

# **ADULT AND COMMUNITY BASED SERVICES COMMITTEE**

## **MINUTES AND DECISION RECORD**

**7 November 2024**

The meeting commenced at 5.00 pm in the Civic Centre, Hartlepool

**Present:**

Councillor: Gary Allen (In the Chair)

Councillors: Moss Boddy, Bob Buchan, Fiona Cook, Ged Hall, Sue Little, and Aaron Roy

Also present:

Councillors Brenda Harrison, Michael Jorgeson and Shane Moore

Officers: Jill Harrison, Executive Director of Adult and Community Based Services  
Gemma Ptak, Assistant Director, Preventative and Community Based Services  
Sarah Scarr, Head of Service - Heritage and Open Spaces  
Julian Heward, Communications and Marketing  
Denise Wimpenny, Principal Democratic Services Officer

### **15. Apologies for Absence**

None.

### **16. Declarations of Interest**

None.

### **17. Minutes of the meeting held on 5 September 2024**

Received.

**18. Conservation Area Management Plans** (Assistant Director, Preventative and Community Based Services)

**Type of decision**

Key Decision – Forward Plan Ref No. CJCS 156/24

**Purpose of report**

To provide information on two Conservation Area Management Plans that have been developed with the support of funding from Historic England's Capacity Building Grant Scheme. The reports are completed in draft form and have been out to public consultation. It is considered that they are at a stage where they can now be finalised.

**Issue(s) for consideration**

The Head of Service, Heritage and Open Spaces presented the report which included background information in relation to the requirement to formulate and publish proposals for the preservation and enhancement of conservation areas. Consultants had been commissioned to prepare Conservation Area Management Plans for Seaton Carew and the Headland, details of which were set out in the report.

Consultation on the draft documents was carried out in April 2024 and Members were provided with feedback from the consultation, a summary of which was included in the report. In support of the report a detailed and comprehensive presentation was provided which outlined the key issues arising from the plans and consultation process.

In the lengthy discussion that followed officers responded to issues raised arising from the report. A Member raised concerns regarding the lack of inclusion of modern materials within the conservation areas and the financial impact on residents in terms of such restrictions. A query was raised as to whether financial support was available to support residents living in conservation areas. Members were advised that actions had been included within the plans to explore conservation funding. In relation to issues raised around street lighting and the need for the Council to lead by example, the Head of Service, Heritage and Open Spaces advised that this would be considered going forward.

A Headland resident, who was in attendance at the meeting was invited to speak. In addressing the Committee, the concerns of Headland residents regarding the plan were shared with Members which included issues around the costs associated with carrying out repairs and maintenance using traditional methods, high energy bills and the proposals to remove discretion from Planning Committee Members in terms of consideration of proposed work in conservation areas. Emphasis was placed upon the benefits of utilising modern materials, in-keeping with traditional designs and, in particular, UPVC windows.

A Member commented that examples of UPVC windows included within the plan did not reflect the updated high quality designs available which were in-keeping with traditional conservation design. Members were urged not to approve the plans in the current form and it was suggested that the plans be referred to a Conservation Area Advisory Committee for further consideration or Full Council. The Assistant Director commented on the complexities around this issue and clarified the background and evidence base in terms of the development and content of the plans.

Further discussion ensued during which a Member expressed support for removing conservation related decisions from Planning Committee and the cost benefits of the option to install modern materials, including good quality UPVC windows, were highlighted. A member of the public in attendance spoke in support of the comments raised by the Headland resident and requested that a copy of the documents be made available in paper format for inspection at the Civic Centre. It was highlighted that documents were available during the consultation period and, once finalised, would be accessible in public libraries and key locations.

Following a proposal that this issue be referred to Full Council, there were differing views in terms of whether a decision of Full Council was necessary. Clarification was also provided in response to further queries raised in relation to the Heugh Breakwater repair and maintenance arrangements.

A Member referred to issues around conservation related decisions taken by Planning Committee, examples of which were provided. The benefits of establishing a Conservation Area Advisory Committee to consider this report, in line with previous practice was suggested. Details of the role and remit of a previous Advisory Committee, which had operated a number of years ago, as part of the Council's governance arrangements, were outlined which had included representation from the Victorian Society, English Heritage, Hartlepool Civic Society, all Parish Councils, Residents Associations and residents. Reference was also made to the restrictions and issues around national guidance and planning law and the benefits of an Advisory Committee feeding into the planning process in terms of conservation related matters were highlighted.

It was proposed that a Conservation Area Advisory Committee be established to consider and seek views in relation to this report and any other reports of this type in relation to all other conservation areas in the town with membership to include representation from residents, Victorian Society and English Heritage together with any other relevant bodies as considered appropriate. Members supported this proposal.

The Assistant Director added that work commissioned to develop the plans had concluded and therefore any additional work required by an Advisory Committee would result in resource implications.

In concluding the debate, the Chair sought agreement in relation to the recommendations as set out in the report with the caveat that a Conservation Area Advisory Committee be established.

The following recommendations were agreed.

### **Decision**

The Committee noted the response to the public consultation and agreed the documents as part of the planning evidence base as guidance for works in these conservation areas with the caveat that a Conservation Area Advisory Committee be established to further consider and seek views in relation to the contents of the report and any reports of this type in relation to all other conservation areas in the town.

## **19. Outdoor Market** (*Assistant Director, Preventative and Community Based Services*)

### **Type of decision**

Non key.

### **Purpose of report**

To provide an update on the Outdoor Market and its future viability.

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

The Assistant Director, Preventative and Community Based Services presented the report which provided background information in relation to the history of the market and referred to the evidence that there had been a decline in attendance with the number of traders reducing and no sign of interest from other businesses in taking up the opportunity of a pitch. On average thirteen traders attended the market each week, with the majority coming from outside the area, and only two regular traders from Hartlepool. Traders currently provided their own stalls therefore the main cost to the Council related to waste removal from the site.

In an effort to gauge public opinion on the outdoor market a survey had been released on the Council's website aimed at both users and non-users of the market in 2020, feedback from which was provided as set out in the report.

Whilst the market was a long established fixture in Hartlepool, it would appear there was no longer a demand for the service. The lack of income created a pressure on the budget.

The following options were proposed, as a way forward, details of which were included in the report:-

Option 1 – Retain the management of the market

Option 2 – Transfer the management of the market to an external company  
Option 3 – Close the market

It was proposed that work be carried out to explore Option 2. Should it become apparent that a third party was not in a position to operate the market, a report would be taken to Finance and Policy Committee to propose that option 3 be pursued, notice be given to traders and budgets realigned.

In the discussion that followed, officers responded to queries raised arising from the report. Clarification was provided in relation to the timescales for progressing this issue and the budget implications of offering free parking on market day.

In response to the Leader's suggestion that a report be taken to this Committee as opposed to the Finance and Policy Committee in the event that option 3 was pursued, the Executive Director of Adult and Community Based Services advised that given this was budget related, and therefore a decision for Finance and Policy Committee, as advised by the Monitoring Officer, this suggestion would be explored following the meeting.

### **Decision**

1. The Committee agreed the implementation of option 2 as outlined in the report noting that should this be unsuccessful a further report would be presented to Finance and Policy Committee to pursue option 3.
2. That the suggestion that any future report be considered by this Committee as opposed to Finance and Policy Committee be explored following the meeting.

## **20. Date and Time of Next Meeting**

It was reported that the next meeting would be held on 9 December at 10.00 am.

The meeting concluded at 6.40 pm.

**H MARTIN**

**DIRECTOR OF LEGAL, GOVERNANCE AND HUMAN RESOURCES**

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