directly and indirectly impacted by the proposals and Equality Impact Assessments (EIA) will be undertaken where required. Further information will be provided within the next Finance and Policy Committee report to enable Members to satisfy themselves that they are able to consider fully the potential impact of the proposed changes when making their decisions.
- 6.5 An overall central assessment will be undertaken to determine the cumulative impact of the savings proposals on each individual protected characteristic. This assessment will be included within the December MTFS report.
- 6.6 Child and Family Poverty**
- 6.7 Appendix A – Part 1 Summary of Initial Savings Proposals identifies where proposal could potentially affect child and family poverty. Further analysis will be undertaken to determine who will be directly and indirectly impacted by the proposals and Child and Family Poverty Impact Assessments will be undertaken where required.
- 6.8 An overall central assessment will be undertaken to determine the cumulative impact of the savings proposals on child and family poverty. This assessment will be included within the December MTFS report to enable Members to satisfy themselves that they are able to consider fully the potential impact of the proposed changes when making their decisions.
- 6.9 Legal Considerations**
- 6.10 The following issues are relevant in relation to this report:
- the Local Government Finance Act 1992 requires local authorities to set a balanced budget – this report starts the budget process and further reports will enable budget proposals to be approved and then referred to Council to meet this requirement;

- the Local Government Act 2003 requires local authorities to consider the advice of their Section 151 Chief Finance Officer (the Director of Resources and Development) when making budget decisions. This advice must include details of the robustness of the estimates made for the purposes of the calculations and the adequacy of the proposed financial reserves. These requirements will be addressed in future reports and initial advice is detailed later in the report.

6.11 Staff and Asset Management Considerations

- 6.12 These are covered in the detailed savings proposals and the cumulative staffing impact will be included within the December MTFS report.

7. CONCLUSION

- 7.1 The Council faces an extremely challenging financial position and budget deficits will need to be addressed from a combination of increasing Council Tax and the Adult Social Care precept, reflecting nationally set referendum limits, and budget cuts.
- 7.2 The report seeks the Committees views on the proposed budget savings they wish to refer back to Finance and Policy Committee for consider in December, prior to Finance and Policy Committee determining the savings proposals to be referred to Council.

8. RECOMMENDATIONS

- 8.1 It is recommended that Members consider the savings proposals detailed in Appendix A and determine the feedback they wish to refer back to Finance and Policy Committee, including the proposals which require a decision as part of the 2022/23 budget process to achieve a saving in 2023/24 owing to the lead time for implementation.

9. REASON FOR RECOMMENDATIONS

- 9.1 The Constitution requires individual Policy Committees to be consulted on savings proposals.

10. BACKGROUND PAPERS

The following background papers were used in the preparation of this report:-

- Finance and Policy Committee - Medium Term Financial Strategy (MTFS) 2022/23 to 2024/25 – 11th October 2021;
- Finance and Policy Committee - Medium Term Financial Strategy (MTFS) 2022/23 to 2024/25 – 13th September 2021;

- Finance and Policy Committee - Medium Term Financial Strategy (MTFS) 2021/22 to 2022/23 – 25th January 2021;
- Council - Medium Term Financial Strategy (MTFS) 2021/22 to 2022/23 – 28th January 2021.

11. CONTACT OFFICER

Tony Hanson
Director of Neighbourhood & Regulatory Services
Email: tony.hanson@hartlepool.gov.uk
Telephone: 01429 523400

Sign Off:-

Managing Director	<input checked="" type="checkbox"/>
Director of Resources and Development	<input checked="" type="checkbox"/>
Chief Solicitor	<input checked="" type="checkbox"/>

NEIGHBOURHOOD SERVICES COMMITTEE

19th October 2021



Report of: Assistant Director (Place Management)

Subject: VEHICLE AND EQUIPMENT APPROVALS 2022/2023
to 2024/2025

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Key Decision. Forward Plan reference NRS04/21.

2. PURPOSE OF REPORT

2.1 The purpose of the report is to:

- i) Provide an update on vehicle purchases made in 2020/21.
- ii) Provide an update of the vehicle replacement budget for the current financial year, including vehicles purchases re-phased from previous years.
- iii) Propose the vehicle and associated equipment replacement programme for the 3 year period covering 2022/23 to 2024/25.
- iv) To request that Finance and Policy Committee recommend that the approval for borrowing to fund the related capital expenditure is included in the 2022/23 Medium Term Financial Strategy (MTFS) approved by Council.

3. BACKGROUND

3.1 A combined vehicle asset appraisal and service review has been undertaken with Service Managers and Team Leaders across the Council. This has looked at each of the frontline services expected vehicle, heavy plant and equipment requirements for the next three years taking account of factors:

- i. **Vehicle life extension programme** – The Fleet Service's maintenance programme has been stretching vehicle operating life beyond planned replacement time frames to obtain temporary one-off borrowing savings.

While these steps have helped the Council in allowing services time to go through necessary efficiency transformations, the vehicles in the programme are in many cases coming to end of their serviceable life.

- ii. **Safety upgrades and parts** – Concerns about ongoing availability and vehicle retrofitting practicalities with older vehicles.
 - iii. **Reliability and service availability levels** – Difficulties in maintaining daily services.
- 3.2 An Options Appraisal of vehicle financing has previously demonstrated that borrowing is the most cost effective way of funding vehicle purchases, particularly as vehicles are now kept for their maximum usable economic life.

4. PROPOSALS

- 4.1 Further reviews of individual service vehicle and equipment needs have been undertaken in conjunction with respective service managers. This has sought to identify if any potential changes to requirements can be foreseen with regard to possible future plans for these services.
- 4.2 This work combined with concerns of rising running costs with aging vehicles has resulted in a revised replacement programme for 2021/2022 and 2022/2023, and a preliminary one for 2023/2024.
- 4.3 It is important to note that not every item on the list may be purchased however this approval approach allows the team to react should the need for one of these vehicles arise.

5. FINANCIAL CONSIDERATIONS

This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3), information relating to the financial or business affairs of any particular person (including the authority holding that in).

5.1 Vehicle Purchases in 2020/21.

Details of vehicles procurement activity in 2020/21 are shown at **Appendix A. This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3), information relating to the financial or business affairs of any particular person (including the authority holding that in).**

- 5.2 As reported last year the costs to replace the first three aging home-to-school coaches approved in 2019/2020 increased as a result the requirements of the Public Service Vehicle Accessibility Regulations (PSVAR) and it has been necessary to utilise previously approved price contingency to address these increased costs. The next three coaches which were due to be procured during 2020/2021 were delayed due to the Covid-19 pandemic. **This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3), information relating to the financial or business affairs of any particular person (including the authority holding that in).**

5.3 **Current Year Vehicle Purchases 2021/22**

The vehicle replacement programme for the current year is shown at **Appendix B. This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3), information relating to the financial or business affairs of any particular person (including the authority holding that in).**

The cost of vehicle purchases compared to budget will be reported after outturn in next year's report.

5.4 **Vehicle Replacements 2022/2023 – 2024/2025**

A provisional programme was included in last year's report. Following completion of this year's fleet asset appraisals as detailed earlier in the report, some amendments have been made. In addition to try to address some of the potential volatility created by the disruption to international supply chains the price contingency (a percentage of the total in-year programme borrowing) has been raised slightly further than previous years. These programmes are shown at **Appendix C. This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3), information relating to the financial or business affairs of any particular person (including the authority holding that in).**

- 5.5 The resultant vehicle and equipment requirements are put forward for consideration by Neighbourhood Services Committee. If agreed the recommendations progress to Finance and Policy Committee for consideration of the borrowing requirements.

- 5.6 Fleet Services will undertake procurement exercises to obtain best value from suppliers in light of the three years of planned requirements.

- 5.7 **Final budgetary checks.** Fleet Services will, in advance of the appropriate vehicle / equipment requirement year, confirm with each service's Budget Holder that they have the necessary budget to proceed before 'calling-off' these vehicle / equipment 'builds' from suppliers. Service Level Agreement

costs as part of the annual service area budget building exercises are included. Payment to suppliers would be made once vehicle / equipment are delivered and repayments on borrowing would begin to be made the year following vehicle delivery.

- 5.8 Details of the revised replacement programme for the 3 year period covering 2022/2023 – 2024/2025 is shown at **Appendix C. This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3), information relating to the financial or business affairs of any particular person (including the authority holding that in.** The related future borrowing approvals to be recommended for inclusion within the 2022/23 MTFS are summarised in Table 1 below.

Table 1: Summary of future year borrowing approvals

	£000's
2022/2023	3,358
2023/2024	110
2024/2025	838

- 5.9 The above borrowing approval represents the maximum amount of borrowing which would be incurred if all vehicles were replaced in the year proposed. However in all likelihood the practicalities of procurement will result in some future re-phasing to reflect the timing of when vehicles are delivered.

6. RISK IMPLICATIONS

- 6.1 It is important that we ensure we provide a roadworthy fleet which has a near faultless service availability for safety and service critical vehicles.
- 6.2 For many of our specialist vehicles the procurement process – specification, tendering, ordering and manufacturers build period is a lengthy one, and as a direct result of the international supply chain issues timescales are up to one and half years before delivery in some cases. In order to avoid procurement delays resulting in costly and inefficient external hires; the service requires a vehicle procurement format that mirrors the three year forward plan and review practice undertaken in respect to the council's Medium Term Financial Strategy.

7. CONSULTATION

- 7.1 A vehicle asset appraisal and service needs review has been undertaken with Service Managers and Team Leaders.

8. ASSET MANAGEMENT CONSIDERATIONS

- 8.1 The attached **Appendix C** details the revised replacement programme for the period 2022/2023 to 2024/25 and the related future borrowing approvals to be recommended for inclusion within the 2022/2023 MTFS. **This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3), information relating to the financial or business affairs of any particular person (including the authority holding that in).**

9. OTHER CONSIDERATIONS

Legal	No relevant issues
Child and Family Poverty	No relevant issues
Equality and Diversity	No relevant issues
Section 17 of the Crime and Disorder Act 1988	No relevant issues
Staff	No relevant issues

10. RECOMMENDATIONS

- 10.1 It is recommended that the Committee:

- i) Note the updated position for vehicle purchases as of 2020/21 as set out in **Appendix A** and the list for 2021/22 as set out in **Appendix B**. **This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3), information relating to the financial or business affairs of any particular person (including the authority holding that in).**
- ii) Approves the proposed replacement programme of vehicles, heavy plant and associated equipment as set out in **Appendix C** and related borrowing approvals set out in paragraph 5.8, to be referred to Finance and Policy Committee to recommend to Council as part of the 2022/2023 MTFS. **This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3), information relating to the financial or business affairs of any particular person (including the authority holding that in).**

11. REASONS FOR RECOMMENDATIONS

- 11.1 To maintain a fleet service that meets the needs of the Council.

12. BACKGROUND PAPERS

- 12.1 There are no background papers to this report.

13. CONTACT OFFICER

- 13.1 Kieran Bostock
Assistant Director (Place Management)
Level 3
Civic Centre
Hartlepool
TS24 8AY

Tel: (01429) 284291

E-mail: kieran.bostock@hartlepool.gov.uk

Chris Wenlock
Environmental Services Manager
C/O Civic Centre
Hartlepool
TS24 8AY

Tel: (01429) 523538

E-mail: chris.wenlock@hartlepool.gov.uk

NEIGHBOURHOOD SERVICES COMMITTEE

19th October 2021



Report of: Assistant Director (Place Management)

Subject: WINTER SERVICE PLAN

1. TYPE OF DECISION/APPLICABLE CATEGORY

- 1.1 Key Decision test (i) and (ii) applies. Forward Plan Reference No. NRS05/21.

2. PURPOSE OF REPORT

- 2.1 To seek approval for the refreshed Council's Winter Maintenance policy.

3. BACKGROUND

- 3.1 The Council's winter service operations are a specialised and significant aspect of highway network management.
- 3.2 The objective of the Council's Winter Maintenance policy is to manage procedures for dealing with winter conditions, enabling as far as reasonably practicable, the safe movement of transport across the borough.
- 3.3 The Council's Winter Maintenance policy is reviewed periodically to take account of changing circumstances, to ensure that gritting routes and salt bin provision remain appropriate, and to achieve best value in service delivery.
- 3.4 The key objectives of the Winter Service Policy are:

Safety: Safety of road users is a prime consideration.

Serviceability: Maintaining availability and reliability of the highway network during adverse weather.

Sustainability: Low temperatures and the formation of ice can cause serious damage to the highway. An effective winter service plan can reduce the burden on the resurfacing programme.

- 3.5 The Council's policy for winter maintenance was created following the introduction of the statutory duty to keep the highway network clear. This plan formalised the operations that had been undertaken prior to this.
- 3.6 Given the scale of the operation, and the physical and financial resources involved, it is not reasonably practicable to provide the service on all parts of the highway network. Nor is it possible to ensure running surfaces are kept free of ice or snow at all times, even on the parts of the network which are treated.
- 3.7 This approach is adopted throughout the country, with authorities clearly defining the extent of the service via detailed operational route plans which are based on the principles of risk assessment.
- 3.8 National Highways (formerly Highways England) are the authority responsible for the treatment of the A19, while Hartlepool Borough Council are the authority responsible for all other roads within the borough.
- 3.9 Comprehensive and accurate records are kept of winter service activities, including the timing and nature of all decisions by Duty Supervisors and the treatments undertaken.
- 3.10 The Council has recently installed electronic variable message signs on the A689 and A179 approaches into the Borough, and amongst other uses, these will display ice warning messages, when appropriate.

4. PROPOSALS

- 4.1 In line with the national guidance document "Well Maintained Highways – The Code of Practice for Highway Maintenance Management", route plans are categorised as follows:
- Carriageway salting routes (1st and 2nd priority);
 - Footway Salting routes; and
 - Carriageway Snow Clearance routes (Reactive).
- 4.2 Gritting route plans are designed to take into account the need for efficient and effective resource utilisation and are reviewed on an annual basis ahead of the winter season.
- 4.3 **First Priority Salting routes include:**
- Primary routes, including slip roads and interchanges;
 - Other principal roads;
 - Main commuter routes with traffic volumes over 3,000 vehicles per day;
 - Roads leading to main industrial establishments;
 - Main bus routes; and
 - Roads serving main shopping areas.

- 4.4 First priority routes are treated by pre-salting in the case of a frost warning and will also take priority for post-salting in the event of persistently icy conditions. In the event of snow, all resources will be concentrated on the first priority carriageway routes.
- 4.5 **Second Priority Salting routes include:**
- Any known high accident spots not covered as category one;
 - All other bus routes;
 - Other commuter routes;
 - Main distributor routes; and
 - Roads serving other shopping areas.
- 4.6 Second priority routes are treated by pre-salting in the case of a frost warning, and will also be treated at any time, including times outside normal working hours.
- 4.7 The Council also undertakes salt treatment to a limited number of footways, primarily in the town centre area, where pedestrian numbers are at their highest. This work is undertaken manually and is subject to resources being available alongside treatment of the carriageway routes.
- 4.8 Council car parks are gritted to give an increased level of safety in areas where there are high numbers of vehicles in close proximity. This work is generally undertaken out of hours when car parks are empty.
- 4.9 For minor roads which are not covered by gritting routes, a network of salt bins are in place with the salt able to be utilised on the highway/footway by residents for the benefit of the community. A scoring criteria is used to assess any new requests to ensure that salt bin provision is appropriate. The criteria includes things such as gradients, bends, junctions, traffic levels and community facilities, and helps to ensure a consistent response to requests.

5. CONSULTATION

- 5.1 Delivery of a consistent and co-ordinated service throughout the region is achieved by liaison and coordination with neighbouring authorities across the Tees Valley and the wider north east.
- 5.2 Gritting routes are identified using the factors outlined in section 4. Consultation will take place with residents/businesses over the exact location of salt bins, where appropriate.

6. FINANCIAL CONSIDERATIONS

- 6.1 The current budget for winter maintenance is £230,000. The actual cost of the service varies annually and is dependent upon the severity of the weather during the winter period.

7. LEGAL CONSIDERATIONS

- 7.1 The Highways Act 1980 places a statutory duty on local authorities to maintain their highway network during winter weather as far as is reasonably practicable.
- 7.2 The statutory basis for providing a Winter Service was introduced by the amendment of Section 41 of the Highways Act in 2003. The amendment states that *“...In particular, a highway authority are under a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice....”*

8. RISK IMPLICATIONS

- 8.1 Failure to provide an appropriate winter service could result in road traffic collisions with the consequent likelihood of injuries or fatalities amongst road users.
- 8.2 The availability of suitably qualified drivers remains a pressure on the service and this is under constant review to ensure service delivery remains uninterrupted.

9. ASSET MANAGEMENT CONSIDERATIONS

- 9.1 The highway network would be likely to deteriorate more quickly due to increased exposure to ice, frost and snow in the absence of an adequate winter service.

10. STAFF CONSIDERATIONS

- 10.1 There are 4 Duty Supervisors who operate on a weekly rota basis, while drivers receive appropriate reimbursement for out of hours gritting shifts.
- 10.2 Drivers are utilised from the existing Council workforce. This can occasionally have an impact of day to day operations should staff have been deployed gritting in the early hours.

11. OTHER CONSIDERATIONS

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

12. RECOMMENDATIONS

- 12.1 That Members note the Winter Service Plan, and approve its continued delivery.

13. REASONS FOR RECOMMENDATIONS

- 13.1 To ensure the Council complies with its statutory duties and maintains a safe, reliable and well maintained highway network.

14. BACKGROUND PAPERS

- 14.1 Hartlepool Borough Council Winter Service Plan 2021/22.

15. CONTACT OFFICER

- 15.1 Kieran Bostock
Assistant Director (Place Management)
Level 3
Civic Centre
Hartlepool
TS24 8AY
Tel: (01429) 284291
E-mail: kieran.bostock@hartlepool.gov.uk

Peter Frost
Highways, Traffic and Transport Team Leader
Level 4
Civic Centre
Hartlepool
TS24 8AY
Tel: (01429) 523200
E-mail: peter.frost@hartlepool.gov.uk

Hartlepool Borough Council

Winter Maintenance Plan – Section A Policy and Priorities



Latest Revision – September 2021

Winter Service Policy and Priorities

Introduction

Although a very specialised area, the Winter Service is a significant aspect of highway network management both financially and in terms of its perceived importance to users. It also has significant environmental effects and the organisation of the service has considerable implications for the overall procurement and operational management of other highway services. This document defines the policy and priorities for delivering the Winter Service in Hartlepool.

The Hartlepool Borough Council Winter Service Document has been developed in consultation with key stakeholders and users, and are reviewed annually to take account of changing circumstances.

Objectives and Statutory Basis

The objectives of the Winter Service are:

Safety

Safety is a prime consideration for the Winter Service.

Serviceability

Maintaining availability and reliability of the highway network is a key objective for the Winter Service and one where user judgements of performance will be immediate rather than longer term.

Sustainability

Low temperatures and the formation of ice can cause serious damage to the fabric of running surfaces and the Winter Service can therefore make an important contribution to whole life costs.

The statutory basis for providing a Winter Service was introduced by amendment of Section 41 of the Highways Act on the 10th September 2003. The amendment states that "...in particular, a highway authority is under a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice...." The duty however is not simply to clear snow and ice. The wording of the amendment puts a duty on the authority to ensure safe passage is not endangered by snow or ice and therefore preventative gritting falls within this new duty.

The duty is not absolute however as there is a "reasonably practicable" defence.

Development of the Winter Service Policy

The policies and operational planning for the Winter Service were developed within the wider context of transport and other policy integration. In this context, issues for consideration included:

- treatment of car parking facilities
- treatment of "promoted" facilities for walking and cycling
- treatment of facilities for public transport users
- the extent of priority for emergency and other key facilities
- the extent of priority for potentially vulnerable users
- other local circumstances

Limitations

Given the scale of financial resources involved in delivering the Winter Service and difficulties in maintaining high levels of plant utilisation for specialist equipment, it is not practically possible either to:

- provide the service on all parts of the Network
- ensure running surfaces are kept free of ice or snow at all times, even on the treated parts of the network

In these circumstances it is important to:

- define the extent of the service
- detail the policies and operational plans, which are based on the principles of risk assessment,
- ensure that these are widely known and understood especially by users, together with relevant advice on safe use of the network
- continually monitor performance during service delivery and respond effectively to changing conditions or network incidents.

Policy Statement

The objective of this Council is to initiate and manage procedures for dealing with winter conditions, enabling as far as reasonably possible the safe movement of traffic on the important parts of the highway network throughout the Borough of Hartlepool. It is the Council's policy to ensure that main thoroughfares are kept clear in order to maintain free passage.

It is the Council's intention that a consistent and co-ordinated service is delivered throughout the Borough and that the available resources are deployed in a cost effective and efficient manner. This will be achieved by restricting winter service activities to a range of defined responses on a hierarchy of pre-planned routes.

It is the Council's intention that a consistent and co-ordinated service is delivered throughout the region. This will be achieved by liaison and co-ordination with adjacent authorities.

Hartlepool Borough Council annually allocate funding to cover reasonable costs incurred in carrying out the winter maintenance functions details in this plan. The funding will be provided in such a way as to allow for the variable nature of the likely costs.

Network Priorities and Route Plans

The route plans are designed to take into account the need for economic, efficient and effective resource utilisation. They are of crucial importance. They are designed to accommodate:-

- transport and other council policy priorities
- known problems, including significant gradients, exposed areas and other factors
- climatic and thermal differences within the area
- co-ordination and co-operation with other authorities
- overall risk assessment including the need to maintain consistency

To ensure a reasonable response and to meet the objectives of the Best Value Highway Maintenance Code of Good Practice within available resources, the route plans are categorised as follows:

- Carriageway Salting on specified routes (including determined car park areas)
- Carriageway Snow Clearance routes
- Footway Salting on specified routes

All Route Plans are subject to annual review.

Information and Publicity

Information and Publicity will be delivered as follows:-

- 1) **Pro-active Media Relations** - To detail Hartlepool Borough Council's policy, approach and coverage of winter maintenance treatment in an official press release. This publicity is aimed at raising public awareness of the limitations of provision.
- 2) **Re-active Media Relations** - when appropriate, the Public Relations Officer will respond to enquiries from the media

It is not anticipated that there will be a need for media communications under normal operating circumstances.

Hartlepool Borough Council/External Agency Relationships

Highways England is the Authority responsible for the treatment of the Trunk Road A19. Hartlepool Borough Council is the Authority responsible for all other public maintainable roads within the Borough.

Co-ordination and co-operation to ensure effective service integration across the administrative boundary is also carried out with Stockton Borough and Durham County Councils.

Decisions and Management Information

Clear and efficient decision making processes supported by accurate weather prediction and information systems are the foundation for effective winter service delivery. The decision support system includes:-

- Weather forecasts
- Thermal maps
- Ice detection monitoring stations
- Weather radar

Each of the above uses current information and trends in conjunction with relevant software to extrapolate and display predicted conditions over a range of periods.

Winter Service Training and Development

All personnel involved in the Winter Service are trained to required levels of competence, both in respect of the overall job requirements and particularly the special health and safety considerations applying.

Hartlepool Borough Council seeks to ensure that high standards of health and safety are achieved on the Winter Service operations and has specific health and safety policies and guidance. The policies and guidance are issued to and discussed with all personnel and form the basis of the service training. The scope of training is defined in the Winter Service Operational Plan.

Performance Standards and Monitoring

Given the significant costs of providing a Winter Service and the considerable logistical issues involved, monitoring and review are of particular importance to the pursuit of Best Value. Comprehensive and accurate records are kept of the Winter Service activity, including timing and nature of all decisions, the information on which they were based, and the nature and timing of all treatment.

Hartlepool Borough Council

Winter Maintenance Plan – Section B Planning and Preparation.



Latest Revision – September 2021

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Introduction

Section A - Winter Service Policy and Priorities sets the broad objectives, priorities and resource parameters. They are reviewed infrequently, in the context of corporate management reviews.

Section B - Winter Service Planning and Preparation is dynamic and interactive. It must respond to changing circumstances, and is reviewed annually in consultation with a wide range of stakeholders. It defines the procedures for dealing with the Winter Service in Hartlepool. It details the planned and co-ordinated response to Winter Service requirements. On receipt of an adverse weather forecast the Duty Officer will put the plan into operation in accordance with **Section C – Service Delivery**.

Scope of the Winter Services

Winter Services are provided on a pre-defined network of carriageway routes on a hierarchical basis. Winter Services are also provided in pay and display car parks and if necessary, on some high amenity footways.

The most important carriageway routes are classified as First Priority routes. The rest of the carriageways that have been selected for treatment are classified as Second Priority routes. Treatment of both First and Second Priority routes is carried out at any time in response to forecasts, but Second Priority routes are only treated after successful treatment of First Priority routes.

Range of Responses

The variable nature of winter conditions gives rise to the need to plan a range of responses appropriate to the prevailing weather. This plan defines a hierarchy of three types of response to likely conditions. It is important to recognise the fundamental differences between these three main components of the Winter Service:-

- **Pre-treatment – “precautionary” salting** - to prevent ice from forming. This is the principal and first stage Winter Service activity and is actioned in response to adverse weather predictions from the forecast provider. It is by far the most frequent activity of the Winter Service
- **Post-treatment – salting following the formation of ice** - to melt ice and snow already formed. This is the second stage response to adverse weather conditions. Should the first stage precautionary salting fail to adequately deal with the conditions, post-salting will be carried out continuously until the conditions recede.
- **Clearance of snow** - removal of snow greater than 30mm in depth. This is the third stage response and will be implemented only in exceptional snowfall conditions. During and immediately after heavy snowfall, snow clearance operations will be carried out on the 1st Priority routes only. Once the 1st Priority routes are clear, snow clearance operations will commence on 2nd priority snow clearance routes. Post salting will be carried out concurrently with snow clearance operations.

Network Hierarchy and Route Plans

Highways England is the Authority responsible for the treatment of the Trunk Road A19.

Hartlepool Borough Council is the Authority responsible for all public maintainable roads within the Borough.

To ensure the appropriate response and to meet the objectives of the Highway Maintenance Code of Practice for Maintenance Management within available resources, the treated carriageway network has been categorised in terms of 1st and 2nd Priority routes. A footway route and a schedule of car parks have also been defined.

The **carriageway network hierarchy** definition, **route plans**, the **response** and **treatment times** and the **rates of spread** were developed in a partnership between Cleveland County Council and the service provider Vaisala in the early 1990's. The route plans were designed to take into account the need for economic, efficient and effective resource utilisation. They have developed since through a continued partnership consisting of the neighbouring Tees Valley Authorities and the current service provider and are of crucial importance. They are designed to accommodate:-

- transport priorities
- other council policy priorities
- known problems, including significant gradients, exposed areas and other factors
- climatic and thermal differences within the area
- co-ordination and co-operation with other authorities
- overall risk assessment including the need to maintain consistency

Carriageway Network Hierarchy

1st Priority Salting routes -

- Primary routes including slips and interchanges
- Other principal roads including any slips and interchanges
- Important commuter routes with traffic volumes over 3,000 vpd
- Roads leading to important industrial establishments
- Important bus routes including those with services before 08:00
- Roads serving main shopping centres

1st Priority routes will be treated by pre-salting in the case of a frost warning and will also take priority for post-salting in the event of persistently icy conditions. In the event of snow, all resources will be concentrated on the first priority carriageway routes. They will be treated at any time including times outside normal working hours.

2nd Priority Salting routes -

- Known trouble and accident spots not covered in 1st Priority Salting routes
- All other authorised bus routes
- Other commuter routes
- Main feeder routes
- Roads serving other shopping centres

2nd Priority routes will be treated by pre-salting in the case of a frost warning but will only be commenced after the successful treatment of the 1st Priority routes. They will be treated at any time including times outside normal working hours. When icy conditions still persist or in the event of snow, 2nd Priority routes will not be treated until 1st Priority Salting routes are clear.

Co-ordination and co-operation to ensure effective service integration across the administrative boundary is also carried out with Stockton Borough and Durham County Councils.

Cold Route –

In the event of a forecast predicting 'plus' zero temperatures at Low Stotfold and Newburn sensors in conjunction with a sub-zero temperature of between 0 degs and -0.5 degs at Swarthole for approximately two hours in duration, it will part of the decision making options to implement the designated 'Cold Route' if required.

All aspects of the existing decision making policy will be considered by the Duty Supervisor prior to the introduction of this treatment.

Route Plans

First Priority salting routes have been prepared in accordance with both the recommendations of the Service Provider TMI route optimisation study using the **10g/m²** routes and the network hierarchy defined above. Formal route plans have also been prepared for a selective number of 2nd Priority Salting routes.

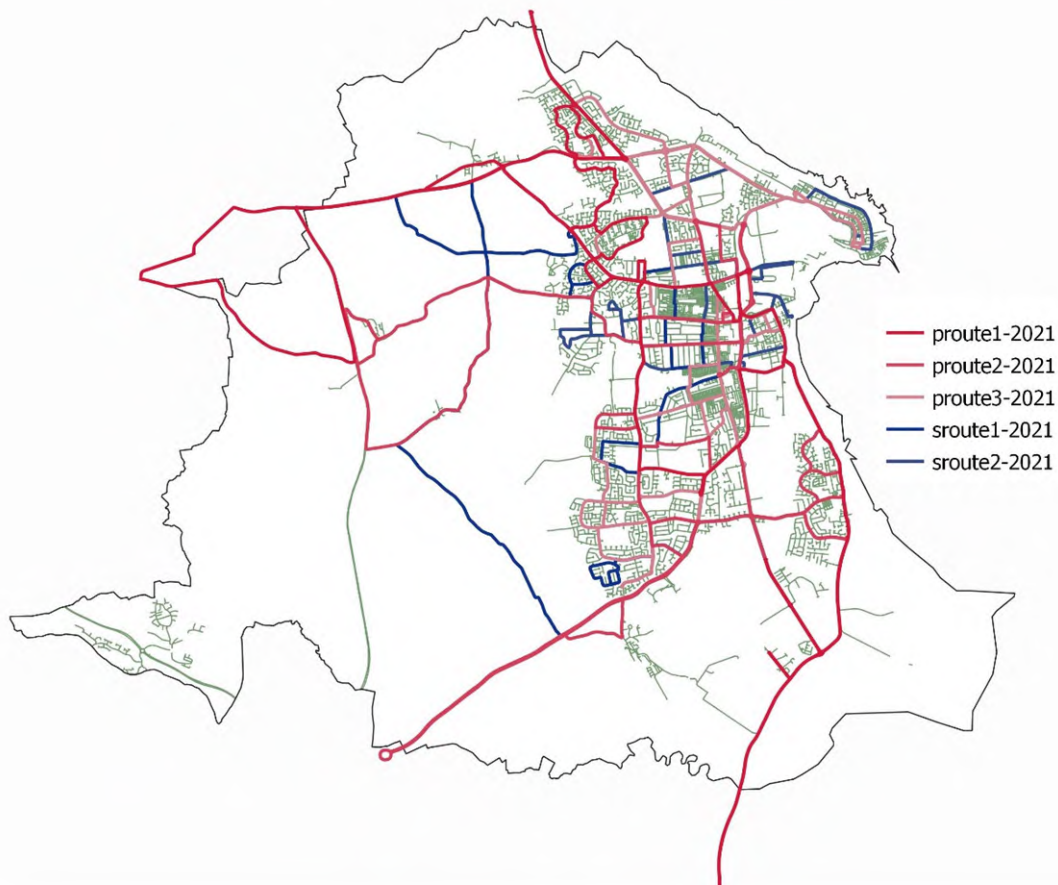


Figure 1 – The combined First and Second Priority Carriageway Routes

Footway salting routes have also been prepared for some high amenity town centre footways that are promoted by Hartlepool Borough Council details of which can be found in **Section C- Service Delivery** of the Operational Plan.

The schedule of car parks to be treated is:-

1. Pay and Display Car Parks
1. Westside
2. Waldon Street and Roker Street including access roads
3. Open Market
4. Marks and Spencers
5. Albert Street
6. Andrew Street
7. Gainford Street
8. Eden Street
9. Mill House
10. Dover Street
11. Transport Interchange and Royal Vaults
2. Free/Permit controlled Sites
12. Wesley Square
13. Back of Victoria Road
14. Rocket House, Seaton Carew
3. Staff Car Parks
15. Grand Hotel/Civic Centre
16. Bryan Hanson House
17. Lauder Street
18. Municipal Buildings

Table 1 – Car Parks

Detailed plans for each car park are shown in **Appendix B**

Response and Treatment Times

The **Response Time** is the period between a decision being taken to begin treatment and vehicles leaving the depot. The Response Time is appropriate only in circumstances where the conditions had not been predicted and consequently the activity was not planned. The target response time is to commence treatment of First Priority Salting routes no later than one hour after being called out by the Duty Officer.

The **Treatment Time** is the period between vehicles leaving the depot and the completion of treatment of all priority routes. The target treatment time is two hours for the First Priority Salting and one hour for the Second Priority Routes and car parks.

Rates of Spread

Salt will melt ice and snow at temperatures as low as -20°C, but below -10°C the amount needed becomes environmentally and economically undesirable. A spread rate of 10 g/m² will be effective to at least -5°C and where traffic is heavy to -10°C. On previously untreated roads, salt will therefore be applied at the rates recommended in the code of practice as shown in the table below. Where residual salt is present, the rates may be reduced to prevent unnecessary environmental damage.

Table H2 – Treatment Matrix Guide			
Weather Conditions Road Surface Conditions Road Surface Temperature (RST)	Treatment		
	Air Temperature	Salting (g/m ²)	Ploughing
Frost or forecast frost RST at or above -2°C		10	No
Frost or forecast frost RST below - 2°C and above - 5°C		20	No
Frost or forecast frost RST at or below - 5°C and above -10°C and dry or damp road conditions		20	No
Frost or forecast frost RST at or below - 5°C and above -10°C and wet road conditions (existing or anticipated)		2 x 20	No
Light snow forecast (<10mm)		20	No
Medium/heavy snow forecast		2 x 20	No
Ice formed (minor accumulations)	above -5°C	20	No
Ice formed	at or below -5°C	2 x 20	No
Snow covering exceeding 30mm		20-40 (successive)	Yes
Hard packed snow/ice	above - 8°C	20-40 (successive)	No
Hard packed snow/ice	at or below - 8°C	salt/abrasive (successive)	No
Rate of spread for precautionary treatments may be adjusted to take account of residual salt or surface moisture.			

Table 2 – Rates of Spread (Table H2 from the Code of Practice)

Other Winter Services

Salt bin locations will be as shown in **Figure 4**. Salt bins will be inspected and re-filled, where required, during September each year prior to the start of the winter season.

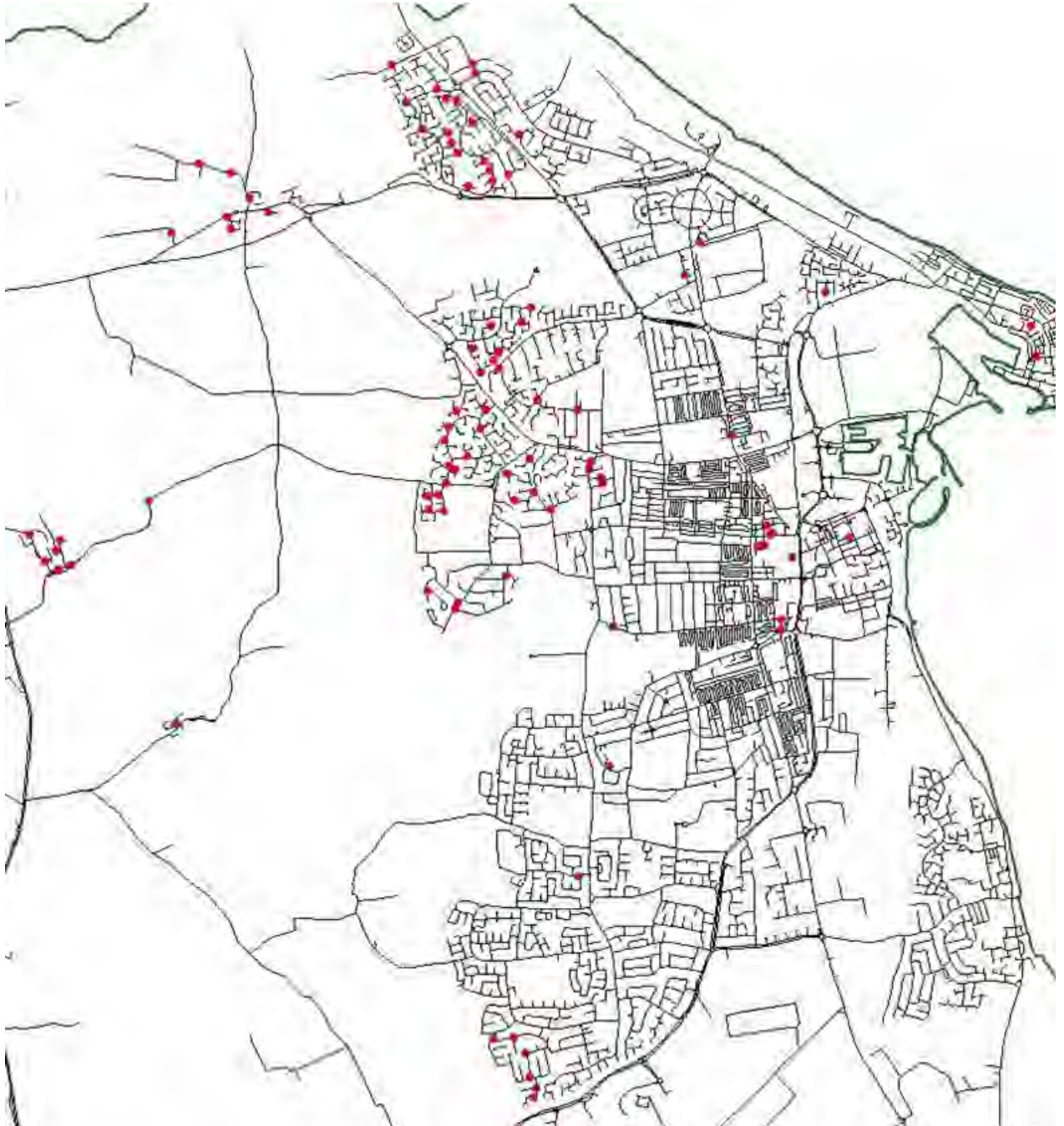


Figure 4 – Grit Bin Locations

Decisions and Management Information

Clear and efficient decision making processes supported by accurate weather prediction and information systems are the foundation for effective winter service delivery. The decision support system includes:-

- Weather forecasts
- Thermal maps
- Ice detection monitoring stations
- Weather radar

Each of the above uses current information and trends in conjunction with relevant software to extrapolate and display predicted conditions over a range of periods.

The Weather Forecasting Service will be accessed by the Duty Officer via the Ice Prediction System. The forecasting service will be available from the start of October until the end of March. The Forecasts are transmitted to the bureau of the Ice Prediction System and are obtained by appropriate Hartlepool Borough Council Winter Service staff via the internet.

For each standby period there will be one Duty Officer who will be responsible for all operational decision making.

Severe Adverse Weather Salt Stock Monitoring

In the event of prolonged periods of severe adverse weather salt stocks may become depleted. If this is the case the Government will activate its "Salt Cell" who will determine whether the use of salt should be reduced to protect supplies and ensure that the strategic national road network is kept open.

Should this arrangement be implemented, Hartlepool Borough Council will be in a position to reduce salt usage by treating only the First Priority routes throughout the town, Second Priority routes will be reintroduced when salt stock levels return to normal

Decision Making Responsibilities of the Duty Officer

A rota of Duty Officers, who must be available at all hours for the whole of the forecast period is prepared prior to the commencement of the winter season each year. The rota for the current year is shown in **Section C- Service Delivery**.

The Duty Officer will operate on a 24 hour standby basis. Any necessary rota variations will be notified to the Highway, Traffic and Transport Manager and the Meteorological Office before commencement of the duty period.

The Duty Officer is responsible for all operational decision making. The Duty Officer will determine what action is to be taken in response to the predicted weather conditions. To this end, the Duty Officer downloads ice prediction data from the Meteorological Office via the internet.

The following forecast data is available:-

- (a) by 1000 hours - Preliminary forecast
- (b) by 1400 hours - 24 hour forecast
 - 2-5 day outlook
 - Prediction graph for Swart Hole Weather Station
 - Regional network thermal map
- (c) Amendments as necessary are issued throughout the 24 hour period

The Meteorological Office service includes a consultancy facility and the Weather Centre welcomes direct contact between Forecasters and Duty Officers, not only to answer specific queries but to be made aware of actions being taken in response to forecasts. This helps the Forecasters in deciding the need to update information to the Authority. As part of this

consultation the Duty Officer can establish a daily contact with the Duty Forecaster each evening to discuss the overnight actions and weather trends.

The defined routine weather forecasts are accessible via the Web Site at any time. In the event of unscheduled forecast updates the Weather Centre will inform the Duty Officer, who will in turn verify the changes on their own computer and notify the Service Delivery Team, whose actions will be modified by the updated information.

The decision support information is used together with local knowledge and experience in deciding the action to be taken. The decision is the responsibility of the Duty Officer, although in marginal and/or varying climatic conditions, consultation with the Highways, Traffic and Transport Manager or an experienced colleague is appropriate. The decision making procedure will follow the recommendations shown in **Figure 5** over page, wherever possible.

The Duty Officer issues the Winter Service instruction to the Service Delivery Team every day of the defined winter season as soon as possible after the 14:00 hr forecast. The instruction is also relayed to the Meteorological Office for information.

Variations can be made to the 14:00 hr instruction if there is an update to the forecast from the Meteorological Office or there is an obvious and unpredicted change in weather conditions. The Service Delivery Team is instructed to carry out variations by telephone. All variations are logged by the Duty Officer along with the reasons for them and the responses to them. Variation instructions can only be given by the Duty Officer (or his alternate during the day).

In exceptional circumstances, the Duty Officer can issue a preliminary instruction to the Service Delivery Team (which may be for immediate action) on receipt of the 1000 hrs preliminary forecast.

The service focuses initially on delivering precautionary treatment. On all forecast frost events, treatment is commenced at such a time as to ensure completion of all first and second priority carriageway routes and the car parks. On unforecast frosts and snow events, the service focuses on the First Priority carriageway routes. The service is implemented on other priorities in accordance with the following guidelines:-

- i) All First Priority Salting routes have been treated and are clear of frost and ice.
- ii) The icy conditions persist between 0730 and 0900 and are likely to continue thereafter.
- iii) Manpower and plant resources are available, having regard to the statutory requirements for drivers hours and consequent potential disruption of other priority works being carried out.

Response to requests for treatment of any carriageway, footway or car park other than those defined in this plan will not be permitted without prior agreement of the Duty Officer.

Table H1 – Decision Matrix Guide				
		Predicted Road Conditions		
Road Surface Temperature	Precipitation	Wet	Wet Patches	Dry
May fall below 1°C	<u>No</u> rain <u>No</u> hoar frost <u>No</u> fog	Salt before frost	Salt before frost (see note a)	No action likely, monitor weather (see note a)
Expected to fall below 1°C	<u>No</u> rain <u>No</u> hoar frost <u>No</u> fog			
	<u>Expected</u> hoar frost <u>Expected</u> fog		Salt before frost (see note b)	
	<u>Expected</u> rain <u>BEFORE</u> freezing		Salt after rain stops (see note c)	
	<u>Expected</u> rain <u>DURING</u> freezing		Salt before frost, as required during rain and again after rain stops (see note d)	
	<u>Possible</u> rain <u>Possible</u> hoar frost <u>Possible</u> fog		Salt before frost	Monitor weather conditions
<u>Expected</u> snow		Salt before snow fall		
The decision to undertake precautionary treatments should, if appropriate, be adjusted to take account of residual salt or surface moisture. All decisions require continuous monitoring and review.				

Figure 5 - Decision Making Procedure (Table H2 from the Code of Practice)

Notes to Figure 5 - Decision Making Procedure Actions

- a) Particular attention should be given to the possibility of water running across carriageways and other running surfaces e.g. off adjacent fields after heavy rains, washing off salt previously deposited. Such locations should be closely monitored and may require treating in the evening and morning, and possibly on other occasions.

- b)** When a weather warning contains reference to expected hoar frost considerable deposits of frost are likely to occur. Hoar frost usually occurs in the early morning and is difficult to cater for because of the probability that any salt deposited on a dry road too soon before its onset may be dispersed before it can become effective. Close monitoring is required under this forecast condition which should ideally be treated just as the hoar frost is forming. Such action is usually not practicable and salt may have to be deposited on a dry road prior to and as close as possible to the expected time of the condition. Hoar frost may be forecast at other times, in which case the timing of treatment must be adjusted accordingly.
- c)** If, under these conditions, rain has not ceased by early morning, crews should be called out and action initiated as rain ceases.
- d)** Under these circumstances rain will freeze on contact with the running surfaces and full pre-treatment should be provided even on dry roads. This is a most serious condition and should be monitored closely and continuously throughout the danger period.
- e)** Weather warnings are often qualified by altitudes in which case differing action may be required from each depot.
- f)** Situations may arise when it is more viable to only salt part of the network i.e. the Cold Route and / or the three Primary Routes. This may occur either in extreme weather conditions when focus of resources may be given to the Primary Routes or during 'borderline' temperature readings when it is deemed not necessary to attend to the Secondary Routes. In each case decision to salt will be at the discretion of the on duty Supervisor.

The quality of decisions made by the Duty Officer is the key factor in determining both the effectiveness of the Winter Service and also how it is perceived by users and the community. In these circumstances a "learning organisation" culture, rather than a tendency to allocate blame is crucial to the delivery of Best Value.

Planning of the Resources and Operational Issues

A key factor in ensuring that response and treatment times are met, once a decision has been taken to treat is the availability of appropriately trained personnel.

Identifying the extent of resources needed under various scenarios and the potential source of these is an important aspect of pre-season planning. The pre-season planning assessment covers a wide range of requirements and conditions likely to be encountered, including:

- Pre-season preparation
- Precautionary treatment
- Post treatment
- Snow clearance
- Post snow emergencies (flooding etc)

The assessment also covers:

- The need for Duty Officer(s) to be available throughout risk periods
- The need for the treatment operations to be co-ordinated and supervised
- Resources for dealing with vehicle breakdowns, problems with fuel supply and communications failure
- Resources for the delivery and loading of salt

Issues to be addressed by the Transport and Infrastructure Manager include:

- Implications of Drivers Hours Regulations
- Extent and nature of double manning and driver support
- Shift system arrangements

Communications

Winter Service operations are controlled by the Duty Officer who has 24 hour communication access to all duty operatives. All operational vehicles must be equipped with two way radios to ensure constant operational contact.

Clear communication channels are established between Hartlepool Borough Council and adjacent authorities. The details of the external contacts are also listed in the operational details.

The Duty Officer also liaises with the Press Relations Officer when appropriate. The Press Relations Officer is responsible for all communications with the media (Press/Radio/TV). Information and Publicity are dealt with on Page 18 of this document.

Responsibilities of the Duty Officer

Implementation of the Plan
Routeing
Standards
Priorities
Day to day decision making
Day to day operations
Vehicles
Manning levels
Salt stocks
Performance monitoring
Accounts

The Service Delivery Team standby for each period is:-

- 3 No. Drivers

A rota of Drivers, who must be available at all hours for the whole of the forecast period is prepared prior to 1st October each year. The defined response time for First Priority Salting routes requires that essential operatives commence treatment of no later than one hour after being called out by the Duty Officer. This is an important issue for consideration when defining the Driver's rota for the season.

Winter Service Training and Development

All personnel involved in the Winter Service are trained to required levels of competence, both in respect of the overall job requirements and particularly the special health and safety considerations applying.

Hartlepool Borough Council seeks to ensure that high standards of health and safety are achieved on the Winter Service operations and has specific health and safety policies and guidance. The policies and guidance are issued to and discussed with all personnel and form the basis of the service training.

Issues addressed by the health and safety policies and guidance include the following:–

- training for **all Duty personnel** on the content and operation of the Winter Service Operational Plan
- training for **all Duty Officers** in familiarisation and interpretation of weather forecast information and usage of the ice prediction system.
- training for **all Duty Officers** in operations - detailed on-site training on the decision making process. The training will cover the full content and application of this Winter Service Plan. This training will be led by experienced senior officers during the normal operational period. Inductees will receive a minimum two week supervision period before taking sole responsibility for decision making
- training for **all Duty Officers** for on-site inspections - detailed on-site training on known localised hazards.
- training for **all Duty Officers** on operations - detailed on-site training on the salting process. This training is led by experienced senior officers during the normal operational period. Inductees receive a minimum two week supervision period before taking responsibility for controlling the salting process.

It is important that drivers understand their role in achieving specified spread rates to ensure that the defined routes receive appropriate treatment. It is also important in the interests of safety and efficiency that drivers have an understanding all of the machinery that they are using and are familiar with treatment routes, particularly in severe weather conditions. As a consequence, all drivers receive training in the following areas before taking responsibility for the delivery of Winter Service Operations:-

- training for **all Drivers** for the control of operations - an overview of the Winter Service process and their role within it. Particular attention is given to Health and Safety requirements and driving in difficult and hazardous conditions including duty of care to other road users. Further training must include the use of the two way radio and reporting procedures within the contracting organisation, in order that the requirements of this plan are adhered to.
- training and successful accreditation of **all Drivers** salting or ploughing on roads in accordance with City and Guilds 6157 (prior to 01/11/2008) or it's successor qualification, City and Guilds 6159(after 01/11/2008).
- training for **all Drivers** for the control of grit spreading machines - training on the operation of the spinner, belt and gate system and how they interact to produce the appropriate spread rate. Training should be sufficiently detailed to enable competence in on-site alteration of machinery settings and any other appropriate running remedial action.
- training for **all Drivers** for the control of mechanical loaders. To enable maximum flexibility, all drivers must be capable of loading their own wagon.
- training for **all Drivers** for circumstances where special safety considerations apply.
- training for **all Drivers** for the avoidance of spraying pedestrians, cyclists and vehicles where practicable with salt or slush when salting or ploughing
- training for **all Drivers** for the avoidance of risks to pedestrians and cyclists when using vehicles in segregated or partially segregated areas and in treating footway
- training for **all Drivers** for ploughing and manoeuvring in restricted circumstances
- training for **all Drivers** regarding other road vehicles that may not be under proper control

Only experienced winter service personnel holding NVQ accreditation are employed outside normal shifts.

Other issues include:-

- training for **all personnel** in dealing with potential emergency scenarios
- training for **all personnel** in dealing with post ice and snow emergencies especially flooding

In addition to such general guidance, it is necessary to ensure that all personnel are provided with information during operational periods on current network characteristics and constraints, including:

- Nature and location of highway works, including statutory undertakers
- Nature and location of any traffic diversions
- Nature and timing of any events likely to affect network use

Plant, Vehicles and Materials

This Plan does not deal in detail with the equipment and materials used for the Winter Service, but refers to the strategic issues relating to procurement and sustainability.

Vehicles

The size, composition, standard, and location of the vehicle fleet and depots are key parameters influencing the economy, efficiency, and effectiveness of resources to deliver defined standards of Winter Service. It is also unlikely that, with the level of investment involved, Hartlepool Borough Council will be able to make frequent changes to the fleet, other than replacement or renewal. It is important however that opportunities are taken either at five yearly Best Value reviews or when overall service procurement changes are being contemplated to thoroughly review Winter Service strategy and equipment procurement.

It is important to continually review equipment requirements for dealing with footways and cycleways. If government or local targets for increased walking and cycling are to be achieved it will be necessary to keep under review the nature and level of treatment applied, and specialist equipment may be necessary for this purpose.

The Service Delivery Team must ensure that the specified vehicles, plant and equipment is available during the Winter season. The annual servicing programme for vehicles must be complete before 1st September.

The Service Delivery Team must ensure that the winter service fleet has the first priority for vehicle maintenance. The Service Delivery Team must also ensure that there is an adequate stock of spares and detailed stand-by manning arrangements for out of hours repairs.

Salting routes have been optimised according to the carrying capacity of the vehicles. It is therefore imperative that calibration checks are made prior to 1st October. Preparations include certified calibration checks by a NaMAS accredited laboratory.

The Service Delivery Team uses Winter grade class A2 fuel to BS2869 with a waxing point of -12°C for winter service vehicles. The stock of fuel must not be allowed to fall below three weeks supply.

The vehicles, plant and equipment must be kept under cover when not in use.

Salt Purchase, Storage and Handling

Salt is the prime material for dealing with ice and snow on the highway but it has some undoubted environmental consequences. It can adversely affect vegetation and pollute watercourses. It can also damage the highway structure, bridges and structures, utility apparatus and vehicles. In the interests of sustainability therefore this authority undertakes to ensure that only the minimum of salt is used to deal with the prevailing conditions. Recommended rates of spread are given in Table 2 on page 5.

The cost of salt is a significant consideration. It is purchased through a consortium arrangement involving the Tees Valley authorities.

The Highways Team Leader administers the salt for the Winter Service. Salt quantities are monitored daily by the Service Delivery Officer and reports on salt usage and stockpile levels are provided to the Duty Officer.

The salt must be kept as dry as possible because dry salt causes less environmental damage and less damage to the spreading and handling equipment. Dry salt is easier to handle and can be more accurately spread at the specified rates and is consequently be stored in a covered barn.

A salt stockpile containing a minimum quantity of 1500 tonnes is available at the commencement of the season on the first Thursday of October. A stockpile is purchased during the summer months in order to take advantage of "out of season" discounts.

The Service Delivery Team must not allow salt stocks to reduce to less than 700 tonnes at any time during the winter service season.

The salt stockpile must be rotated to ensure that old salt is not allowed to accumulate at the end of each season.

Where the Service Delivery Officer carries out treatment of private roads and premises under separate contracts the cost of any salt used must be charged directly to that contract and not charged to the Winter Service contract.

Information and Publicity

The Winter Service provides special opportunities and challenges with respect to information and publicity.

It is of crucial importance that the Policy and Standard of Winter Service is widely available and understood by users and the community. This helps to ensure that expectations are realistic and consistent with the resources available.

There is also a need to establish effective working arrangements with local press and broadcast media to enable the presentation of timely and accurate current information and advice on network condition and use. Local radio in particular considers this to be a most important aspect of their service to the community and it therefore provides the opportunity to build good working relationships over wider issues. Hartlepool Borough Council has specialist press and public relations personnel and it will be important to clarify and agree respective service and specialist responsibilities.

It is important to define and agree key contacts with press and broadcast media and also establish a clear understanding of the most effective timings for information to be provided in order to reach necessary audiences and broadcast schedules. It may be helpful to arrange joint workshops or training sessions to build understanding and relationships.

It is anticipated that three types of media liaison will be required:-

- 1) **Pro-active Media Relations** - at the beginning of each Winter Service season the Press Relations Officer will detail Hartlepool Borough Council's policy, approach and coverage of winter service treatment in an official press release. This function is aimed at raising public awareness of the limitations of provision and will be reinforced throughout the season as appropriate.
- 2) **Re-active Media Relations** - when appropriate, the Public Relations Officer will respond to enquiries from the media after consulting with the Duty Officer.
- 3) **Emergency conditions** - in the event that conditions deteriorate to such an extent that emergency snow clearance procedures need to be implemented, the Duty Officer will immediately inform the Press Relations Officer. The Officers will then closely liaise to ensure that appropriate up to date information can be disseminated to the various media agents. This arrangement will remain in place until emergency conditions cease. Contact numbers for the Press Relations Officer are listed in the operational details.

It is not anticipated that there will be a need for media communications under normal operating circumstances.

In addition to the provision of information through press and broadcast media it will be important to provide information directly to key stakeholders, including all emergency services, public transport operators, motoring organisations and key local organisations. It provides an important opportunity to demonstrate an understanding of users' needs, and a strong service commitment.

Finance

The Council will allocate funding to cover reasonable costs incurred in carrying out the Winter Service functions detailed in this plan.

The Council will pay the successful Service Delivery Team the tendered rates for carrying out their Winter Service functions in accordance with this Winter Service Plan.

Payment will be made at 4-weekly intervals based on claims submitted and approved by the Duty Officer. No payment will be made against unsubstantiated accounts.

The Service Delivery Team will review their financial controls, accounting and invoicing procedures.

The Council may, in future years, revise the cost information required from the Service Delivery Team to accord with any changes in accounting procedures or audit requirements.

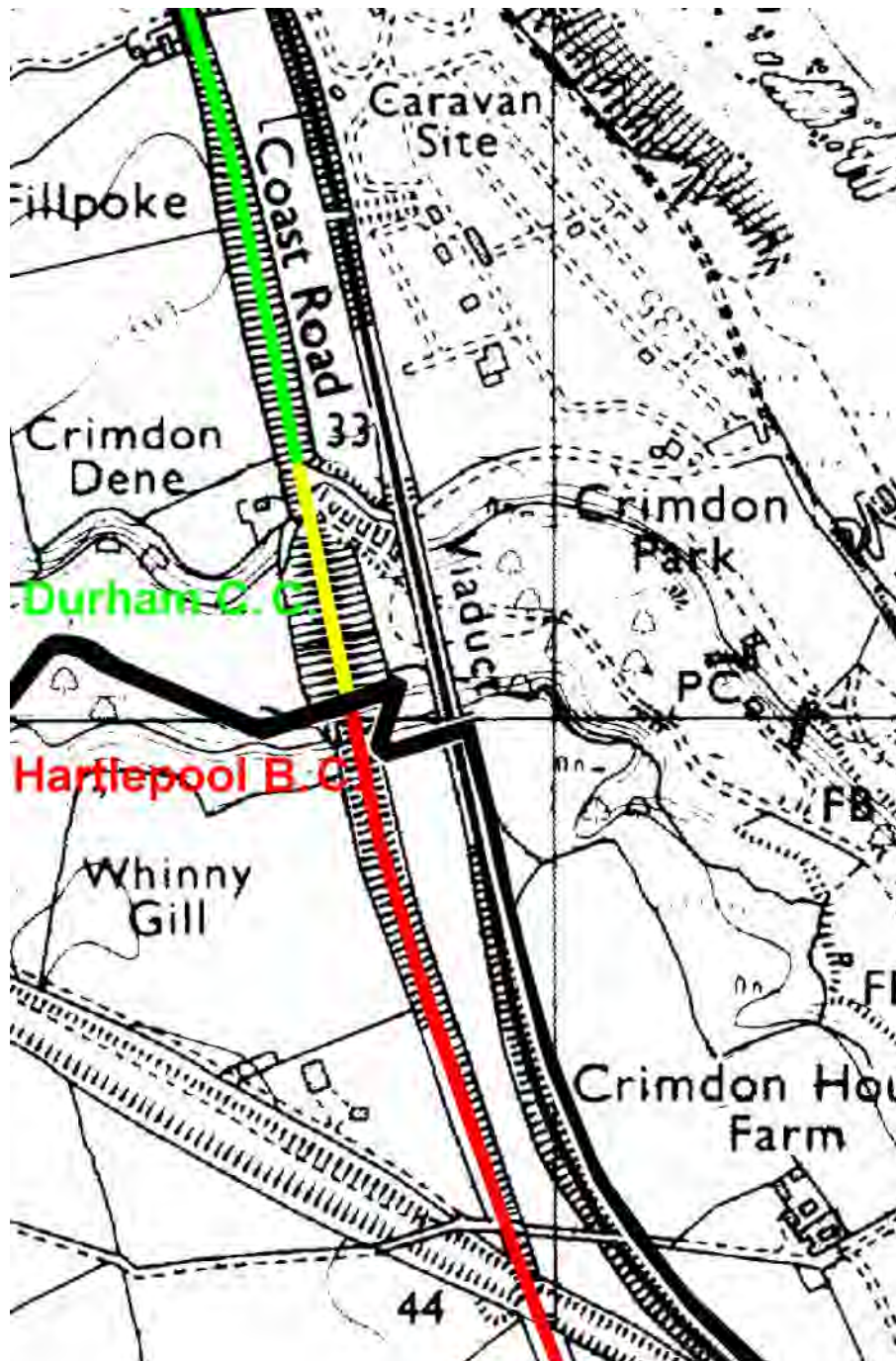
Appendix A

Cross Boundary Arrangements

Co-ordination – Cross Boundary Arrangements

Legend

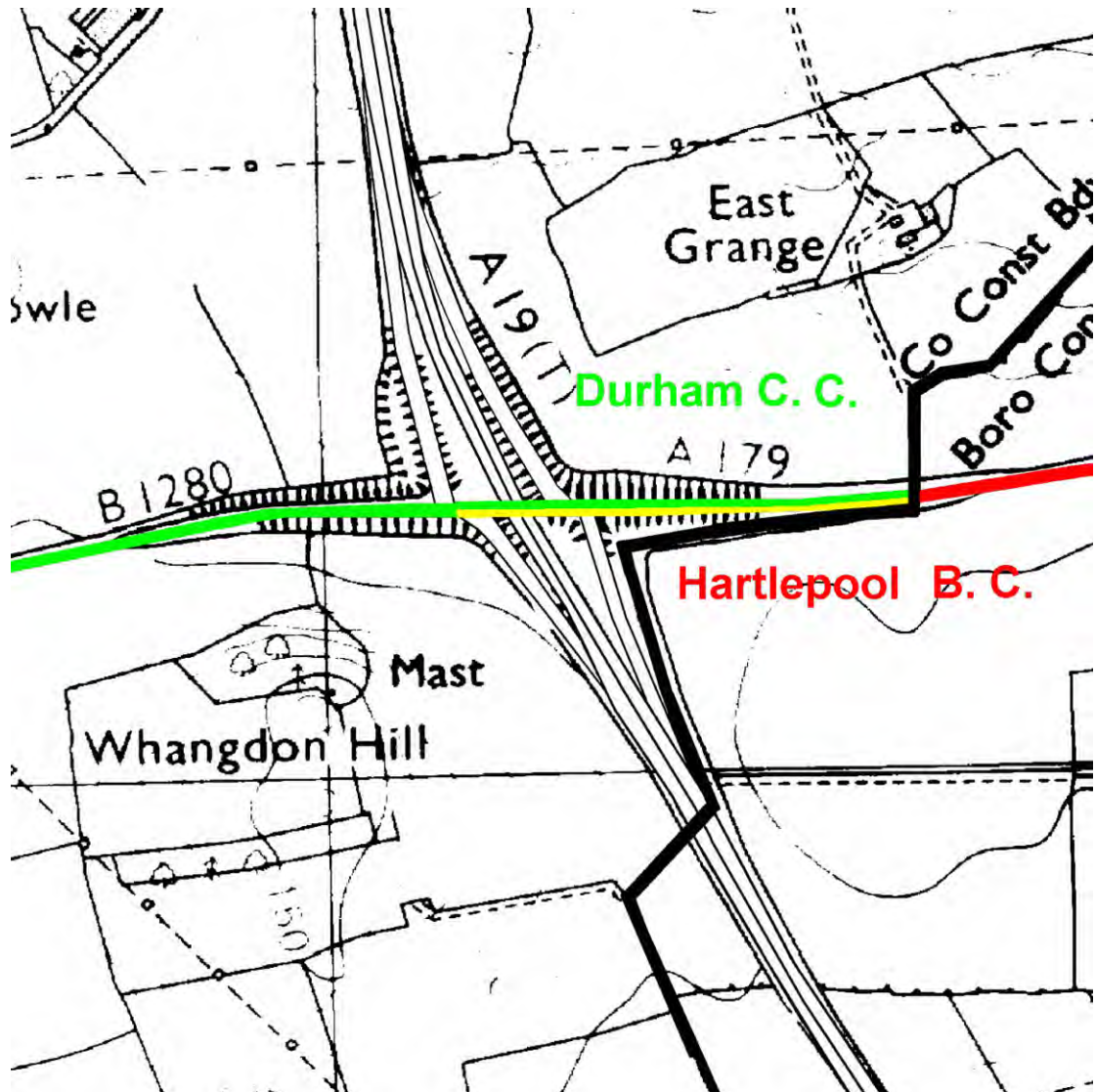
- Route treated by Hartlepool B.C.
- Route treated by Hartlepool B.C. on behalf of Durham C.C.
- Route treated by Durham C.C.



Location CB1 – Crimdon Dene

Legend

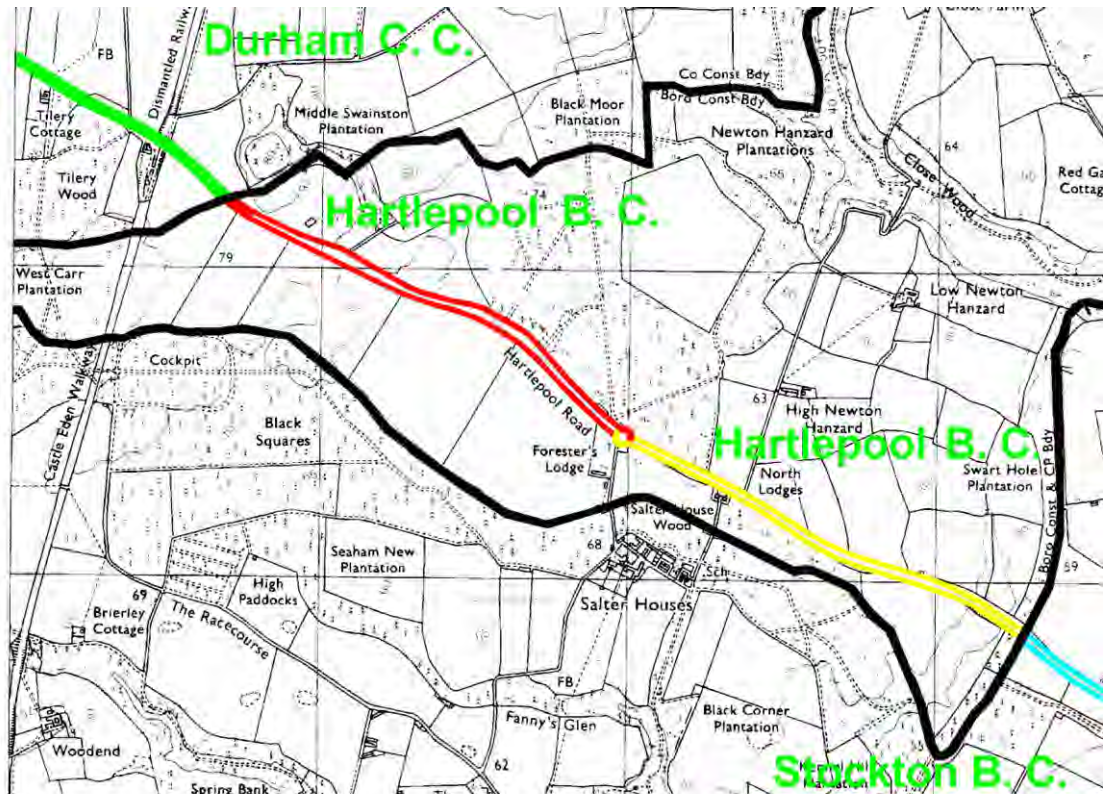
- Route treated by Hartlepool B.C.
- Route treated by Hartlepool B.C. on behalf of Durham C.C.
- Route treated by Durham C.C.



Location CB2 - Sheraton

Legend

- Route treated by Stockton B.C.
- Route treated by Stockton B.C. on behalf of Hartlepool B.C.
- Route treated by Durham C.C.
- Route treated by Durham C.C. on behalf of Hartlepool B.C.

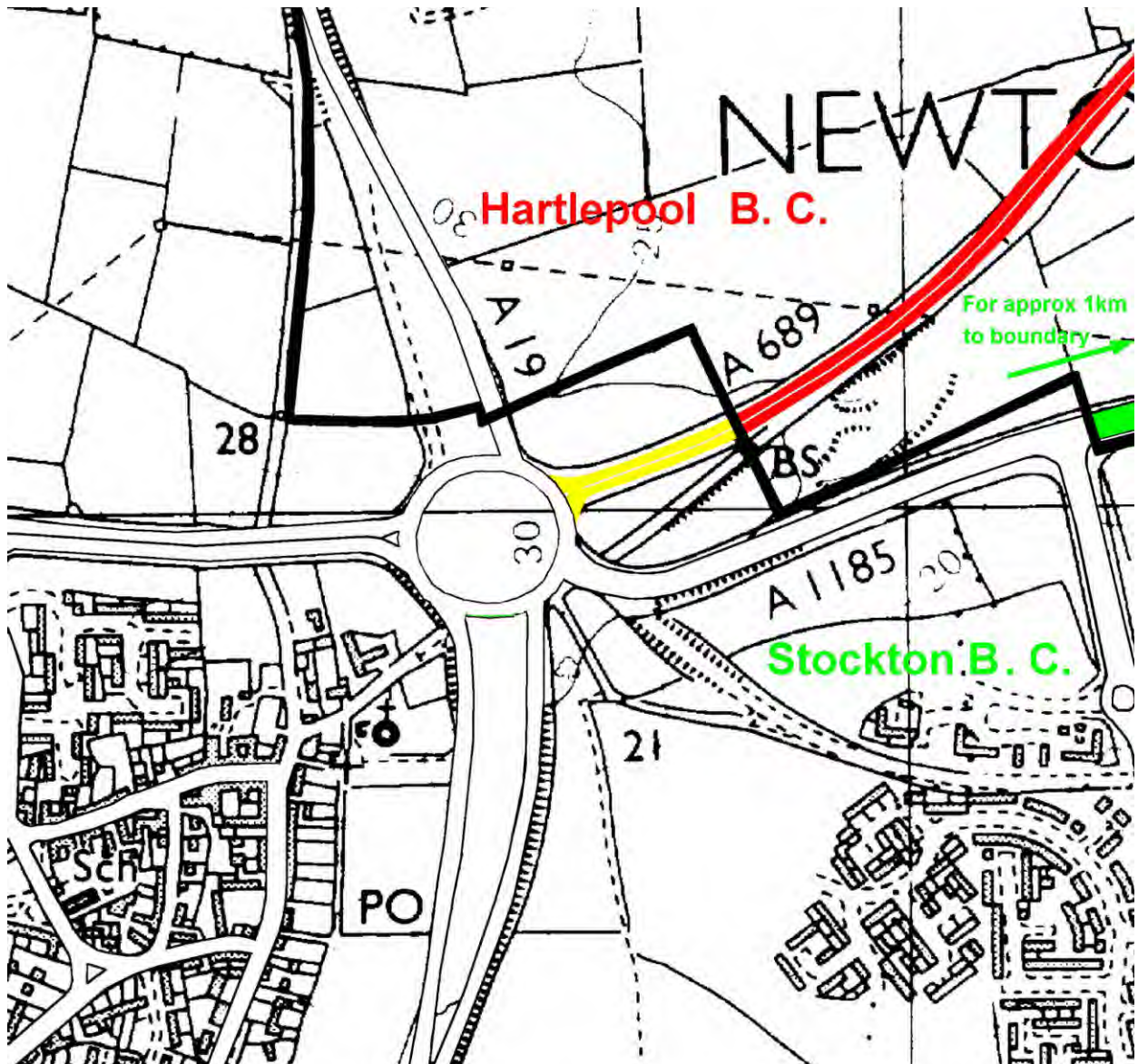


Location CB3 - Wynyard

Location CB4

Legend

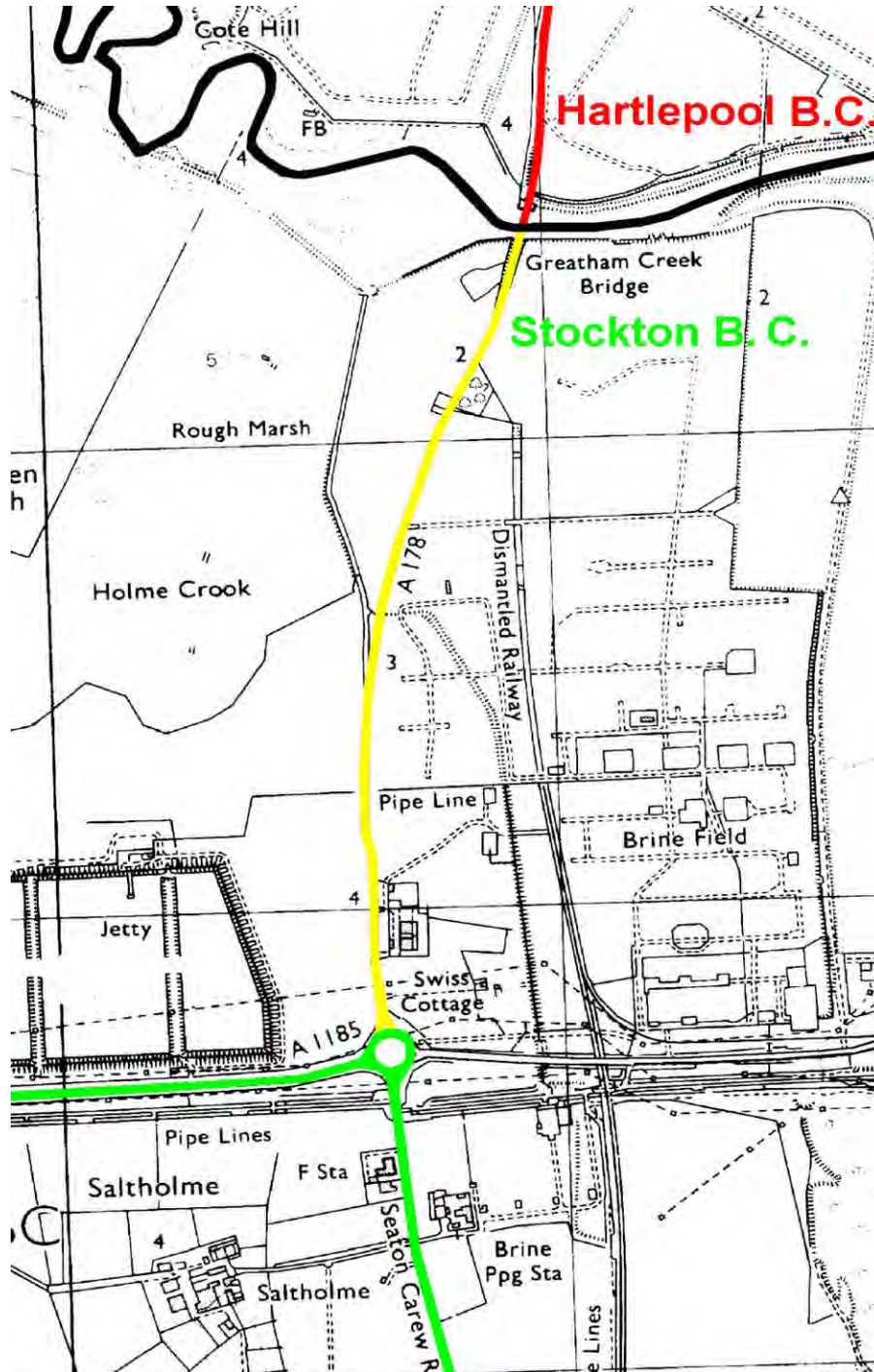
- Route treated by Hartlepool B.C.
- Route treated by Hartlepool B.C. on behalf of Stockton B.C.
- Route treated by Stockton B.C. on behalf of Hartlepool B.C.



Location CB4 - Wolviston

Legend

- Route treated by Hartlepool B.C.
- Route treated by Hartlepool B.C. on behalf of Stockton B.C.
- Route treated by Stockton B.C.



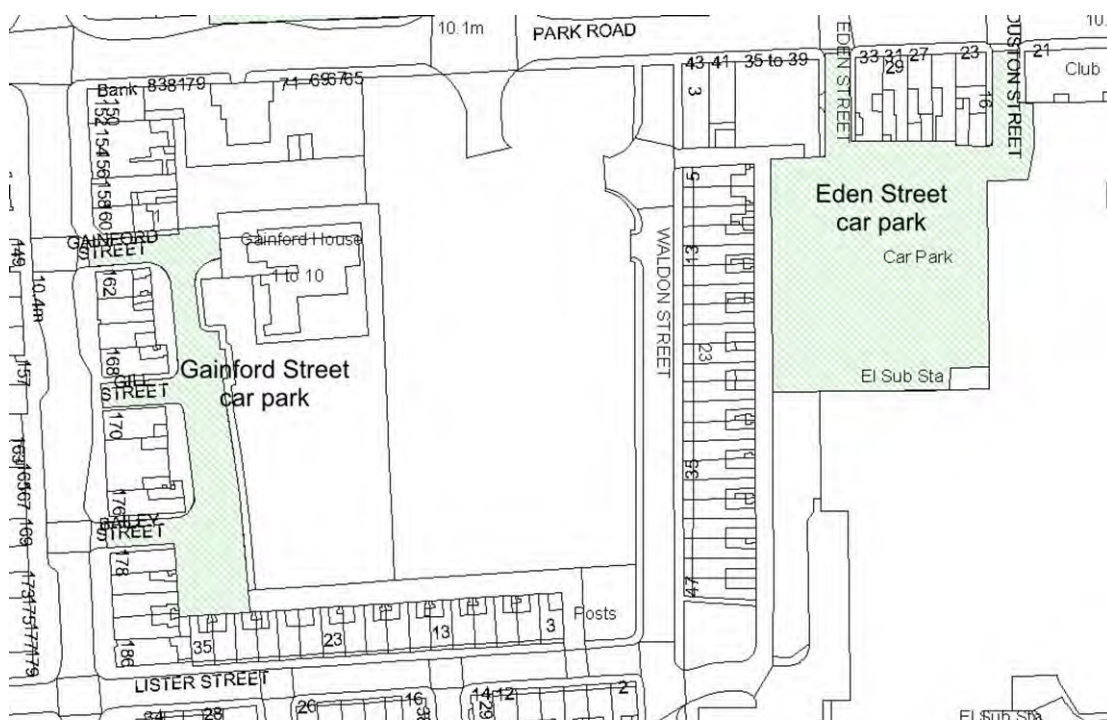
Location CB5 – Seal Sands

Appendix B

Car Park Treatment Details



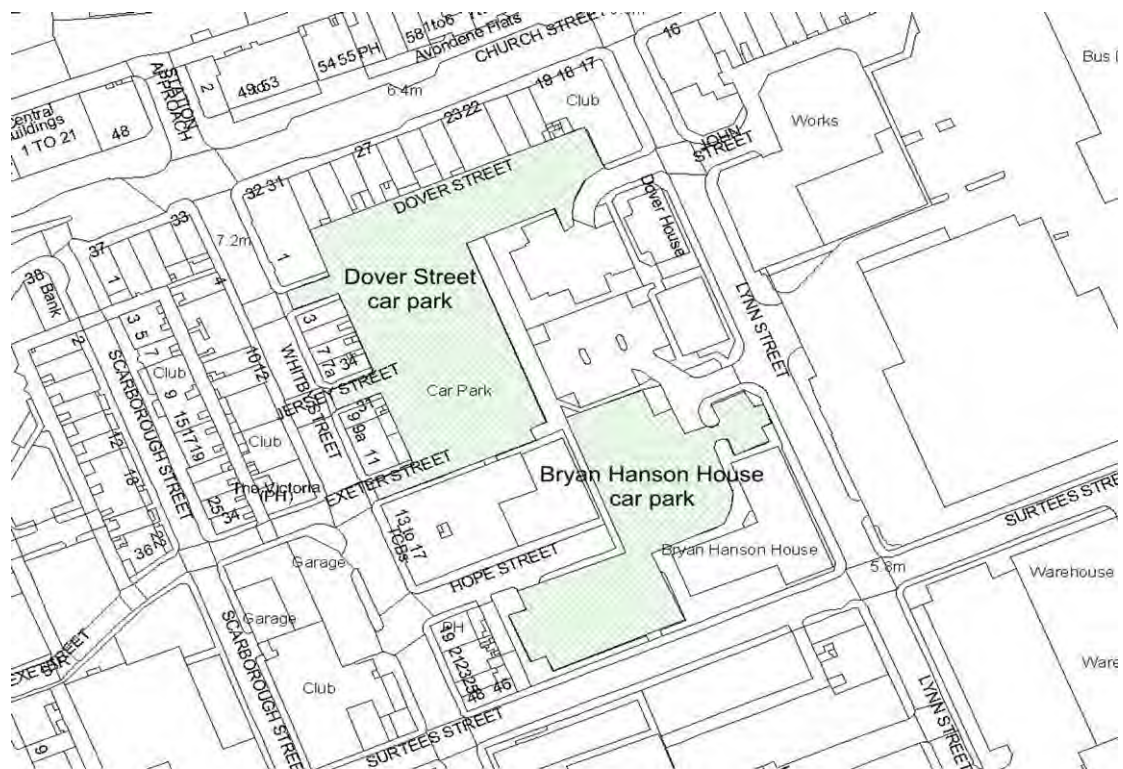
The main Town Centre Pay and Display Car Parks



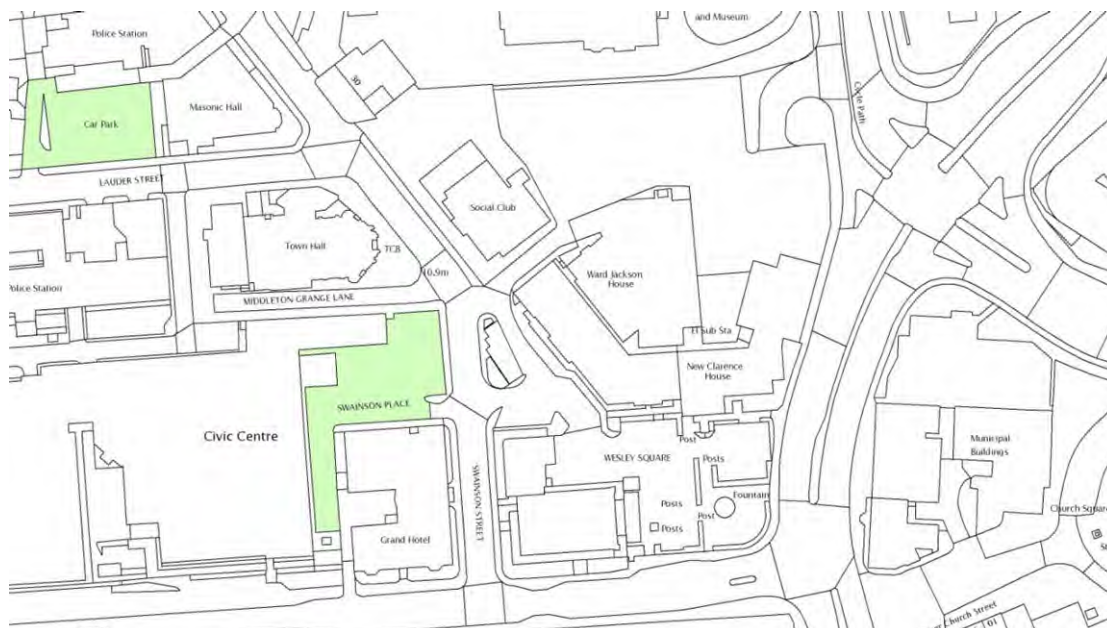
Gainford Street and Eden Street Pay and Display Car Parks



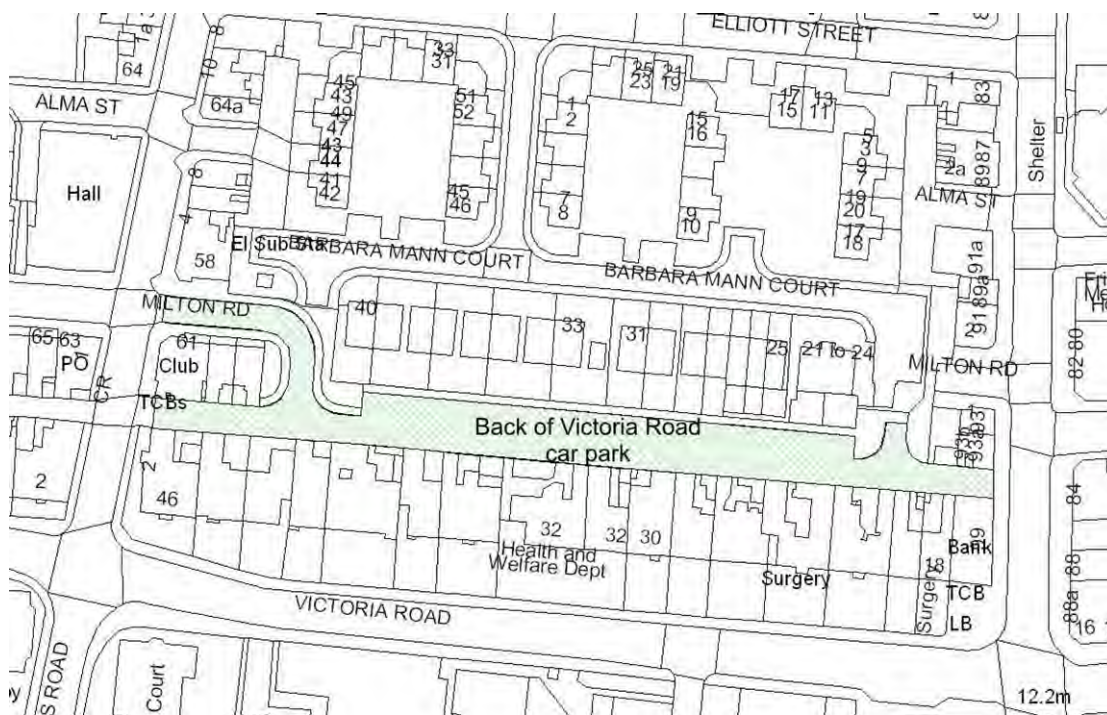
Mill House Pay and Display Car Park



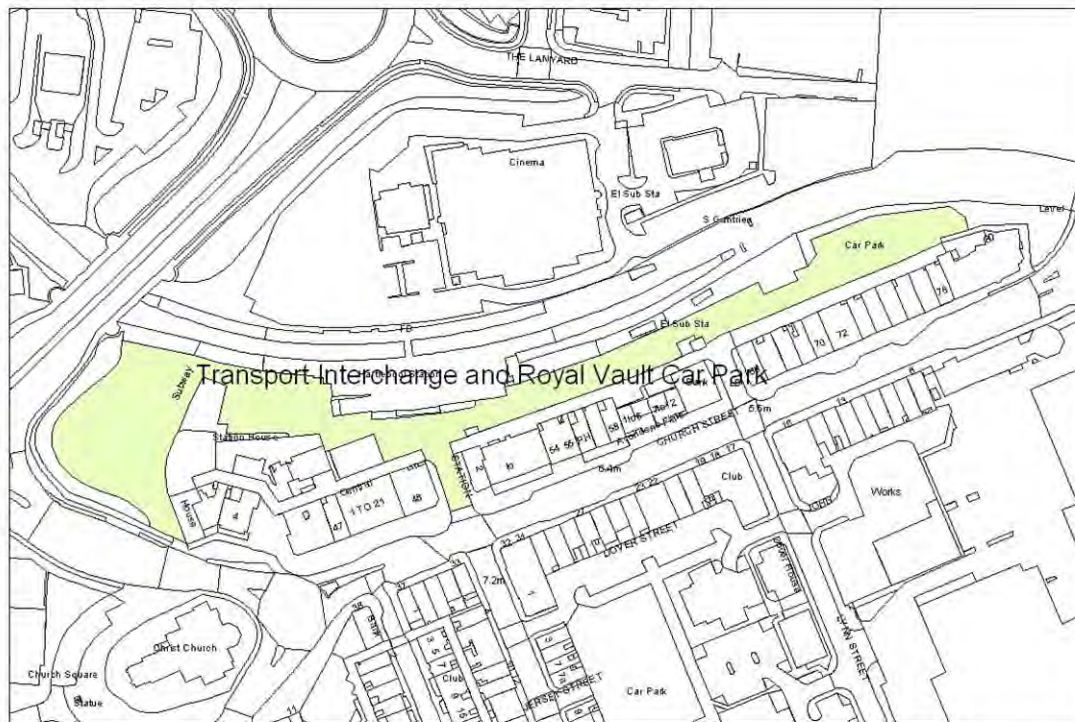
Dover Street Pay and Display Car Park and Bryan Hanson House Staff Car Park



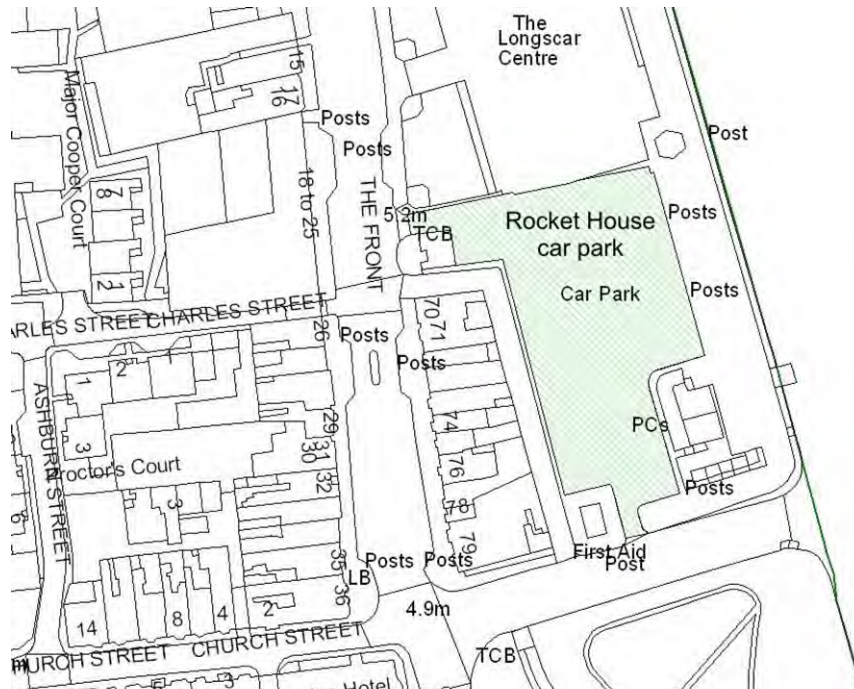
Wesley Square Pay and Display Car Park and three Staff Car Parks



Back of Victoria Road Free/Permit controlled Car Park



Transport Interchange and Royal Vaults Pay and Display Car Park



Rocket House Free/Permit controlled Car Park

Hartlepool Borough Council

Winter Maintenance Plan – Section C Service Delivery



Latest Revision – September 2021

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Introduction

Section A - Winter Service Policy and Priorities sets the broad objectives, priorities and resource parameters. The Policy is reviewed infrequently, in the context of corporate management reviews.

Section B - Winter Service Planning and Preparation is dynamic and interactive. It must respond to changing circumstances, and is reviewed annually in consultation with a wide range of stakeholders. It defines the procedures for dealing with the Winter Service in Hartlepool. It details the planned and co-ordinated response to Winter Service requirements.

On receipt of an adverse weather forecast the Duty Officer will put the plan into operation in accordance with **Section C – Service Delivery**.

Scope of the Winter Services

Winter Services are provided on a pre-defined network of carriageway routes on a hierarchical basis. Winter Services are also provided in pay and display car parks and if necessary, on some high amenity footways.

The most important carriageway routes are classified as First Priority routes. The rest of the carriageways that have been selected for treatment are classified as Second Priority routes. Treatment of both First and Second Priority routes is carried out at any time in response to forecasts, but Second Priority routes are only treated after successful treatment of First Priority routes.

Range of Responses

The variable nature of winter conditions gives rise to the need to plan a range of responses appropriate to the prevailing weather. This plan defines a hierarchy of three types of response to likely conditions. It is important to recognise the fundamental differences between these three main components of the Winter Service:-

- **Pre-treatment – “precautionary” salting** - to prevent ice from forming. This is the principal and first stage Winter Service activity and is actioned in response to adverse weather predictions from the Forecast provider. It is by far the most frequent activity of the Winter Service
- **Post-treatment – salting following the formation of ice** - to melt ice and snow already formed. This is the second stage response to adverse weather conditions. Should the first stage precautionary salting fail to adequately deal with the conditions, post-salting will be carried out continuously until the conditions recede.
- **Clearance of snow** - removal of snow greater than 30mm in depth. This is the third stage response and will be implemented only in exceptional snowfall conditions. During and immediately after heavy snowfall, snow clearance operations will be carried out on the 1st Priority routes only. Once the 1st Priority routes are clear, snow clearance operations will commence on 2nd priority snow clearance routes. Post salting will be carried out concurrently with snow clearance operations.

Winter Service Operational Details

Duty Officers

The Transport and Infrastructure Manager has overall responsibility for the delivery of the Winter Service. The service will consist of four Duty Officers and a team of Operatives operating on a four week rota system.

Any changes necessary to the rota due to illness, holidays etc will be notified in writing to the Forecast Service Provider.

Extensions to Duty Officer operations and Standby will be reviewed in mid to late March, annually, in the light of weather trends and forecasts.

On receipt of an adverse weather forecast the **Duty Officer** determines the type of treatment to apply and the optimum time to commence in accordance with the **“Decision Making Procedure”** on pages 10 – 11 of the **Winter Service Operational Plan - Section B** and instigates action in accordance with the guidance given in **“Decision Making Responsibilities of the Duty Officer”** on pages 8 – 9 of the **Winter Service Operational Plan - Section B**.

The Service Delivery Team operate on a 24 hour standby basis over the same period as the Duty Officers. Any necessary rota variations must be notified to the Duty Officer before commencement of the duty period.

The role of the Service Delivery Team does not include operational decision-making. This is the sole domain of the Duty Officer. There are occasions however, when recommendations will be required following on-site inspections. In this role, members of the Service Delivery Team are acting as the “eyes” of the Duty Officer. If a member of the Service Delivery Team considers that alternative action is appropriate either through local knowledge or following receipt of a request from another source, a variation must be requested from the Duty Officer.

The Duty Officer will supervise on-site operations.

The Service Delivery Team can only accept instructions from the Duty Officer (or in office hours his representative). Should the Service Delivery Team have any concerns or requests for action from another source, the Duty Officer must be contacted for instruction on any appropriate action.

Any Duty Officer that receives such a request must ascertain the status and name of the person making such a request in order that any appropriate follow-up action can be taken.

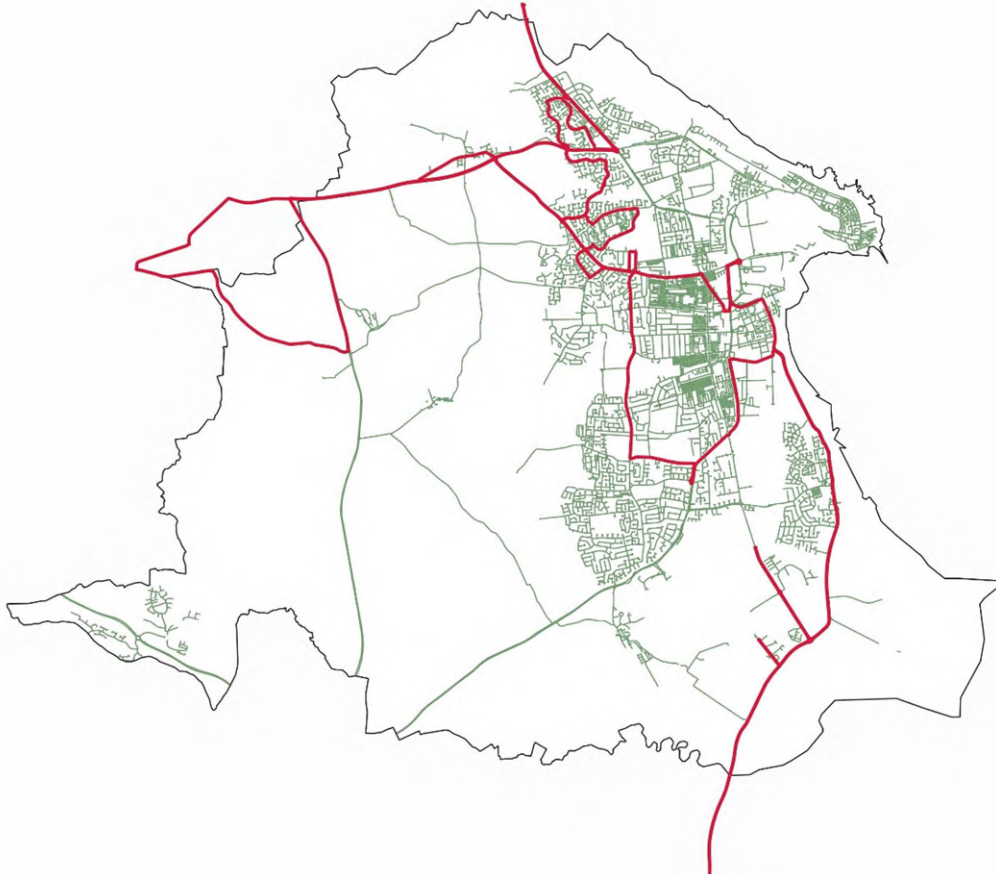
During severe conditions, eg continuous heavy snowfall, the Duty Officer may vary the manning shifts to include night shifts or 24 hour manning arrangements. These arrangements may be continued until such conditions subside and First Priority Salting routes are cleared.

On each morning of the defined winter season, the Duty Officer will record on a written report all action undertaken. “No action” reports are submitted when appropriate.

Winter Services on Carriageways

Winter Service operations are carried out at any time necessary and precautionary treatment is delivered over the following network of routes:-

First Priority Carriageway Route 1



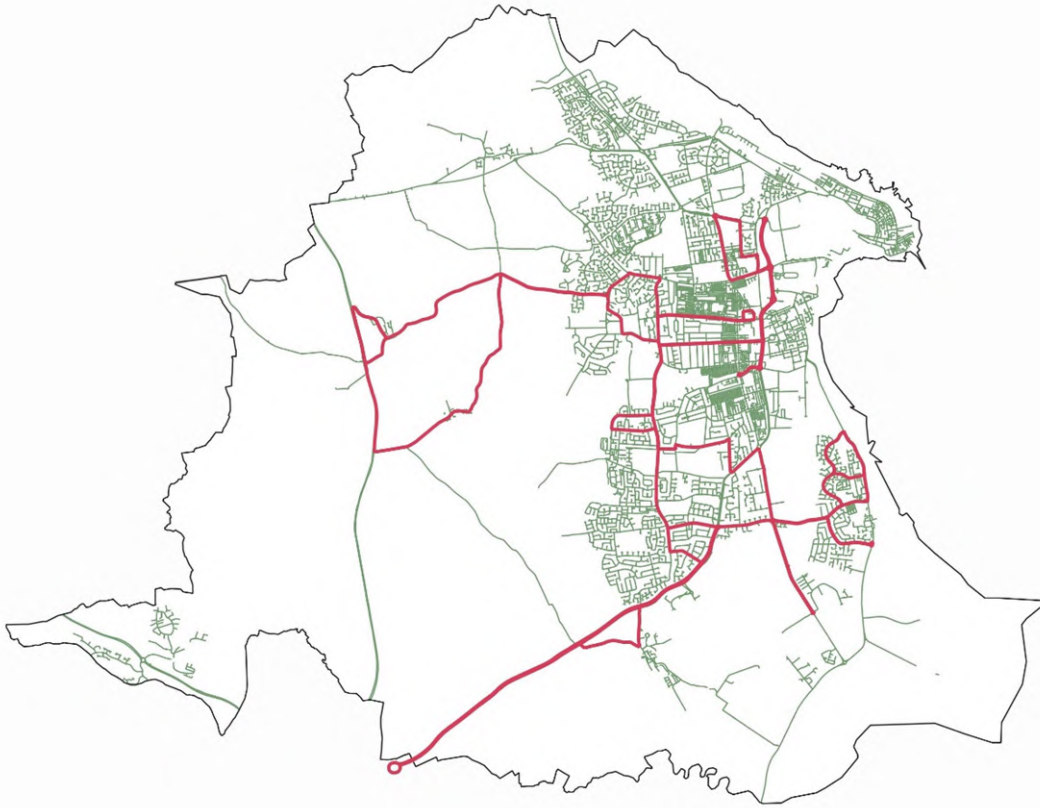
First Priority Carriageway Route 1

Run 1, Segment 1 Brenda Road	- Gritting (-.-km) From Salt Barn	Exit Salt Barn To Tofts road r/b	Turn Left Straight
Run 1, Segment 2 Brenda Road Tees Road Tees Road Graythorpe Spine Road Graythorpe Spine Road Tees Road The Front, The Cliffe and Coronation Drive Mainsforth Terrace Burn Road Belle Vue Way Rossmere Way	- Gritting (7.806km) From Tofts Road e/b From Brenda Road From A1185 Seal Sands r/b From Tees Road From Hammerhead From Graythorpe Spine Road From Coronation Drive From Mainsforth Terrace From Burn Road From Belle Vue Way	To Tees Road r/b To A1185 Seal Sands r/b To Graythorpe Spine Road To Hammerhead To Tees Road Via To Mainsforth Terrace To Burn Road To Belle Vue Way To Rossmere Way To Belle Vue Way	Turn Right Turn Left Turn Left U - Turn Turn Left Turn Left Turn Right Turn Left Turn Right Turn Left
Run 1 Segment 3 Stockton Road	Travelling From Rossmere Way	To Brierton Lane	Turn Left
Run1 Segment 4 Brierton Lane Catcote Road Elwick Road Wooler Road Serpentine Road Hart Lane A179 Hart Road Bamburgh Road Westwood Way Woodstock Way Clavering Road A179 Hart Road Easington Road Easington Road A179 Hart Road	-Gritting (-.-Km) From Belle Vue Way From Brierton Lane From Catcote Road From Elwick Road From Wooler Road From Serpentine Road From Hart Lane r/b From A179 Hart Road From Bamburgh Road From Westwood Way From Woodstock Way From Clavering Road From A179 Hart Road From Crimdon Leisure Park From Easington Road	To Catcote Road To Elwick Road To Wooler Road To Serpentine Road To Hart Lane To A179 Hart Road r/b To Bamburgh Road r/b To Westwood Way To Woodstock Way To Clavering Road To A179 Hart Road To Easington Road r/b To Crimdon Leisure Park To A179 Hart Road To A19 Flyover	Turn Right Straight Straight Straight Turn Left Turn Right Turn Left Turn Left Turn Right Turn Right Turn Left Turn Left U - Turn Turn Right Straight

*Run 1 Segment 5 B1280 Hurworth Burn Road	-Travelling From A19 Flyover From B1280	To Hurworth Burn Road To Coal Lane	Turn Left Turn Left
Run 1 Segment 6 Coal Lane	-Gritting From Hurworth Burn Road	To A19	Turn Left
Run 1 Segment 7 A19	-Travelling From Coal Lane	To A19 Flyover	Turn Right
Run 1 Segment 8 A179 Hart Road Road thro' Hart Village	-Gritting From A19 Flyover From Hart Village r/b	To Hart Village r/b To A179 (nr High Volts Farm)	Turn Left Turn Left
Run 2, Segment 9 <i>A179 Hart Road</i>	- Travelling (1.254km) <i>From Rd thro' Hart Village</i>	<i>To Hart Village r/b</i>	<i>Turn Right</i>
Run 2, Segment 10 Hart Lane Merlin Way Merlin Way Merlin Way Merlin Way Hart Lane Tarnston Road	- Gritting (2.524km) From A179 Hart Road From Hart Lane From Bluebell Way r/b From Clavering Road r/b From Bluebell Way r/b From Merlin Way From Hart Lane	To Merlin Way r/b To Bluebell Way r/b To Clavering Rd r/b To Bluebell Way r/b To Merlin Way r/b To Tarnston Road To Dunston Road	Turn Left Straight U-turn Straight Turn Left Turn Right Turn Left
Run 2, Segment 11 <i>Dunston Road</i> <i>Hart Lane</i>	- Travelling (0.589km) <i>From Tarnston Road</i> <i>From Dunston Road r/b</i>	<i>To Hart Lane r/b</i> <i>To Hart/Wiltshire Junction</i>	<i>Turn Left</i> <i>Turn Right</i>
Run 2, Segment 12 Wiltshire Way Wiltshire Way	- Gritting (1.192km) From Hart Lane From Wilt\Throst Gr Junc	To Throston Grange Lane To Thr Gr Ln (nr Easington Rd)	Turn Right Turn Left
Run 2, Segment 13 Throston Grange Lane	-Travelling (0.744km) From Wilt (nr Easington Rd)	To Falcon Road	Turn Right
Run 2, Segment 14 Falcon Road Moorhen Road	- Gritting (1.788km) From Throston Grange Lane From Falcon Road	To Moorhen Road To Merlin Way	Turn Left Turn Right
Run 2, Segment 15	- Travelling (-.-km)		

Merlin Way <i>Hart Lane</i>	From Moorhen Road <i>Merlin Way</i>	To Merlin Way R'bout <i>To Wiltshire Way</i>	Turn Left <i>Straight</i>
Run 2, Segment 16 Hart Lane Thornhill Gardens Elmwood Road Ryehill Gardens Hart Lane Raby Road Swainson Street Victoria Road Marina Way Clarence Road	- Gritting (3.315km) From Wiltshire Way From Hart Lane From Thornhill Gardens From Elmwood Road From Ryehill Gardens From Hart Lane From Raby Road From Swainson Street From Victoria Road From Marina Way	To Thornhill Gardens To Elmwood Road To Ryehill Gardens To Hart Lane To Raby Road To Swainson Street To Victoria Road To Stockton Street To Clarence Road To Middleton Road	Turn Left Turn Left Turn Left Turn Left Turn Right Turn Right Turn Left Turn Left Turn Left Turn Right
Run 2, Segment 17 <i>Middleton Road</i> <i>Middleton Road</i> <i>Clarence Road</i>	- Travelling (0.984km) <i>From Clarence Road</i> <i>From Marina Way</i> <i>From Middleton Road</i>	<i>Marina Way</i> <i>To Clarence Road</i> <i>To Museum Road</i>	<i>U-Turn</i> <i>Turn Left</i> <i>Turn Right</i>
Run 2, Segment 18 Clarence Road	- Gritting (0.176km) From Museum Road	To Marina Way	Straight
Run 2, Segment 19 <i>Marina Way</i>	- Travelling (0.390km) <i>From Clarence Road</i>	<i>To Church Street</i>	<i>Turn Left</i>
Run 2, Segment 20 Church Street Mainsforth Terrace Coronation Drive Brenda Road	- Gritting (1.715km) From Marina Way From Church Street From Mainsforth Terrace Tees Road r/b	To Mainsforth Terrace To Newburn Bridge Via The Cliff, The Front, Tees Rd To Brenda Road Tofts Road r/b	Turn Right Turn Left Turn Right Turn Right
Run 1 Segment 21 Brenda Road	From Toft Road r/b	To Salt Barn	
End Run1			
Total Gritting Length =	56.027km		
Total Travel length =	4.956km		
Total Route Length =	60.983		

First Priority Carriageway Route 2



First Priority Carriageway Route 2

Run 1, Segment 1 – Gritting

Brenda Road
Brenda Road
Seaton Lane
Station Lane

From Depot
From Toft Farm r/b
From Brenda Road
From Seaton Lane

Exit Salt Barn

To Tofts Farm R/b
To Seaton Lane r/b
To Station Lane
To The Front

Turn Left

U-Turn
Turn Right
Straight
Turn Left

Run 1, Segment 2 - Travelling (1.082km)

The Front

From Station Lane

To Warrior Drive

Turn Left

Run 1, Segment 3 - Gritting (1.245km)

Warrior Drive
Queen Street

From The Front
From Warrior Drive

To Queen Street
To The Front

Turn Left
Turn Left

Run 1, Segment 4 - Travelling (1.458km)

The Front

From Queen Street

To Warrior Drive

Turn Left

Warrior Drive

From The Front

To Queen Street

Straight

Run 1, Segment 5 - Gritting (2.433km)

Warrior Drive
Station Lane
Elizabeth Way

From Queen Street
From Warrior Drive
From Station Lane

To Station Lane
To Elizabeth Way
To Tees Road

Turn Right
Turn Left
U - Turn

Run 1, Segment 6 - Travelling (0.859km)

Elizabeth Way

From Tees Road

To Station Lane

Turn Left

Run 1, Segment 7 - Gritting (1.943km)

Station Lane
Seaton Lane
Brenda Road

From Elizabeth Way
From Station Lane
From Seaton Lane r/b

To Seaton Lane
To Brenda Road r/b
To Belle Vue Way r/b

Straight
Turn Right
Turn Left

Run 1, Segment 8 - Travelling (0.499km)

Belle Vue Way

From Brenda Road r/b

To C153 Stockton Road

Turn Right

Run 1, Segment 9 - Gritting (1.615km)

C153 Stockton Road
Westbrooke Avenue
Kingsley Avenue
Tynebrooke Avenue

From Belle Vue Way
From C153 Stockton Road
From Westbrooke Avenue
From Kingsley Avenue

To Westbrooke Avenue
To Kingsley Avenue
To Tynebrooke Avenue
To Catcote Road

Turn Left
Turn Left
Turn Right
Turn Right

Run 1, Segment 10 - Travelling (0.269km)

Catcote Road

From Tynebrooke Avenue

To Marlowe Road

Turn Left

Run 1, Segment 11 - Gritting (1.392km)

Marlowe Road	From Catcote Road	To Masefield Road	Turn Right
Masefield Road	From Marlowe Road	To Catcote Road	Turn Left

Run 1, Segment 12 - Travelling (1.026km)

Catcote Road	From Masefield Road	To Elwick Road	Straight
Elwick Road	From Catcote Road	To Park Road	Turn Right

Run 1, Segment 13 - Gritting (4.867km)

Park Road	From Elwick Road	To Stockton Street	Turn Left
Stockton Street	From Park Road	To Marina Way	Straight
Marina Way	From Stockton Street	To Cleveland Road r/b	U - Turn
Marina Way	From Cleveland Road r/b	To Middleton Road r/b	Turn Right
Middleton Road	From Marina Way	To Raby Road	Turn Right

Run 1, Segment 14 - Travelling (1.396km)

Raby Road	From Middleton Road	To Powlett Road	Turn Right
Powlett Road	From Raby Road	To Milbank Road	Turn Right

Run 1, Segment 15 - Gritting (4.011km)

Milbank Road	From Powlett Road	To Brougham Terrace	Turn Left
Brougham Terrace	From Milbank Road	To Lancaster Road	Turn Right
Lancaster Road	From Brougham Terrace	To Middleton Road	Turn Left
Middleton Road	From Lancaster Road	To Marina Way r/b	Turn Right
Marina Way	From Middleton Road r/b	To Stockton Street	Straight
Stockton Street	From Marina Way	To Stranton	Straight
Stranton	From Stockton Street	To Burn Road r/b	Turn Right
Burn Road	From Stranton r/b	To York Road r/b	U - Turn
A689 Stranton	From Burn Road	To Park Road	Turn Left
Park Road	From A689 Stranton	To Elwick Road	Turn Right
Elwick Road	From Park Road	To Elwick Road	Turn Left
Elwick Road	From Elwick Rd/Wooler Rd	To North Lane	Turn Right
North Lane	From Elwick Road	To A19	Turn Left

Run 1, Segment 16 - Travelling (0.807km)

A19	From North Lane	To Church Bank	Turn Left
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Run 1, Segment 17 - Gritting (0.572km)

Church Bank	From A19	To North Lane	Turn Left
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Run 1, Segment 18 - Travelling (2.859km)

North Lane	From Church Bank	To A19	Turn Left
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<i>A19</i>	<i>From North Lane</i>	<i>To Dalton Lodge</i>	<i>Turn Left</i>
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Run 1, Segment 19 - Gritting (6.207km)

Dalton Piercy Road	From A19	To C160 Elwick Road	Turn Right
C160 Elwick Road	From Dalton crossroads	To Dunston Road r/b	Turn Left
Dunston Road	From Elwick Road	To Hart Lane	Turn Right

Run 1, Segment 20 - Travelling (0.466km)

<i>Hart Lane</i>	<i>From Dunston Road r/b</i>	<i>To Serpentine Road</i>	<i>Turn Right</i>
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Run 1, Segment 21 - Gritting (0.589km)

Serpentine Road	From Hart Lane	To Wooler Road	Straight
Wooler Road	From Serpentine Road	To Grange Road	Turn Left

Run 1, Segment 22 - Travelling (3.314km)

<i>Grange Rd</i>	<i>From Wooler Road</i>	<i>To Victoria Road</i>	<i>Straight</i>
<i>Victoria Road</i>	<i>From Grange Rd</i>	<i>To Avenue Road</i>	<i>Turn Left</i>
<i>Avenue Road</i>	<i>From Victoria Road</i>	<i>To Raby Road</i>	<i>Turn Right</i>
<i>Raby Road</i>	<i>From York Road</i>	<i>To Swainson Street</i>	<i>Straight</i>
<i>Swainson St</i>	<i>From Raby Road</i>	<i>To Victoria Road</i>	<i>Turn Right</i>
<i>Victoria Road</i>	<i>From Swainson St</i>	<i>To York Road</i>	<i>Straight</i>

End run 1

Run 2, Segment 1 - Gritting (6.199km)

Victoria Road	From York Road Junction	To Grange Road	Straight
Grange Road	From Victoria Road	To Wooler Road	Turn Left
Wooler Road	From Grange Road	To Elwick Road	Straight
Elwick Road	From Wooler Road	To Catcote Road	Straight
Cadcote Road	From Elwick Road	To Owton Manor Lane	Turn Left
Owton Manor Lane	From Catcote Road	To Stockton Road	Turn Right
Stockton Road	From Owton Manor Lane	To Truro Drive	Turn Right
Truro Drive	From Stockton Road	To Catcote Road	Turn Right

Run 2, Segment 2 - Travelling (0.664km)

Cadcote Road	From Truro Drive	To Owton Manor Lane	Turn Right
Owton Manor Lane	From Catcote Road	To Stockton Road r'bout	Turn Right
Stockton Road	From Owton Manor Lane	To Truro Drive	Straight

Run 2, Segment 3 - Gritting (4.514km)

A689 Stockton Road	From Truro Drive	To Second Greatham Junction	Turn Left
Unclassified Road	From A689 Stockton Road	To Greatham High Street	Turn left
Greatham High Street	From Unclassified Road	To A689 Stockton Road	Turn Left

Run 2, Segment 4 - Travelling (0.960km)

A689 Stockton Road	From Greatham High Street	To Second Greatham Junction	Straight
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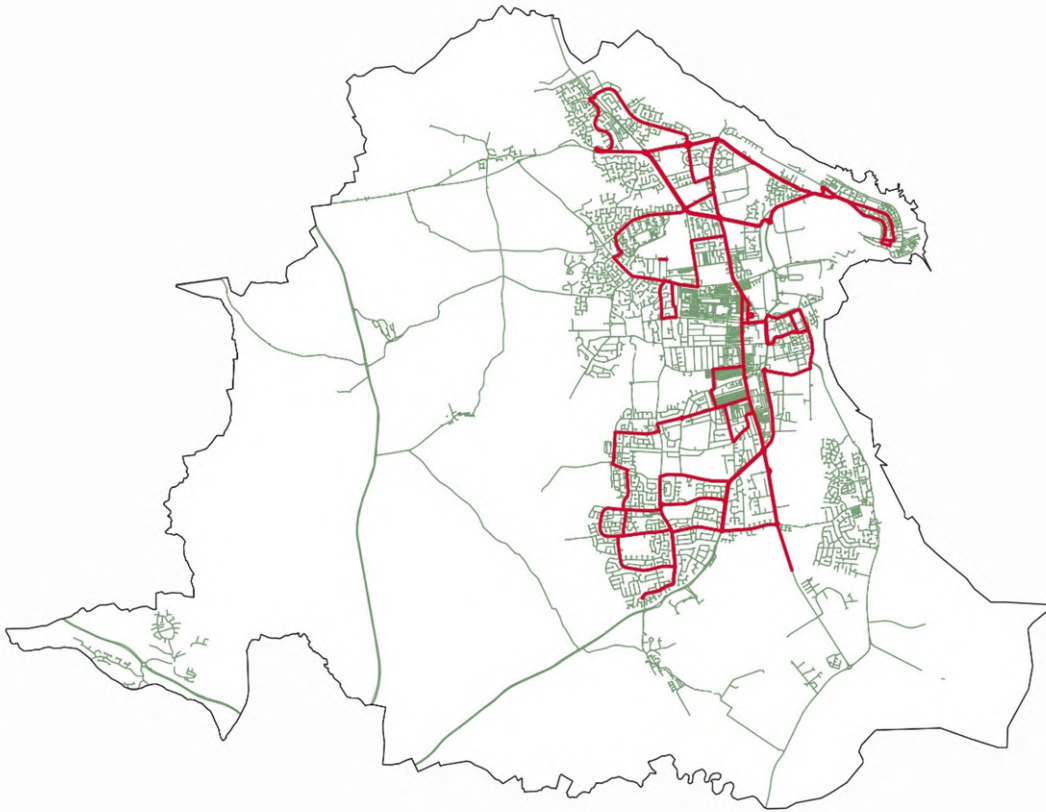
Run 2, Segment 5 - Gritting (16.895km)

A689 Stockton Road	From Second Greatham Junc	To A1185 Wolviston r/b	U - Turn
A689 Stockton Road	From A1185 Wolviston r/b	To Seaton Lane r/b	Turn Right
Seaton Lane	From Stockton Road	To Brenda Road	Turn Right
Brenda Road	From Seaton Lane	To Depot	Turn Left

End run 2

Total Gritting Length =	61.076 km
Total Travel length =	20.326 km
Total Route Length =	81.402 km

First Priority Carriageway Route 3



First Priority Carriageway Route 3

Run 1 Segment 1 Brenda Road	-Travelling (-.-Km) Exit Salt Barn	To Usworth Road R/b	Straight
Run 1 Segment 2 Brenda Road Belle Vue Way	-Gritting (-.-Km) Exit Salt Barn From Brenda Road	To Usworth Road R/b To Burn Road	Straight Turn Right
Run 1, Segment 3 Burn Road	- Travelling (0.-km) From Belle Vue Way	Exit Depot To Mainsforth Terrace	Turn Left
Run 1, Segment 4 Mainsforth Terrace Church Street Marina Way	- Gritting (1.411km) From Newburn Bridge From Mainsforth Terrace From Church Street	To Church Street To Marina Way To Victoria Road	Turn Left Turn Left Turn Right
Run 1, Segment 5 Victoria Road	- Travelling (0.220km) From Marina Way	To Avenue Road	Turn Right
Run 1, Segment 6 Avenue Road Lauder Street Entrance to car park Avenue Road	- Gritting (0.293km) From Victoria Road From Avenue Road From Lauder Street From Exit from car park	To Lauder Street To Rear entrance to Civic Centre To Exit from car park To Raby Road	Turn Right Turn Right Turn Right Turn Left
Run 1, Segment 7 Raby Road	- Travelling (0.370km) From Avenue Road	To Hart Lane	Straight
Run 1, Segment 8 Raby Road Challoner Road Jesmond Gardens	- Gritting (1.512km) From Hart Lane From Raby Road From Chatham Road	To Challoner Road To Jesmond Gardens To Hart Lane	Turn Left Turn Left Turn Right
Run 1, Segment 9 Hart Lane Serpentine Road Wooler Road Grange Road	- Travelling (0.345km) From Jesmond Gardens From Hart Lane From Serpentine Road From Wooler Road	To Serpentine Road To Wooler Road To Grange Road To Granville Avenue	Turn Left Straight Turn Left Turn Left
Run 1, Segment 10 Granville Avenue Tunstall Avenue Hart Lane	- Gritting (0.81km) From Grange Road From Granville Avenue From Tunstall Avenue	To Tunstall Avenue To Hart Lane To Serpentine Rd	Turn Left Turn Left Straight

Run 1, Segment 11	- Travelling (0.855km)		
Hart Lane	From Serpentine Road	To Wiltshire Way	Turn Right
Wiltshire Way	From Hart Lane	To Throston Grange Lane	Turn Left

Run 1, Segment 12	- Gritting		
Throston Grange Lane	From Wiltshire Way	To Easington Road	Turn Right
Easington Road	From Throston Grange Lane	To Powlett Road	Straight
Powlett Road	From Easington Road	To Cleveland Road r/b	Turn Left
Cleveland Road	From Marina Way r/b	To West View Road	Straight
West View Road	From Cleveland Road	To Thorpe Street	Left
Old Cemetery Rd	From Thorpe Street	To Leas Grove	Left
Old Cemetery Rd	From Leas Grove	To West View R'bout	U-Turn
Old Cemetery Rd	From West View Rd	To Leas Grove	Right

Run 1, Segment 13	-Travelling		
Old Cemetery Road	From Leas Grove	To Northgate	Left

Run 1, Segment 14			
Northgate	From Thorpe Street	To Middlegate	Turn Left
Middlegate	From Northgate	To Town Hall car park	Turn Right
Town Hall Car Park	From Middlegate	To St Mary Street	Straight
St Mary Street	From Town Hall Car Park	To High Street	Turn Right
High Street	From St Mary Street	To Northgate	Turn Right
Northgate	From High Street	To Middlegate	Turn Right
Middlegate	From Northgate	To Durham Street	Turn Left
Durham Street	From Middlegate	To Junction with Northgate	Turn Right
	From Junction with Durham St.	To Junction with Durham Street	Turn Right
Northgate (approx 30m)			
Durham St (approx 40m)	From Junction with Northgate	To Junction with Northgate	Turn Right

Run 1, Segment 15	- Travelling (0.265km)		
Northgate	From Junc with Durham St.	To Thorpe Street	Turn Right
West View Road	From Thorpe Street	To Cleveland Road	Straight
Cleveland Road	From West View Road	To Marina Way r/b	Turn Right

Run 1, Segment 16	- Gritting (3.532km)		
Powlett Road	From Marina Way r/b	To Easington Road	Straight
Easington Road	From Powlett Road	To West View Road r/b	U - Turn
Easington Road	From West View Road r/b	To Throston Grange Lane r/b	Straight
Run 1, Segment 17	- Travelling (0.515km)		
<i>Easington Road</i>	<i>From Throston Grange Lane r/b</i>	<i>To Winterbottom Avenue</i>	<i>Turn Left</i>
Run 1, Segment 18	- Gritting (6.617km)		
Winterbottom Avenue	From Easington Road	To West View Road	Turn Left
West View Road	From Winterbottom Avenue	To Easington Road	U - Turn
West View Road	From Easington Road	To Cleveland Road	U - Turn
West View Road	From Cleveland Road	To Winterbottom Avenue r/b	Turn Left
Run 1, Segment 19	- Travelling (0.500km)		
<i>Winterbottom Avenue</i>	<i>From West View Road</i>	<i>To Warren Road</i>	<i>Turn Right</i>
Run 1, Segment 20	- Gritting (4.55km)		
Warren Road	From Winterbottom Avenue	To Davison Drive	Turn Right
Davison Drive	From Warren Road	To West View Road "D"	Turn Left
West View Road "D"	From Davison Drive, via the western junction with West View Road, the junction with King Oswy Drive, the eastern junction with West View Road and the junction with Davison Drive to King Oswy Drive		
King Oswy Drive	From West View Road "D"	To Easington Road	Straight
Woodstock Way	From King Oswy Drive	To Clavering Road	Turn Left
Clavering Road	From Woodstock Way	To Bamburgh Road	Straight
Bamburgh Road	From Clavering Road	To A179 Hart Road r/b	Turn Left
A179 Hart Road	From Bamburgh Road	To Clavering Road	Straight
Run 1, Segment 21	- Travelling (1.330km)		
<i>A179 Hart Road</i>	<i>From Clavering Road</i>	<i>To Easington Road</i>	<i>Turn Right</i>
<i>Easington Road</i>	<i>From West View Road r/b</i>	<i>To Holdforth Road</i>	<i>Turn Left</i>
Run 1, Segment 22	- Gritting (0.495km)		
Holdforth Road	From Easington Road	To Winterbottom Avenue	Turn Right
Run 1, Segment 23	- Travelling (0.305km)		
<i>Winterbottom Avenue</i>	<i>From Holdforth Road</i>	<i>To Raby Road r/b</i>	<i>Straight</i>

Shrewsbury Street	From Oxford Road	To Blakelock Road	Turn Right
Blakelock Road	From Shrewsbury Street	To Brinkburn Road	Turn Left
Brinkburn Road	From Blakelock Road	To Baden Street	Straight
Baden Street	From Brinkburn Road	To Elwick Road	Turn Right

<u>Run 2, Segment 2</u>	<u>- Travelling (1.390km)</u>		
<u>Elwick Road</u>	<u>From Baden Street</u>	<u>To Burn Valley r/b</u>	<u>Turn Right</u>
<u>Stockton Road</u>	<u>From Burn Valley r/b</u>	<u>To Sydenham Road</u>	<u>Straight</u>

Run 2, Segment 3	- Gritting (1.803km)		
Brenda Road	From Stockton Road	To Seaton Lane	Turn Right

Run 2, Segment 4	- Travelling (0.740km)		
<i>Seaton Lane</i>	<i>From Brenda Road</i>	<i>To Stockton Road</i>	<i>Turn Right</i>

Run 2, Segment 5	- Gritting (1.563km)		
Stockton Road	From Seaton Lane	To Belle Vue Way	Straight
Belle Vue Way	From Stockton Road	To Brenda Road r/b	U - Turn

Run 2, Segment 6	- Travelling (0.625km)		
<i>Belle Vue Way</i>	<i>From Brenda Road r/b</i>	<i>To Brierton Lane</i>	<i>Straight</i>

Run 2, Segment 7	- Gritting (0.797km)		
Stockton Road	From Belle Vue Way	To Owton Manor Lane r/b	Turn Right
Owton Manor Lane	From Stockton Road	To Catcote Road	Turn Left
Cadcote Road	From Owton Manor Lane	To Mini Island at South end	U - Turn
Cadcote Road	From Mini Island at South end	To Brierton Lane	Turn Right

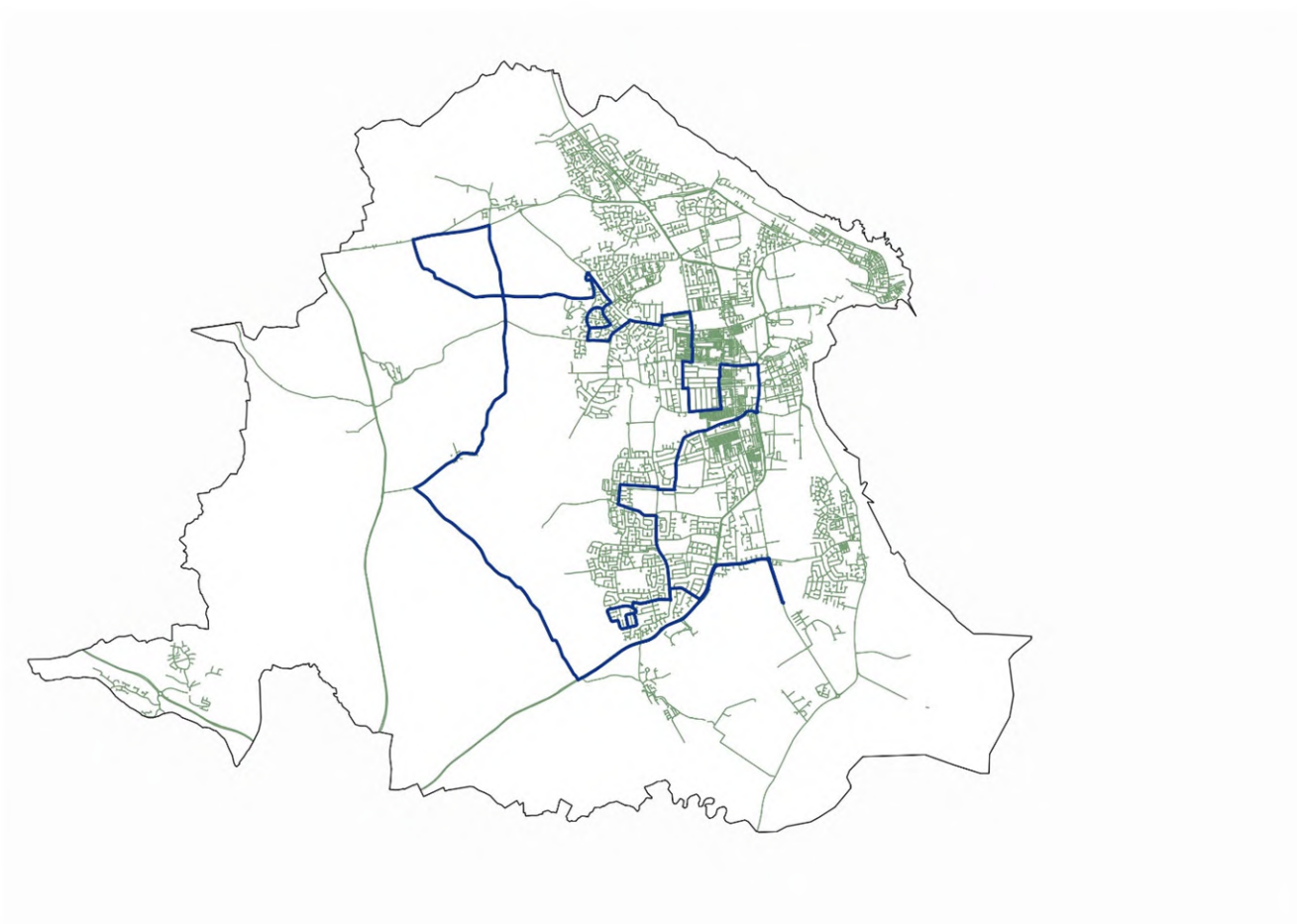
Run 2, Segment 8	- Travelling (1.290km)		
<i>Brierton Lane</i>	<i>From Catcote Road</i>	<i>To Stockton Road</i>	<i>Turn Right</i>
<i>Stockton Road</i>	<i>From Brierton Lane</i>	<i>To Rossmere Way</i>	<i>Turn Right</i>

Run 2, Segment 9	- Gritting (3.261km)		
Rossmere Way	From Stockton Road	To Catcote Road	Turn Left
Cadcote Road	From Rossmere Way	To Wynyard Road	Turn Right
Wynyard Road	From Catcote Road	To Kilmarnock Road	Turn Left
Kilmarnock Road	From Wynyard Road	To Owton Manor Lane	Turn Right
Owton Manor Lane	From Kilmarnock Road	To Maxwell Road	Turn Left
Maxwell Road	From Owton Manor Lane	To Mowbray Road	Straight
Mowbray Road	From Maxwell Road	To Catcote Road	Turn Left

Run 2, Segment 10 Catcote Road	- Travelling (0.520km) From Mowbray Road	To Owton Manor Lane	Turn Left
Run 2, Segment 11 Owton Manor Lane Wynyard Road Eskdale Road Brierton Lane Masefield Road	- Gritting (2.99km) From Catcote Road From Owton Manor Lane From Wynyard Road From Eskdale Road From Brierton Lane	To Wynyard Road To Eskdale Road To Brierton Lane To Masefield Road To Marlowe Road	Straight Turn Left Turn Left Turn Right Turn Right
Run 2, Segment 12 Marlowe Road Catcote Road	- Travelling (0.710km) From Masefield Road From Marlowe Road	To Catcote Road To Oxford Road	Turn Left Turn Right
Run 2, Segment 13 Oxford Road	- Gritting (1.415km) From Catcote Road	To Stockton Road	Turn Right
<i>Route ended – Travel to Depot or Secondary Route 2</i>			
Run 2, Segment 14 Stockton Road Brenda Road Belle Vue Way Burn Road	- Travelling (-.-km) From Oxford Road From Stockton Road From Brenda Road From Belle Vue Way	To Brenda Road To Belle Vue Way r/b To Burn Road To Depot	Straight Turn Left Turn Right Turn Right

Total Gritting Length = 50.419km

Second Priority Carriageway Route 1



Second Priority Carriageway Route 1

Segment 1 - Travelling

Brenda Road	From Salt Barn	Exit Depot To Seaton Lane	Turn Left
Seaton Lane	From Brenda Road	To Stockton Road	Turn Left
Stockton Road	From Seaton Lane	To Claxton Bank	Turn Right

Segment 2 - Gritting

Dalton Back Lane	From Stockton Road	To Dalton Piercy Road	Turn Right
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Segment 3 - Travelling

Dalton Piercy Road	From Stockton Road	To Elwick Road	Straight
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Segment 4 - Gritting

Naisberry Lane	From Elwick Road	To 179	Turn Left
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Segment 5 - Travelling

A179	From Naisberry Lane	To Worsett Lane	Turn Left
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Segment 6 - Gritting

Worsett Lane	From A179	To Hart Lane	Turn Left
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Segment 7 - Travelling

Hart Lane	From Worsett Lane	To Tarnston Road	Turn Left
Tarnston Road	From Hart Lane	To Cairnston Road	Turn Right

Segment 8 - Gritting

Carinston Road	From Tarnston Road	To Hayston Road	Turn Left
Hayston Road	From Cairnston Road	To Tarnston Road	Turn Left

Segment 9 - Travelling

Tarnston Road	From Hayston Road	Carinston Road	Turn Left
Carinston Road	From Tarnston Road	To Hayston Road	Straight

Segment 10 - Gritting

Carinston Road	From Hayston Road	To Elwick Road	Turn Left
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Segment 11 - Travelling

Elwick Road	From Cairnston Road	To Dunston Road	Turn Left
Dunston Road	From Elwick Road	To Hart Lane	Turn Right
Hart Lane	From Dunston Road	To Thornhill Gardens	Turn Left
Thornhill Gardens	From Hart Lane	To Chester Road	Turn Right

Segment 12 - Gritting

Chester Road	From Thornhill Gardens	To Jesmond Road	Turn Right
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Segment 13 - Travelling

<i>Jesmond Road</i>	<i>From Chester Road</i>	<i>To Duke Street</i>	<i>Straight</i>
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Segment 14 - Gritting

Duke Street	From Jesmond Road	To Mulgrave Road	Straight
Mulgrave Road	From Duke Street	To Grange Road	Turn Right

Segment 15 - Travelling

<i>Grange Road</i>	<i>From Mulgrave Road</i>	<i>Linden Grove</i>	<i>Turn Left</i>
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Segment 16 - Gritting

Linden Grove	From Grange Road	To Park Road	Turn Left
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Segment 17 - Travelling

<i>Park Road</i>	<i>From Linden Grove</i>	<i>To Eldon Grove</i>	<i>Turn Right</i>
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Segment 18 - Gritting

Eldon Grove	From Park Road	To Eliwck Road	Turn Left
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Segment 19 - Travelling

<i>Eliwck Road</i>	<i>From Eldon Grove</i>	<i>To Osborne Road</i>	<i>Turn Left</i>
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Segment 20 - Gritting

Osborne Road	From Eliwck Road	St Pauls Road	Straight
St Pauls Road	From Osborne Road	To Victoria Road	Turn Right

Segment 21 - Travelling

<i>Victoria Road</i>	<i>From St Pauls Road</i>	<i>To Stockton Street</i>	<i>Turn Right</i>
<i>Stockton Street</i>	<i>From Victoria Road</i>	<i>To Burn Road</i>	<i>Turn Left</i>
<i>Burn Road</i>	<i>From Stockton Street</i>	<i>To Burn Valley r/b</i>	<i>Straight</i>

Segment 24 - Gritting

Blakelock Gardens	From Stockton Road	To Blakelock Road	Straight
Blakelock Road	From Blakelock Gardens	To Kingsley Avenue	Straight
Kingsley Avenue	From Blakelock Road	To Westbrooke Avenue	Straight

Segment 25 - Travelling

Kingsley Avenue	From Westbrooke Avenue	To Tynebrooke Avenue	Turn Right
Tynebrooke Avenue	From Kingsley Avenue	To Catcote Road	Turn Right
Catcote Road	From Tynebrooke Avenue	To Macaulay Road	Turn Left

Segment 26 - Gritting

Macaulay Road	From Catcote Road	To Sinclair Road	Turn Left
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Segment 27 - Travelling

Sinclair Road	From Macaulay Road	To Brierton Lane	Turn Left
Brierton Lane	From Sinclair Road	To Eskdale Road	Straight

Segment 28 - Gritting

Brierton Lane	From Eskdale Road	To Catcote Road	Turn Right
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Segment 29 - Travelling

Catcote Road	From Brierton Lane	To Mowbray Road	Turn Right
Mowbray Road	From Catcote Road	To Spalding Road link road	Turn Right

Segment 30 - Gritting

Spalding Road Link Road	From Mowbray Road	To Spalding Road	Turn Left
Spalding Road	From Spalding Road Link Road	To Crowland Road	Turn Left
Crowland Road	From Spalding Road	To Newark Road	Turn Left
Newark Road	From Crowland Road	To Spalding Road	Turn Right
Spalding Road	From Newark Road	To Spalding Road Link Road	Straight
Spalding Road	From Spalding Road Link Road	To Crowland Road	Turn Right

Crowland Road	From Spalding Road	To Spalding Road	Turn Right
Spalding Road	From Crowland Road	To Spalding Road Link Road	Turn Right
Spalding Road Link Road	From Spalding Road	To Mowbray Road	Turn Right
Mowbray Road	From Spalding Road Link Road	To Catcote Road	Turn Left
Catcote Road	From Mowbray Road	To Truro Drive	Turn Right
Stockton Road	From Truro Drive	To Seaton Lane	Turn Right
Seaton Lane	From Stockton Road	To Brenda Road	Turn Right
Brenda Road	From Seaton Lane	To Salt Barn Depot	

End Run

Second Priority Carriageway Route 2



Second Priority Carriageway Route 2

Segment 1 - Travelling

Vicarage Gardens

Exit Depot

Turn Left

Segment 2 - Gritting

Vicarage Gardens From Burn Road
Elwick Road From Vicarage Gardens

To Elwick Road Turn Left
To Junction with Catcote Road Turn Right

Segment 3 - Travelling

Elwick Road From Junc with Catcote Road To Junc with Wooler Road Turn Left
Elwick Road From Junc with Wooler Road To West Park Turn Left

Segment 4 - Gritting

West Park From Elwick Road To Egerton Road Turn Right
Egerton Road From Junction with West Park To Parklands Way Turn Right
Parklands Way From Egerton Road To Coniscliffe Road Turn Right
Coniscliffe Road From Parklands Way To West Park Turn Right

Segment 5 - Travelling

West Park From Coniscliffe Road To Egerton Road Turn Left
Egerton Road From West Park To Elwick Road Turn Right
Elwick Road From Egerton Road To Park Avenue Turn Left

Segment 6 - Gritting

Park Avenue From Elwick Road To Cresswell Road Turn Left
Cresswell Road From Park Avenue To Cresswell Drive Turn Right
Cresswell Drive From Cresswell Road To Cresswell Road Turn Left
Cresswell Road From Cresswell Drive To Park Avenue Turn Right
Park Avenue From Cresswell Road To The Parade Turn Left
The Parade From Park Avenue To Wooler Road Straight

Segment 7 - Travelling

Grange Road From Wooler Road To Murray Street Turn Left

Segment 8 - Gritting

Murray Street From Grange Road To Hart Lane Turn Right

Segment 9 - Travelling

Hart Lane From Murray Street To Middleton Road Straight
Middleton Road From Hart Lane To Lancaster Road Turn Left
Lancaster Road From Middleton Road To Brougham Terrace Turn Left
Brougham Terrace From Lancaster Road To Milbank Road Straight

Segment 10 - Gritting

Brougham Terrace	From Milbank Road	To Chester Road	Straight
Chester Road	From Brougham Terrace	To Jesmond Gardens	Turn Right
Jesmond Gardens	From Chester Road	To Easington Road	Turn Left

Segment 11 - Travelling

<i>Easington Road</i>	<i>From Jesmond Gardens</i>	<i>To Powlett Road</i>	<i>Straight</i>
<i>Powlett Road</i>	<i>From Easington Road</i>	<i>To Cleveland Road</i>	<i>Turn Left</i>
<i>Cleveland Road</i>	<i>From Powlett Road</i>	<i>To West View Road</i>	<i>Straight</i>
<i>West View Road</i>	<i>From Cleveland Road</i>	<i>To Thorpe Street</i>	<i>Turn Left</i>

Segment 12 - Gritting

Thorpe Street	From West View Road	To Marine Drive	Turn Right
Marine Drive	From Thorpe Street	To Sea View Terrace	Straight
Sea View Terrace	From Marine Drive	To Moor Parade	Straight
Moor Parade	From Sea View Terrace	To Marine Crescent	Straight
Marine Crescent	From Moor Parade	To Friar Street	Straight
Friar Street	From Marine Crescent	To Manners Street	Straight
Manners Street	From Friar Street	To Church Walk	Turn Right
Church Walk	From Manners Street	To High Street	Straight
High Street	From Church Walk	To Northgate	Turn Right

Segment 12 - Travelling

<i>Northgate</i>	<i>From High Street</i>	<i>To West View Road</i>	<i>Straight</i>
<i>West View Road</i>	<i>From Northgate</i>	<i>To Cleveland Road</i>	<i>Turn Right</i>
<i>West View Road</i>	<i>From Cleveland Road</i>	<i>To Warren Road</i>	<i>Turn Left</i>

Segment 13 - Gritting

Warren Road	From West View Road	To Easington Road	Turn Left
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Segment 14 - Travelling

<i>Easington Road</i>	<i>From Warren Road</i>	<i>To T.A. Centre</i>	<i>U Turn</i>
<i>Easington Road</i>	<i>From T.A. Centre</i>	<i>To Jesmond Gardens</i>	<i>Turn Left</i>
<i>Jesmond Gardens</i>	<i>From Easington Road</i>	<i>To Chatham Road</i>	<i>Turn Left</i>

Segment 15 - Gritting

Chatham Road	From Jesmond Gardens	To Raby Road	Turn Right
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Segment 16 - Travelling

Raby Road	From Challoner Road	To Middleton Road	Turn Left
Middleton Road	From Raby Road	To Marina Way	Straight

Segment 17 - Gritting

Middleton Road	From Marina Way	To Navigation Point	Turn Right
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Segment 18 - Travelling

Navigation Point	From Middleton Road	To Harbour Walk	Turn Right
Harbour Walk	From Navigation Point	To The Highlight	Turn Right
The Highlight	From Harbour Walk	To Marina Way	Turn Left
Marina Way	From The Highlight	To Maritime Avenue	Turn Left

Segment 19 - Gritting

Maritime Avenue	From Marina Way	To End of Maritime Avenue	U - Turn
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Segment 27 - Travelling

Maritime Avenue	From End of Maritime Avenue	To Victoria Terrace	Turn Left
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Segment 28 - Gritting

Victoria Terrace	From Maritime Avenue	To Church Street	Turn Right
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Section 29 - Travelling

Church Street	From Victoria Terrace	To Tower Street	Turn Left
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Section 30 Gritting

Tower Street	From Church Street	To Huckelhoven Way	Turn Right
Huckelhoven Way	From Tower Street	To Stranton	Turn Left

Section 31 Travelling

Stranton	From Huckelhoven Way	To Burn Road	Turn Left
Burn Road	From Stranton	To Green Street	Turn Left

Segment 22 - Gritting

Green Street	From Burn Road
Thompson Street	From Green Street
Burbank Street	From Thompson Street

Segment 22 - Gritting

Green Street	From Burbank Street
Thompson Street	From Green Street
Burbank Street	From Thompson Street

Segment 22 - Gritting

Green Street	From Thompson Street
Thompson Street	From Green Street
Burbank Street	From Thompson Street

Segment 22 - Gritting

Green Street	From Burbank Street
Thompson Street	From Green Street
Burbank Street	From Thompson Street

Segment 23 - Travelling

Mainsforth Terrace	From Burbank Street	To Burn Road	Turn Right
Burn Road	From Mainsforth Terrace	To Depot	

End Run

Cold Route

In the event of a forecast predicting 'plus' zero temperatures at Low Stotfold and Newburn sensors in conjunction with a sub-zero temperature of between 0 degs and -0.5 degs at Swarthole for approximately two hours in duration, it will part of the decision making options to implement the designated 'Cold Route' if required.

All aspects of the existing decision making policy will be considered by the Duty Supervisor prior to the introduction of this treatment.



- Tees Road : Brenda Road to Seal Sands Roundabout
- A689 : Seaton Lane to Wolviston Roundabout (both directions)
- Greatham Village Link Road : From A689 to Greatham High Street
- Greatham High Street : From Greatham High Street to A689 (Sappers Corner)
- Owton Manor Lane and Wynyard Road
- Dalton Piercy Road : From A19 to C160 Elwick Road

- Elwick Road : From Wooler Road to North Lane
- North Lane : From Elwick Road to A19
- Church Bank : From A19 to Elwick Road
- A179 : From Boundary to HartVillage Roundabout (also include Front Street Hart)

The treatment applied to the carriageway will be as follows:-

Frost and Ice Treatment

Under dry weather conditions pre-salting is carried out in accordance with the following rates of spread:-

Treatment	Spread Rate
Pre-salting for frost	10 g/m ²
Pre-salting for frost when forecast RST is at or below -2°C and no residual salt is present	20 g/m ²
Pre-salting for frost when forecast RST is at or below -5°C	20 g/m ²
Pre-salting for frost when forecast RST is at or below -5°C and wet road conditions are present or anticipated	2 x 20 g/m ²
Ice already on road and air temperatures above -5°C	20 g/m ²
Ice already on road and air temperatures at or below -5°C	2 x 20 g/m ²
Hard packed ice	20-40 g/m ²

It is not always necessary to pre-salt every time that frost is forecast. This is particularly significant when there is enough residual salt on the road to deal with the expected conditions. Care is always taken however, to monitor the priority routes for localised wet areas. As and when areas are identified, action is taken to avoid the formation of ice, either by preventing the flow of water onto the highway, or by localised treatment of the wet spots where the water is not flowing.

In the event of hoar frost, black ice or freezing fog forecasts, pre-salting will be carried out even if roads are dry.

In the event of an ice forecast after rain, pre-salting will be delayed until the rain has ceased or as close as possible to the time that freezing conditions coincide with rainfall.

Where frost is persistent further treatment of First Priority Salting routes may be necessary. Treatment of Second Priority Salting routes may be carried out during normal working hours provided that the First Priority Salting routes are clear, time and resources permit and thawing is unlikely before treatment can commence.

In the event of an unforecast hoar frost, freezing fog or other condition causing the road surface to become icy, the Duty Officer will order immediate treatment of First Priority Salting routes as soon as the conditions are known unless thawing is likely before treatment can begin.

Snow Clearance

When a snow warning is received or on commencement of snowfall, whichever is the sooner, Snow ploughs are fitted to the gritting wagons. When possible, pre-salting is carried out on First Priority Salting routes in accordance with the following rates of spread:-

Treatment	Spread Rate
Pre-salting for light snow (<10mm)	20 g/m ²
Pre-salting for medium/heavy snow	2 x 20 g/m ²
Simultaneously with snow ploughing	20 g/m ²
Hard packed snow/ice	20-40 g/m ²

Irrespective of the depth of snow, salt treatment commences until snow depths are sufficient to plough. When snow depths exceed 30mm ploughing commences and runs simultaneously with salt treatment. On commencement of ploughing all priority is given to the three route First Priority network. Work on the second priority routes will cease until the First Priority network is clear and open.

Ploughing is carried out on the basis of "ploughing by lanes". In the first instance this means the nearside lane of dual carriageways and full width clearance of single carriageways, with subsequent ploughing of other lanes.

Lighter falls may call for ploughing where local drifting has occurred or to remove snow not dispersed by traffic e.g. where traffic is reluctant to use fast lanes or at night when traffic is light.

Ploughing continues as long as is necessary to clear First Priority routes and will be carried out concurrently with salt treatment. It is important that the whole of the First Priority network is cleared and that no area is abandoned for the sake of concentrating resources to one or two problems areas. In all cases therefore the defined First Priority routes are adhered to, and where conditions demand a more intensive treatment in specific areas, this is achieved by calling out a reserve vehicle for those areas.

In prolonged snow conditions, ploughing of Second Priority routes can be carried out during normal working hours provided that all First Priority routes are clear and can be maintained in that condition, that time and resources permit, and that thawing is unlikely.

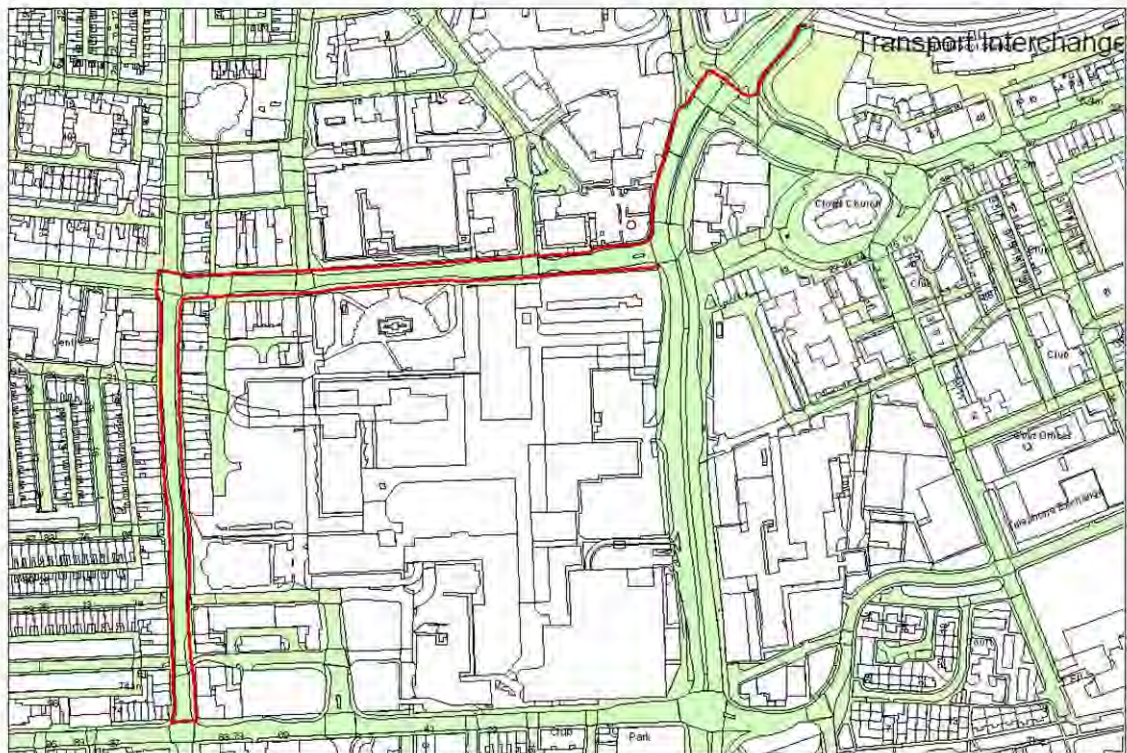
In all ploughing conditions care is taken to ensure that the resulting furrow does not block side roads or obstruct the flow of water to highway drainage outlets.

It may not be possible to remove deep accumulations of snow or snow drifts by normal ploughing and the use of other mechanical plant may be necessary. In this event the teeth of excavator buckets must be removed before commencing work.

Winter Services on Footways

Winter Service post treatment operations are carried out if deemed necessary over the following route :-

High Amenity Town Centre Footway Routes



Footway Routes

Segment 1

Victoria Road - South Side	From Stockton Street - o/s Wilkinson's	To York Road	Turn Left
	From Victoria Road - o/s Andrew		
York Road - East Side	Craig's	To Park Road	Cross York Road and U turn
York Road - West Side	From Park Road - o/s Titan House	To Victoria Road	Cross Victoria Road and Turn Right, then cross York Road
Victoria Road - North Side	From York Road	To Stockton Street	End of Segment
Stockton Street – West Side	From Victoria Road	To Marina Way	To Gateway Bridge Steps

Frost and Ice Treatment

Post salting is carried out when deemed necessary in accordance with the following rates of spread:-

Treatment	Spread Rate
Pre-salting for frost	10 g/m ²
Retreatment in persistent conditions or below -5°C	10 g/m ²
Ice already on footway	20 g/m ²
Hard packed ice	20-40 g/m ²

It is not always necessary to treat every time that frost is forecast. This is particularly significant when there is enough residual salt on the footway to deal with the expected conditions.

In the event of hoar frost, black ice or freezing fog forecasts, post salting will be carried out if the footways become hazardous.

In the event of an ice forecast after rain, the decision to treat must be delayed until the rain has ceased and as close as possible to the time that freezing conditions have commenced. If the prescribed footways have become hazardous after the rain, post salting will be carried out.

Where frost is persistent further treatment may be necessary. Treatment of footway routes may be carried out provided that the First Priority Salting routes are clear and thawing is unlikely before treatment can commence.

In the event of an unforecast hoar frost, freezing fog or other condition causing the footway surface to become icy, the Duty Officer will order immediate post salting treatment of the footway routes as soon as hazardous conditions are known unless thawing is likely before treatment can begin.

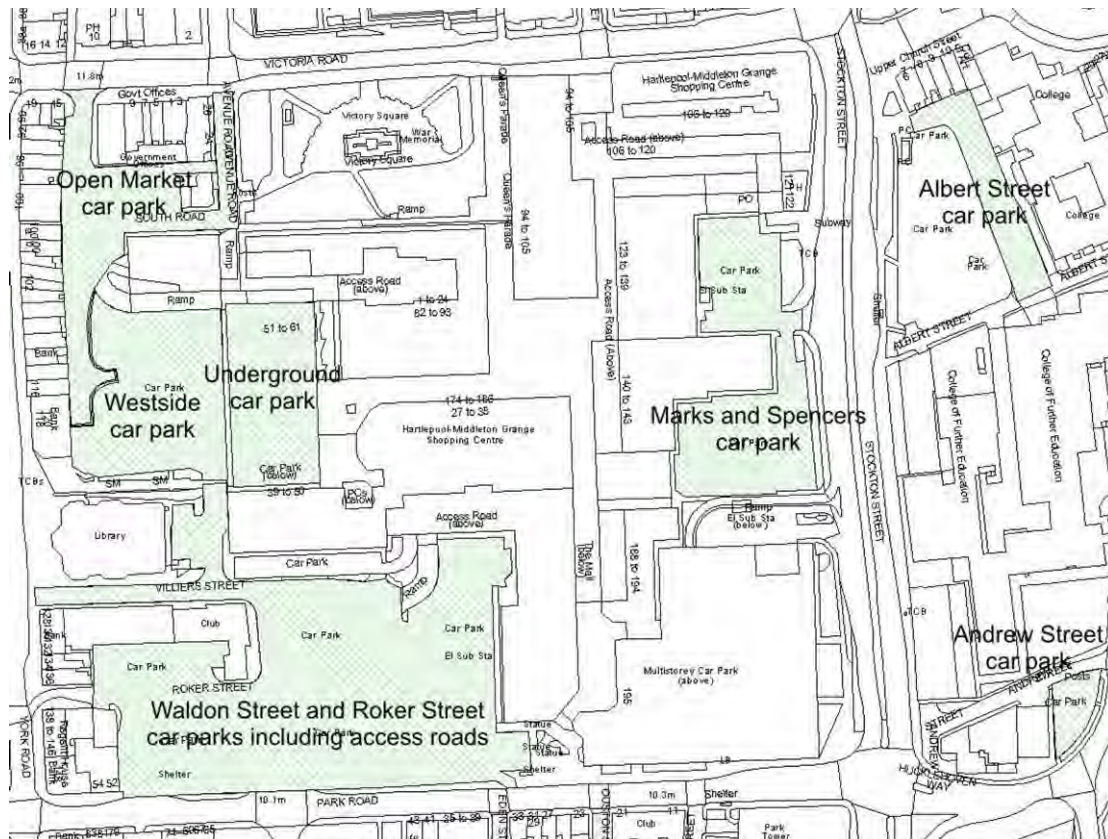
Snow Clearance

When possible, pre-salting is carried out on the footway routes during normal working hours. When the conditions continue, it will be necessary to repeat the treatment. Re-treatment will depend upon the availability of resources, which under severe conditions will be dedicated to the first priority carriageway routes. Consequently, footways will only be re-treated after the first priority carriageway routes are clear and open. Treatment will be in accordance with the following rates of spread:-

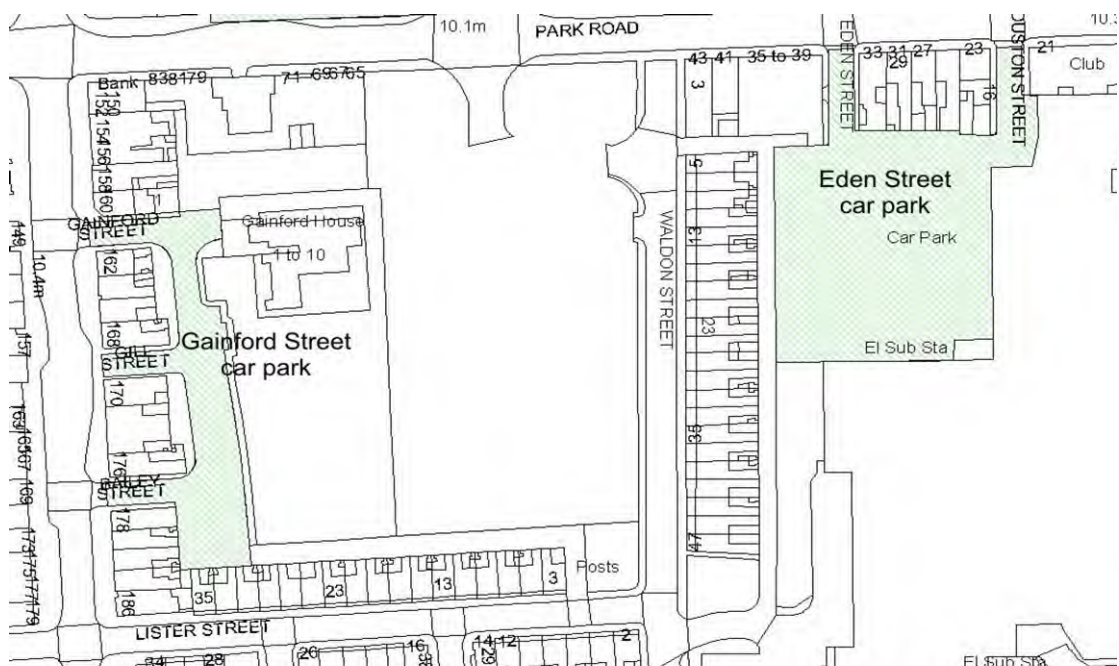
Treatment	Spread Rate
Pre-salting for light snow (<10mm)	10 g/m ²
Pre-salting for Snow	20 g/m ²
Hard packed snow/ice	20-40 g/m ²

Winter Services in Car Parks

Winter Service operations are carried out at any time necessary and precautionary treatment is delivered to the following car parks:-



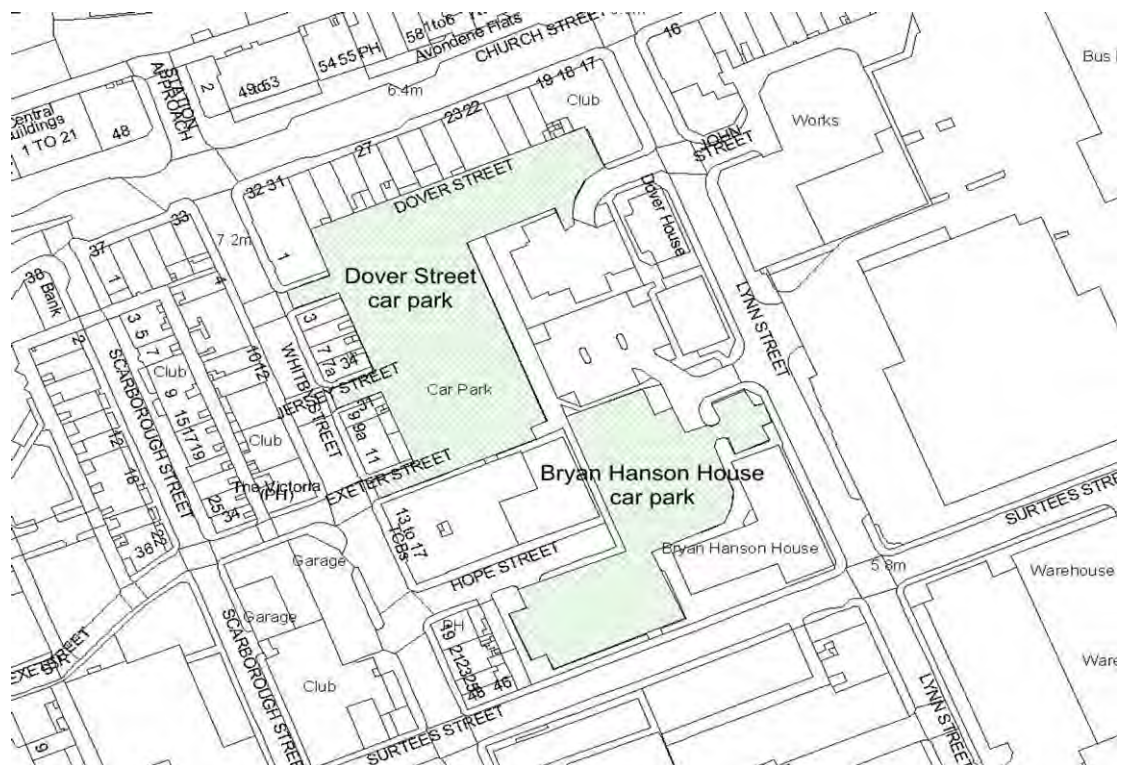
The main Town Centre Pay and Display Car Parks



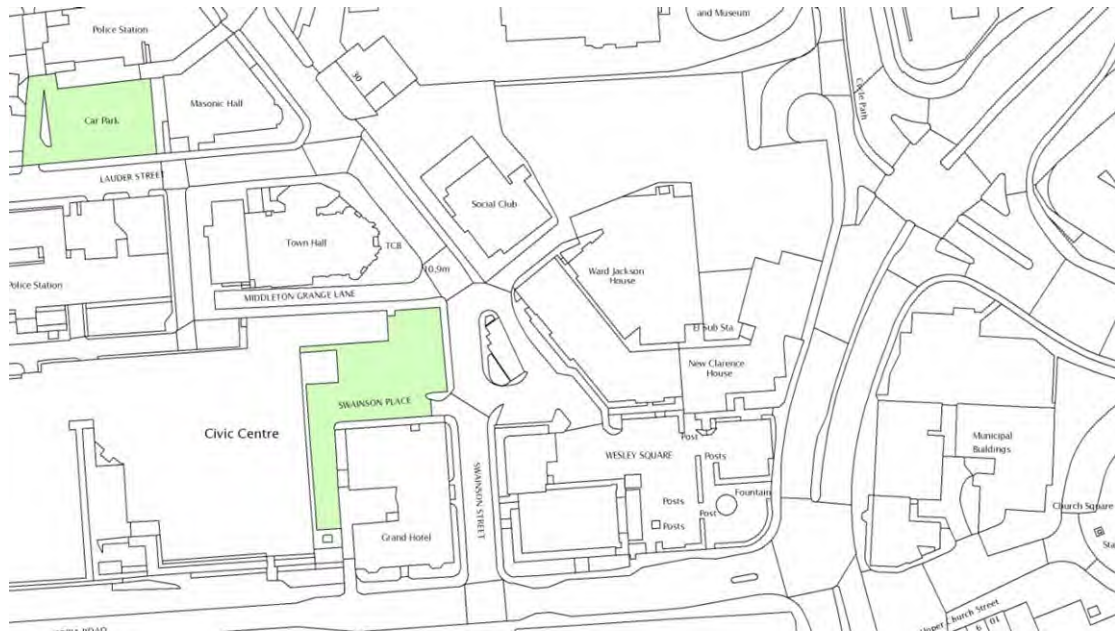
Gainford Street and Eden Street Pay and Display Car Parks



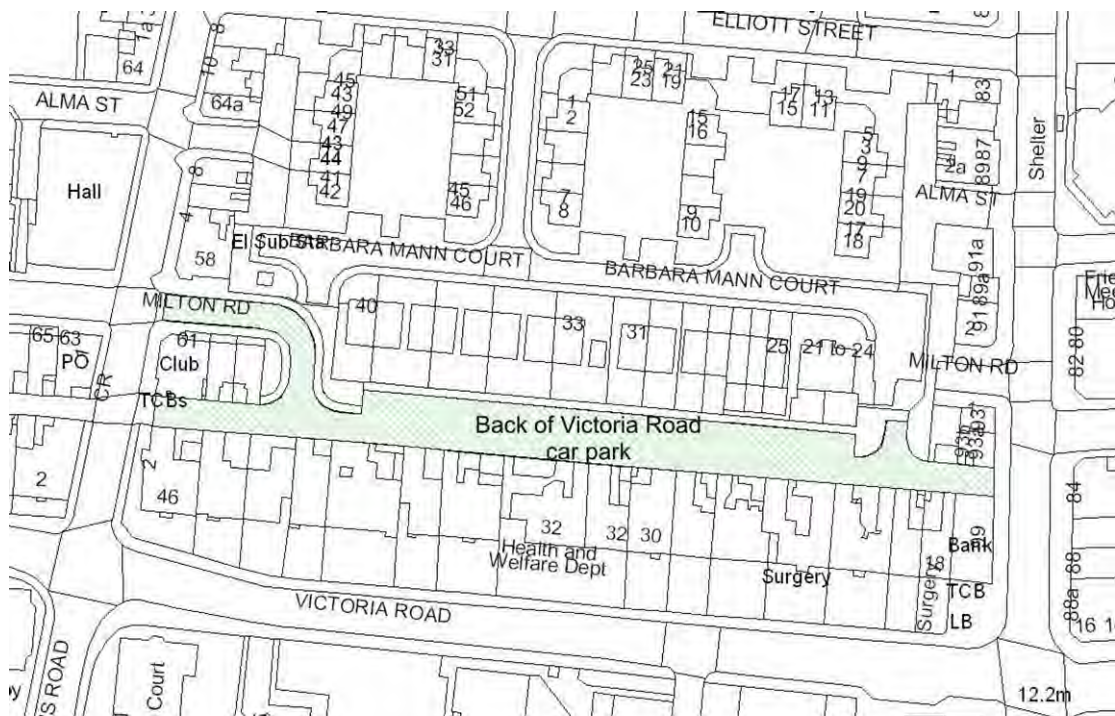
Mill House Pay and Display Car Park



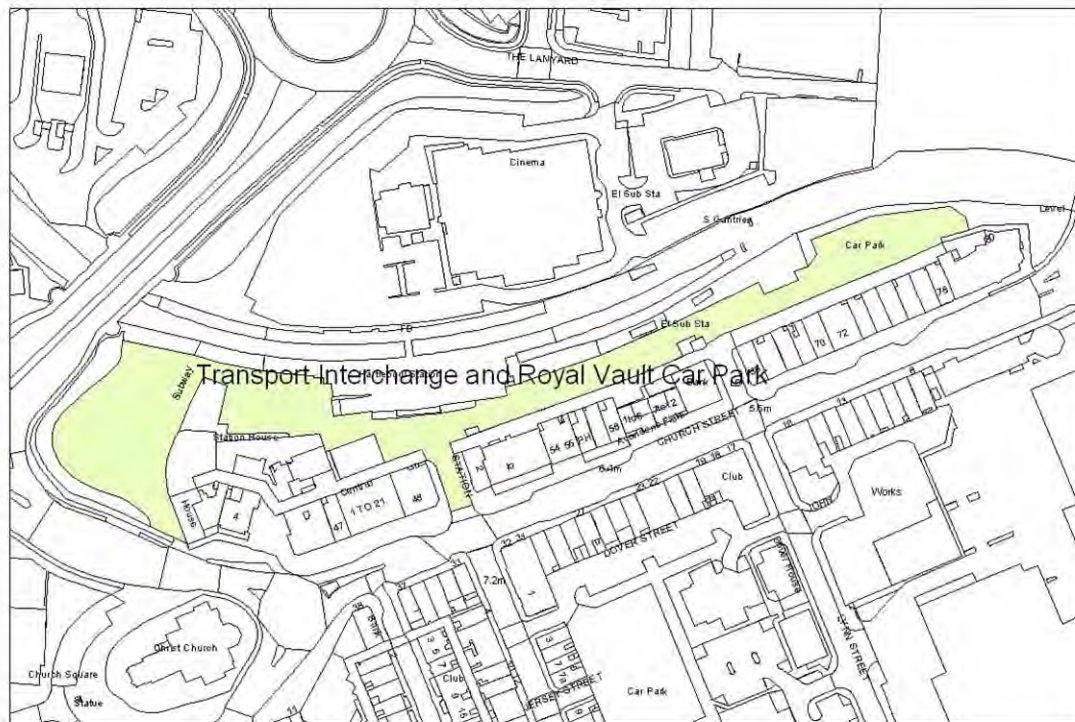
Dover Street Pay and Display Car Park and Bryan Hanson House Staff Car Park



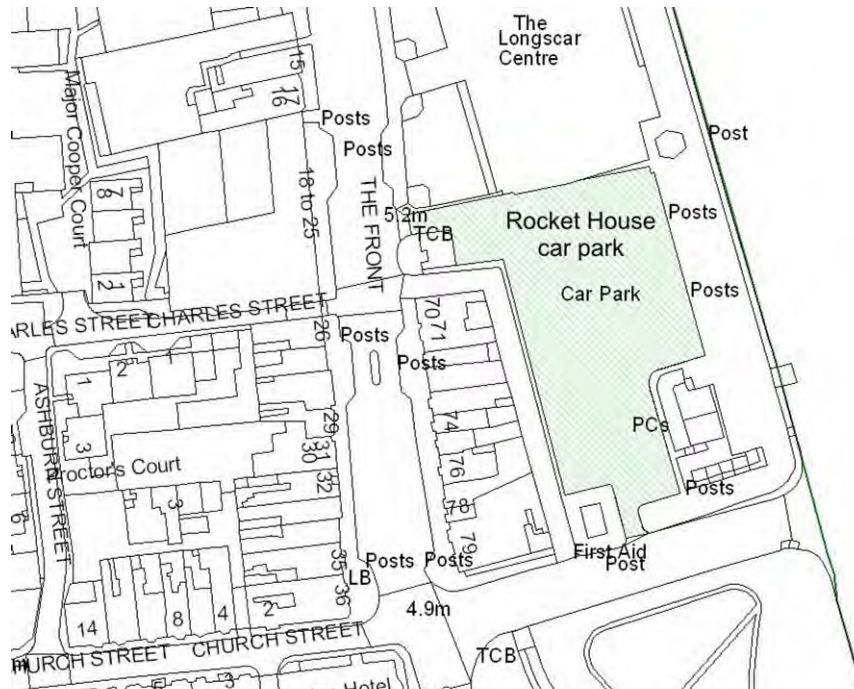
Civic Centre Staff Car Parks



Back of Victoria Road Free/Permit controlled Car Park



Transport Interchange and Royal Vaults Pay and Display Car Park



Rocket House Free/Permit controlled Car Park

Frost and Ice Treatment

Under dry weather conditions pre-salting is carried out in accordance with the following rates of spread:-

Treatment	Spread Rate
Pre-salting for frost	10 g/m ²
Pre-salting for frost when forecast RST is at or below -2°C and no residual salt is present	20 g/m ²
Pre-salting for frost when forecast RST is at or below -5°C	20 g/m ²
Pre-salting for frost when forecast RST is at or below -5°C and wet road conditions are present or anticipated	2 x 20 g/m ²
Ice already on road and air temperatures above -5°C	20 g/m ²
Ice already on road and air temperatures at or below -5°C	2 x 20 g/m ²
Hard packed ice	20-40 g/m ²

It is not always necessary to pre-salt every time that frost is forecast. This is particularly significant when there is enough residual salt on the footway to deal with the expected conditions.

In the event of hoar frost, black ice or freezing fog forecasts, pre-salting will be carried out even if the Car Parks are dry.

In the event of an ice forecast after rain, pre-salting will be delayed until the rain has ceased or as close as possible to the time that freezing conditions coincide with rainfall.

Where frost is persistent further treatment may be necessary. Treatment of Car Parks may be carried out provided that the First Priority Salting routes are clear and thawing is unlikely before treatment can commence.

In the event of an unforecast hoar frost, freezing fog or other condition causing the surface of Car Parks to become icy, the Duty Officer will order immediate treatment of the Car Parks as soon as the conditions are known unless thawing is likely before treatment can begin.

The access gate to the multi storey car park ramp is closed at certain times and can only be opened by Shopping Centre Security. At these times access can be gained by contacting Shopping Centre Security on the contact number noted in the operational details

The Car Park operations will be charged to the Car Parking Budget.

Snow Clearance

When possible, pre-salting is carried out on the car parks. When the conditions continue, it will be necessary to repeat the treatment. Re-treatment will depend upon the availability of resources, which under severe conditions will be dedicated to the first priority carriageway routes. Consequently, car parks will only be re-treated after the first priority carriageway routes are clear and open. Treatment will be in accordance with the following rates of spread:-

Treatment	Spread Rate
Pre-salting for light snow (<10mm)	20 g/m ²
Pre-salting for medium/heavy snow	2 x 20 g/m ²
Simultaneously with snow ploughing	20 g/m ²
Hard packed snow/ice	20-40 g/m ²

Other Winter Services

Grit Bin Provision

One means by which the Council can assist the local community in areas not on priority routes, or at known trouble spots, including gradients and sharp bends, is by the provision of salt bins. Where these are to be provided, consultation with the local community is necessary to ensure that they are appropriate and if so, are appropriately located. Care must be taken to avoid locating grit bins in such a way that they become unsightly or used for the deposit of waste.

The use of salt bins may be considered, provided this use is confined to difficult sites ie steep gradients, severe bends, road junctions, known trouble spots and where practicable, outside homes for the elderly and sheltered accommodation. Salt heaps may be used on all routes but, bearing in mind the damaging environmental effects, they will be used sparingly at difficult sites or where regular water flow from verges occurs.

In exceptional circumstances the use of salt bins containing grit or a mixture of salt and grit may be considered for difficult footway areas ie approaches to footbridges and subways, well used footpaths on steep gradients. Their use will be considered carefully, bearing in mind the resources available for spreading the salt as well as the subsequent increased cleansing requirements.

Grit bin locations are shown below.



Grit Bin Locations

Post Snow Inspection and Maintenance

Immediately following the completion of major snow clearance operations it is necessary to inspect both the equipment used and the network to ensure that any damage is dealt with, either as an actionable hazard, or as programmed maintenance as appropriate.

Post Snow Inspections are special safety inspections. Attention is given to the routes treated and the following items:

- Clearance of gullies and offlets
- Removal of accumulations of grit from running surfaces and drainage channels
- Inspection and clearance of all bridges, culverts and drainage systems liable to flooding
- Inspection for frost effects and any damage caused by Winter Service equipment
- Check and replenish salt stocks in depots and grit bins
- Clean, lubricate, check and repair all vehicles and plant

In addition, a debrief of all personnel involved is held to ensure that the experience and observations are recorded. Lessons learned are used in the annual service review and contribute to the process of continuous improvement.

Records

The Duty Officer will maintain sufficient records to enable:-

- (a)** a detailed check of monthly accounts
- (b)** an annual performance appraisal
- (c)** handling of third party insurance claims

The records content and format will include the following as minimum:-

Weather reports; action taken; routes treated; time that the routes were treated; vehicle mileage; plant and manpower deployed; hours worked; salt usage; number and nature of complaints.

The Duty Officer must make positive arrangements for reporting the following items to the Highway Services Manager:-

- (a)** Daily, before 1000 hours - a road condition statement which will include the start and finish times of the salting operation, the quantity of salt used, a summary of any overnight problems, actions taken, the present road condition and any on-going actions. The report must also include (when necessary) the identification of all areas that are not priority routes that are to be treated throughout the normal working day.
- (b)** A "no action" report will be required when appropriate.
- (c)** Weekly, by 1200 hours on the following Monday - a weekly summary of forecasts received, action taken and daily salt usage. Salt usage will be related to the daily forecast and will therefore cover the period 1200 hours to 1200 hours
- (d)** Four weekly - a statement indicating the labour vehicle and plant usage in that period.

All decisions and actions directed by Duty Officers will be recorded in the daily log and a permanent record must be kept for 5 years.

Performance Standards and Monitoring

Given the significant costs of providing a Winter Service and the considerable logistical issues involved, monitoring and review are of particular importance to the pursuit of Best Value.

Comprehensive and accurate records are kept of the Winter Service activity, including timing and nature of all decisions, the information on which they were based, and the nature and timing of all treatment.

Performance Monitoring

The Council is required to monitor its performance on the Winter Service as part of its overall Highway Services function. To achieve this it is necessary to monitor the performance of both the Decision Making and the Service Delivery functions.

The highly variable and unpredictable nature of a winter means that a simple comparison of budget with outturn is not an appropriate performance indicator. Performance monitoring will therefore review the performance and cost effectiveness under several headings, including:-

Decision Making Operations

- (i) Adequacy of Response
- (ii) Communications between Duty Officer and Forecaster
- (iii) Adequacy of provision of information to media
- (iv) Level and validity of public complaints
- (v) Incidence of Road Traffic accidents
- (vi) Third Party claims
- (vii) Road blockages

Service Delivery Operations

- (viii) Use of stand-by
- (ix) Response times
- (x) Treatment times
- (xi) Condition and calibration of vehicle fleet
- (xi) Condition and consumption of salt
- (xii) Unit costs

Other Services

- (xv) Forecasting service
- (xvi) Computerised Ice Prediction System

NEIGHBOURHOOD SERVICES COMMITTEE

19th October 2021



Report of: Assistant Director (Regulatory Services)

Subject: OUT OF HOURS NOISE SERVICE AND NOISE APP

1. TYPE OF DECISION/APPLICABLE CATEGORY

- 1.1 Key decision (i).
- 1.2 General Exception applies because it was only when the report was prepared and costs confirmed that it became apparent that this decision would need to be included in the Forward Plan.

2. PURPOSE OF REPORT

- 2.1 To consider the referral from Full Council on 28th January 2021 for this Committee to consider the introduction of the return of the 24 hour noise monitoring service and look to trial and evaluate an noise app for at least one year.

3. BACKGROUND

Out of Hours Noise Service

- 3.1 The Authority has never operated 24 hour noise monitoring service. The previous out of hour's noise service was initially piloted between December 2006 and January 2007. This resulted in the service being extended for three weeks in June 2007 and being further extended in 2008 to operate throughout the three month period June to August, every Friday and Saturday night between 10.00pm - 4.00am.
- 3.2 At the Cabinet meeting in May 2009 members decided to extend the service to run every weekend throughout the year. However during the winter months the number of calls to the service was very low and the decision was made to return to providing the service only during the summer months when it ran until August 2013 when it was offered up as a saving in the 2014/15 budget.
- 3.3 During the operation of 'Out of Hours Noise Service' officers receive and respond to a number of complaints regarding noise nuisance, particularly from

late night parties. It also provides officers an opportunity to monitor other ongoing investigations.

- 3.4 The service operated with a lead officer who is suitably qualified and experienced, supported by an assistant. These officers came from the existing team with officers volunteering to work. On average each Lead Officer had to work an 'Out of Hours Noise Service' shift every two weeks during the three month summer period. Every shift could require on average three hours of paperwork in the office to record complaints that occurred on the shift. This was in addition to the workload each Officer had to undertake full time during the week. Problems were experienced in recruiting staff for these roles.

The Current position

- 3.5 Noise complaints are received by the Environmental Protection Team and as part of the process the complainant is requested to complete diary sheets providing evidence to enable officers to evaluate the nature of the problem and when it is occurring. Officers will then either arrange to carry out monitoring visits, or when appropriate, will arrange to install noise monitoring equipment.
- 3.6 If the noise is occurring outside of normal working hours monitoring visits are still carried out based on the information provided on the diary sheets by the complainant.
- 3.7 The team received an average of 479 complaints over the last three years. It is estimated that under 20 of these complaints required out of hours visits to be made.
- 3.8 Noise nuisance cases are dealt with through the complainant, collecting evidence by logging information on diary sheets and through the installation of specialist noise monitoring equipment. Out of hours visits are undertaken where the investigating officer feels they are required as part of their investigations. This work can often be combined with the investigation of other matters such as licensing complaints.

Noise APP

- 3.9 The trial of a 'Noise App' would allow an individual to record a nuisance noise on their smart phone or other mobile device and send it to the Council allowing officers to listen to it.
- 3.10 The Noise App is essentially a diary for complainants to record and send in to the officers who are investigating their complaint.
- 3.11 At present noise nuisance cases are dealt with through the complainant, collecting evidence by logging information on diary sheets and through the installation of specialist noise monitoring equipment. Monitoring visits are also undertaken where the investigating officer feels they are required as part of their investigation.

- 3.12. The Noise App cannot be used as a replacement for specialist noise monitoring equipment or monitoring visits as it cannot be used in court if legal action is taken. It could only be used as an additional aid to our current procedures.

4. ISSUES

Out of Hours Noise

- 4.1 The Council has never operated a 24/7 out of hour's noise service. The previous service operated on a Friday and Saturday from 10pm to 4 am during the summer months only.
- 4.2 The complaints received previously generally related to one off parties and were usually resolved at the time of the visit. Very few resulted in ongoing investigations or formal action.
- 4.3 The previous out of hour's noise service did not require a base for staff as they were out monitoring during their shift and did their paperwork on the following Monday when they returned to the office. Operating a shift from 8pm to 6am would necessitate access to welfare facilities and an office for staff to work from to complete their paperwork.
- 4.4 The extension of the previous service to every weekend throughout the year operated for a relatively short time due to the relatively small number of complaints.
- 4.5 The previous service was stopped in 2015 providing a saving in the 2016/17 budget.
- 4.6 Our existing procedures enable officers to investigate noise and other complaints which occur outside normal working hours.
- 4.7 The service is able to add value to the nightly work routine, by preparing a rota of premises to check compliance with various other conditions, such as licensing closing times for take-aways, pubs, clubs; specific conditions on clubs in relation to noise levels coming from the premises; other potential breaches of notices/ agreements in relation to enforceable conditions. However the number of complaints relating to noise outside of normal working hours does not support this amount of dedicated resource which is almost double the existing staff within the environmental protection team.
- 4.8 The provision of this service would provide a higher level of service provision than the team is currently able to provide to complainants during normal day to day operations.
- 4.9 To investigate noise complaints is a statutory duty, however the provision of an out-of-hours service is non-statutory.

Noise APP

- 4.10 The noise APP will not replace any of the work carried out by the team.
- 4.11 The Noise App cannot be used as a replacement for specialist noise monitoring equipment or monitoring visits as it cannot be used in court if legal action is taken. It could only be used as an additional aid to our current procedures.
- 4.12 While this APP will be seen by some complainants as a benefit, the noise APP is only available to those with a smart phone or similar device.
- 4.13 There is a setup fee and annual subscription required to use the APP. The setup fee and annual subscription are based on population size and usage, and it is estimated this will be up to £2,000 per year.
- 4.14 An officer will need to listen to each recording received, and while the recordings are relatively short, they will need to be downloaded to be reviewed, stored and observations noted. This will take a significant amount of officer time and the existing environmental protection team is a small team (2.5 dedicated officers) and does not have the capacity to undertake this additional work. Therefore an additional Band 10 Environmental Protection Technical Officer would be required to undertake this work and the additional cost would be £38,000.
- 4.15 It is inevitable the team will receive a number of complainants making and submitting a large number of recordings and officers would have difficulty in managing their expectations in terms of a response to the recordings they have submitted.

5. PROPOSALS

Out Of Hours Noise

- 5.1 The introduction of this service will have significant budget implications. It is not seen by officers to be essential for the operation of this service. Furthermore it would, in effect, provide a higher degree of service that we are currently able to provide with the existing resources in the team. It is therefore considered that this does not provide value for money and would be inappropriate to introduce it at a time when the Council is experiencing other financial pressures.
- 5.2 If, however, members are minded to introduce a 24/7 out of hour's noise service it would require:
- The recruitment of 2 Band 12 Lead Officers and 2 Band 9 Assistant Officers. (Note this provision does not allow for staff holidays or sickness and if this were to be covered an additional Lead Officer post would be required);
 - A suitable office location would need to be identified with possible additional associated costs;

- A car mileage allowance would be required and it is estimated that 10,000 miles a year would be covered; and
- Due to the nature of the work suitable IT providing remote access to systems for all staff will be required.

Noise APP

- 5.3 The trial of this APP will have significant budget implications since it is not seen by officers to be essential for the operation of this service or value for money. It would therefore be inappropriate to introduce it at a time when the Council is experiencing other financial pressures.
- 5.4 If, however, members are minded to introduce a trial of the Noise APP, it could be introduced for a period of one year for all noise complaints, from April 2022, if additional resources are provided.
- 5.5 Since the Environmental Protection Team is a small team of two full time officers, the current work load means that the team is working to full capacity. The trial of the noise APP would require an additional resource of 1 Environmental Protection Technical Officer to undertake this work on Band 10 at a cost of £38,000 plus the setup fee and subscription of £2,000 and additional data storage charges of £2,000.

6. FINANCIAL CONSIDERATIONS

Out of Hours Noise Service

- 6.1 The introduction of a 24/7 out of hour's noise service would require the recruitment of additional staff.
- 6.2 The Lead Officer and Assistant Officer roles were previously evaluated under the Council's job evaluation scheme and came out at Lead Officer Band 12, Assistant Officer Band 9. The hourly rates have been based on the single status agreement and that shift patterns would include unsociable hours, weekend and bank holiday working.
- 6.3 It is considered that the service would require a minimum of 2 Lead Officers on Band 12 and 2 Assistant Officers on Band 9, so the total staff cost of the service would be £254,500.
- 6.4 Car mileage would need to be paid, and it is estimated that in the region of 10,000 miles would be covered costing £5,220.
- 6.5 There will be additional costs for suitable remote IT and mobile phone usage these have not been identified at this stage.
- 6.6 There may be additional costs in relation to the provision of a suitable office base for staff these have not been identified at this stage.

- 6.7 The costs for introduction of a 24/7 out of hour's noise service cannot be covered within existing budgets. If members consider the introduction of this service to be value for money and recommend its introduction to Council, a further report would need to be prepared for Finance and Policy Committee to request in excess of £259,500 to fund this service.

Noise APP

- 6.8 The trial of the noise APP for one year would require a setup fee and subscription we estimate this will be in the region of £2,000 a year.
- 6.9 The data from the recordings received will require additional storage space and it is estimated this will cost £2,000 a year.
- 6.10 An officer will need to listen to each recording received, and while the recordings are relatively short, they will need to be downloaded to be reviewed, stored and observations noted. This will take a significant amount of officer time and as the existing environmental protection team is small, it does not have the capacity to undertake this additional work. Therefore an additional Environmental Protection Technical Officer would be required to undertake this work. The additional cost would be £38,000.
- 6.11 The costs the introduction of a trial for the noise APP cannot be covered within existing budgets. If members consider the introduction of this service to be value for money and recommend its introduction to Council a further report would need to be prepared for Finance and Policy Committee to request £42,000 to fund the trial.

7. STAFFING CONSIDERATIONS

- 7.1 The introduction of a 24/7 out of hour's noise service would require the recruitment of additional staff.
- 7.2 The Lead Officer and Assistant roles were previously evaluated under the Council's job evaluation scheme and came out at Lead Officer Band 12, Assistant Officer Band 9.
- 7.3 It is considered that as a minimum 2 Lead Officers and 2 Assistant Officers would be required to provide this service.
- 7.4 The trial of the noise APP would require the recruitment of an additional Environmental Protection Technical Assistant on Band 10.

8. ASSET MANAGEMENT CONSIDERATIONS

- 8.1 There may be asset management consideration in relation to establishing a base if the provision of the out of hours service is supported by members.

9. OTHER CONSIDERATIONS

Risk	No relevant issues
Legal	No relevant issues
Consultation	No relevant issues

10. RECOMMENDATIONS

- 10.1 That Committee inform Council that they have considered the introduction of a 24/7 out of hour's noise service and that they do not support the introduction of this service due to the excessive cost and limited benefit at a time when the Authority is having to identify significant budget savings.
- 10.2 That Committee inform Council that they have considered the trial of a Noise App for use by residents as part of the noise complaint process and do not consider it to be value for money.

11. REASONS FOR RECOMMENDATIONS

- 11.1 The introduction of these services, both of which have significant budget implications, and are not seen by officers to be essential for the operation of this service, are inappropriate at a time when the Council is experiencing significant financial pressures.

12. BACKGROUND PAPERS

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

13. CONTACT OFFICER

Sylvia Pinkney
Assistant Director (Regulatory Services)
Hartlepool Borough Council
Civic Centre
Hartlepool
TS24 8AY

(01429) 523315
Sylvia.pinkney@hartlepool.gov.uk

NEIGHBOURHOOD SERVICES COMMITTEE

19th October 2021



Report of: ASSISTANT DIRECTOR – REGULATORY SERVICES

Subject: ANNUAL PARKING REPORT 2020/21

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 Non Key Decision.

2. PURPOSE OF REPORT

2.1 The Traffic Management Act 2004 places a statutory requirement for all local authorities operating Civil Parking Enforcement to produce and publish an annual parking report. This report has therefore been submitted to Elected Members for information purposes.

3. BACKGROUND

3.1 The annual parking report is required to produce statistical information in relation to income, expenditure and performance, while it is encouraged to provide an overview of traffic management aims and objectives and allow readers an understanding of the role of this service area.

3.2 Members will be aware that Civil Enforcement Officers in Hartlepool have a diverse role of duties which in addition to traffic management and parking enforcement also includes the investigation and enforcement of environmental crimes and concerns. As those environmental issues are enforced under separate legislation, this report considers only those aspects relevant to The Traffic Management Act, although recognises that there are clearly some integration of the two areas. A similar report regarding environmental enforcement will be presented to Members in the near future.

3.3 This reporting period includes a period of national lockdown and subsequent enforced measures associated with the pandemic. As “key workers”, Civil Enforcement Officers have continued to work throughout the majority of the lockdown, although some enforcement work / activities were reprioritised during this time. The statistical / financial information contained in this report should therefore be seen in the context of the extremely unusually circumstances during this reporting period and should consequently be viewed in isolation rather than in comparison to previous years.

4. PROPOSALS

- 4.1 This report provides an understanding of the objectives of the service and discusses the importance of parking and traffic management provision. It gives an informative insight into the purpose of on and off street parking restrictions, provides a statistical analysis of issued Penalty Charge Notices by contravention and location and contains a statistical reviews of the team's performance. The report also provides an overview of the various permit's issued within the managed controlled parking zones and examines the type of criteria and volume of applications made under the Blue Badge Scheme that this service also manages and administers.
- 4.2 The aim of the report is to provide an open and transparent assessment of the service, particularly in relation to financial accountability. Civil Parking Enforcement was introduced in order to improve compliance, not (as often perceived) to generate income. This report provides a financial summary of expenditure and a comprehensive breakdown of areas of income in order to provide clarity and demonstrate the motives for such enforcement.
- 4.3 The report has also been compiled with the intention of reporting information that is regularly the subject of freedom of information requests to the Department. It is hoped that by including such information, the number of requests will be reduced as this report will be published and readily available to view on the Hartlepool Borough Council website.

5. FINANCIAL CONSIDERATIONS

- 5.1 The financial information provides an overview of income and expenditure in relation to this service area, and includes detailed analysis of revenue per year.

6. LEGAL CONSIDERATIONS

- 6.1 All local authorities operating Civil Parking Enforcement are required to produce and publicise an annual report as part of the requirements of The Traffic Management Act 2004.

7. OTHER CONSIDERATIONS

Risk Implications	No relevant issues
Consultation	No relevant issues
Child and Family Poverty	No relevant issues
Equality and Diversity	No relevant issues
Section 17 Crime and disorder Act 1998	No relevant issues
Staff	No relevant issues
Asset Management	No relevant issues

8. RECOMMENDATIONS

- 8.1 That members note the report.

9. REASONS FOR RECOMMENDATIONS

- 9.1 This is a report for information purposes.

10. BACKGROUND PAPERS

- 10.1 None

11. CONTACT OFFICER

Sylvia Pinkney
Assistant Director (Regulatory Services)
Hartlepool Borough Council
Civic Centre
Hartlepool
TS24 8AY
(01429) 523315

Sylvia.pinkney@hartlepool.gov.uk

AUTHOR OF REPORT

Phil Hepburn
Community Safety & Operations Manager
Hartlepool Community Safety Team
Hartlepool Police Station
Avenue Road
Hartlepool
TS24 8AJ
Tel: 01429 523258

philip.hepburn@hartlepool.gov.uk

Sign Off:-

- Director of Finance and Policy ☒
- Chief Solicitor/Monitoring Officer ☒



ANNUAL PARKING REPORT 2020 / 2021 HARTLEPOOL BOROUGH COUNCIL



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INTRODUCTION

This annual parking report summarises the work of parking and enforcement service during the financial year 1st April 2020 to 31st March 2021. The Traffic Management Act 2004 requires that all local authorities operating Civil Parking Enforcement (CPE) publishes its annual accounts and provides transparency with regards to some of the service provision. This report therefore provides financial and statistical information on income and expenditure within the service together with analysis of Penalty Charge Notices issued during this period.

This report also contains statistical information reflective of the regular Freedom of Information requests the Department receives.

It should be noted that this reporting period covered some most unusual circumstances including a “national lockdown” and a sustained period where many workers were encouraged to work from home. The financial and statistical information of this report are not therefore reflective of a normal reporting period. Parking tariffs were suspended in Hartlepool on 23/3/21 but reintroduced on 23/8/20.

Although visitor numbers to Seaton Carew continue to rise, the commercial town centre areas had extremely limited demand during this period and a number of business and commuter permits were cancelled by permit holders who had no use to attend their place of work. The Multi Storey car park was closed for much of this period, partly as there were insufficient resource to manage social distancing within the site but as there was ample alternative available town centre parking spaces, there was insufficient demand for this site to be opened.

Traffic management and environmental enforcement was deemed an essential service and Civil Enforcement Officers as “key workers” were ever present throughout the pandemic, however several enforcement duties were withdrawn or reduced as service delivery was reprioritised. As a result the financial and statistical information within this report needs to be considered in isolation and recognise the extremely unusual circumstances the service operated within during this reporting period.

Enforcement provision is carried out under the jurisdiction of The Traffic Management Act 2004. This act was introduced to tackle congestion and disruption on the road network and places a duty on local authorities to make sure traffic moves freely and quickly on their roads and the roads of nearby authorities. The parking policies of Hartlepool seek to achieve several key objectives with parking provision and enforcement providing a significant role in seeking to improve accessibility. Parking controls assist in making our roads safer, reduce congestion, and provide the convenience of parking availability to assist businesses, residents and visitors.

Hartlepool

Hartlepool is located on the North East Coast within the Tees Valley sub region. It borders County Durham to the north and Stockton to the south. The Borough of Hartlepool covers an area of about 9400 hectares (over 36 square miles) and has a population of 90,000. It is bounded to the east by the North Sea and encompasses the main urban area of the town of Hartlepool, coastal areas of Seaton Carew and

The Headland and rural hinterland containing five villages of Hart, Elwick, Dalton Piercy, Newton Bewley and Greatham.

Hartlepool is a Unitary Borough Council served by 36 elected members representing 12 Wards.

AIMS AND STRATEGIC OBJECTIVES

The aims and strategic objectives of parking and enforcement are contained within Hartlepool Council's Local Transport Plan (LTP) 2011 – 2026. The plan has several key objectives

- 1) Improve maintain and manage the existing transport network
- 2) Support and encourage economic growth of local economies
- 3) Reduce carbon omissions
- 4) Improve road safety
- 5) Support and encourage healthy lifestyles
- 6) Improve equality of opportunity to socially necessary goods and services
- 7) Ensure that transport serves to improve quality of life for all.

Within the overall strategic objectives of the LTP, the Council has continued to recognise that car parking polices are a valuable method of helping to positively manage car use and has established traffic management controls to reflect need and demand. Effective parking strategies help to address the competing demands of different road users and aim to improve road safety, promote healthier alternative modes of transport, manage accessibility and encourage economic viability.

Parking provision within the commercial town centre is controlled with the aim of ensuring convenient parking provision close to the facilities are available to shoppers with an encouraged turnover of spaces. Longer stay demand is provided in specific long stay car parks offering commuters a daily tariff charge or dedicated contracted parking space at discounted rates. Whilst in Seaton Carew, a seasonal parking charge is applicable between April – October to reflect the significant number of seasonal visitors during this period and the traffic management requirements associated with this demand.

The Hartlepool LTP also operates within the framework of the Tees Valley Transport Strategy and in order to meet national priorities the Tees Valley Councils have commonly agreed to:

- 1) Look to invest in “smarter choice” measures to reduce car travel (and hence greenhouse gas emissions) and increase access to services for those within the Tessa Valley.
- 2) Continue to maintain existing walking, cycling and highway networks to improve the connectivity and maximise their reliability and functionality.
- 3) Deliver road safety measures and education to contribute to better safety, security and health and longer term life expectancy by reducing the risk of death, injury or illness arising from transport and by promoting travel modes that are beneficial to health.

The LTP contains further information about how we plan, manage and control road use and parking provision within this strategic framework and can be viewed by the following link:

https://www.hartlepool.gov.uk/downloads/file/17/hartlepool_borough_council_ltp3_2011-2026

BACKGROUND TO PARKING ENFORCEMENT

Traffic Regulation Orders

Highway regulations are controlled by Legal Orders known as Traffic Regulations Orders (TRO's). TRO's allow the highway authority the ability to manage the highway network for all road users, including pedestrians and they aim to improve road safety and access to facilities by regulating speed, movement and parking of vehicles. The act governing Traffic Regulation Orders is The Road Traffic Regulation Act 1984 and is enforceable by law.

A TRO's can only be implemented for one or more of the following reasons:

- 1) Avoiding danger to persons or traffic
- 2) Preventing damage to the road or buildings nearby
- 3) Facilitating the passage of traffic
- 4) Preventing use by unsuitable traffic
- 5) Preserving the character of a road especially suitable for walking or horse riding
- 6) Preserving or improving amenities of the area through which the road runs
- 7) For any of the purposes specified in paras (a) to (c) of the Environmental Act 1995 in relation to air quality

Examples of schemes that require a TRO are:

- 1) Speed limits
- 2) Weight limits
- 3) One way streets and banned turns
- 4) Prohibition of driving
- 5) On street parking restrictions

In Hartlepool, moving Traffic Orders are enforced by The Police with most On Street parking restrictions enforced by the local authority.

CIVIL PARKING ENFORCEMENT

Before the introduction of Civil Parking Enforcement (CPE), the enforcement of Traffic Regulation Orders were the responsibility of The Police and Traffic Wardens. Hartlepool Borough Council managed only the off street parking restrictions (car parks).

The Traffic Management Act 2004 allowed local authorities the option to apply to The Secretary of State for Transport to create a Civil Enforcement Area Order that allowed the decriminalisation of parking restrictions in their area. The local authority could then retain the income received from parking penalties provided the revenue is used to fund the cost of running the parking service with any surplus being spent within the prescribed parameters of the legislation.

Hartlepool successfully obtained ministerial approval to adopt Civil Parking Enforcement in 2005 and has since taken over responsibility for the enforcement of most of the parking restrictions including off street car parks, on street parking bays and waiting or prohibition to stop restrictions of all types within the authority's area.

The Traffic Management Act 2004 also introduced a national schedule with differential penalty charges and each parking contravention split into one of two tier groups. The higher or lower charge tier is dependent on the considered seriousness of the parking contravention within the context of the Traffic Management Act 2004. Higher grouped contraventions being deemed to be those contraventions that cause the most disruption to motorists. The Act allows Councils the choice to set the penalty charge from a prescribed band of charges. In Hartlepool the higher level charge is set at £70 and lower level at £50. In both cases the charge is reduced by 50% if paid within 14 days of the contravention.

Parking enforcement plays a key role in achieving traffic aims and objectives. Although the service has inevitable running costs which are funded from parking revenue, the main objective of CPE is to improve compliance not to generate income. Hartlepool's application to introduce CPE included the following justification and they continue to dominate our objectives:

- 1) Encourage safe and sensible parking
- 2) Improve congestion on the roads.
- 3) Improve access for competing demand for kerb space.
- 4) Improved road safety for all road users.
- 5) Clarity that a single responsible enforcement authority brings rather than the dual Police / council role.
- 6) The effective enforcement of new and existing restrictions.
- 7) Improved enforcement of permit controlled spaces.
- 8) Improve the environment

Parking Contraventions enforced by Hartlepool Civil Enforcement Officers

CEO's have responsibility for enforcing a number of parking regulations which primarily include:

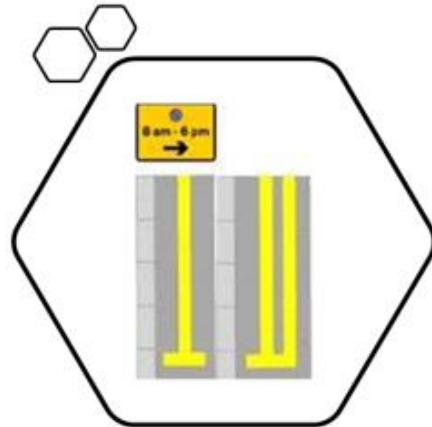
On Street Contraventions

PROHIBITION OF WAITING

Double yellow and single yellow lines - both restrictions prohibit parking unless a concession applies.

Parking may be permitted in the event of continuous loading taking place or parking for up to 3 hours is permitted if a valid Blue badge is displayed.

Single yellow lines are restricted for set time periods depicted by the signage in situ



**No loading
at any time**



No loading or unloading
at any time

**No loading
Mon - Sat
8.30 am - 6.30 pm**



No loading or unloading
at the times shown

LOADING BANS

Depicted by a kerb blip markings which prohibit loading and removes any concession a Blue Badge would routinely provide.

SCHOOL KEEP CLEAR MARKINGS

To prohibit parking near school entrances
To prevent traffic congestion at the school entrance and key pedestrian crossing points.
To increase driver and pedestrian visibility improving road safety



LIMITED WAITING AND RESTRICTIVE PARKING

Marked bays that limit the stay of a vehicle (and potentially prohibit the return within a set period,
Bays that are restricted to permitted users - such as resident only, business or commuter permit holders.

Designated disabled spaces – restricted for use by registered Blue Badge holders.

BUS CLEARWAYS

No Stopping Orders that prohibit all but scheduled bus route operators from stopping on the clearway markings during the hours of enforcement.



Off Street Contraventions

PAY AND DISPLAY AND RESTRICTED BAYS

Failure to pay or display the appropriate ticket or permit.

None payment, overstay or use of a permit controlled restricted space.



DISABLED PARKING BAYS

Larger and Wider parking bays (usually located close to the facilities) are set aside and restricted for the use by registered disabled Blue Badge holders only.

Officers also investigate and enforce cases of Blue Badge misuse and fraud.

DESIGNATED USE SPACES

Some spaces are set aside and restricted to a designated category of vehicle (electric, motorcycles etc.)



Enforcement by the use of an Approved Device (CCTV Camera Car)

In order to tackle several issues of congestion and disruption on the road network, The Traffic Management Act 2004 also allows local authorities to utilise certain approved CCTV devices to assist with enforcement of a number of parking contraventions and traffic management concerns.

Hartlepool has been using such camera enforcement since 2009 when we purchased a liveried “camera car” equipped with a roof mounted approved device, predominantly to assist with school enforcement. Congestion outside schools causes significant road safety concerns during the peak drop off and collection times. School Keep Clear markings are legislated by “No Stopping Orders” and although the stay of a vehicle can often be relatively short, the volume and frequency of vehicles in the immediate area can be a hazard to both pedestrians and other motorists.

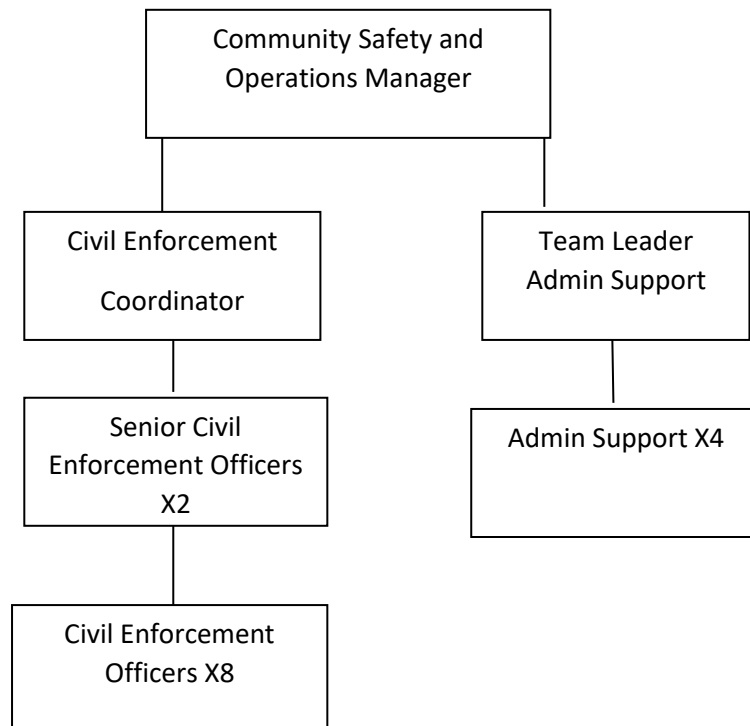
The Camera Car is a cost effective, less labour intensive means of enforcement, in comparison to the traditional officer patrols. The mobility of the vehicle has the added advantage of allowing several locations to be covered in the one visit. The car is a visual deterrent and regular patrol visits have proven to improve compliance. Hartlepool has 38 schools within the Borough and it is not therefore possible to visit all of them, but the uncertainty of if and when the vehicle will patrol, has resulted in a change in driver behaviour and greater compliance.

The enforcement process differs for contraventions issued by an approved devices in that PCN's are issued by post rather than be served on the vehicle or handed to the driver. Appeal and payment discounts therefore apply from the time of posting rather than time of contravention.

THE TEAM

Parking Services is part of the Community Safety Team within the Neighbourhood Services Department.

Team Structure



The Enforcement Section employs 8 Civil Enforcement Officer's (CEO's) 2 supervisors and an Enforcement Co-ordinator. The Team have a generic enforcement role, so in addition to the parking, traffic and road safety duties, where they may issue Penalty Charge Notices (PCN's), they also investigate environmental reports and issue Fixed Penalty Notices (FPN's) for a variety of environmental concerns, including littering, enforcement matters cover by Public Space Protection Orders (PSPO's) and issues such as smoking in public places.

In addition the team also investigate environmental crimes such as fly tipping and enforce several other environmental issues from waste control to the removal of illegal traveller sites and animals on the public highway.

This year has been particularly challenging for the team in that long term sickness and staff absence has contributed to a significant reduction in available resources yet the team have continued to operate throughout the pandemic. HBC recently entered into a partnership agreement with Thirteen Group who have agreed to fund 2 additional 18 month fixed term posts within the team. The officers have recently been appointed and this should ease some of the demands on this service.

Civil Enforcement Officers (CEO's)

The role of the CEO is varied and the nature of their work can require them to deal with difficult and confrontational situations. Hartlepool Borough Council is supportive of all its staff but has a zero tolerance approach to violence and aggression, particularly in cases where a large element of the work necessitates lone working. The nature of a CEO's work does leave them exposed and vulnerable to instances of hatred, abuse and assault. Although CEO's receive training in how to deal with violence and aggression, unfortunately there were five reported cases of this nature against officers. Two were classified as verbal / threatening and three were physical threats / assault which were reported and pursued by the Police.

Back Office Support Service

PCN's are now generated and managed through the "3Sixty" case management system and back office system provided by Imperial Civil Enforcement Solutions, 7 Hill Street, Bristol BS1 5PU. "3Sixty" replaced "Parking Gateway" case management system. This product is used to generate PCN's and manage case files through various stages of appeal, adjudication, payment and debt recovery and can quickly generate reports required for statutory returns as well as monitor emerging problem trends, successful actions and performance. Hartlepool Borough Council also use the additional "Permit smarti" module within "3sixty" to issue and manage a variety of permits.

Parking Appeals, Representations and Challenges

A team of 4 Admin Support staff plus Team Leader consider any challenges and representations made in relation to PCN and FPN appeals. Parking PCN's are required by the Traffic Management Act to consider both informal challenges and any formal representation. In the event that the motorist and local authority remain in dispute following this process, the motorist can request the matter be considered by an independent adjudicator at The Traffic Penalty Tribunal. A case cannot be referred to adjudication until the full appeal process has been exhausted and the local authority have issued a formal Notice of Rejection letter to the appellant. For more information about the work of the Traffic Penalty Tribunal is available via the following website: <https://www.trafficpenaltytribunal.gov.uk>

Hartlepool Borough Council aim to respond to all informal challenges within 14 days and formal representations within the required 56 day timescale.

All staff (both CEO's and admin support appeal officers) receive training to Wamitab Level 2 Award for Parking Enforcement officers (Unit L2P2) and also (Unit L2P1) Managing conflict in the enforcement of parking control and management. Such training helps officers to fully understand the different roles and enable them to make qualified and accurate decisions. Such a level of training provides them with a knowledge and understanding of the enforcement process and allows them to make sensible and justifiable decisions within the legal parameters they are required to work within. Other training and development programs provide them with greater understanding of new and developing legislation required for this role.

PARKING PROVISION

Hartlepool Borough Council manages 3330 parking spaces within the Borough.

Appendix A provides a list of the off Street and on street parking sites managed and enforced by Hartlepool Borough Council together with the number and type of spaces available. **Appendix B** provides a list of the applicable tariff for each site.

Town Centre Provision

There are a number of different parking provisions available in Hartlepool reflective of need and demand. Town centre car parks offer shoppers and visitors convenient parking close to the facilities with a tariff charge set to encourage vehicle turnover and maintain a degree of parking availability.

Commuters, students and long stay users have the option of parking in dedicated long stay parking sites, many of which offer discounted season tickets or contracted permit controlled parking bays. Information in relation to types of permits we provide is contained within the Permit Controlled Parking Section of this report.

Seaton Carew

Seaton Carew is a Seaside location within Hartlepool, which is popular with visitors especially during the summer months. Traffic management can be difficult during this period as On Street parking availability is limited and consequently can spill into the adjoining residential streets. A pay and display parking tariff is applicable between April – October to help manage this additional vehicle and visitor demand and a resident only permit parking scheme applies to much of the area in order to limit and provide residents with some On Street parking availability. Two Off Street sites provide additional parking for visitors at Rocket House and Sea View Car Parks.

In recognition of the additional visitor demands Seaton Carew can experience, Sea View Car Park was refurbished in Jan 2020 and the bay capacity increased from 350 to over 600 spaces. Visitor numbers continue to increase at Seaton, despite the fact that much of this reporting period includes several “national lockdowns”. Hartlepool initially suspended parking charges from 23/3/20 but they were reinstated on 6/8/20.

Park Mark Award Scheme

Park Mark is a nationally recognised standard for the quality of off street parking facilities, endorsed by the Association of Police Officers and operated by The British Parking Association. Car Parks are measured on the following criteria: Quality management and maintenance, effective CCTV surveillance, measures to deter criminal activity and anti-social behaviour, thereby preventing crime or reducing the fear of crime for car park users. Sites are regularly assessed to ensure the criteria standards are met and maintained. There are currently 23 public and HBC staff car park sites recognised as achieving this award covering 3067 parking bays.

Motorcycle Parking Bays

Dedicated motorcycle parking bays are provided at eight car parks. They include Basement car park (1), Roker Street car park (1) Westside Car Park (4), Eastside Car Park (1), Transport Interchange (1) Dover Street car park (1) and Colwyn Road car park (2). A Parking tariff is still required to be paid for motor cycles.

Electric Vehicle Charge Points

Currently there are 2 electric vehicle charging bays both of which are located at the Transport Interchange Car Park. The refurbishment scheme at Sea view Car Park, Seaton did however also include provision to create a number of additional electric charging stations should HBC be able to appoint a suitable private sector partner to develop and operate this service from the site.

HBC continues to work with The Tees Valley Joint Councils to consider future demand and provision for electric vehicles but considers such provision should also be met from private sector commercial developments rather than solely provided in public car parks.

Disabled Parking Bays

There are currently 38 On street disabled parking spaces and 123 dedicated disabled parking bays in HBC managed car parks. (**Appendix A** includes details of off street locations). On street bays are installed to provide convenient parking within close proximity to facilities where disabled access is likely to be required and off street parking alternatives are not available. HBC has made a conscious decision not to approve requests to install disabled parking bays at residential locations. The demographic layout of much of the town, (consisting of narrow terraced streets with limited on street parking availability) prevent accommodating individual disabled bays. Such requests assume a degree of ownership of the parking space (when actually they can be used by any Blue Badge holder), lead to further requests for spaces and was considered unmanageable due to the number of Blue Badge holders in Hartlepool.

Parking Promotions

First 3 hours parking free – From 1st February 202, Hartlepool (along with most of the neighbouring Tees Valley local authorities has been operating a first 3 hours free parking scheme in many of the town centre parking scheme. The initiative has been funded by the Tees Valley Mayor in an effort to assist the recovery of the local economy and encourage visitors to use the Tees Valley town centres and support local traders. This promotion had been planned in advance of the pandemic but the start coincided with the easing of a number of COVID restrictions. The loss of income from parking tariffs, motorist displacement from other sites and reduced enforcement revenue is financially supplemented by Tees Valley Local Authorities and has agreement to continue for 3 years.

Free after 3pm – This promotion ceased on 1/2/2020 having been superseded by the first 3 hour parking free promotion.

Free Sunday parking – To support those businesses trading on Sundays, HBC continues to offer free parking in all town centre car parks and on street parking locations. A Sunday charge does however still apply during the summer season at all managed locations at Seaton Carew.

Christmas promotion – HBC continues to support local shops and businesses by encouraging local shopping in the run up to Christmas by offering free weekend parking during December.

Types of Pay and Display Machines

Hartlepool Borough Council operate 40 Parkeon Stelios machines and 17 Parkeon Strada machines across our managed Off street car parks and On street pay and display bays.

Contactless payments - Hartlepool has a contactless payment station at West side Car Park and a further 3 machines at Seaton Carew.

Payments by mobile phone - Payment by mobile phone is available at most On and Off Street parking sites in Hartlepool where payment is required via the Council's approved mobile phone payment provider RINGO. This extra method of payment, gives customers more choice, making it easier to pay without the need to carry the correct change. Customers can register with RINGO and confirm details of the parking stay using the instructions on the pay and display machines. The RINGO system is also used by many of our neighbouring local authorities. Once registered, motorists can use the convenience of this facility in most local authority managed car parks in the Tees Valley where RINGO mobile phones payments are offered.

Bus Lane Enforcement

HBC currently have no designated bus lanes so do not use any camera enforcement for this restriction.

PERMIT PARKING CONTROLS

Resident Only Permit Parking Zones (RPZ's)

There are currently 14 Resident Only permit controlled parking zones with Hartlepool extending to various Wards across the Borough. **Appendix C** provides a list of streets contained within the various zones.

The Council introduce RPZ's where there is evidence of residents having difficulty parking in close proximity to their homes, due to long term use of parking spaces by none residents and in particular where there is little or no alternative On Street parking options. Such restrictions are normally introduced to protect residential streets from displaced commuter or visitor traffic, parking for convenience or to avoid parking fees.

Residents living within one of the controlled zones are entitled to apply for a resident permit in line with the guidance. Hartlepool Borough Council recently amended the permit scheme in order to reduce operational cost and provide a more practicable, convenient and improved customer service experience, by introducing virtual permits. Individual vehicles can be registered to a property with the vehicle registration number providing the patrolling officer with the validity of the stay with no requirement to display a physical permit in the vehicle. Once registered, residents can now pay for, register a change of vehicle and renew permits via the convenience of the Hartlepool Borough Council website portal.

There are no limits on the number of permits that can be issued per property with the cost per permit determined on a sliding scale dependant on number of permits issued as follows:

- 1st permit = £5
- 2nd Permit = £10
- 3rd Permit = £20
- 4th Permit = £30 (and subsequent thereafter)

The Permits allow residents or their authorised visitors to park within the specified street within the RPZ during the hours of enforcement.

Other Permits Available

Open permits – Contain no specific vehicle registration, providing flexibility to residents with no car ownership or where demand exists for managing visits in addition to any vehicle registered at the property. "Open permits" are physical permits that need to be displayed in the vehicle whilst it is parked in the permit controlled street.

Visitor permits – Residents can apply to include regular visitors to their property with a specific visitor permit but have the flexibility to amend the details of up to 5 vehicles on any one permit. Once registered, residents can update alter and change vehicle details via the online portal or by contacting Customer Services on 01429 523331.

Health / Carers – Health workers and carers requiring regular visits as an essential part of their work can apply for an annual permit covering all zones at a cost of £20. Applications will need to include proof of employment and the type of work.

Essential worker permits – Consideration will be given to other key and essential workers who, as part of their professional work, require regular visit to clients residing in properties within a controlled location. Such permits are available at an annual fee of £20.

Concessionary permits – Available for use by customers of businesses located in a resident controlled permit zone and where the nature of the business has been identified as meeting the concessionary permit criteria. Qualifying businesses can apply for a concessionary permit at a cost of £20 per annum.

Business Permits – Available to businesses located in a resident controlled permit zone. Permits are available at a cost of £350 per annum and are restricted to a maximum of two per business in order to protect parking availability. Business permits are also available in key on street locations close to the business premises offering business employers and employees reserved parking spaces at an annual cost of £350.

Off Street Parking Bays – Dedicated parking spaces provided for frequent and regular car park users at a discounted charge of £350 per annum.

On Street Parking Bays – Discounted long stay parking available for use in a specific location. The permit allows parking (subject to availability) in a designated block bay across several controlled streets (no designated bay). Such permits are available at an annual charge of £225.00

These permits are popular and some locations may have a waiting list for a space to become available. Spaces are allocated from the waiting list. For further details on this service or to be considered for a permit, contact Customer Services on 01429 523331 or via the Hartlepool Borough Council website.

Landlords Permits – Property landlords can apply for a permit in order to visit properties located in a controlled zone. Permits are available at a cost of £20 per annum and allow parking for a maximum stay of 2 hours per visit.

Religious person's concessionary permits – Religious institutions can apply for an permit allowing them to park in any zone (maximum stay of 2 hours) to allow for visits to parishioners living in a controlled zone. Such a permit is available at a cost of £20 per annum. Religious institutions can also apply for additional parking permits within a specific zone at a cost of £20 per permit.

Hotels – Hotels operating in a controlled parking zone can apply for additional “open” permit to accommodate guest parking. The hotel can amend the vehicle registration numbers by using the online portal. Permits are available for an annual cost of £20 per year and are capped at 2 permits per hotel.

Contractors' daily permits (waivers) – contractors requiring access to a property that cannot be accommodated by the resident by use of an “open” or “visitor” permit, can apply for a daily parking permit at a cost of £10 per vehicle per day. Such a

request can also be made to apply to suspend a parking restriction at the same daily charge.

Suspension of a Parking Space

Applications can be made to temporarily suspend a parking space. A standard daily charge of £5 per day per bay is applicable for such a request. In cases where the suspension involves placing a skip on the highway, this charge is additional to any skip licence fee that may also be applicable.

Permit Applications and Requests

For further details regarding terms and conditions of permit issue and use or to apply for a permit, please contact Customer Services on 01429 523331 or via the following link:

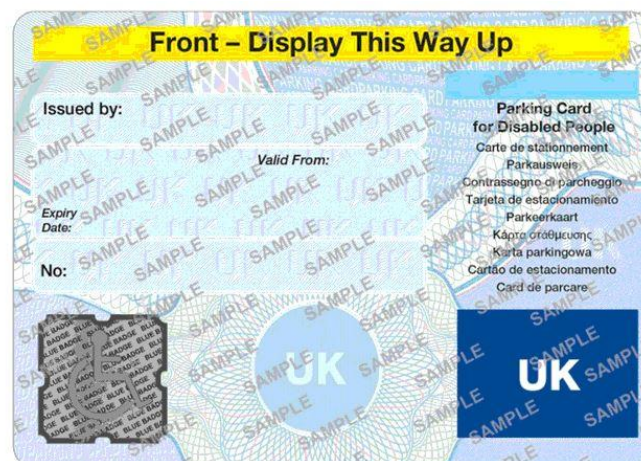
https://www.hartlepool.gov.uk/info/20185/parking/610/permit_controlled_parking_zones_-_residential_and_businesscommuter/1

Appendix D shows a breakdown of the commuter, business and season ticket permits issued per location during 2020-21.

Appendix E shows a breakdown of the number and types of permits issued during 2020-21.

BLUE BADGE SERVICE

The Blue Badge scheme provides a range of national on street parking concessions for people with severe mobility problems, helping them park closer to their destination. There are over 2.5m Blue Badge holders in England with 5898 issued by Hartlepool Borough Council and valid on 31st March 2021. In August 2019 the Blue Badge scheme was amended to include certain hidden illnesses into the approved criteria.



Although the scheme is administered and applications are ultimately approved by local authorities, much of the eligibility criteria is set out by Central Government (Department for Transport) to ensure a degree of consistency in terms of how cases are considered and approved. The scheme examines qualification within two sets of criteria being automatic and none automatic.

Eligibility without further assessment would include:

- 1) Receiving higher rate of mobility component of disability living allowance.
- 2) Receiving mobility component of personal independence payments (PIP) and obtaining 8 points or more under “moving around” activity.
- 3) Receives the mobility component of PIP and has obtained 10 points specifically for “planning and following journeys” activity.
- 4) Is registered blind
- 5) Receives a war pension mobility supplement.
- 6) Has been awarded a lump sum benefit tariff 1-8 of the armed forces compensation scheme.

Applications that do not meet this eligibility criteria may still qualify for a Blue Badge but will be required to be considered for further assessment with any decision made by the issuing local authority. Such a decision will be based on the findings of a mobility assessment the applicant may be asked to attend or in the case of “hidden illnesses” the supporting evidence that may have been provided by specialist medical professionals.

The following table shows a summary of the number of Blue Badge applications received, those cases that met the required criteria, awarded following further assessment, and those rejected. The figures also show those applications made under the “hidden illness” category.

Number of applications received	1775
Those cases that related to hidden illnesses	79
Cases that were automatically approved (met the criteria)	840
Approved due to meeting mobility criteria	792
Approved due to meeting Hidden illness criteria	9
Cases approved after further review	778
Reviewed on mobility grounds	699
Reviewed on hidden illness grounds	48
Total number of refused applications	157
Number of hidden disability applications refused	24

Blue Badges are awarded for a period of 3 years. There were therefore 5898 valid badges in circulation, issued by Hartlepool Borough Council as at 31st March 2021. *Applications for a Blue Badge can be made via the following link:*
<https://www.gov.uk/apply-blue-badge> or by contacting Customer services on 01429 523333

Blue Badge Enforcement



Unfortunately, the monetary value of the concessions available to badge holders can result in an incentive to abuse the scheme and commit fraud. As misuse of blue badges undermines the scheme and takes parking spaces away from those who genuinely need them, Hartlepool Borough Council will take action where Civil Enforcement Officers notice such offences. 4 badges were seized by officers in Hartlepool for suspected cases of blue badge misuse. Misuse can include:

- 1) Using a badge that is no longer valid
- 2) Using a badge that has been forged or copied
- 3) Using a badge that has been lost or stolen
- 4) A valid badge that has been misused by a friend or relative.

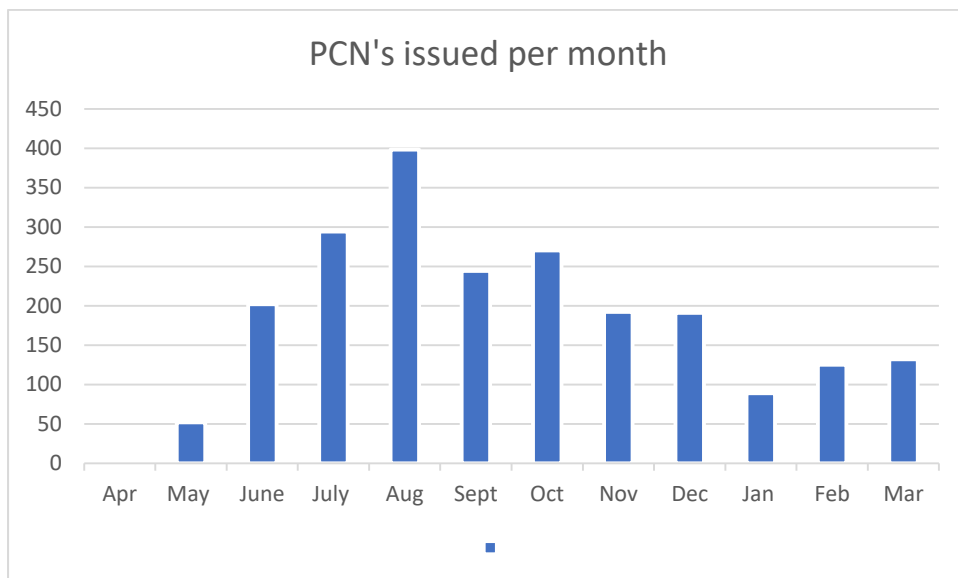
A blue badge holder is the sole benefactor of the concessions the badge provides, not the vehicle owner. The blue badge holder must therefore be travelling in the vehicle for the blue badge to be valid. It cannot be used by anyone doing business on behalf of the badge holder when the badge holder is not or has not travelled in the vehicle. When the badge is displayed, the expiry date and badge serial number must be visible.

STATISTICS REPORTING

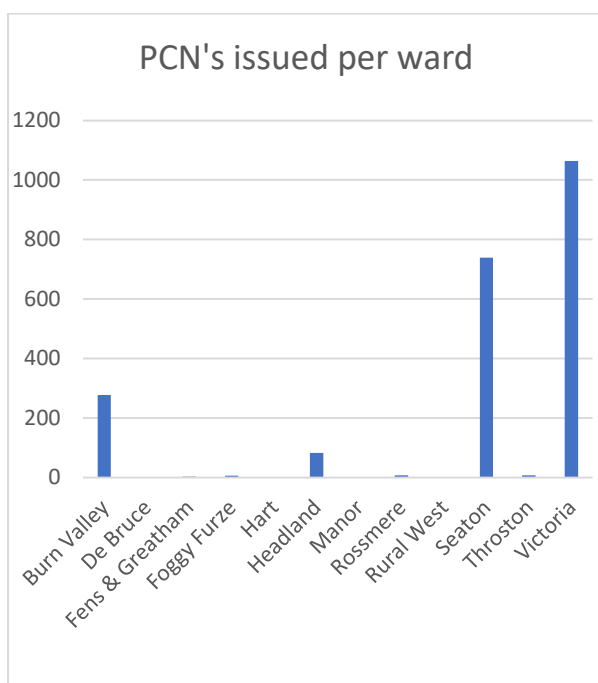
All local authorities operating Civil Parking Enforcement are required to complete statistical returns to the Department for Transport. The table below shows a selection of significant information in relation to the reporting period 2021/21 with the comparative figures for the previous year(s) also included for information.

	Description	2018/19	2019/20	2020/21
1	Total volume of PCN's issued	5095	4451	2021
2	Total volume of high level of PCN's	3086	2606	1283
3	Volume of lower level PCN's issued	2009	1845	919
4	Volume of Regulation 10 PCN's issued (approved devices)	131	103	NIL
5	Volume of PCN's issued On Street	3081	2611	1390
6	Volume of PCN's issued Off Street	2014	1840	812
7	Volume of warning Notices issued On Street	100	64	90
8	Volume of warning Notices issued Off Street	172	32	52
9	Volume of PCN's paid	2746	2415	1084
10	Volume of PCN's paid at discount rate	2720	1720	916
11	Total number of PCN's subject to challenges	1609	1598	783
11a	On street	908	865	462
11b	Off street	701	733	321
12	Volume of PCN's subject to challenges	1102	967	359
12a	On street	604	495	181
12b	Off street	498	472	178
13	Volume of Charge Certificates registered	92	60	NIL
14	Volume of PCN's written off	202	275	162
15	Volume of appeals considered by TPT	11	9	1
15a	Of which were allowed	7	5	1
15b	Of which were dismissed	4	4	NIL

Volume of PCN's Issued 2020/21



PCN's issued per ward



Ward	PCN's issued
Burn Valley	277
De Bruce	1
Fens & Greatham	3
Foggy Furze	6
Hart	1
Headland	82
Manor	1
Rossmere	7
Rural West	1
Seaton	739
Throston	7
Victoria	1064
TOTAL	2189

On street contraventions

On Street Code	Higher level Contraventions	Total
	Contravention description	1390
01	Parked in a restricted street during prescribed hours	176
02	Parked or loading/unloading in a restricted street	14
12	Parked in a residents or shared use parking place or zone without a valid permit	375
16	Parked in a permit space or zone without a valid permit clearly displayed	376
18	Using a vehicle in a parking place in connection with the sale of goods	0
25	Parked in a loading place or bay during prescribed hours without loading	1
26	Parked more than 50cm from edge of carriageway and not within a parking space	1
27	Parked adjacent to footway, cycle track or verge (dropped footpath)	17
40	Parked in designated disabled space without displaying a valid Blue Badge	16
42	Parked in a place designated for Police vehicles	0
45	Stopped on a taxi rank	2
46	Stopped where prohibited (clearway)	0
47	Stopped in a restricted Bus stop or stand	2
48	Stopped on a restricted area outside a school	0
49	Parked wholly or partly on a cycle track or lane	2
62	Parked with one or more wheels over a footpath or any part of a road other than a carriageway.	10
99	Stopped on a pedestrian crossing or crossing area marked by zigzags	0

On Street Code	Lower level contraventions	Total
	Contravention description	311
05	Parked after the expiry time paid for	1
06	Parked without clearly displaying a valid pay & display ticket or voucher	87
19	Parked in a residents or shared parking place without displaying a valid permit	20
22	Re-parked in the same place or zone within 1 hour of leaving	4
24	Not parked correctly within the markings of the bay or space	0
30	Parked for longer than permitted	129
35	Parked in disc parking space without displaying a valid disc	70

W1	On Street Warning Notices issued	87
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Off street contraventions

Off Street Code	Higher level Contraventions	Total
	Contravention description	152
71	Parked in an electric vehicle charging place without charging	2
85	Parked without or clearly displaying a valid permit when required	111
87	Parked in a designated disabled bay without displaying a valid Blue Badge	198
91	Parked in a car park or area not designated for that class of vehicle	31

Off Street Code	Lower level contraventions	Total
	Contravention description	608
73	Parked without payment of the parking charge	4
80	Parked for longer than permitted	3
82	Parked after the expiry time of paid for time	41
83	Parked without clearly displaying a valid pay & display ticket or voucher	511
86	Not parked correctly within the markings of the bay or space	49
93	Parked in a car park when closed	0

W2	Off Street Warning Notices issued	52
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Highest Numbers of PCN's Issued and Revenue Received – On Street locations

		PCN's issued	PCN revenue
1	The Front, Seaton Carew	218	£4,615.00
2	Church Street Beach Access Road, Seaton Carew	110	£2,870.00
3	Avenue Road	105	£2,210.00
4	South Road	55	£1050.00
5	Crawford Street	54	£1,785.00
6	Gainford Street	49	£840.00
7	The Cliff, Seaton Carew	38	£800.00
8	Civic Centre Back Road	36	£560.00
9	Grosvenor Street	35	£725.00
10	Lister Street	30	£640.00

FINANCIAL REPORTING

The Government requires accounts to be published setting out income and expenditure from on street car parking.

The Traffic Management Act requires that Income from on street parking charges and on and off Street Penalty Charge Notices must be used to meet the cost of the provision and maintenance of the service. The legislation prescribes how the Council can use income from on street parking after covering the costs of:

- 1) Operating and maintaining on street and off street parking facilities
- 2) Maintaining any on street and off street restrictions
- 3) Operating on street and off street enforcement activities
- 4) Operating and controlling any Controlled Parking Zones and parking permit, dispensation or waiver scheme
- 5) Providing any additional on street or off street parking facilities
- 6) Repaying any initial costs of establishing Civil Parking Enforcement.

The use of any surplus arising after the cost of operating and enforcing on street parking and off street enforcement is restricted to a number of uses:

- 1) Providing and maintaining parking facilities
- 2) Public transport schemes
- 3) Highway and transport improvements
- 4) Environmental improvements.

Such restrictions on the use of any surplus do not however apply to surplus income from off street parking. Any surplus income from off street car parks, after deducting any expenditure or income associated with running costs and enforcement can be used for corporate purposes. This is because the net income from car parks is deemed to be a commercial operation where the land could be used for alternative development. For the purposes of transparency and clarification, this report also includes a breakdown of the off street income as it is required to financially support some of the operating costs of the service.

All parking charges including pay and display tariffs and on street permits have been set and approved by Elected Members. The amount of charge within the Penalty Charge Notice is set as part of the statute legislation. Such charges are therefore consistent with all local authorities operating Civil Parking Enforcement.

FINANCIAL SUMMARY TABLE

Expenditure

Employee costs	£494,269
Premises	£421,133
Transport	£3,586
Supplies and Services	£149,490
Others	£42,160
Blue Badge Service	£19,814
TOTAL EXPENDITURE	£1,130,452

Income

FPN Fines	£1,835
PCN Fines	£45,740
Permits	£109,902
P&D Income	£557,331
Mobile phone income	£78,461
Blue Badges	£17,990
TOTAL INCOME	£811,259

Variance	£319,193
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Pay and Display Income Per Location

ON STREET	Pay and display Income (£)	Mobile phone payment income (£)	TOTAL (£)
Back of York Road		332.10	332.10
The Cliff, Seaton	16,568.66		16,568.66
The Front , Seaton	11,985.66	4,964.00	16,949.66
Tower Street	7,506.03	2,665.50	10,171.53
Whitby Street	1,691.01	373.80	2,064.81
On street total	37,751.36	8,335.40	46,086.76

OFF STREET	Pay and display Income (£)	Mobile phone payment income (£)	TOTAL (£)
Andrew Street	123.59	72.80	196.39
Basement	40,522.20	4,458.30	44,980.50
Coronation Drive		540.50	540.50
Dover Street	4,105.40	762.30	4,867.70
Eastside	23,612.05	5,216.40	28,828.45
Eden Street	8,802.18	7,620.60	16,422.78
Gainford Street	7,771.32	1,765.30	9,536.62
Mill House	2,892.52	5,371.30	8,263.82
Multi Storey	699.08	277.40	976.48
Murray Street		561.5	561.5
Open Market	20,201.10	5,640.80	25,841.90
Park Road	9,601.37	2,686.60	12,287.97
Rocket House, Seaton	17,964.24	2,286.00	20,250.24
Roker Street	21,652.37	3,133.40	24,785.75
Sea View, Seaton	39,517.01	6,298.50	45,815.51
Transport Interchange	12,728.33	4,303.10	17,031.43
Victoria Road	12,580.30	0	12,580.30
Waldon Street	86,487.92	11,670.30	98,158.22
Westside	37,318.89	5,093.90	42,412.79
TVCA (income)	173,000.00		173,000.00
Off Street total	519,579.85	67,759.00	587,338.85
TOTAL	557,331.21	76,094.40	633,425.61

APPENDICES

- Appendix A – On and off street sites and bay details
- Appendix B – P&D tariff charges
- Appendix C – Locations within each resident zones
- Appendix D – Commuter / Business / Season ticket parking spaces – permits issued by location
- Appendix E – Permits issued per parking zones

.

APPENDIX A – ON AND OFF STREET SITES AND BAY DETAILS

Appendix A																		
On Street Pay and Display																		
Tower Street	36		36	0				0									G	Mon-Sat-8:00-18:00
Back York Road	26	26	26	0				0	0	0	✓						A	Mon-Sat-8:00-18:00
Gainford Street	26	24		2				0		0	✓						C	Mon-Sat-8:00-18:00
Whitby St	21	21		0				0	0	0							B	Mon-Sat-8:00-18:00
The Front, Seaton (seasonal)	100	100		0				0	2	0							B	Mon-Sun-8:00-18:00
	136	100	36	0	0	0	0	0	2	0								
On Street Totals	136	100	36	0	0	0	0	0	2	0								
HBC Staff Car Parks																		
Civic Underground	80			2				1	0		✓							Mon-Sat-8:00-18:00
Grand Hotel	47										✓							Mon-Sat-8:00-18:00
Lauder Street	31										✓							Mon-Sat-8:00-18:00
Titan House	57																	Mon-Sat-8:00-18:00
Multi level 4	80																	
	295	0	0	2	0	0	0	0	1	0								
MANAGED SITES TOTAL	3330	1332	1238	125	299	5	4	4	13									

APPENDIX A – ON AND OFF STREET SITES AND BAY DETAILS

Appendix A	Total spaces	Short Stay bays	Long stay bays	Disabled spaces	Contract permit bays	Coach Parking bays	Extended bays	Electric Charging Bays	Motorcycle spaces	Secure cycle lockers	Park Mark Award	Height limit	Opening times	Closure times	Locked	Restriction	Pay & Display tariff charge	Enforcement times
Off Street Car Parks																		
Multi Storey Car Park	454	219	231	4	0			0			✓	2.1M	7:30am	6.30pm	✓	P&D	A(short)J(long)	Mon-Sat-8:00-18:00
Basement Car Park	123	112		9	0			1	1		✓	1.9M	7.45am	6.15pm	✓	P&D	A	Mon-Sat-8:00-18:00
Waldon Street Car Park	281	251		15	15			0			✓		n/a	n/a		P&D	A	Mon-Sat-8:00-18:00
Roker Street Car Park	131	96		4	30			0	1		✓		n/a	n/a		P&D	C	Mon-Sat-8:00-18:00
West Side Car Park	153	137		12	0			0	4		✓	2.1M	n/a	n/a		P&D	A	Mon-Sat-8:00-18:00
Open Market Car Park	41	39		2	0			0			✓		n/a	n/a		P&D	A	Mon-Sat-8:00-18:00
Eastside Car Park	150	138		10	1			0	1		✓		n/a	n/a		P&D	A	Mon-Sat-8:00-18:00
Eden Street Car Park	119		36	2	81			0			✓		n/a	n/a		P&D	G	Mon-Sat-8:00-18:00
Transport Interchange	151		138	7	3			2	1		✓		n/a	n/a		P&D	K	Mon-Sat-8:00-18:00
Mill House Car Park	148	100	45	3				0			✓		n/a	n/a		P&D	D(short)G(long)	Mon-Sat-8:00-18:00
Dover Street Car Park	107		38	1	67			0	1		✓		n/a	n/a		P&D	F	Mon-Sat-8:00-18:00
Andrew Street Car Park	13	11	0	0	2			0			✓		n/a	n/a		P&D	F	Mon-Sat-8:00-18:00
Murray Street Car Park	19	16		3				0			✓		n/a	n/a		P&D	H	Mon-Sat-8:00-18:00
Park Road Car Park	22	14		8				0			✓		n/a	n/a		P&D	A	Mon-Sat-8:00-18:00
Victoria Road Car Park	53	45		8				0			✓		n/a	n/a		P&D	L	Mon-Sat-8:00-18:00
	0																	
Season charge (Apr-Nov)	0																	Seasonal Charge
Coronation Drive CP, Seaton	66		60	6							✓					P&D	M	Mon-Sun-8:00-18:00
Rocket House CP, Seaton	82		78	4							✓					P&D	M	Mon-Sun-8:00-18:00
Sea View CP, Seaton	607		576	18	4	5	4			6	✓		Dawn	Dusk	✓	P&D	M	Mon-Sun-8:00-18:00
	2720	1178	1202	116	203	5	4	3	9	6								
Colwyn Road	5	2		1					2									
Middlegate, Headland	43			5	38											None		Mon-Sat-8:00-18:00
Owton Manor Shops	31			1	30											None		Mon-Sat-8:00-18:00
King Oswy Drive Shops	20				20											None		Mon-Sat-8:00-18:00
Archer Street	6				6											None		Mon-Sat-8:00-18:00
Newburn Bridge	20															None		Mon-Sat-8:00-18:00
Station Lane CP, Seaton	54	52			2											Limited stay		Mon-Sun-8:00-18:00
	179	54		7	96				2									
Off Street Totals	2899	1232	1202	123	299	5	4	3	11	6								

APPENDIX B – TARIFF CHARGES



Tariff rate A	£1.00 > 2 hours £2.10 > 3 hours £2.80 > 4 hours £3.50 > 5 hours £4.20 > 6 hours £4.90 > 7 hours £5.60 > 10 hours	Tariff rate G	£1.00 > 2 hours £2.10 > 3 hours £2.50 > 10 hours
Tariff rate B	80p > 30 mins £1.10 > 1 hour £1.50 > 2 hours £5.60 > 10 hours	Tariff rate H	Free > 30 mins 50p > 2 hours £2.00 > 3 hours £5.00 > 10 hours
Tariff rate C	50p > 30 mins 70p > 1 hour £1.50 > 2 hours £2.10 > 3 hours £2.80 > 4 hours £5.60 > 10 hours	Tariff rate I	60p > 30 mins £1.10 > 1 hour £1.60 > 90 mins
Tariff rate D	80p > 90 mins £1.50 > 2 hours £2.00 > 3 hours £2.50 > 4 hours £5.60 > 10 hours	Tariff rate J	70p > 1 hour £1.40 > 2 hours £2.10 > 3 hours £2.50 > 10 hours
Tariff rate E	£1.00 > 2 hours £2.10 > 3 hours £2.50 > 10 hours	Tariff rate K	£1.50 > 2 hours £2.00 > 3 hours £2.50 > 10 hours User 2 Yellow £5.60 > 24 hours up to 7 days
Tariff rate F	80p > 90 mins £1.50 > 2 hours £2.10 > 3 hours £2.50 > 10 hours	Tariff rate L	30p > 30 mins 70p > 1 hour £1.40 > 2 hours £2.40 > 4 hours £5.60 > 10 hours
		Tariff rate M (seasonal) April - November	£1 > £2 hours £1.5 > 4 hours £2 < 4 hours



APPENDIX C- LOCATIONS WITHIN RESIDENTIAL ZONES

Zone A	Alderson Street Carlton Street Clifton Avenue Dalton Street Eltringham Avenue Hutton Avenue Johnson Street Landsdowne Road Lindon Grove Mitchell Street Osborne Road (1-6) St Pauls Road Stanhope Avenue Stotfold Street Thornton Street	Zone B	Avenue Road Errol Street Lowthian Road (1-19a, 2-18) Wharton Street
Zone C	Alma Street Barbara Mann Court Brook Street Christopher Street Collingwood Road Collingwood Walk Dent Street Derwent Street Elliott Street Grange Road Grosvenor Gardens Grosvenor Street Hart Lane Hartley Close Laburnum Street Lowthian Road (20-34,21-51) Milton Road Morton Street Sandringham Road Sheriff Street Straker Street Tankerville Road Thornville Road Young Street	Zone D	Flaxton Court Flaxton Street Lister Street (37-96) Osborne Road (6-99) Windsor Street
Zone E	Bathgate Terrace Elwick Road Holt Street Houghton Street Kilwick Street Lister Street (2-35) Back of Lister Street Stockton Road Vicarage Gardens Waldon Street Whitburn Street	Zone F	Rium Terrace

APPENDIX C- LOCATIONS WITHIN RESIDENTIAL ZONES

Zone G Burbank Street
 Empire Square
 Huckelhoven Way (10-24 even)
 Lynn Street
 Musgrave Walk
 Newhaven Court
 Surtees Street
 Tower Street
 Whitby Grove
 Whitby Street
 Whitby Walk/St Abbs Walk
 William Street

Zone I Colwyn Road
 Penrhyn Street

Zone L Holdforth Road
 Howbeck Lane
 Thompson Grove
 Warren Road

Zone N Victoria Terrace

Zone H Addison Road
 Belk Street
 Cameron Road
 Furness Street
 Greenwood Road
 Henderson Grove
 Lansbury Grove
 Lynnfield Road
 Milner Grove

Zone J Bolton Grove
 Church Street
 Crawford Street
 Deacon Gardens
 East View Terrace
 Elizabeth Way
 Green Terrace
 Lawson Road
 North Road
 Queen Terrace
 Rectory Way
 Ruswarp Grove
 Station Lane
 The Cliff
 The Front
 The Green
 Victoria Street

Zone M St Davids Walk
 Throston Grange Lane

Zone P Darlington Street

**APPENDIX D - COMMUTER / BUSINESS / SEASON TICKET PARKING SPACES
- PERMITS ISSUED BY LOCATION 2020/21**

Zone	Permit type	Number of permits
Albert Street	Parking Bays - Albert Street	31
	Total permits for zone	31
All zones	Care/Health Worker	276
	HBC Staff	553
	Landlords Concessionary Permit	33
	Religious Persons Concessionary Permit	11
	Supplementary Permit	9
	Total permits for zone	882
Andrew Street	Parking Bays - Andrew Street	7
	Total permits for zone	7
Avenue Road/Errol Street	Parking Bays - Avenue Road/Errol Street	13
	Total permits for zone	13
Back Church Street	Parking Bays - Back Church Street	11
	Supplementary Permit	13
	Total permits for zone	24
Back of Victoria Road	Parking Bays - Victoria Road (Back of)	45
	Total permits for zone	45
Bailey Street	Parking Bays - Bailey Street	4
	Total permits for zone	4
Carlton Street	Parking Bays - Carlton Street	4
	Total permits for zone	4
Caroline Street	Parking Bays - Caroline Street	11
	Total permits for zone	11
Civic Centre Underground	HBC Staff Car Park	1
	Total permits for zone	1
Dalton Street	Parking Bays - Dalton Street	24
	Total permits for zone	24
Dover Street Car Park	Parking Bays - Dover Street Car Park	71
	Total permits for zone	71
Eden Street Car Park	Parking Bays - Eden Street Car Park	96
	Total permits for zone	96

**APPENDIX D - COMMUTER / BUSINESS / SEASON TICKET PARKING SPACES
- PERMITS ISSUED BY LOCATION 2020/21**

Elliott Street	Parking Bays - Elliott Street	6
	Total permits for zone	6
Gainford Street	Parking Bays - Gainford Street	22
	Total permits for zone	22
Gill Street	Parking Bays - Gill Street	8
	Total permits for zone	8
Grosvenor Street	Parking Bays - Grosvenor Street	6
	Total permits for zone	6
Lauder Street	Parking Bays - Lauder Street	12
	Total permits for zone	12
Lauder Street Car Park	HBC Staff Car Park	2
	Total permits for zone	2
Lucan Street	Parking Bays - Lucan Street	15
	Total permits for zone	15
Middleton Grange Lane	Parking Bays - Middleton Grange Lane	2
	Supplementary Permit	22
	Total permits for zone	24
Scarborough Street	Parking Bays - Scarborough Street	33
	Total permits for zone	33
South Road	Parking Bays - South Road	62
	Total permits for zone	62
Surtees Street	Parking Bays - Surtees Street	9
	Total permits for zone	9
Tees Street	Parking Bays - Tees Street	21
	Total permits for zone	21
Titan House	Supplementary Permit	67
	Total permits for zone	67
Zone AA	Zonal Parking - AA	57
	Total permits for zone	57
Zone BB	Zonal Parking - BB	10
	Total permits for zone	10
TOTAL PERMITS		1567

APPENDIX E – PERMITS ISSUED PER PARKING ZONES

Zone	Permit type	Number of permits
All zones	Care/Health Worker	276
	HBC Staff	553
	Landlords Concessionary Permit	33
	Religious Persons Concessionary Permit	11
	Supplementary Permit	9
	Total permits for zone	882
Zone A	Business Within Residential Zones	14
	Charity Permit	4
	Landlords Concessionary Permit	12
	Open	488
	Religious Institutions	2
	Residential	515
	Supplementary Permit	2
	Visitor	74
	Waiver	3
	Total permits for zone	1114
Zone B	Business Within Residential Zones	1
	Charity Permit	2
	Open	58
	Residential	41
	Visitor	7
	Waiver	1
	Total permits for zone	110
Zone C	Business Within Residential Zones	4
	Hotel / Guest House	4
	Landlords Concessionary Permit	4
	Open	524
	Religious Institutions	30
	Residential	559
	Visitor	39
	Waiver	27
	Total permits for zone	1191

APPENDIX E – PERMITS ISSUED PER PARKING ZONES

Zone D	Business Within Residential Zones	2
	Hairdressers	6
	Landlords Concessionary Permit	3
	Open	164
	Religious Institutions	4
	Residential	192
	Visitor	19
	Waiver	7
	Total permits for zone	397
Zone E	Business Within Residential Zones	3
	Hotel / Guest House	4
	Landlords Concessionary Permit	4
	Open	198
	Residential	170
	Visitor	27
	Waiver	5
	Total permits for zone	411
Zone F	Open	11
	Residential	20
	Visitor	3
	Total permits for zone	34
Zone G	Open	55
	Residential	47
	Visitor	6
	Waiver	2
	Total permits for zone	110
Zone H	Business Within Residential Zones	1
	Hairdressers	2
	Landlords Concessionary Permit	1
	Open	139
	Residential	97
	Visitor	17
	Waiver	1
	Total permits for zone	258
Zone I	Nursing Homes	8

APPENDIX E – PERMITS ISSUED PER PARKING ZONES

	Open	69
	Residential	99
	Visitor	9
	Total permits for zone	185
Zone J	Hotel / Guest House	9
	Nursing Homes	2
	Open	523
	Residential	597
	Supplementary Permit	17
	Visitor	65
	Total permits for zone	1213
Zone K	Hairdressers	1
	Total permits for zone	1
Zone L	Open	70
	Residential	68
	Supplementary Permit	3
	Visitor	9
	Waiver	2
	Total permits for zone	152
Zone M	Open Zone M	8
	Residential Zone M	11
	Total permits for zone	19
Zone N	Open	3
	Residential	7
	Total permits for zone	10
Zone P	Open	3
	Residential	12
	Visitor	4
	Total permits for zone	19
Total permits		6106