

# NEIGHBOURHOOD SERVICES COMMITTEE

## AGENDA



**Thursday 27 February 2025**

**at 10.00 am**

**in the Council Chamber,  
Civic Centre, Hartlepool**

MEMBERS: NEIGHBOURHOOD SERVICES COMMITTEE

Councillors Clayton, Cook (VCh), Little, Male, Oliver (C), C Wallace and Young

Parish Council Co-opted Members:

S Smith (Greatham Parish Council)

L Noble (Dalton Piercy Parish Council)

### **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 27 January 2025 *(previously circulated and published)*
- 3.2 To receive the minutes of the meeting of the Emergency Planning Joint Committee held on 7 January 2025 *(previously circulated and published)*

### **4. BUDGET AND POLICY FRAMEWORK ITEMS**

None.

### **5. KEY DECISIONS**

- 5.1 Hartlepool Local Development Scheme (LDS) – *Assistant Director, Neighbourhood Services*

#### **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.

**6. OTHER ITEMS REQUIRING DECISION**

None.

**7. ITEMS FOR INFORMATION**

None.

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

**FOR INFORMATION**

Date of next meeting – Monday 24 March 2025 at 5.00pm in the Civic Centre,  
Hartlepool.



## NEIGHBOURHOOD SERVICES COMMITTEE MINUTES AND DECISION RECORD

27 January 2025

The meeting commenced at 10.00 am in the Civic Centre, Hartlepool.

### **Present:**

Councillor: Karen Oliver (In the Chair)

Councillors: Fiona Cook, Sue Little, Corinne Male and Christopher Wallace

Parish Council Representatives:

Lyn Noble, Dalton Piercy Parish Council

Stephen Smith, Greatham Parish Council

Officers: Tony Hanson, Executive Director of Development, Neighbourhoods and Regulatory Services

Kieran Bostock, Assistant Director, Neighbourhood Services

Steve Hilton, Senior Public Relations Officer

Angela Armstrong, Principal Democratic Services and Legal Support Officer

### **32. Apologies for Absence**

Apologies for absence were received from Councillor Mike Young.

### **33. Declarations of Interest**

None.

### **34. Minutes of the meeting held on 6 December 2024**

Received.

### **35. Authority's Monitoring Report (AMR) 2023/24** *(Assistant Director, Neighbourhood Services)*

#### **Type of decision**

Non key

#### **Purpose of report**

To inform the Committee of the Hartlepool Local Plan Authority's Monitoring Report (AMR) 2023/24.

**Issue(s) for consideration**

The Assistant Director, Neighbourhood Services presented the Hartlepool Local Plan Authority's Monitoring Report (AMR) 2023/24. The report provided comprehensive detail on the following:

- Housing
- Economy, Employment, Town Centre, Tourism
- Environmental Quality including natural environment, rural area and historic environment, waste and renewable energy, sustainable transport and access to the countryside, neighbourhood plans, community infrastructure level, duty to consult and S106 developer contributions.

It was highlighted that the AMR had been produced in accordance with Part 8, 34(3) of the Town and Country Planning (Local Planning) (England) Regulations 2012. The report provided details on the implementation of the local plan and considered all policies to be robust and thus environment, sustainability and climate change considerations were being factored into planning decisions.

A discussion ensued during which the Executive Director of Development, Neighbourhoods and Regulatory Services along with the Assistant Director, Neighbourhood Services provided clarification on several areas.

It was highlighted that the provision of affordable housing (social housing) had achieved a year on year positive rise since Covid and an assessment of the Strategic Housing Market Renewal was being undertaken and would include a review of the affordable housing target. In response to a question from a Member, the Chair confirmed that Section 106 agreements provided funding to enhance developments and take on board sustainability and were very varied depending on the specific development site but included the provision of planting trees, creation of cycleways and connectivity to other developments where necessary.

A Member referred to a current application in relation to the provision of renewable energy via an additional wind turbine. The Assistant Director, Neighbourhood Services confirmed the provision of renewable energy was included within the Local Plan but as this was a current application, there was no further discussion in order not to prejudice that application. It was noted that the issue of odours at Seaton would be discussed with the Environment Agency later this week at a Ward Surgery as this was a concern for Seaton residents. The Chair added that Officers would check how this issue was referenced within the Local Plan.

In response to a question from a member of the public, the Assistant Director, Neighbourhood Services confirmed that the receipt of Section 106 Agreement money was specific to each development and was based on the site and the impact on the local community. The timescales for the receipt of Section 106 money ranged from before work commenced on the site to

the completion of the last house on the site. The Chair highlighted the importance of having robust mechanisms in place to ensure sustainability of future developments. In addition to this, the Government had introduced an initiative to deal with empty shops and this was also being considered. The Chair sought clarification on whether a definitive measurement of the quantity and type of green infrastructure lost or gained could be undertaken. The Assistant Director, Neighbourhood Services indicated that the potential to provide a definitive measurement would be explored further.

In response to a question from the Chair, the Assistant Director, Neighbourhood Services confirmed that there was a Heritage Working Group exploring innovative ways to ensure buildings and heritage across the town was protected.

The Chair thanked officers for their hard work on sustainable transport and securing additional funding from the Tees Valley Combined Authority to increase cycle ways across the town.

### **Decision**

- (i) The content of the report was noted and endorsed as part of the Local Development Framework.
- (ii) That Members comments above be utilised to inform the Local Plan and indicative timescales going forward which will be outlined at the next meeting of the Committee.

## **36. Audit and Governance Committee Investigation – Derelict Land and Buildings** *(Chair of the Audit and Governance Committee and Executive Director of Development, Neighbourhoods and Regulatory Services)*

### **Type of decision**

Non key

### **Purpose of report**

To present:

- (i) The findings of the Audit and Governance Committee following completion of its investigation into Derelict Land and Buildings in Hartlepool. The report was accessed by a link to the website.
- (ii) The Action Plan produced to inform consideration of the investigation's recommendations, attached by way of appendix.

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

The Executive Director of Development, Neighbourhoods and Regulatory Services presented the report from the Audit and Governance Committee's

investigation into derelict land and buildings. The report had been deferred from the meeting of the Neighbourhood Services Committee on 4 November 2024 to allow the findings to be considered in conjunction with a detailed updated Action Plan for each recommendation of the report which was attached at Appendix A.

In response to a question from a Member, the Executive Director of Development, Neighbourhoods and Regulatory Services indicated that a Derelict Land and Buildings Multi-Agency Group had been established, which we understand was the first of its kind in the northeast. The membership of this Group included representatives from the Police Service, Fire Service and Council Officers. The Group would identify buildings to be prioritised and encourage the owners to bring the buildings back into use. This process was very challenging as legislative powers were limited and the process was time consuming. A Member sought clarification on the business rates and council tax income from derelict buildings and the Executive Director of Development, Neighbourhoods and Regulatory Services would seek confirmation of this and forward it to Members. The Chair suggested that including the issue of business rate/council tax income to the scoring matrix on derelict buildings used by the Working Group be explored.

Clarification was sought on the status of the site opposite the Town Hall Theatre in Raby Road as it had been in a state of disrepair for some time and was unsightly when people were leaving the Theatre. The Executive Director for Development, Neighbourhoods and Regulatory Services confirmed that this site was in private ownership and was included within the boundary of the Mayoral Development Corporation's area, meaning planning responsibility belongs to them. The Chair suggested that this issue be fed back to the Mayoral Development Corporation.

The Chair added that ways be explored to ensure that tackling enforcement on empty domestic properties along with empty business properties was a robust process.

### **Decision**

- (i) The recommendations and associated action plan of the Audit and Governance Committee's investigation were approved.
- (ii) That the inclusion of the issue of business rate/council tax income to the scoring matrix on derelict buildings used by the Working Group be explored.
- (iii) That the comments on the status of the site opposite the Town Hall Theatre in Raby Road be fed back to the Mayoral Development Corporation.
- (iv) That domestic empty properties be added to the action plan to allow for a more robust approach in dealing with empty properties/empty homes.

### **37. Presentation – Energy from Waste Update** *(Executive Director of Development, Neighbourhoods and Regulatory Services)*

#### **Type of decision**

For information.

#### **Purpose of report**

To provide an overview of the Tees Valley Energy Recovery Facility Programme along with an outline of the objectives and progress to date.

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

The Executive Director of Development, Neighbourhoods and Regulatory Services provided a detailed and comprehensive presentation on the Tees Valley Energy Recovery Facility. It was noted that the project commenced in 2017 and the Councils of Newcastle City and Durham County had joined the project in 2019 which increased the size of the facility, the energy output and significantly reduced the costs to all Councils. A summary of the Joint Waste Management Strategy aims and objectives was provided in the presentation along with the requirements of the Service.

The site selection process was outlined which had led to the identification of a site at Dorman Point, Redcar which totalled 21.8 acres and had the access road in place, an option to lease for 50 years secured along with a grid connection. A timetable of key events was presented and culminated in the site being fully operational by 2029. It was noted that further information had been published by the project partners at [www.tverf.co.uk](http://www.tverf.co.uk)

In response to several questions, the Executive Director of Development, Neighbourhoods and Regulatory Services confirmed that waste collected from Hartlepool homes would be taken to a waste transfer station locally and then onto the Energy Recovery Facility in bulk once sorted and compacted. Negotiations regarding the continued use of the current facility at Billingham are ongoing so that this can be utilised until the new site is fully operational.

#### **Decision**

The presentation was noted.

The meeting concluded at 10.50am

**H MARTIN**

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

**PUBLICATION DATE: 31 January 2025**

# **EMERGENCY PLANNING JOINT COMMITTEE**

## **MINUTES AND DECISION RECORD**

### **7 JANUARY 2025**

The meeting commenced at 10.00am at the Stockton Baptist Church,  
Bishop Street, Stockton-on-Tees

**Present:**

Councillor: Councillor Karen Oliver (Hartlepool Borough Council) (In the Chair)

Also Present: Councillor Sue Little (Hartlepool Borough Council)

Officers: Stuart Marshall, Chief Emergency Planning Officer  
Jon Hepworth, Group Accountant  
Sylvia Pinkney, Assistant Director, Regulatory Services  
Denise Wimpenny, Principal Democratic Services Officer

## **21. Apologies for Absence**

Councillor Clare Besford (Stockton Borough Council) and Theo Furness (Middlesbrough Borough Council)

## **22. Inquorate Meeting**

The Chair expressed concern that despite efforts to ensure attendance the meeting was inquorate again and indicated that this would be discussed following the meeting. It was agreed that the items on the agenda could be considered given they were for information.

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

Councillor Oliver declared a personal interest (family member works in Emergency Planning Unit)

## **24. Minutes of the meeting held on 24 September 2024**

Received.



## **25. Emergency Plans and Protocols** *(Principal Emergency Planning Officer)*

### **Purpose of report**

To assist members of the EPJC in oversight of Emergency Plans and procedures that the Cleveland Emergency Planning Unit is author or custodian of and provide assurance reference the systems in place regarding emergency planning.

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

The Chief Emergency Planning Officer reported that as a category one responder as defined by the Civil Contingencies Act 2004 there was a duty on Local Authorities to “put in place emergency plans”. A non-statutory resilient standard #4 Emergency Planning identified desired outcomes, legal duties, good practice and leading practice. In addition to the CCA 2004 there was other legislation for specific risks that were more prescriptive in both content and time scale of review. The main ones that fall into this category and require planning from a Local Authority were the Control of Major Accident Hazards (2015) (chemical sites with a threshold of dangerous substances) REPPIR (Radiation (Emergency Preparedness and Public Information 2019) and MAHP (Major accident Hazard pipelines 1996). In addition, there were a number of other risk specific plans where a risk (identified on the risk register) specific plan would be beneficial (i.e. flooding, maritime pollution, etc.).

It was reported that the production of the plans was not an end in itself with an eight step approach referred to as the emergency planning cycle being used to develop and embed the plans, as set out in Appendix 1. Members were referred to a summary of the key emergency plans as detailed in an appendix to the report.

All plans were kept both on the Hartlepool Borough Council internal server and Resilience Direct (a government web based portal that allowed storage up to official sensitive documents). In addition to this Major Incident Plans for the respective councils were kept on their own systems. Finally all-time critical plans had paper copies in Police HQ as well as paper copies being made available for council emergency control centres.

### **Decision**

That the contents of the report be noted and that the Chief Emergency Planning Officer continues to develop emergency plans and monitor these plans covering legislative duty, government guidance and best practice.

## **26. Learning from Exercises, Incidents and Inquiries** (Chief Emergency Planning Officer)

### **Purpose of report**

To provide EPJC members with an overview of the processes in place to support the identification and management of lessons identified.

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

The Chief Emergency Planning Officer reported that the Cleveland LRF and EPU had several processes in place to aid the learning of the lessons identified in exercises, incidents and from inquiries. The report aimed to provide members with assurance that the systems were in place, whilst highlighting the challenges associated and further development required. Significant efforts were being made by the team to ensure that effective systems were in place although several more areas for development had been identified which were hoped to be in place within the next twelve months.

The Committee was referred to a table set out in the report which provided a summary of learning from incidents as at December 2024. Whilst there was a backlog of actions that were being worked through, the background to the reasons some actions had been agreed as redundant was provided as set out in the report.

In the discussion that followed the Chair commended the work of the Unit and welcomed the arrangements around developing and sharing good practice. It was noted that the reasons for a number of actions being redundant were as a result of a change in process as opposed to a backlog.

The Chief Emergency Planning Officer responded to a number of queries raised arising from the report. Clarification was provided in relation to ongoing work with international partners in terms of sharing good practice and learning from exercises, incidents and inquiries as well as the process and powers available in relation to managing events.

### **Decision**

That the contents of the report be noted and that the Chief Emergency Planning Officer continues to develop the systems, reduce the backlog of learning and report back to the Committee in 12 months time.

## **27. Activities Report 1<sup>st</sup> September 2024 – 18<sup>th</sup> December 2024** (*Chief Emergency Planning Officer*)

### **Purpose of report**

To assist members of the Emergency planning Joint (EPJC) in overseeing the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities.

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

The Chief Emergency Planning Officer submitted a summary of progress made against the Unit's 2024/25 action plan and the 2024/25 LRF Action Plan, details which were included in the report. The report included information in relation to additional pieces of work by the CEPU relating to local authorities in the reporting period not included within the annual plan.

In the discussion that followed, the Chief Emergency Planning Officer responded to issues raised arising from the report. Clarification was provided in relation to rest centre processes and procedures including responsibilities following major incidents. The challenges around securing community support to assist neighbourhoods following incidents were discussed including the support arrangements in place following the fire at the Odeon and recent flooding incidents in the Tees Valley. The Chair highlighted the importance of staff retention, the option to seek support from the town's MP and agreed to explore this issue following the meeting.

In response to a query raised, examples of the developments and testing of a new protocol with Public Health colleagues were provided. The links to public health and limited powers available under the licensing objectives were also debated.

The Chair welcomed the work undertaken by the Emergency Planning Unit in terms of staff training arrangements and progress on actions to date.

### **Decision**

1. That the report be noted.
2. That the Chief Emergency Planning Officer continue to develop the Cleveland Emergency Planning Unit Annual Action Plan and the standard report to provide assurance to Members that the key considerations continue to be met and that Members are updated at the quarterly committee meetings in relation to any amendments or additional actions.

## **28. Financial Management Update Report** *(Director of Finance, IT and Digital and Chief Emergency Planning Officer)*

### **Purpose of report**

To provide details of the forecast outturn for the financial year ending 31st March, 2025.

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

The Group Accountant provided the forecast revenue outturn for the current financial year ending 31 March 2025. There was a favourable variance of £15,000 in the main emergency planning budget as at 30 November 2024. There was a favourable variance of £30,000 on employee costs as a result of a vacant post and pensions savings, which was partly offset by an adverse variance of £10,000 on non-staffing costs, details of which were set out in the report.

The revenue outturn for the Local Resilience Forum was also reported with the Group Accountant explaining that the latest forecast was an £8,000 favourable variance, details of which were provided.

The Chair commended the team for good financial management.

### **Decision**

That the latest outturn forecast for 2024/25 be noted.

## **29. Incidents Report 1 September 2024 – 18 December 2024** *(Chief Emergency Planning Officer)*

### **Purpose of report**

To assist members of the Committee in overseeing the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities through provision of a list of incidents within the reporting period.

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

The Chief Emergency Planning Officer reported on the incidents that staff had been involved in or notified of during the reporting period which included evacuation due to unsafe structure, flooding, fire and storm issues, details of which were set out in Appendix 1.

Members noted the incidents reported and sought further information in relation to a number of aspects of the report to which the Chief Emergency Planning Officer provided clarification in terms of the support provided by the team and other agencies as a result of the incidents. Clarification was

provided in relation to the evacuation procedures and the arrangements in place to support residents following the fire at the Old Odean Cinema. Following concerns raised in relation to the fire risks associated with lithium batteries and electric car charging mechanisms the Chief Emergency Planning Officer agreed to explore this issue with the Fire Brigade following the meeting.

**Decision**

1. That the report be noted.
2. That the issues raised around the fire risks associated with lithium batteries and electric car charging mechanisms be explored with the Fire Brigade following the meeting.

**30. Date and Time of Next Meeting**

It was reported that the next meeting would be held on Tuesday 25 March 2025 at 10.00 am.

The meeting concluded at 11.20 am.

**H MARTIN**

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

**PUBLICATION DATE: 13 January 2024**

# NEIGHBOURHOOD SERVICES COMMITTEE

27<sup>TH</sup> February 2025



**Subject:** HARTLEPOOL LOCAL DEVELOPMENT SCHEME (LDS)

**Report of:** Assistant Director of Neighbourhood Services

**Decision Type:** Key (DNRS 03/25)

## 1. COUNCIL PLAN PRIORITY

Hartlepool will be a place:
- where people are enabled to live healthy, independent and prosperous lives.
- where people will be safe and protected from harm.
- of resilient and resourceful communities with opportunities for all.
- that is connected, sustainable, clean and green.
- that has an inclusive and growing economy.
- with a Council that is ambitious, fit for purpose and reflects the diversity of its community.

## 2. PURPOSE OF REPORT

- 2.1 To request that members endorse the 2024 Local Development Scheme prior to its submission to the Secretary of State (see **Appendix 1**).

## 3. BACKGROUND

- 3.1 In December 2024 the Secretary of State for The Ministry of Housing, Communities and Local Government (MHCLG) advised that all Local Planning Authorities (LPA) should set a Local Plan timeframe in their Local Development Scheme (LDS) and send it to the Government by 6<sup>th</sup> March 2025.

- 3.2 The Local Development Scheme acts as a starting point for the community and stakeholders to find out about the LPA's timeframe for delivering development plan documents.
- 3.3 The 2018 Local plan, sets out the land use vision and strategy for the borough, allocating land for development whilst protecting land from development. It contains policies to help shape development proposals over the plan period. The local plan allocates sufficient land for housing, retail, industry etc. for a 15-year period (2016 – 2031).
- 3.4 Officers seek to commence the next local plan in January 2028 and the following paragraphs set out the reasons for this commencement date.
- 3.5 Current Government intention is that new Local Plans should be adopted within 30 months of commencement. This 30-month (2.5 year) timeframe is challenging, however the local plan timeframe within the LDS ensures that the necessary preparations are undertaken prior to commencement of the local plan. The ensures that sufficient time is allocated to each stage of the plan making process to ensure that all legal requirements are achieved. A commencement date of January 2028 also ensures that a new local plan will be in place prior to May 2031.
- 3.6 The 2023/2024 Authorities Monitoring Report sets out how the local plan is performing and concludes there is no need to update the local plan or commence a new one at this current time as all policies are performing as intended.
- 3.7 In December 2024 an updated National Planning Policy Framework (the 2024 NPPF) was issued. One significant change within this revision is the amendments to the standard methodology that is used when calculating housing need. When applying the new standard methodology, the baseline housing need figure for Hartlepool is 360 per year.
- 3.8 The local plan housing targets are phased over the plan period, for 2024/2025 and 2025/2026 the annual target is 400 dwellings per year and for 2026/2027 to the end of the plan period the target is 480.
- 3.9 The current local plan housing targets are higher than the 360 baseline and therefore the current local plan is deemed to be robust as it seeks to achieve a higher figure than that calculated by the new standard methodology.
- 3.10 Officers have considered the 2024 NPPF, in particular the updated standard methodology, against the 2018 local plan and consider that the 2018 local plan is in general conformity with the 2024 NPPF and therefore there is no need to commence a new local plan in light of the 2024 NPPF update.
- 3.11 A key indicator that assists in establishing if a local plan is robust is the ability to demonstrate a five-year housing land supply. The Council can currently demonstrate a 5.2-year housing land supply. This indicates that the local plan is performing as it should, ensuring a steady supply of housing.

- 3.12 Officers will continue to monitor the 2018 Hartlepool Local Plan, will officers through the annual Authority Monitoring Report (AMR) alongside information relating to the Council's five year housing land supply.
- 3.13 Officers will continue to monitor changes in legislation and guidance and the strategic vision of the Council. If monitoring indicates that the 2018 Hartlepool Local Plan is not sound then officers will engage with members and put forward an updated LDS with a revised timeframe for local plan delivery.

#### 4. PROPOSALS/OPTIONS FOR CONSIDERATION

- 4.1 That Members endorse the Local Development Scheme and agree that at this stage, a commencement date for the next Hartlepool Local Plan will be January 2028.
- 4.2 The alternative option would be to not progress a new Local Development Scheme or delay preparation. This would be in breach of the direction, potentially reputationally damaging and leave the Council open to Government intervention.

#### 5. OTHER CONSIDERATIONS/IMPLICATIONS

<b>RISK IMPLICATIONS</b>	If the LDS is not endorsed then HBC will miss the government's submission deadline of 6 <sup>th</sup> March 2025.
<b>FINANCIAL CONSIDERATIONS</b>	None
<b>SUBSIDY CONTROL</b>	N/A
<b>LEGAL CONSIDERATIONS</b>	<p>Section 15(8)(b) of the Planning Compulsory Purchase Act 2004 (as amended) sets out that the local planning authority must revise their local development scheme when directed to do so by the Secretary of State.</p> <p>In December 2024 the Secretary of State for The Ministry of Housing, Communities and Local Government requested that LPAs produce an updated LDS within 12 weeks of the publication of the 2024 NPPF. HBC seek to comply with this obligation and once endorsed by members will</p>



	make the LDS publicly available and submit it to the Secretary of State by 6 <sup>th</sup> March 2025.
<b>CHILD AND FAMILY POVERTY</b>	N/A
<b>EQUALITY AND DIVERSITY CONSIDERATIONS</b>	N/A
<b>STAFF CONSIDERATIONS</b>	N/A
<b>ASSET MANAGEMENT CONSIDERATIONS</b>	N/A
<b>ENVIRONMENT, SUSTAINABILITY AND CLIMATE CHANGE CONSIDERATIONS</b>	Environment, sustainability and climate change considerations are set out within the 2018 local plan and the 2018 local plan is considered to be robust and will assist in achieving Government and HBC environmental objectives.
<b>CONSULTATION</b>	N/A

## 6. RECOMMENDATIONS

- 6.1 That members endorse the Local Development Scheme and support officers submitting it to the Secretary of State.

## 7. REASONS FOR RECOMMENDATIONS

- 7.1 To comply with the Planning and Compulsory Purchase Act 2004 and the Chief Planning Officer's letter dated 13<sup>th</sup> December 2024 that required Local Planning Authorities to submit a Local Development Scheme by 6<sup>th</sup> March 2025 and to make it publicly available.

## 8. BACKGROUND PAPERS

- 8.1 None.

## 9. CONTACT OFFICERS

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Sign Off:-

Managing Director	Date: 18/02/2025
Director of Finance, IT and Digital	Date: 17/02/2025
Director of Legal, Governance and HR	Date: 16/02/2025

# Local Development Scheme

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February 2025



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## 1. INTRODUCTION

- 1.1 The Planning and Compulsory Purchase Act 2004 (as amended) (the 2004 Act) introduced a new way of plan making and set out that Local Planning Authorities should produce a suite of planning documents known as the Local Development Framework (LDF).
- 1.2 This Local Development Scheme (LDS), forms part of Hartlepool's LDF. An LDS is required under section 15 of the 2004 Act . This LDS sets out a programme for the preparation of documents relating to spatial planning in Hartlepool. It is specifically concerned with documents being prepared over the next five years (February 2025 – February 2030). The LDS will be reviewed as necessary if and when circumstances change.
- 1.3 In December 2024 the Government requested that all Local Planning Authorities should update and submit their LDS by 6<sup>th</sup> March 2025.
- 1.4 This LDS has been prepared after undertaking an assessment of current and pending legislation, the Authorities Monitoring Reports, the 2024 National Planning Policy Framework, the Council's five-year housing land supply along with ((engagement within HBC including presenting this document to Neighbourhood Services Committee.
- 1.5 This LDS has been prepared in accordance with the 2004 Act and Planning Practice Guidance.
- 1.6 This LDS acts as the starting point for the community, key stakeholders and others with an interest in the development process, who wish to find out about the status of existing and emerging planning policies. It highlights the key stages for the preparation of new policy documents and sets out a timeline for policy production.
- 1.7 Planning policies for Hartlepool are set out in the Hartlepool Rural Neighbourhood Plan (made December 2018), the Hartlepool Local Plan (adopted May 2018), the Tees Valley Minerals and Waste Development Plan Document (DPD)(adopted September 2011) and the Tees Valley Minerals and Waste Core Strategy (adopted September 2011).

## 2. THE DEVELOPMENT PLAN FOR HARTLEPOOL

- 2.1 The local planning system brings together and integrates policies for the use and development of land with other policies and programmes which influence the nature of places and how they function. Documents within the LDF seek to ensure the most efficient use of land by balancing competing demands in accordance with a clear, distinctive and realistic vision of how the area will develop and change within a demonstrable context of sustainable development.
- 2.2 The LDF comprises several documents as shown in diagram 1 below. The documents known as Development Plan Documents (DPDs) establish the main planning policy framework and form the statutory Development Plan for Hartlepool. Supplementary Planning Documents (SPDs) provide further advice with regard to the policies in the development plan and how best to implement the policies.
- 2.3 The Development Plan Documents in Hartlepool are:
- The 2018 Local Plan that sets out the spatial vision, spatial objectives and strategic policies and allocations for the area;
  - A Policies Map which depicts what planning policies apply to parcels of land across the borough;
  - The 2011 Tees Valley Minerals and Waste Core Strategy and DPD which contain policies relating to land allocations and policies for assessing minerals and waste application;
  - The 2018 Hartlepool Rural Neighbourhood Plan that sets out the spatial vision, spatial objectives and strategic policies and allocations for the identified rural area;
- 2.4 The Supplementary Planning Documents (SPD) adopted in Hartlepool are:
- Transport Assessments & Travel Plans SPD (January 2010)
  - Trees and Development SPD (2013)
  - Green Infrastructure SPD (February 2014)
  - Shop Fronts SPD (2014)
  - New Dwellings outside of Development Limits (August 2015)
  - Seaton Carew Regeneration SPD (September 2015)
  - Planning Obligations SPD (November 2015)
  - Residential Design SPD (2019)
  - Public Rights of Way SPD (2020)
- 2.5 It is not a statutory requirement to include the SPD's within the LDS, however, in the interests of providing residents and stakeholders a clear view, below is a list of what documents are currently being updated or will commence an update in 2025:
- Planning Obligations SPD (2015)
  - Green Infrastructure SPD (2014)
  - Public Rights of Way SPD (2020)
  - Trees and Development SPD (2013)
  - New Dwellings outside of Development Limits (August 2015)
- 2.6 The council are working on a residential design code, that will set out a clear vision for how housing and housing areas should be designed, consultation took place in 2024 and the council received a great insight into what residents want. The council is on track for publishing the draft code in spring 2025.

- 2.7 Other documents that comprise the Local Development Framework include:
- Local Development Scheme (LDS) – sets out the details of each of the Local Development Documents to be commenced over the next five years and the timescales and arrangements for their preparation.
  - Authorities Monitoring Report (AMR)– assessing the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being achieved.
  - Statement of Community Involvement (SCI) – this sets out the policy for involving the community and key stakeholders both in the preparation and revision of local development documents and with respect to planning applications. The SCI will be updated in 2025 and all local development documents will be prepared in accordance with the arrangements set out in the SCI.

Diagram 1: Hartlepool Local Development Framework

LOCAL DEVELOPMENT FRAMEWORK												Other Documents		
A portfolio of local development and other documents														
Local Development Documents												Other Documents		
Development Plan Documents				Supplementary Planning Documents										
Hartlepool Local Plan	Tees Valley Minerals & Waste CS and DPD	Hartlepool Local Plan Policies map	Hartlepool Rural Neighbourhood Plan	Travel Plans and Transport Assessments SPD	Hartlepool Green Infrastructure SPD	Trees and Development SPD	Planning Obligations SPD	Shop Fronts SPD	Residential Design SPD	New Dwellings outside of Development Limits SPD	Seaton Carew Masterplan SPD	Public Rights of way SPD	Statement of Community Involvement	Authorities Monitoring Report
These documents comprise the Development Plan for Hartlepool.				These documents elaborate further on policies within the development plan and thus provide guidance for developers and decision makers.								These documents and this LDS are not spatial planning tools, they focus on engagement in planning and monitoring.		

### 3. DEVELOPMENT PLAN DOCUMENTS TIMELINE FOR PRODUCTION AND ADOPTION

#### **Local Plan**

- 3.1 The Local Plan sets out clearly what kind of place Hartlepool will be in the future, the changes that will be needed to make this happen, and how this will be achieved. The Local Plan is the key Development Plan Document that sets out the land use vision and strategic objectives for the borough for a 15-year period (2016 – 2031).
- 3.2 Table 1 below sets out the timeline for the commencement and delivery of the next Local Plan. The anticipated commencement date is January 2028 with a potential adoption date of June 2030.

#### **Minerals and Waste Core Strategy and Development Plan Document**

- 3.3 The five local authorities in the Tees Valley (Darlington, Hartlepool, Middlesbrough, Redcar and Cleveland and Stockton-on-Tees) adopted a joint minerals and waste Core Strategy and policies and sites Development Plan Document (DPD) in September 2011. The DPDs set out planning policies and site allocations until 2026.
- 3.4 Tees Valley authorities do not have a timeframe for updating the Minerals and Waste Core Strategy and Development Plan Document, but discussions are ongoing, and further direction is anticipated by winter 2025. Once a decision has been made on this matter then this LDS will be updated.

#### **Hartlepool Rural Neighbourhood Plan.**

- 3.4 The Hartlepool Rural Neighbourhood Plan was adopted in December 2018. A review of the plan commenced in September 2024 and the council are working with the Rural Neighbourhood Plan working group to understand if the plan as a whole is up to date, or partially up to date and if any policies need updating or if the plan needs updating as a whole. The council and working group expect clarity by autumn 2025. Once the working group have a better understanding of whether the plan is up to date and robust or not, then, if necessary, an action plan for updates will be put in place and this LDS will be updated.



Table 1: LOCAL PLAN TIMEFRAME FOR ADOPTION	
OVERVIEW	
Role and content	To set out the vision and spatial strategy for Hartlepool and the objectives and primary policies for meeting the vision.
Geographical Coverage	Borough-wide
Status	Development Plan Document
Conformity	Must comply with legislation, reflect the Hartlepool Community Strategy and be in general accordance with the National Planning Policy Framework.
TIMETABLE / KEY DATES	
Stage	Date
Evidence base Production and pre consultation	2025 – December 2027
LP programme (January 2028 – June 2030)	
Evidence base update	January 2028 – May 2028 (5 months)
Drafting stage	June 2028 – September 2028 (4 months)
Consultation and on draft (including editing sessions)	October 2028 – December 2028 (3 months)
Amendments to the draft and Submission for examination	January - April 2029 (4 months)
Public Hearings	July 2029 (3 months after submission)
Inspector's Interim Findings	September 2029
Redrafting Stage and Consultation on Main Mods	October – December 2029
Inspector's Fact Checking Report	February 2030
Inspector's Final Report	April 2030
Adoption	June 2030
ARRANGEMENTS FOR PRODUCTION	
Lead Organisation	Hartlepool Borough Council
Management arrangements	The Local Plan will be approved by Neighbourhood Services Committee during the various stages of consultation and ratified by full Council prior to adoption.
Resources Required	Primarily internal staffing resources with use of consultants if necessary for any special studies required.

Community and Stakeholder Involvement	In accordance with the Statement of Community Involvement.
POST PRODUCTION / REVIEW	
<p>The effectiveness of the policies in the Local Plan will be assessed in the Authorities Monitoring Report. The Local Plan DPD may be amended in the following circumstances:</p> <ul style="list-style-type: none"> <li>• A significant review of the Community Strategy</li> <li>• A significant amendment to the Council's Corporate direction</li> <li>• Policies failing against the Monitoring Framework Associated with the Local Plan – this may trigger a partial update of a particular area of the plan or a full update.</li> </ul>	

4. MONITORING AND REVIEW OF THE CURRENT DEVELOPMENT PLAN DOCUMENTS
  - 4.1 Monitoring and review are key aspects of the Government's "plan, monitor and manage" approach to planning and should be undertaken on a continuous basis.
  - 4.2 A requirement of the planning system is to produce an Authorities Monitoring Report to assess the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being met.
  - 4.3 The implementation of the Local Development Scheme is assessed in each AMR in terms of the extent to which the targets and key dates (milestones) for the preparation of local development documents have been met and to ensure the reasons for any failure to meet these are explained. Any adjustments required to the key milestones for document preparation will need to be incorporated in a subsequent review of the LDS.
  - 4.4 As a result of the assessment of policies, the AMR may highlight areas where policy coverage is insufficient or ineffective or where it does not accord with the latest national or regional policy. In this event it will suggest action that needs to be taken such as the early review of existing documents or preparation of new documents. As a consequence, the LDS will be amended to reflect such action to amend the LDF.

## 5. MANAGING THE DELIVERY PROCESS FOR FUTURE DEVELOPMENT PLAN DOCUMENTS

- 5.1 The LDS has been drawn up having regard to resources (both staff and financial), council processes and an assessment of the likely interest of key stakeholders and the community. Nevertheless, there are risks that the timetables set out in this document may slip, for instance through legislation changes, staff shortages and/or council finances. The risks have been assessed in this respect but given the size of the authority and its resources not all can be readily overcome.

### **Staff Resources**

- 5.2 The prime responsibility for delivering the LDF lies with a small Planning Policy team. This team has close working relationships with, and makes full use of the expertise and experience of colleagues throughout the council.
- 5.3 Full use will be made of consultants to provide independent specialist advice or to undertake necessary studies contributing to the information base necessary for the preparation of local development documents.
- 5.4 An in-house multi-disciplinary team having expertise in the various aspects of sustainable development will carry out the sustainability appraisals although consideration will also be given in this respect to the use of consultants if necessary.

### **Financial Resources**

- 5.5 Resources will be allocated within the council's mainstream budget to cover the anticipated costs of work on local development documents. Provisional costs for future years will also be factored into the council's longer-term budget review.

### **Programme Management**

- 5.6 The current arrangements for the management of the Development Plan production will continue. The Planning Policy team continually discuss the success of all LDF documents and report to senior management and Members as and when necessary.

### **Political Process**

- 5.7 The planning system fully involves Members in the production and adoption of local development documents. Reports on planning documents are taken to the Neighbourhood Services Committee and Full Council as necessary and there are regular meetings with relevant Members such as The Leader and Committee chairs.

### **Risk Assessment and Contingencies**

- 5.8 The programme for the preparation and production of the Local Plan set out in the LDS is based on a realistic assessment of the capacity of the council to undertake the work and of the extent and depth of the local community and stakeholder involvement and interest likely to be generated by each document. However, there are two main types of risk that could result in a failure to meet this programme. The first relates to resources (both human and financial) and the second to delays in the process primarily due to external factors.
- 5.9 The council has endeavoured to ensure that there will be sufficient financial resources made available within its budgetary framework. However, in view of

the relatively small size of the council and thus of its staff, the effect of, for example, redundancies as part of overall council budget cuts, long-term sickness, of officers obtaining employment elsewhere or of other unforeseen work coming forward, is significant. Should any of these instances occur, whilst every effort would be made to meet the deadlines set, some delay may occur.

- 5.10 Account has been taken of the political process relating to the approval of planning documents at the various stages of production. Whilst the council's formal scrutiny process provides an open forum for the consideration of issues, it is not possible to predict that Neighbourhood Services Committee recommendations will be endorsed at Full Council.
- 5.11 The potential for a delay due to the inability of the Planning Inspectorate to undertake the Examination of Development Plan Documents at the programmed time is minimised by the production of this Local Development Scheme and engagement with the Planning Inspectorate upon commencement of each Development Plan Document.
- 5.12 However, there are risks that adoption of a Development Plan Document could be delayed if the Examination Inspector finds that it is unsound and recommends major changes, or if the Secretary of State intervenes on the basis that it raises issues of national or regional significance. The council will therefore seek to ensure that the document is sound and conforms as necessary with national policy through close liaison with the Planning Inspectorate and the National Casework Office. The risk of a legal challenge to a document will be minimised by ensuring that it has been produced in accordance with the legislation.
- 5.13 There are also risks associated with changes to national planning policy and guidance or the introduction of new legislation which must be accounted for during the process.

## 6. REVIEW OF THE LOCAL DEVELOPMENT SCHEME

- 6.1 The implementation of the LDS is assessed in each AMR in terms of the extent to which the targets and key dates (milestones) for the preparation of local development documents have been met and to ensure the reasons for any failure to meet these are explained. Any adjustments required to the key milestones for document preparation will need to be incorporated in a subsequent review of the local development scheme.
- 6.2 The Local Development Scheme can be readily reviewed when necessary. In particular it will need to be reviewed in the following circumstances:
- if monitoring establishes that an existing document should be reviewed.
  - slippage in the timetables caused by exceptional circumstances