

# CABINET AGENDA

Tuesday, 22 May 2018 at 10.00 am in the Blaydon Room - Civic Centre

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From the Chief Executive, Sheena Ramsey

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Item	Business
1	<b>Apologies for absence</b>
2	<b>Minutes</b> (Pages 3 - 10)  Cabinet is asked to approve as a correct record the minutes of the last meeting held on 24 April 2018.  <b>Key Decisions</b>
3	<b>Tenders for the Supply of Goods and Services</b> (Pages 11 - 16)  Report of the Strategic Director, Corporate Services and Governance
4	<b>Chopwell and Blackhall Mill 10 Year Plan</b> (Pages 17 - 34)  Report of the Strategic Director, Communities and Environment  <b>Recommendations to Council</b>
5	<b>Annual Intervention Plans for the health &amp; Safety and Food Control Services 2018/19</b> (Pages 35 - 64)  Report of the Strategic Director, Communities and Environment
6	<b>Permission in Principle (PIP) on application</b> (Pages 65 - 72)  Report of the Strategic Directors, Corporate Services & Governance and Communities & Environment  <b>Non Key Decisions</b>
7	<b>Coatsworth Shopfront Design Guide Supplementary Planning Document - Proposed appendix to support detailed design guidance for planning applications</b> (Pages 73 - 100)  Report of the Strategic Director, Communities and Environment
8	<b>Response to Consultation</b> (Pages 101 - 134)  Report of the Chief Executive

- 9** | **Proposals for School Term Dates 2019/20** (Pages 135 - 140)  
Report of the Strategic Director, Care, Wellbeing and Learning
- 10** | **Appointments to Advisory Groups, Other Bodies of the Council, Joint Committees and Outside Bodies** (Pages 141 - 158)  
Report of the Strategic Director, Corporate Services and Governance
- 11** | **Exclusion of the Press and Public**  
The Cabinet may wish to exclude the press and public from the meeting during consideration of the following item of business in accordance with paragraph 3 of Schedule 12A to the Local Government Act 1972.
- 12** | **Lease Renewal - Derwent Caravan Park, Rowlands Gill** (Pages 159 - 164)  
Report of the Strategic Directors, Corporate Services & Governance and Communities & Environment

Contact: Kevin Ingledew Email: [keviningledew@gateshead.gov.uk](mailto:keviningledew@gateshead.gov.uk), Tel: 0191 4332142,  
Date: Monday, 14 May 2018

## GATESHEAD METROPOLITAN BOROUGH COUNCIL

### CABINET MEETING

Tuesday, 24 April 2018

**PRESENT:** Councillor M Gannon

Councillors: J Adams, M Brain, A Douglas, L Green,  
G Haley and J McElroy

**C188 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors C Donovan, M Foy and M McNestry.

**C189 MINUTES**

The minutes of the last meeting held on 20 March 2018 were approved as a correct record and signed by the Chair.

**C190 LOCAL TRANSPORT PLAN: CAPITAL PROGRAMME UPDATE**

Consideration has been given to an update on progress with the Council's programme of investment in the local transport network, including funding received through the Local Transport Plan (LTP) process; a review of implementing the 2017/18 programme and an outline of the 2018/19 programme.

- RESOLVED -
- (i) That the estimated final outturn relating to the transport capital programme for 2017/18 as set out in appendix 3 to the report be noted.
  - (ii) That the proposed programme for 2018/19 as set out in appendices 4-6 be approved, noting that there may be a need to review scheme priorities during the course of the financial year in line with the available resources.
  - (iii) That the Service Director, Development, Transport and Public Protection be authorised to award the relevant works to the Service Director, Street Scene under the terms of the Highways, Drainage & Street Lighting Maintenance Contract.
  - (iv) That the Service Director, Development, Transport and Public Protection be authorised to make changes to the approved indicative programme, following consultation with the Cabinet Member for Environment and Transport, as and when the need arises.

The above decisions have been made to enable the design and implementation of transport schemes in support of the Tyne and Wear Local Transport Plan and the Council's policy objectives.

**C191 TENDERS FOR THE SUPPLY OF GOODS AND SERVICES**

Consideration has been given to tenders received for the contract for Network Technologies Support Services.

RESOLVED - That the tender from Virgin Media Limited be accepted for all three lots within the contract for Network Technologies Support Services, for a 48 month period, with the option to extend for a further 2 x 12 month periods, commencing on 6 November 2018.

The above decision has been made because a comprehensive evaluation of the tenders received has been undertaken and the recommended tender is the most economically advantageous tender submitted for each lot.

**C192 GATESHEAD GOES LOCAL - COMMUNITY LED LOCAL DEVELOPMENT**

Consideration has been given to recommending the Council to amend the Constitution by granting delegated authority to the Service Director, Economic Development to confirm Community Led Local Development (CLLD) grants awards following approval by the Local Action Group (LAG).

The alternative option to that being recommended, but which was discounted, included all applications being presented to Cabinet, following consideration by the LAG.

RESOLVED - That the Council be recommended to amend the Constitution to include the delegation to the Service Director, Economic Development to approve CLLD grant awards, following consultation with the Cabinet Member for Economy.

The above decisions have been made for the following reasons:

- (A) To support the successful implementation of the Gateshead Goes Local CLLD project.
- (B) To allow CLLD to be responsive to emerging opportunities and to not undermine the role of the LAG.
- (C) To support the Gateshead Thrive agenda and Vision 2030.

**C193 RESPONSE TO CONSULTATION**

Consideration has been given to a response to a recent consultation.

RESOLVED - That the response to the Transport for the North's consultation on its Draft Strategic Plan be endorsed.

The above decision has been made to enable the Council to contribute a response to the consultation.

**C194**

**COUNCIL TAX AND NON DOMESTIC RATES - TRANSFER OF UNCOLLECTABLE AMOUNTS**

Consideration has been given to the transfer of outstanding balances from Council Tax and Non-Domestic Rates (NDR) accounts, where all possible recovery action has been taken and the balances are now considered to be uncollectable.

- RESOLVED -
- (i) That the action taken by the Strategic Director, Corporate Resources under delegated powers, to transfer 2,768 accounts totalling £232,922.46 in respect of Council Tax and 158 accounts totalling £22,186.72 in respect of NDR be noted.
  - (ii) That the transfer of 1,349 accounts in respect of Council Tax balances totalling £194,346.25 be approved.
  - (iii) That the transfer of 377 accounts of NDR balances totalling £1,150,415.14 be approved.

The above decisions have been made for the following reasons:

- (A) To ensure effective management of the Council's resources.
- (B) To ensure that the Council's accounts accurately reflect the correct financial position.

**C195**

**GRANT OF LEASE - MARLEY HILL COMMUNITY CENTRE, CHURCH STREET, MARLEY HILL**

Consideration has been given to granting a lease of the trust property known as Marley Hill Community Centre to a voluntary sector organisation, pursuant to the Council's Community Asset Transfer Policy.

- RESOLVED -
- That in the Council's capacity as Trustee, a new lease of Marley Hill Community Centre be granted to the Tyneside Vineyard pursuant to the Community Asset Transfer Policy, subject to the necessary consents being obtained from the Charity Commission and the Coal Industry Social Welfare Organisation (CISWO).

The above decision has been made for the following reasons:

- (A) To manage the Trust's assets in line with the objects of the Trust and in line with the Corporate Asset Strategy and Management Plan.
- (B) To ensure delivery of the cost savings to the Trust identified in the Community Centre Review as approved by Cabinet on 26 February 2013 (Minute No C224).

**C196 SURPLUS DECLARATION OF THE SALTWELL PARK BOTTOM DEPOT, SALTWELL ROAD SOUTH, GATESHEAD**

Consideration has been given to the former Bottom Depot at Saltwell Park being declared surplus to the Council's requirements.

RESOLVED - That the property be declared surplus to the Council's requirements.

The above decision has been made to manage resources and rationalise the Council's assets in line with the Corporate Asset Strategy and Management Plan.

**C197 PETITIONS SCHEDULE**

Consideration has been given to an update on petitions submitted to the Council and the action taken on them.

RESOLVED - That the petitions received and the action taken on them be noted.

The above decision has been made to inform Cabinet of the progress of the petitions received.

**C198 EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED - That the press and public be excluded from the meeting during consideration of the remaining business in accordance with paragraph 3 of Schedule 12A to the Local Government Act 1972.

**C199 FOLLINGSBY ENTERPRISE ZONE**

Consideration has been given to:

- Awarding a grant to the developer to fund the delivery of enabling infrastructure in the Follingsby Enterprise Zone;
- Submitting a funding application to the North East Local Enterprise Partnership (NELEP) to cover the borrowing costs of the grant; and
- Delegating authority to the relevant Strategic Directors to agree the final terms of the grant(s) and funding agreement.

- RESOLVED -
- (i) That the award of a grant to Follingsby International Enterprise Park Limited to fund the delivery of enabling infrastructure to the Follingsby South site, subject to the required due diligence being carried out and to agreement on funding from the NELEP be approved.
  - (ii) That the submission of a funding application to the NELEP to cover the borrowing costs of the Council grant(s) to the aforementioned site owner/developer be approved.
  - (iii) That the Strategic Director, Corporate Services & Governance be authorised, following consultation with the Strategic Directors, Corporate Resources and Communities & Environment, to agree

the final terms and conditions of the aforementioned grant(s) and funding application.

The above decision has been made to accelerate economic growth, inward investment and job creation in the Follingsby Enterprise Zone.

## **C200 FOLLINGSBY SOUTH ENERGY PROJECT**

Consideration has been given to granting a loan to Gateshead Energy Company, for the purpose of constructing an energy scheme for Follingsby International Enterprise Park.

The alternative option to that being recommended, but which was discounted, included the Council funding, procuring and operating the scheme itself.

- RESOLVED -
- (i) That the granting of a loan to Gateshead Energy Company for the term and amount set out in the report, for the purpose of constructing on-site energy generation scheme at Follingsby International Enterprise Park be approved.
  - (ii) That the terms of the loan agreement, including any variation to incorporate additional grid connection infrastructure, be delegated to the Strategic Director, Corporate Resources and the Strategic Director, Communities and Environment.

The above decisions have been made for the following reasons:

- (A) To support the development of Follingsby International Enterprise Park and encourage economic growth within Gateshead.
- (B) To increase the amount of renewable energy generation installed in the borough.
- (C) To generate additional income for the Council.

## **C201 KEELMAN HOMES AFFORDABLE HOMES PROGRAMME**

Consideration has been given to an update on Keelman Homes forward plan for affordable homes provision within Gateshead and to the Council entering into new loan facilities with Keelman Homes to support the proposals contained within this report to provide new affordable homes and bring empty properties back into use.

- RESOLVED -
- (i) That the provision of the loan facilities to Keelman Homes, for the amount set out in the report be approved.
  - (ii) That the Strategic Director, Corporate Resources be authorised to finalise the terms of the loan agreements with Keelman Homes.

The above decisions have been made for the following reasons:

- (A) To support the increase in affordable new homes in line with the wider objectives of increasing housing supply within the Borough.

- (B) To support the initiative to bring long term empty properties back into use as affordable rented homes.

## **C202 GATESHEAD REGENERATION PARTNERSHIP PORTFOLIO OF SITES**

Consideration has been given to a review of the Gateshead Regeneration Partnership (GRP).

RESOLVED - That to ensure the best outcomes for Gateshead and the continued success of GRP, the recommendations contained in the report be approved.

The above decisions have been made for the following reasons:

- (A) To achieve maximum value from Council land assets.
- (B) To support the delivery of new homes.

## **C203 EU FUNDING OPPORTUNITIES**

Consideration has been given to the Council being a partner in an application for European Social Fund (ESF) funds and to providing match funding to deliver digital skills training that will support economic growth, productivity and social mobility.

RESOLVED - (i) That the Council being a named partner in the Sunderland Software City full ESF application and if successful, providing match funding of the amount set out in the report be approved.

(ii) That subject to (i) above, the Council nominate and support up to 50 employees to undertake digital training through the project.

The above decisions have been made for the following reasons:

- (A) To maximise opportunities for economic growth in Gateshead.
- (B) To maximise the opportunities for business growth in the digital technology sector; creating good quality employment.
- (C) To improve business competitiveness through technology adoption leading to job creation and safeguarding.
- (D) To maximise opportunities for residents to gain digital skills.
- (E) To increase the number of residents with basic level skills.
- (F) To maximise career progression opportunities for employees through the development of digital skills.
- (G) To maximise available external funding opportunities.
- (H) To support Vision 2030 and Thrive pledges.



Copies of all reports and appendices referred to in these minutes are available online and in the minute file. Please note access restrictions apply for exempt business as defined by the Access to Information Act.

The decisions referred to in these minutes will come into force and be implemented after the expiry of 3 working days after the publication date of the minutes identified below unless the matters are 'called in'.

Publication date: 26 April 2018

**Chair.....**

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**REPORT TO CABINET**  
**22 May 2018**

**TITLE OF REPORT:** Tenders for the Supply of Goods and Services

**REPORT OF:** Mike Barker, Strategic Director, Corporate Services and Governance

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**Purpose of the Report**

1. The purpose of this report is to ask Cabinet to consider the tenders received for the:
  - i) contract for the Provision of Extra Care Services; and
  - ii) contract for the Supply of LED Luminaires.
2. The background to these contracts is contained in the attached appendices.

**Proposal**

3. Cabinet is asked to agree the recommendations below.

**Recommendations**

4. It is recommended Cabinet agrees:
  - i) That the tender received from The Human Support Group Ltd be accepted for the Provision of Extra Care Services for a 60 month period commencing 3 September 2018, with an option to extend for up to a maximum of 24 months.
  - ii) That the tender received from Marwood Limited be accepted for the Supply of LED Luminaires for a 24 month period commencing 1 June 2018, with the option to extend for a further 2 x 12 month periods.

For the following reason:

A comprehensive evaluation of the tenders received has been undertaken. The recommended tenders are the most economically advantageous tender submitted.

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**CONTACT:** Andrea Tickner

extension: 5995

## **Contract for the Provision of Extra Care Services**

### **Policy Context**

1. The Contract for the Provision of Extra Care Services has been organised in accordance with the Council's Contract Procedure Rules.

### **Background**

2. The contract is being arranged on behalf of Care Wellbeing and Learning. It is for a 60 month period commencing 3 September 2018 with an option to extend for up to a maximum of 24 months.
3. The purpose of this contract is to provide extra care for over 55's in Gateshead, at Callendar Court and Angel Court. The aim of the contract is to enable Service Users receiving home support to remain in the environment of their choice for as long as possible and to enable them to lead a good quality of life. This service is currently directly provided by the Council.
4. The estimated annual value of the contract is £663,000 plus an amount payable in respect of the additional costs arising from the TUPE of Council employees, up to the value of £120,000.
5. Tenders were received from the following companies:

Dale Care Services Ltd, Co Durham  
The Human Support Group, Manchester

A comprehensive evaluation of the tenders has been undertaken against the following criteria:

- Mandatory requirements: Grounds for Exclusion, Modern Slavery Act 2015, Insurance, Environmental Management, Compliance with Equality Legislation, Health and Safety, Adult Safeguarding, Technical and Professional Ability.
- Quality requirements including transitional arrangements, recruitment and retention of staff, reducing isolation and supporting daily activities, management of the budgeted hours, workforce skills, long -term service/continuity of care, quality of service delivery
- Price

### **Consultation**

6. Consultation has taken place and is ongoing with Service Users and their families/carers, Council employees currently providing the Service at Callendar Court and Angel Court and Trade Unions.

## **Alternative Options**

7. The anticipated value of this contract exceeded the threshold requiring competitive tenders to be invited in accordance with the EU Public Procurement Directives; therefore there are no alternative options.

## **Implications of Recommended Option**

### **8. Resources:**

- a) **Financial Implications** – The Strategic Director, Corporate Resources confirms that the cost of this service is within the allocated budget 2018/19 and will deliver the £150,000 saving associated with the recommissioning of these services.
- b) **Human Resources Implications** – The recommissioning of the care provided in the two extra care schemes (Angel and Callendar Courts) will result in the TUPE transfer of eight Council employees (4.75 FTE) to the new provider. Consultation has taken place with the employees and trade unions up to the point of contract award. Further consultation will be undertaken in accordance with the TUPE Regulations to ensure a smooth transfer.
- c) **Property Implications** - Nil

### **9. Risk Management Implication – Nil**

10. **Equality and Diversity Implications** – The recommended tenderer meets the legal obligations of the Equality Act 2010.

### **11. Crime and Disorder Implications – Nil**

### **12. Health Implications - Nil**

### **13. Sustainability Implications – Nil**

### **14. Human Rights Implications - Nil**

### **15. Area and Ward Implications -Nil**

## **Background Information**

16. The documents that have been relied on in the preparation of the report include the received tenders.

## **Contract for the Supply of LED Luminaires**

### **Policy Context**

1. The Contract for the Supply of LED Luminaires has been organised in accordance with the Council's Contract Procedure Rules.

### **Background**

2. The contract is being arranged on behalf of Communities and Environment, Street Scene, Highways, Drainage and Street Lighting.
3. The procurement was conducted as a mini competition carried out under OJEU compliant Yorkshire Purchasing Organisation (YPO) Framework and the contract is for a 24 month period with the option to extend for a further 2 x 12 month periods commencing 1st June 2018.
4. The purpose of the contract is to procure Replacement LED Luminaires (i.e lanterns) for Street Lighting across the Borough of Gateshead to contribute towards a reduction in the Council's Carbon Footprint and make significant savings in revenue costs associated with street lighting energy.
5. The estimated annual value of the contract is £800,000.
6. Tenders were received from the following companies:

CU Lighting Limited, Hertfordshire  
Marwood, Kent  
Smith Bros (Caer Conan), Doncaster  
Snapfast, Gateshead  
Urbis Schröder, Hampshire

A comprehensive evaluation of the tenders has been undertaken against the following criteria:

- Mandatory requirements: Grounds for Exclusion, Modern Slavery Act 2015, Insurance, Health and Safety, Environmental Management, Compliance with Equality Legislation.
- Quality requirements including Essential Technical Criteria, Scored Technical Criteria, Design Criteria, Energy Efficiency, Representative Samples.
- Price

### **Consultation**

7. Consultation has taken place with an electrical design consultant, Stainton Lighting Design Services, to advise and determine the technical requirements for this contract.

## **Alternative Options**

8. The anticipated value of this contract exceeded the threshold requiring competitive tenders to be invited in accordance with the EU Public Procurement Directives therefore for efficiency purposes we used an existing compliant framework (YPO) which met our requirements.

## **Implications of Recommended Option**

### **9. Resources:**

- a) **Financial Implications** – The Strategic Director, Corporate Resources confirms that the costs of the scheme can be met from the Capital Programme.
- b) **Human Resources Implications** – Nil
- c) **Property Implications** - The contract will provide for replacement luminaires for main and distributor roads within the Borough.

### **10. Risk Management Implication – Nil**

11. **Equality and Diversity Implications** – The recommended tenderer meets the legal obligations of the Equality Act 2010.

### **12. Crime and Disorder Implications – Nil**

### **13. Health Implications – Nil**

14. **Sustainability Implications** – Replacement LED Luminaires for Street Lighting in the Borough of Gateshead are being procured to contribute towards a reduction in the Council's carbon footprint.

### **15. Human Rights Implications - Nil**

### **16. Area and Ward Implications -Nil**

## **Background Information**

17. The documents that have been relied on in the preparation of the report include the received tenders.

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**TITLE OF REPORT:** Chopwell and Blackhall Mill 10 Year Plan

**REPORT OF:** Paul Dowling, Strategic Director, Communities and Environment

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### **Purpose of the Report**

1. Cabinet is asked to agree the Chopwell and Blackhall Mill 10 Year Plan (“the Plan”), its implementation from summer 2018 and to the potential cumulative allocation of up to £1m investment based on the indicative costs assigned to the key actions requiring Council investment over the 10-year life of the Plan.

### **Background**

2. Previous attempts have been made to address socio economic issues and support sustainability in Chopwell with some limited success. However, the longer-term regeneration initiatives such as house building, that are key to the area’s future vitality have been stifled due to wider issues like the broader economic climate, austerity and the impact of regeneration across other local authority boundaries. This Plan incorporates these elements within a wider socio-economic approach to the area. Appendix 1 offers additional background information.
3. Cabinet agreed (July 2017) the development of a sustainable communities’ plan for Chopwell in consultation with local residents. It considered and agreed (December 2017) the key themes emerging from the initial consultation and to receive this report seeking agreement on the high-level plan and its implementation from the summer of 2018.
4. The Plan (appendix 2 offers the current iteration for consideration) sets out the key costed high-level actions requiring Council investment to help improve the future sustainability of the villages.

### **Proposal**

5. The Chopwell and Blackhall Mill 10 Year Plan reflects local needs and has been developed with the community through two phases of community consultation. Whilst it currently captures the community’s priorities, main areas for improvement and likely delivery timescales, it will undoubtedly evolve and change over the Plan’s lifetime.
6. The Plan comprises a range of short, medium and long-term actions, some of which have commenced and/or are deliverable within existing budget envelopes. Others will require further detailed design, third party investment, external funding bids (for example private sector housing developments) and may be subject to statutory permissions (for example Development Control). The Plan aims to capture the breadth and extent of the actions proposed so far and where possible, at this time, will identify indicative associated costs, some of which are sought as part of this report.

7. It is proposed that the Plan be implemented from the summer of 2018 subject to Cabinet's agreement and that any assigned resources are deployed over its lifetime, retaining flexibility to redirect/reallocate if necessary. For example, some realignment may be required to respond to new opportunities (such as match funding or Council led development) or where external factors impact on the deliverability of specific actions (such as market conditions and third-party investment/development).
8. In addition to informing the Plan, the community recognises and embraces its key role as one of the main delivery partners, through its community infrastructure, volunteering and community led development. This community led development role includes aspirations to redevelop the dilapidated and privately owned "Chopwell Hotel". Improving the Hotel, which occupies a prominent central position on Chopwell Front Street, would offer a tangible public realm improvement along with increasing local infrastructure. Subject to feasibility, Council investment to purchase the site or secure an option to purchase the site will be specifically costed and included as part of the Plan. This potentially could become a business centre for the Chopwell area.
9. The Council is also leading an ERDF bid to support a circa £15m investment (£8m Council contribution), focused on Chopwell and Blackhall Mill which complements and is included as part of the Chopwell Plan. If successful, it will help to reduce fuel poverty and improve housing comfort and quality by offering energy efficiency measures such as solid wall insulation and solar panels from 2020.
10. Based on the initial costs associated with the sum of the Plan's key actions it is estimated that Council investment of up to £1m is required to stimulate the implementation of the Plan. It is anticipated that by front loading the Council's investment this will encourage external investment and generate additional resources as the plan matures.
11. Cabinet will be asked to agree any significant projects or deviations from the Plan as part of an ongoing annual review process.
12. Subject to Cabinet agreement, it is proposed to implement the Plan from June 2018 in partnership with the local community along with any associated communications/publicity.

## **Recommendations**

13. It is recommended that Cabinet:
  - (i) Agrees the Chopwell and Blackhall Mill 10 Year Plan and its implementation from June 2018.
  - (ii) Agrees to receive an annual review report that updates on delivery progress and informs ongoing resource allocation assigned to the Plan.
  - (iii) Agrees to the allocation of up to £1m for the implementation of the specifically identified costed actions within the Plan.

For the following reasons:

- (i) To ensure investment is targeted in the most appropriate way and that it is focused on long term outcomes and community needs.
- (ii) To support sustainable housing and economic growth.
- (ii) To support the Council's Thrive pledges.

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**CONTACT:** Gary Carr

extension: 2043

## APPENDIX 1

### Policy Context

1. The proposal supports Vision 2030 by contributing to City of Gateshead, Sustainable Gateshead and Gateshead Volunteers Big Ideas.
2. The proposals also support all five pledges within Making Gateshead a Place Where Everyone Thrives. Each of the themes identified through the consultation contributes toward the pledges.

### Background

3. Chopwell faces a variety of challenges including a declining population, low demand for properties, poor retail offer, low economic base and other social economic deprivation. These challenges, compounded by rural isolation, require the Council's intervention to stimulate an improved housing and economic offer to support the future viability of the area. A number of previous development-led plans for Chopwell have had limited effect, with some successes including the time limited private sector landlord licensing (2010-15) and some small scale environmental improvements. However, the more strategic, longer term interventions required have experienced difficulties due to the broader economic climate, austerity agenda and impact of developments across local authority boundaries. It was also accepted at the time that interventions would be dependent upon availability of resources.
4. Much of the previous work centred on the potential housing offer, though the market was unable to support this. The number of long term voids in the area along with the lower than average property values are ongoing challenges and demand for Council homes in the area is low compared to other areas.
5. A retail survey has identified that around 50% of properties are vacant which will impact upon the economic viability of the area including its visitor appeal.
6. The Core Strategy and Urban Core Plan for Gateshead and Newcastle upon Tyne 2010-2030 identified specific sites in Chopwell to be progressed. Land was allocated for 305 homes on two specific sites at Middle Chopwell and South Chopwell. In addition, the Heartlands site has been earmarked for development through the Gateshead Regeneration Partnership in the period after 2020. The existing challenges and constraints of the site along with the current economic climate currently make it a difficult site to develop at this stage in the partnership.
7. The Chopwell and Blackhall Mill 10 Year Plan incorporates these developments and community led elements within wider socio-economic framework for the area that will evolve as part of its implementation.

### Progress so far

8. Initial consultation took place in October/November 2017, comprising a door to door and online survey (86 responses) and three public engagement meetings (over 100 attendees). Findings from the consultation were then used to inform a draft action

plan that was taken back out to a further consultation event requested by the Community in March 2018 ahead of seeking Cabinet's agreement for the Plan in May 2018.

9. The consultation questions were designed to be open, exploring what was good about the area as well as what could be improved, and were consistent throughout the consultation process. Consequently, responses differed in terms of breadth, detail and content and at times were contradictory. There was a good balance between positive and negative responses with many valuing the rural, countryside location and strong community spirit. There was recognition that the community could do a lot to help with improving the villages but that investment and support was essential to make lasting change. Responses were grouped into emerging themes, with potential actions and identified leads to create the Plan.
10. The emerging themes were Housing; Environment and Public realm; Economy; Citizenship; Transport and Community safety. The resulting proposed actions range from immediate small-scale actions such as tackling litter to long term interventions to improve the area's vitality and sustainability, such as improved housing and retail provision and employment/business opportunities. It is recognised that the Plan will evolve with its implementation over its lifetime and actions may need to change to reflect this.
11. The consultation with the community confirmed that residents and businesses should play an active role in helping to implement the Plan to improve the sustainability of the area. Numerous local community groups have confirmed that they will look to increase volunteering, oversee local community led development and take more responsibility for some of the village's local assets. Businesses are exploring the potential of developing a local business forum and a new Neighbourhood Watch initiative has been established with over 600 members. The Community has successfully engaged both Newcastle University and University of Northumbria to explore the future viability of the village and the feasibility of some of the Community's aspirations.

### **Proposal and resources to deliver**

12. Having consulted Cabinet, relevant Portfolios, ward councillors and the local community a range of key actions have been identified for inclusion in the Plan that help meet the following high-level objectives over the next 10 years:
  - Improve the local housing offer through housing development that achieves the right balance of homes available in Chopwell. This includes matching land supply and viability for development. It also includes exploring options to maximize the potential of the existing housing stock.
  - Support economic growth with a stronger more viable business presence building on the strengths of Chopwell and Blackhall Mill.
  - Maximize local connectivity and transport links
  - Improve the local environment and public realm of the village.
  - Continue to work with the local community to maximize its potential to contribute towards the sustainability and viability of the local area
  - Ensure the community feels safe.
  - Promote Chopwell and Blackhall Mill to make the most of the rural location, history and heritage.

13. Whilst the Plan captures the community's priorities, main areas for improvement and anticipated delivery timescales, it will undoubtedly evolve and change over the Plan's lifetime.
14. Furthermore, the nature and unpredictability of market conditions, a reliance on third party investment and development, along with maximizing any opportunities for external/additional resources necessitate flexibility in the allocation of resources. This includes retaining an ability to shift between revenue and capital allocations along with profiling over the 10-year life of the Plan.
15. The local community has already recognized and embraced its key role as one of the main delivery partners, through its community infrastructure, volunteering and community led development. This community led development role includes aspirations to redevelop the dilapidated and privately owned "Chopwell Hotel". Improving the Hotel, which occupies a prominent central position on Chopwell Front Street, would offer a tangible public realm improvement along with increasing local infrastructure. Subject to feasibility, Council investment to purchase the site or secure an option to purchase the site will be specifically costed and included as part of the Plan.
16. The Council is also leading an ERDF bid to support a circa £15m investment (£8m Council contribution), focused on Chopwell and Blackhall Mill, which complements and is included as part of the Chopwell Plan. If successful, it will help to reduce fuel poverty and improve housing comfort and quality by offering energy efficiency measures such as solid wall insulation and solar panels from 2020. It is likely that dedicated staffing resources will be required though the Plan to help deliver this capital initiative.
17. Based on the initial costs associated with the sum of the Plan's key actions it is estimated that Council investment of up to £1m is required to stimulate the implementation of the Plan. It is anticipated that by front loading the Council's investment this will encourage external investment and generate additional resources as the plan matures.
18. Subject to Cabinet's agreement the Plan will be implemented from the summer of 2018.
19. It is proposed that the Plan will be reviewed annually by Cabinet to receive updates on delivery and agree any significant projects or deviations from previous iterations. Relevant Portfolios and Chopwell and Rowlands Gill Ward Councillors, supported by bespoke officer working arrangements, will review the plan at least on a six-monthly basis.

### **Consultation**

20. This report has been prepared following consultation with Cabinet Members and Chopwell and Rowlands Gill Ward Councillors.

### **Alternative Options**

21. The alternative options would be to either take a lower level approach to intervention in the area or to take no action to intervene. While the former would

utilise fewer resources it would be unlikely to make a long-lasting impact given the interrelated issues within the area. The latter would leave the area to market forces and current analysis suggests that this is failing to make real or sustainable improvement.

22. Although at an early stage, it is suggested that the recommended option would offer the best chance in shaping Chopwell and Blackhall Mill for the future and contributing towards longer term sustainability.

### **Implications of Recommended Option**

**23. Resources:**

- a) **Financial Implications** – The Strategic Director, Corporate Resources confirms that the cost of the individual proposals within the 10 year Plan will be addressed within the revenue and capital budgets as appropriate, subject to an assessment of their viability, when further details are known.
- b) **Human Resources Implications** – There are no direct human resource implications arising from this report.
- c) **Property Implications** - There are no direct implications arising from this report.

24. **Risk Management Implication** - There are no risk management implications for the Council from the proposals.

25. **Equality and Diversity Implications** - There are no direct implications arising as result of the proposals described in the report, though the resulting plan would identify and assess any implications relating to equality and diversity and protected characteristics, with actions identified to mitigate potential adverse impact.

26. **Crime and Disorder Implications** – The consultation identified community safety issues and the Plan includes actions to be to address these concerns as part of its implementation.

27. **Health Implications** - There are no direct health implications resulting from this report, the Plan will contribute to healthier communities in the Chopwell and Blackhall Mill area.

28. **Sustainability Implications** - The proposals aim to support the area to be more sustainable including housing and economic growth potential.

29. **Human Rights Implications** - There are no implications arising from this report. Any further recommendations that have Human Rights implications will be reported to Cabinet.

30. **Area and Ward Implications** - The proposal affects Chopwell and Rowlands Gill ward in the West area, however, any successful regeneration would potentially benefit other nearby rural communities.

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## Appendix 2 - Chopwell and Blackhall Mill 10 Year Plan

You said (key themes and concerns highlighted through community consultation)	We will do (key actions proposed , these may be dependent on resources or the local community's involvement and help)	Progress so far and relevant contact information	Timescale (in months / years if possible)	Cost (identify whether required or secured (£))	
Housing					
Page 25	<b>Provision of good quality new homes on appropriate vacant sites to support healthy and diverse communities</b>	Secure development of key allocated housing sites – Heartlands (220 homes), South Chopwell (216 homes) and Middle Chopwell (89 homes)	<ul style="list-style-type: none"> <li>Heartlands site - allocated to Gateshead Regeneration Partnership – site investigations undertaken, results expected May 2018</li> <li>South Chopwell – initial discussions with developer held</li> </ul>	July 2018 options	£45K secured
		Further site feasibility works		Oct 2018	£25K (+VAT) reqd
		Masterplan development (where required)		Dec 2018	£25k (+VAT) reqd
		Necessary infrastructure and remediation works to relevant sites		TBC	TBC
		Potential remediation works for former Collinson's site		TBC	£50K reqd
	Explore/secure development of other small council owned sites	Initial site identification underway	TBC	TBC	
	Further site feasibility works		TBC	TBC	
	Necessary infrastructure and remediation works to relevant sites		TBC	TBC	
<b>Private rented sector housing</b>	The Council's Private Sector Housing Team will respond residents' concerns about <ul style="list-style-type: none"> <li>Property condition,</li> <li>Tenants requests for help about the standard of their rented home,</li> <li>Carrying out inspections and taking necessary action to ensure homes are up to standard</li> </ul> Ensuring tenants receive the support that they need to manage and sustain their tenancies.	Concerns can be raised by contacting <a href="mailto:privatesectorhousingcivic@gateshead.gov.uk">privatesectorhousingcivic@gateshead.gov.uk</a> or contacting the Private Sector Housing Team on 0191 4332350	Ongoing	Within service budget	
	The Council's Private Sector Housing Team will respond to requests for help from private	Concerns can be raised by contacting <a href="mailto:privatesectorhousingcivic@gateshead.gov.uk">privatesectorhousingcivic@gateshead.gov.uk</a> or	Ongoing	Within service budget	

You said (key themes and concerns highlighted through community consultation)	We will do (key actions proposed , these may be dependent on resources or the local community's involvement and help)	Progress so far and relevant contact information	Timescale (in months / years if possible)	Cost (identify whether required or secured (£))
Page 10	landlords and tenants about tenancy related matters that may be causing the tenant to be at risk of becoming homeless.	contacting the Private Sector Housing Team on 0191 4332350		
	The Council's Private Sector Housing Team will deliver the Housing Benefit Tenancy Service; targeted and proactive inspections of those private rented homes most likely to be of a poor standard, and most likely to be occupied by the most vulnerable. Offers upfront tenancy support and can take action where homes are found to be of a poor standard.	Concerns can be raised by contacting <a href="mailto:privatesectorhousingcivic@gateshead.gov.uk">privatesectorhousingcivic@gateshead.gov.uk</a> or contacting the Private Sector Housing Team on 0191 4332350	Ongoing	Within service budget
	The Council's Private Sector Housing Team will investigate allegations of noise or anti-social behaviour associated with private homes and take action to resolve these.	There is a dedicated officer covering Chopwell and Blackhall Mill (Alan Liddle – 0191 433 3914). Concerns can be raised by contacting <a href="mailto:privatesectorhousingcivic@gateshead.gov.uk">privatesectorhousingcivic@gateshead.gov.uk</a> or contacting the Private Sector Housing Team on 0191 4332350		Within service budget
<b>Council owned stock</b>	The Gateshead Housing Company will investigate allegations of noise or anti-social behaviour associated with Council owned homes and to take action to resolve these.	Concerns can be raised by telephoning the local housing office 0191 4336202 or e-mailing <a href="mailto:blaydonoffice@gatesheadhousing.co.uk">blaydonoffice@gatesheadhousing.co.uk</a>	Ongoing	Within service budget
<b>Community housing stock management</b>	Explore/consider any opportunities for community ownership/management schemes.	None identified to date	Over the life of the plan	
<b>Address fuel poverty and improve home comfort</b>	The Council hopes to be able to implement a scheme aiming to reduce fuel poverty and improve housing comfort and quality by offering energy efficiency measures such as solid wall insulation and solar panels. This is dependent on funding being secured.	An outline bid for European funding called "A sustainable future for Chopwell" has been submitted to the European Regional Development Fund, with the outcome due at the end of this month. If the funding bid is successful, the project aims to be live in 2020.	Subject to successful bid Jan 2019-Dec 2021	Subject to successful bid £15.3m capital of which: • £8m external (sec) • £7.3m Council £625,606 revenue of which: £265K reqd towards 50% match

You said (key themes and concerns highlighted through community consultation)	We will do (key actions proposed , these may be dependent on resources or the local community's involvement and help)	Progress so far and relevant contact information	Timescale (in months / years if possible)	Cost (identify whether required or secured (£))
<b>Work to reduce/tackle the number of empty dwellings in the neighbourhood</b>	Explore opportunities to bring back empty homes into use	Initial scoping underway– Properties to be targeted that will increase critical mass in terms of ownership to support viability of above energy scheme.	Ongoing	<b>£300k reqd to support programme of empty homes acquisitions (Purchase and Repair) To seek additional grant from Homes England.</b>
	The Council's Private Sector Housing Team will respond to residents' concerns about empty properties and take action to ensure these are maintained in a safe condition, protected from unauthorised access, free from refuse accumulation, and brought back into use at the earliest opportunity	Concerns can be raised by contacting <a href="mailto:privatesectorhousingcivic@gateshead.gov.uk">privatesectorhousingcivic@gateshead.gov.uk</a> or contacting the Private Sector Housing Team on 0191 4332350	Ongoing	<b>Within service budget</b>
<b>Environment and Public Realm</b>				
<b>Improve the appearance of Chopwell's Public Realm</b>	The Council will undertake a spring initiative to clean and tidy up the villages, working with the local community for maximum impact and sustainability	Initial internal discussions have commenced	To be scheduled	<b>£20K reqd for additional equipment/hire and activities above agreed standard levels - then within service budget</b>
	The Council will respond to requests for service for general cleaning and grounds maintenance enquiries.	Residents can report concerns by telephoning 0191 4333000 or e-mailing: <a href="mailto:customerservices@gateshead.gov.uk">customerservices@gateshead.gov.uk</a>	Ongoing	<b>Within service budget</b>
	The Community has local gardening group as part of the Chopwell Regeneration Group (CRG)	A range of small community planting events were held in 2017 Volunteers can join by contacting them at <a href="mailto:team@chopwell.org">team@chopwell.org</a>	Ongoing	
	Chopwell Regeneration Group and Friends of Chopwell Park will oversee community litter picks.	A number of litter picks have been held in the village. Volunteers can join local groups by contacting them directly at <a href="mailto:team@chopwell.org">team@chopwell.org</a> and <a href="mailto:friendsofchopwellpark@gmail.com">friendsofchopwellpark@gmail.com</a>	Ongoing	

You said (key themes and concerns highlighted through community consultation)	We will do (key actions proposed , these may be dependent on resources or the local community's involvement and help)	Progress so far and relevant contact information	Timescale (in months / years if possible)	Cost (identify whether required or secured (£))
<b>Ensure the winter maintenance programme is effective</b>	The Council will work with the local community on delivering an effective winter maintenance programme (gritting/grit provision)	Local community influenced and engaged in an effective winter maintenance programme during the recent bad weather	Ongoing	Within service budget
	Some residents have volunteered to help clear roads/spread grit as part of the winter maintenance programme.	The community has held discussions and volunteers have been identified.	In preparation for winter 2018	Within service budget
<b>Chopwell Park improvements/actions</b>	Friends of Chopwell Park to work with the Council to explore any opportunities for taking greater long term responsibility for the Park/Pavilion	Some initial discussions have been held regarding the issue of a licence for using the Park  Building condition is being assessed to gauge the building's future viability	Currently being pursued  May 2018	<b>£10K reqd</b> (to improve/repair Pavilion if future viability is established)
	The community would like to develop a "Pump Track" and create a cycling hub in Chopwell and Blackhall Mill.	Friends of Chopwell Park exploring feasibility and will continue to work with the Council towards this ambition	Ongoing	
	The Chopwell community will establish a community orchard along with community education to upskill residents for the future with support from the Council	Initial planting done and discussions ongoing	Ongoing	
<b>Economy</b>				
<b>Support for local businesses</b>	Undertake a feasibility study for local business development and support to inform future priorities and development opportunities	A feasibility study to identify which businesses are likely to have the best chance of success in the area and complement the existing business offer is being undertaken by Newcastle University on behalf of the wider community.		
	Help with local business promotion and networking opportunities	Initial discussions have commenced on holding a local business engagement event to progress specific actions within this plan		
		Local businesses are being encouraged to join 'Gateshead Business Network' (a free-to-access membership group for the whole of Gateshead). Members receive business news updates, event alerts and information on funding opportunities. Each member is provided with an online company profile and access to information on other Gateshead Business Network members.		

You said (key themes and concerns highlighted through community consultation)	We will do (key actions proposed , these may be dependent on resources or the local community's involvement and help)	Progress so far and relevant contact information	Timescale (in months / years if possible)	Cost (identify whether required or secured (£))
		Consideration is being given by Chopwell Regeneration Group to establishing a local business group if there is sufficient interest.	To be developed	
		Local businesses can advertise free on the 'chopwell.org' website and to raise awareness of new offers or projects on its Facebook page. Local businesses could develop these links further and use Chopwell Regeneration Group events to publicise their businesses. Contact <a href="mailto:team@chopwell.org">team@chopwell.org</a> for more information	Ongoing	
	Work with the local community to explore and support any opportunities for the community to take a more direct role in running local businesses if required/desired. This would be subject to ensuring appropriate due diligence was in place	Chopwell Regeneration Group has expressed an interest in considering opportunities	As opportunities present	
<b>Creating local training opportunities</b>	Explore and support local training opportunities	A pilot bike recycling project aimed at unemployed people in Chopwell has been established. The potential exists to develop further skills training initiatives	Ongoing	
	Chopwell based businesses will be targeted/encouraged to access the support available through Gateshead College (which has European Social Fund funding to deliver training to North East based businesses looking to develop the skills of their workforces (including self-employed and business owners).		Subject to funding	<b>£2.5K reqd</b>
<b>Creating/sustaining local business accommodation</b>	Explore feasibility of introducing a property improvement scheme to incentivise owners to undertake external shop-front improvements and/or internal fit-out (linked to demand identified in the feasibility study above)		Subject to funding	<b>£50k reqd</b>
	An external 'window dressing' scheme could be introduced to improve the appearance of vacant commercial properties		As above	Included above
	Explore and support the local ownership and/or management of key commercial buildings - the Chopwell Hotel, betting shop & flats. This may	Some initial community discussions have started	Dependent on funding being available and	<b>£150K reqd (relating to the Chopwell Hotel)</b>

You said (key themes and concerns highlighted through community consultation)	We will do (key actions proposed , these may be dependent on resources or the local community's involvement and help)	Progress so far and relevant contact information	Timescale (in months / years if possible)	Cost (identify whether required or secured (£))
	enable the community to lead on more comprehensive refurbishment programmes		owners being receptive	
	Explore potential of selective demolition of derelict commercial properties (subject to necessary permissions). This would improve the public realm and concentrate the local provision of viable business accommodation			<b>TBC</b>
	Explore opportunities to improve the availability of light industrial / workshop space in the area new units could be built if there is sufficient demand e.g. on Whittonstall Road		Subject to funding and demand	Potentially up to <b>£570K reqd</b> (based on 4 600sq ft workshops)
<b>Employment Support</b>	Explore and support ways of improving local employment support services (currently limited - digital job search assistance provided by volunteers every Wed & Fri for two hours at Chopwell Community Centre) by extending operating times and securing input from partners.	This would be subject to partner organisation being willing/able to commit resources to enhance provision.		Costs estimated at <b>£2,500 pa reqd</b> for extended hire of Chopwell Community Centre.
<b>Improve broadband connectivity</b>	Ensure that broadband connectivity is secured for all premises in Chopwell	The majority of premises in Chopwell can now obtain superfast broadband.		
<b>Support local tourism/ economy</b>	Collectively we will consider how best to use and promote Chopwell Woods as a unique economic asset with great potential. This could include exploring a new entrance into the woods via Chopwell with clear signage and a car park that may bring more passing trade and potentially footfall to Chopwell. Local businesses can tailor their offer to these visitors.	Some community discussion and exploration has started.		
	Examine the potential for a farmers / traders market	The community is currently exploring this idea with lots of interest from local craft makers		
<b>Citizenship</b>				
<b>Work with and develop local community groups, organisations and community assets</b>	The Council will continue to work with and support local community groups and local assets as part of the support offered through Neighbourhood Management and Volunteering Team's boroughwide role	<ul style="list-style-type: none"> <li>• Working relationships already established with Chopwell Community Association, Blackhall Mill Community Association, Friends of Chopwell Park and Chopwell Regeneration Group</li> <li>• Place Based Social Action bid submitted for Community Action – unfortunately unsuccessful</li> </ul>	Ongoing	Within service budget

You said (key themes and concerns highlighted through community consultation)	We will do (key actions proposed , these may be dependent on resources or the local community's involvement and help)	Progress so far and relevant contact information	Timescale (in months / years if possible)	Cost (identify whether required or secured (£))
Page 3	Explore/secure additional development capacity for dedicated community development for Chopwell and Blackhall Mill			
	Explore/secure additional development capacity for dedicated community worker to tackle poverty in Chopwell and Blackhall Mill	Chopwell Community Association/Chopwell Regeneration Group have bid for a part time worker – currently developing funding request		
	Explore opportunities to offer local activities for young people in the villages. This could include utilizing Chopwell Community Centre's Youth Wing more or other local assets such as Chopwell Park.  This will depend on resources being available and suitably qualified staff	Some initial discussion underway and links closely with the aspirations of Friends of Chopwell Park and their work within the Pavilion.  Initial discussions held with Big Lottery		
	The community hopes to work with Digital Voice to try and find out more about what young people in Chopwell actually want to see and benefit from here before deciding what projects we would like to put in place.			
<b>Increase local volunteering</b>	Promote and increase local volunteering to help support/resource the many local community projects that are already happening, planned or desired.	Ongoing relationships established between the Council and many local community groups		
	The Council's Neighbourhood Management and Volunteering team will promote volunteer opportunities and signpost suitable volunteers to appropriate tasks and roles. This includes individuals, groups and corporate enquiries.	For further information please contact Kate Marshall by e-mailing <a href="mailto:katemarshall@gateshead.gov.uk">katemarshall@gateshead.gov.uk</a>		Within service budget
	The Council's Neighbourhood Management and Volunteering team will support volunteers and voluntary groups to maximize and sustain across in the neighbourhood.	For further information please contact Kate Marshall by e-mailing <a href="mailto:katemarshall@gateshead.gov.uk">katemarshall@gateshead.gov.uk</a>		Within service budget
	The Council will host Volunteers Month throughout June 2018 which will include recording of volunteer hours across the month, promoting available funding for projects (accessible through the Community Foundation's Volunteers Month Grant 2018)	Community Foundation funding will be live from April/May 2018. For further information please contact Kate Marshall by e-mailing <a href="mailto:katemarshall@gateshead.gov.uk">katemarshall@gateshead.gov.uk</a>		Within service budget

You said (key themes and concerns highlighted through community consultation)	We will do (key actions proposed , these may be dependent on resources or the local community's involvement and help)	Progress so far and relevant contact information	Timescale (in months / years if possible)	Cost (identify whether required or secured (£))
<b>Improve community communication and networking</b>	Explore opportunities to establish a joint community forum/regular meeting to network, facilitate greater joint working and offer a more co-ordinated engagement mechanism for the village	Some initial community discussion is underway  Initial discussions held with Big Lottery		
<b>Transport</b>				
<b>Work with transport providers to minimize fares and ensure timetabling/routes and reliability reflect local needs</b>	Set up a West Gateshead Bus Alliance (to consider west specific bus services involving the Council, Go North East and Nexus to deal with issues raised around fares, routing, timetabling, reliability, information etc.	Expected to begin July 2018	Ongoing once established	Within existing budgets
	Review of bus services (in conjunction with the Alliance above)	Dependent on above – expected Spring 2019		Within existing budgets
	Develop real time bus information and smart ticketing	First Stage ERDF Funding Bid Submitted If successful – expected Jan 2019 – 2021		Incorporated in ERDF bid above
	Extending bus priority (for example bus lanes)	Schemes linked to new housing developments along A694	Up to 2030	£0.95m (secured subject to housing dev)
<b>Encourage sustainable travel</b>	Create a community electric vehicle hub with charging facilities and pool cars (linked to ERDF bid above)	First Stage ERDF Funding Bid Submitted If successful – expected Jan 2019 – 2021		Incorporated in ERDF bid above
	Engagement with Chopwell Primary school	Contact made and school invited to participate in the borough's Active Travel Promotion (ATP) programme		Within existing budgets
	Cycle route improvements linked to new housing development	Schemes linked to new housing developments	Up to 2030	£0.3m (secured subject to housing dev)
<b>Improve/increase parking provision within the neighbourhood</b>	Explore potential new parking facility for Chopwell Woods	Some initial community discussion underway		To be confirmed
<b>Address inappropriate/illegal parking</b>	Joint activity between the Council and Police on effective enforcement (includes opportunities for community involvement)	Reports can be made to the Council by e-mailing <a href="mailto:ParkingandRegulation@Gateshead.Gov.UK">ParkingandRegulation@Gateshead.Gov.UK</a> or telephoning 0191 433 3155. More detailed information re: times, days of the week, vehicle details/colour etc helps enforcement. Alternatively the Police can be contacted where motorists obstruct the highway/footpath.		



You said (key themes and concerns highlighted through community consultation)	We will do (key actions proposed , these may be dependent on resources or the local community's involvement and help)	Progress so far and relevant contact information	Timescale (in months / years if possible)	Cost (identify whether required or secured (£))
<b>Tackle speeding in the neighbourhood</b>	Review and undertake traffic/speed control measures where necessary	Speed surveys done on Mill Road (2016) and South Road (Feb 2018) – both surveys did not identify speeding as a concern		Within existing budgets
	Joint activity through community, Police and Council initiatives	Local community volunteers can participate in the Voluntary Speed initiative by contacting Northumbria Police.		Within existing budgets
	Neighbourhood Police will continue to conduct laser speed checks and community speed checks  Mill Road, Chopwell is also a camera enforcement site.			Within existing budgets
<b>Local Highway Improvements</b>	A range of junction improvements on the A694 linked to housing development	These are dependent and linked to timescales for new housing developments along the A694	Up to 2030	£2.9m (secured subject to housing dev)
<b>Community Safety</b>				
<b>Tackle the perceived ASB problems within the neighbourhood</b>	Undertake regular police patrols will in the area Look at effective use of the ASB tools and powers legislation to target perpetrators and protect victims	Weekly operations meetings held between the Council and Police identify hot spot ASB areas.	Ongoing	Within service budget
	Neighbourhood Policing Team will talk with local residents and young people about the issues surrounding ASB.  This will include how to report concerns and what happens when they do.	The West Neighbourhood Policing Team will attend the event on 13 March 2018 to meet residents	Ongoing	Within service budget
	The Council's Private Sector Housing Team and Neighbourhood Policing Team will conduct specific targeted enquiries into individuals and premises of concern.	The Council's dedicated officer (Alan Liddle – 0191 433 3914) has been appointed and has started investigations with the Neighbourhood Policing Team.	Ongoing	Within service budget
<b>Tackle perceived alcohol/drug problems within the neighbourhood</b>	Explore feasibility/ desire for a pub watch scheme			
	Arrange test purchasing operations with the Local Authority where necessary/identified	Residents are requested to report concerns to provide greater intelligence to act.		
	Gather community intelligence and conduct intelligence led operations	Residents are requested to report concerns to provide greater intelligence to act.	Ongoing	

You said (key themes and concerns highlighted through community consultation)	We will do (key actions proposed , these may be dependent on resources or the local community's involvement and help)	Progress so far and relevant contact information	Timescale (in months / years if possible)	Cost (identify whether required or secured (£))
<b>Roll out Neighbourhood Watch and Community Messaging within the neighbourhood</b>	Support the community to establish a dedicated Neighbourhood Watch for Chopwell and Blackhall Mill  Regular police attendance at these meetings When invited	Initial meeting took place 28 Feb 2018 with approx. 60 residents  Next meeting is planned for April  Article in council news re community messaging		
<b>Perceptions of police and council working together</b>	Northumbria Police, the Council and partners will hold a targeted engagement initiative focussing on the River Streets in the summer 2018	Initial planning and scoping now well underway A targeted community event is scheduled for 4 July 2018 Feedback events built in after the first meeting	July 2018	Circa £2K secured
<b>Health</b>				
<b>Roll out the Well Newcastle Gateshead Programme within Chopwell</b>	Work with Newcastle Council to ensure that a Community Asset Based Approach is taken in this work. Intention to establish a locality stakeholder group to inform the work of the WNG steering group so as to ensure that activities undertaken are based on what the community requires.			
<b>Promote/facilitate healthy lifestyles and community led initiatives</b>	Community led walking group to be established			

**TITLE OF REPORT:** 2018 - 2019 Statutory Intervention Plan for the Food Control and Health & Safety services

**REPORT OF:** Paul Dowling, Strategic Director, Communities and Environment

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### **Purpose of the Report**

1. The report asks Cabinet to consider and recommend the Council to approve the Intervention Plan for the Food Control and Health & Safety services for 2018 - 2019.

### **Background**

2. It is a statutory requirement that the Intervention Plans for these services are considered and approved at an appropriate level on an annual basis.
3. The information required in the Health and Safety Service Intervention Plan is directed by the 'Section 18 Standard on Enforcement' of the Health and Safety at Work etc Act 1974.
4. The information required in the Food Control Service Intervention Plan is directed by the requirements of the Food Standards Agency (FSA) Framework Agreement on Feed and Food Controls by Local Authorities.

### **Proposal**

5. It is proposed that the Intervention Plan for the period 1 April 2018 to 31 March 2019 be agreed. A summary of the Plan is attached at appendix 2 and the full Plan is attached at appendix 3.

### **Recommendations**

6. Cabinet is asked to recommend the Council to agree the Intervention Plan for 2018 – 2019.

For the following reason:

To consider that effective and appropriate enforcement strategies and resources are allocated to deliver the mandatory duties placed on the Council as the enforcing authority for the regulation of businesses.

## APPENDIX 1

### Policy Context

1. The work of the Health and Safety Service is directly linked to 'Vision 2030' in particular through the Active and Healthy theme by promoting and maintaining good standards of occupational health, safety and welfare within the workplace environment.
2. The work of the Food Control Service is directly linked to 'Vision 2030' in particular through the Active and Healthy theme by ensuring the safety, hygiene and standards of food produced, supplied and consumed in Gateshead and by controlling food and water-borne illness. The service also helps in giving help and advice to small business leading to sustainable economic growth of small business.

### Background

3. The Council is an Enforcing Authority under both food safety and health & safety law and has mandatory, statutory responsibilities to enforce the relevant legislation.
4. The Government's National Priorities (as identified in the Rogers Review 2007) include:
  - 'Improving health in the workplace' because of 'the high risks posed to individuals, their families, business and the costs to the economy'
  - 'The hygiene of businesses selling, distributing and manufacturing food and the safety and fitness of food in the premises' because of the high impact in terms of numbers of deaths and ill health caused by unhygienic food businesses and the high costs to the economy
5. Development, Transport and Public Protection considers the Government's Better Regulation agenda when planning and delivering its services

### Consultation

6. The Cabinet Members for Environment and Transport and Adult Social Care & Health & Wellbeing have been consulted.

### Alternative Options

7. The Plan is based on delivery of the minimum interventions required to meet the statutory responsibilities placed on the Council using the resources currently allocated to the services.
8. Failure to deliver the minimum interventions is not an option.
9. Delivery of a more comprehensive Intervention Plan would require additional resources.

## Implications of Recommended Option

### 10. Resources

- a. **Financial Implications** – The Strategic Director, Corporate Resources, confirms that there are no additional financial implications arising from this report.
- b. **Human Resources Implications** - There are no human resource implications arising directly from this report.
- c. **Property Implications** - There are no property implications arising directly from this report

11. **Risk Management Implications** – Failure to deliver statutory responsibilities may result in government intervention.

12. **Equality and Diversity Implications** – An Equality Impact and Needs Assessment of these plans has indicated a neutral impact.

13. **Crime and Disorder Implications** – There are no crime and disorder implications arising directly from this report.

14. **Health Implications** - These statutory services have an important role in preventing ill health and harm and reducing health inequalities.

- The food service protects public health through the control of the spread of acute and chronic illness and by ensuring a safe, healthy and sustainable food chain.
- Enforcement of health and safety aims to prevent harm and ill health in the workplace. Tackling injuries and ill health at work benefits workers, businesses and society as a whole.

15. **Sustainability Implications** – There are no sustainability implications arising directly from this report.

16. **Human Rights Implications** – There are no human resource implications arising directly from this report.

17. **Area and Ward Implications** - This report affects all wards equally

## Background material

- Section 18 ‘Standard on Enforcement’, Health and Safety at Work etc Act 1974.
- Framework Agreement on Feed and Food Controls by Local Authorities, Food Standards Agency

**EXECUTIVE SUMMARY**

Despite reduced resources the Environmental Health Team of the Council still responds to over 800 accidents, food poisonings and complaints and undertakes over 1500 interventions in a wide range of premises in order to build stronger, healthier, prosperous and sustainable businesses.

The Food Standards Agency (FSA) as part of its national food safety framework agreement requires all Local Authorities to prepare a service plan which sets out how the official controls will be delivered.

The Health and Safety Code (The Code) requires Local Authorities to be transparent in their enforcement role. In order to achieve this we need to publish our intervention plan and report on our performance against that plan.

This plan sets out the overall aims of the Environmental Health Team and how the Council will deliver the food safety and health and safety enforcement functions in the financial year 2018/2019.

The plan describes the profile of businesses in the borough and the way in which this determines how the intervention programmes are planned.

It also describes the nature of service requests received and how they are managed and responded to within the service.

The resources allocated to deliver the service are set out for 2018/2019 and the ways in which business and customer satisfaction are monitored and maintained.

The plan includes a review of the work of the Environmental Health Team in 2017/2018 and the priorities and plans for the coming year.

**Development and Public Protection**

**Service Plan for the Health & Safety and Food Control Services  
2018/2019**



# Gateshead Council

## Service Plan for the Health & Safety and Food Control Services 2018/2019

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## **Foreword**

The work of the Environmental Health Team is governed by various Acts of Parliament, Official Government Guidance and reports. The main pieces of legislation covering the teams work are the Food Safety Act 1990 and the Health and Safety at Work etc. Act 1974. The team is also monitored by; and reports directly to the Food Standards Agency and the Health and Safety Executive. The following are some of the most recent reports that directly impact on the work of the team.

### **The Code**

The National Local Authority Enforcement Code (The Code) relates to the health and safety service and was published in 2013 by the HSE. It has been developed in response to a recommendation by Professor Löfstedt, for the HSE to be given a stronger role in directing local enforcement of health and safety. It is also an outcome of the Red Tape Challenge on Health and Safety. It is designed to ensure that local authority (LA) health and safety regulators take a more consistent and proportionate approach to enforcement. Whilst the primary responsibility for managing health and safety risks lies with the business who creates the risk, LA health & safety regulators have an important role in ensuring the effective and proportionate management of risks, supporting business, protecting their communities and contributing to a wider public health agenda. The Code requires that LAs use the full range of regulatory interventions available to influence behaviours and the management of risk with proactive inspection utilised only for premises with higher risks or where intelligence suggests that risks are not being effectively managed. The Code provides direction to LAs on meeting these requirements, and reporting on compliance. The Code is mandatory for LAs to follow and provides suggestions for activities and sectors that are suitable for proactive inspection.

### **Regulating Our Future**

The Food Standards Agency are currently looking at how we will enforce food safety legislation in the future. The review is wide ranging and far reaching and proposes some radical alternative ways of working. The approach they want to adopt has five principles: food businesses are responsible for producing food that is safe and what they say it is; food regulators decisions should be tailored proportionate and based on a clear picture of the food business; The regulator should take into account all available sources of information; Businesses doing the right thing for consumers should be recognised; and Businesses should meet the costs of Regulation. Gateshead are taking an active role in these discussions and have a member of staff attending one of several focus groups looking at aspects of the suggestions.

### **Elliott Review**

Following the horse meat scandal early in 2013, the Government tasked Professor Elliott to review the various information, reviews and some of the evidence relating to the scandal. The report was published in September 2014 and impacts on how the service operates in the future. The report raises a number of recommendations that the Government are looking at implementing. The report recommends that consumers are put first and there is a zero-tolerance approach to food fraud. Intelligence about food fraud should be more widely shared. The report makes recommendations about the laboratory services and the value of sampling regimes. Independent auditing of the food industry is seen as valuable and should be encouraged, providing the audit has measures to identify and eliminate food fraud. The Government must support a co-ordinated approach to food law enforcement and look to creating a new food law crime unit. The Government must also have in place procedures for dealing with a serious food safety or food crime incident.

### **Food Law Code of Practice**

The Food Law Code of Practice directs our activities within food safety enforcement. It sets out the levels of competence required to enforce food safety legislation and how we will risk rate food premises. The Food Law Code of Practice requires that we have a Lead Food Officer, who can advise everyone concerned with food safety enforcement. This includes advising management,

Councillors and officers on the requirements of the legislation and the Food Law Code of Practice. The competencies necessary to perform this role are laid out within the Food Law Code of Practice. This role is given to the Senior Environmental Health Officer within the team.

## **1. Introduction**

1.1 This plan sets out how the Council will deliver the food safety and health and safety enforcement functions in the financial year 2018/19. The details concerning the time required for each element is in officer days. Each full-time officer has 220 days available for carrying out their duties.

1.2 In 2017/18 the Environmental Health Team of the Council responded to over 800 accidents, food poisonings and service requests down on last year's figure of 900. However, we undertook over 1500 interventions in a wide range of premises to build stronger, healthier, prosperous and sustainable businesses, an increase of 200 on previous years.

1.3 Nationally there are over a million cases of food poisoning each year, 20,000 hospitalisations and 500 deaths. This costs the economy £1.5 billion each year. In 2016/17 1.3 million workers suffered from work related ill health. 31.2 million working days were lost due to work related illness or injury, 137 workers were killed at work. Workplace ill health and injury cost society £14.9 billion.

1.4 The Food Standards Agency (FSA) as part of its national food safety framework agreement requires all Local Authorities to prepare a service plan which sets out how the official controls will be delivered.

1.5 The Health and Safety Code (The Code) requires Local Authorities to be transparent in their enforcement role. To achieve this, we need to publish our intervention plan and report on our performance against that plan.

1.6 Gateshead Council is responsible for the enforcement of food safety legislation in approximately 1700 premises and health and safety law in approximately 3000 premises. Our food premises range from food manufacturers to retailers and restaurants, whilst health and safety covers the service industries including warehouses, retail premises, hotels and leisure facilities.

1.7 To ensure local transparency and accountability, to show the service's contribution to Vision 2030 and to meet the requirements of the FSA Framework Agreement this plan is approved by Members on behalf of Gateshead Council.

1.8 The plan highlights that the team does not have the necessary resources to complete all of the required works. The team will therefore prioritise work on a risk basis. Inspections will be targeted at high risk and poor performing businesses. For low risk businesses a system of alternative interventions will be used, including questionnaires, sampling visits, monitoring checks and checks by other teams during their visits. New food businesses will be asked to complete a questionnaire so that their initial visit can be prioritised. We will also examine the possibility of using contractors to undertake a number of food hygiene inspections.

## **2. Service Aims & Objectives**

### **2.1 Aims**

2.1.1 We aim to:

- Ensure that food produced, sold or consumed in the borough is safe to eat and that businesses comply with food law;
- Protect the safety, health and welfare of people at work in Gateshead and to safeguard others who may be exposed to risks from the way that work is carried out; and
- Improve working conditions in the Borough through a programme of workplace inspections, self-assessment, and accident, incident and complaint investigations.

## 2.2 Objectives

2.2.1 To achieve these aims we have the following objectives:

- Deliver the official controls on food law as set out in the FSA Framework Agreement
- Ensure food is safe, fit to eat and free of contaminants
- Protect consumers from food fraud
- Improve compliance in food businesses using advice, guidance and when necessary enforcement
- Maintain an accurate database of food establishments
- Carry out a programme of food safety interventions at a frequency appropriate to risk
- Respond effectively to complaints
- Ensure that readily accessible advice and assistance is available to businesses and the public
- Carry out the annual sampling programmes for microbiological examination and compositional analysis, including participation in regional and national surveys
- Regularly survey imported food to prevent unsafe or illegal food from entering the market
- Approve establishments for handling products of animal origin as required
- Carry out surveillance of suspected and confirmed illness that has the potential to be food or water borne and implement control measures to prevent further illness
- Enforce a wide range of relevant health and safety legislation.
- Establish and maintain a planned inspection programme based on a risk-based priority planning system to select premises for inspection.
- Develop a range of campaigns and intervention programmes aimed at both specific business sectors and specific business risks to improve health and safety.
- Investigate notified accidents, incidents and cases of occupational ill-health in accordance with agreed protocols
- Advise, educate and assist businesses to comply with legal obligations and promote self-regulation using self-assessment tools.
- Administer and regulate statutory permission and registration regimes for specific work activities linked to health risks, such as
  - The Control of Asbestos at Work Regulations 2006
  - Gateshead Byelaws for the registration of practitioners and premises carrying on the practice of Acupuncture and the business of Tattooing, Semi-Permanent Skin-Colouring, Cosmetic Piercing and Electrolysis.
- Promote issues in the Government White Paper, 'Choosing Health' by improving working conditions to reduce the causes of ill-health related to work, promote the work environment as a source of better health and support 'Smoke Free Gateshead'
- Work closely with businesses including Workplace Health and Safety Representatives and Trade Union Representatives
- Support the principles of the Primary Authority Scheme to improve regulatory consistency and reduce burdens on business.

## 2.3 Links to the Making Gateshead a Place Where Everyone Thrives

2.3.1 **Thrive** The Environmental Health Team are actively involved in the Councils Thrive program and are looking at new ways of working and working with other teams to help all people in Gateshead thrive. All businesses and clients are treated equally and we work with businesses who wish to improve, so they become more successful.

## 2.4 Vision 2030

2.4.1 The work of the Food Service is directly linked to 'Vision 2030', Gateshead's Sustainable Community Strategy and the heart of an ambitious long-term plan developed by Gateshead Strategic Partnership following extensive consultation. The most relevant of the 'Six Big Ideas' within Vision 2030 to the team is '**Active and Healthy Gateshead**'.

2.4.2 What we eat can make a big difference to our health and the Food Service plays a key role in diet and nutrition by checking the accuracy of food composition and labelling through the sampling programme. This helps people to make healthy choices based on accurate product information. We can also help raise Gateshead's profile - for example, by making sure that restaurants and hotels meet the legal standards and produce safe food for visitors and residents.

2.4.3 Good health is fundamental to well-being and long life and the annual inspection programme helps to ensure that food safety standards are met and workplaces are safe and healthy. The web based Food Hygiene Rating Scheme places food hygiene information into the public domain and encourages people to eat at better food businesses and food business operators to achieve higher hygiene ratings

## 3. Background

3.0.1 The service is a statutory function enforcing food safety and health and safety legislation across Gateshead. With over 800 accidents, food poisonings and complaints per year to respond to and over 1500 interventions we are constantly looking for ways to improve our service and be more efficient.

### 3.1 Profile of the Local Authority

3.1.1 Gateshead Council is one of five historical Tyne and Wear borough councils. It has the largest area of 55 square miles and the 22 wards cover a mix of urban and rural environment with a population of approximately 200 000, with 64% being of employable age. The borough stretches for 13 miles along the south bank of the River Tyne.

3.1.2 Gateshead is an area with exciting new developments including progress toward a modern, vibrant town centre with the Trinity Square Development and further schemes include the redevelopment of Blaydon Centre, and new or replacement food stores at Birtley, Felling, Coatsworth Road and Ravensworth Road centres. Businesses in Gateshead currently provide approximately 100 000 jobs.

3.1.3 The Council adopted a Hot Food Takeaway Planning Supplementary Planning Document in June 2015. The SPD sets out the Council's priorities and objectives in relation to planning control of hot food takeaways. It elaborates upon existing and emerging policy in relation to health and wellbeing. Gateshead has a rate of 0.96 hot food takeaways per 1 000 population.

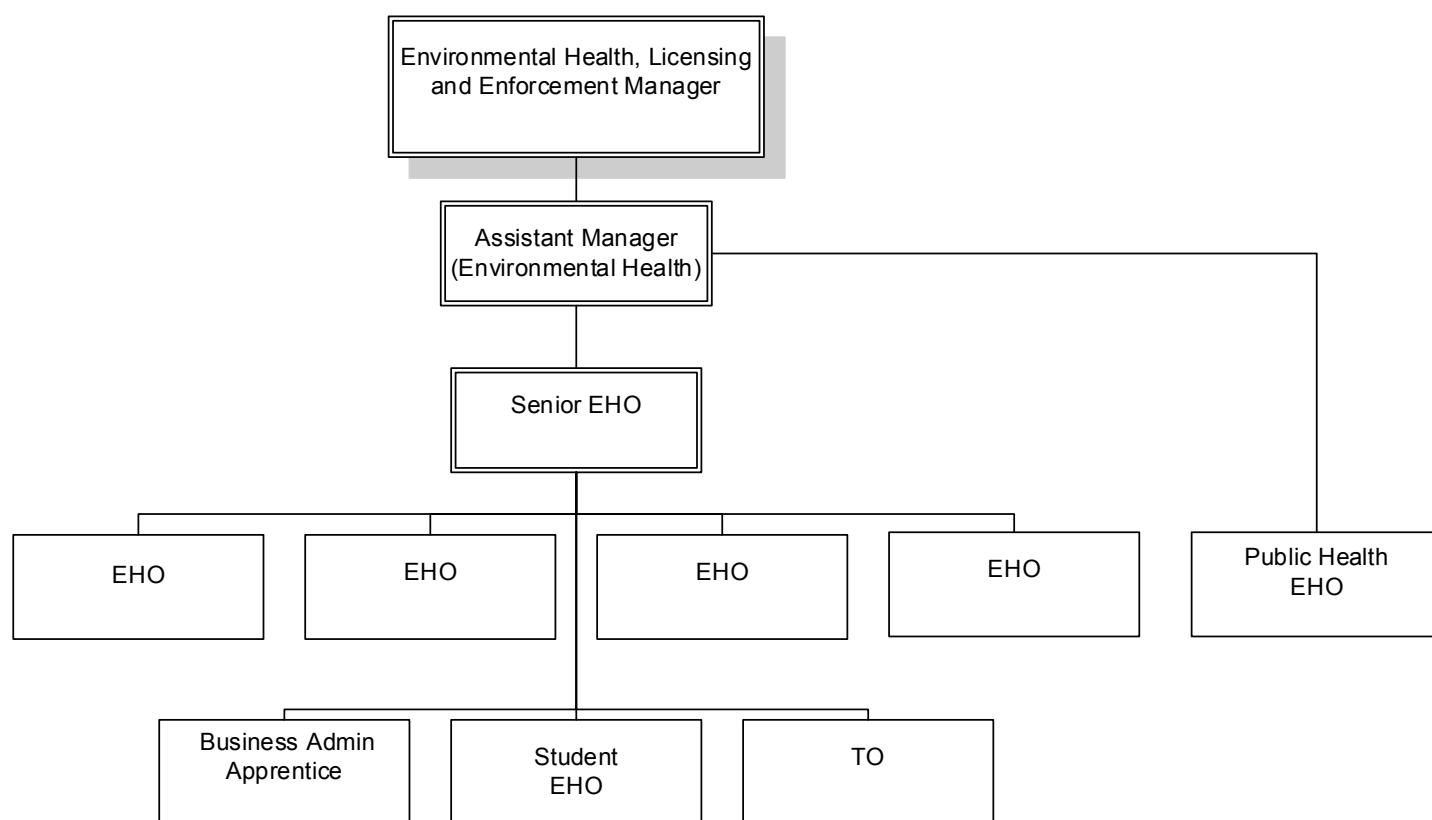
3.1.4 Gateshead also includes:

- The Metrocentre, one of Europe’s largest indoor shopping and leisure complexes
- The Team Valley Trading Estate, home to over 650 companies and includes the Retail World shopping area
- Gateshead International Stadium
- Gateshead College

3.1.5 The Team is based at the Civic Centre in Gateshead with office hours being from 0830 to 1700 hours. Members of the Team voluntarily provide an unofficial out-of-hours service to carry out interventions and investigations that cannot be achieved during office hours.

3.1.6 The Council operates a 24 hour emergency response through Care Call, and Development, Transport & Public Protection has arrangements in place for Care Call to be able to contact a relevant officer in case of emergency outside normal office hours.

### 3.2 Organisational Structure



3.2.1 The team has recruited an extra EHO into the team. The team reports to the Environment & Transport Portfolio and Adult Social Care & Health and Wellbeing Portfolio. The Public Health EHO is a post funded by the Director of Public Health to deal with public health issues related to food safety and health and safety. The post also supports the Better Health at Work Award administered by the Public Health Team.

3.2.2 The team have been asked to report to the Councils Scrutiny Committee on the performance over the previous year.

3.2.3 The Food Standards Agency also carried out a desktop audit of the service and were concerned about the current level of staffing and the inability to meet targets.

### 3.3 Specialist Services

3.3.1 The Environmental Health Team works closely with the following specialist services:

- Public Analysts - Alan Richards, Public Analyst Scientific Services Ltd and Nigel Payne
- Infectious Disease Control – Public Health England
- Microbiology laboratory – Public Health England Food Water and Environment Laboratory York

### 3.4 Premises Profile

#### 3.4.1 Health and Safety Premises

3.4.1.1 The Health and Safety (Enforcing Authority) Regulations allocates enforcement responsibilities between Local Authorities and the HSE. Premises profiles fluctuate throughout the year due to businesses opening / closing and changes in use. The service database is updated with any changes as they become evident. The last 12 months has seen an increase of 54 premises.

<b>Local authority enforced business classifications</b>	<b>2017/18</b>	<b>2018/19</b>	<b>Change</b>
Retail Shops	987	988	+1
Wholesale shops, warehouses and fuel storage	292	293	+1
Offices	529	528	-1
Catering, restaurants and bars	586	621	+35
Hotels, campsites and other short stay accommodation	35	35	0
Residential care homes	70	67	-3
Leisure and cultural services	116	120	+4
Consumer services and membership organisations	422	439	+17
Other premises	19	19	0
<b>Total</b>	<b>3056</b>	<b>3110</b>	<b>+54</b>

#### 3.4.2 Food Premises

3.4.2.1 Local requirements include:

- 7 companies currently have approval for handling products of animal origin and Sprouting Seeds.
- Major retail, wholesaling, and warehousing complexes, including the Metrocentre and the Team Valley Trading Estate.
- Several large food producers including Kavli, Northumbrian Fine Foods, Dalziels, Beckleberrys and Its All Good.
- The Queen Elizabeth Hospital cook-chill production unit.
- Third country importers, including Traidcraft (specialising in fairly traded goods).
- Tsang Foods, Blackhall Mill Honey and Blaydon Honeybees are the 3 primary producers.
- Specific needs of various ethnic groups.

Type of Premises	2017/18	2018/19	Change
Primary Producer	1	3	+2
Manufacturers and Packers	57	33	-24
Importers/Exporters	4	4	0
Distributors and transporters	64	63	-1
Supermarket/Hypermarket	42	45	+3
Smaller retailers	299	324	+25
Retailers – Other	49	45	-4
Restaurants/café/canteen	270	302	+32
Hotel/Guest house	27	27	0
Pub/Club	202	204	+2
Takeaway	232	229	-3
Caring establishment	104	103	-1
School/College	91	91	0
Mobile food unit	82	107	+25
Restaurant and caterers - other	129	126	-3
Other	7	8	+1
<b>TOTAL</b>	<b>1660</b>	<b>1714</b>	<b>+54</b>

### 3.5 Client Profile

3.5.1 The client profile for the service is wide-ranging and varied, being based around all Local Authority enforced businesses and all food businesses.

3.5.2 Our clients include those who make a request for service (complaints or advice) about these, or proposed businesses. This will include owners, employees, managers, trade union/employee representatives, customers, residents and visitors. We appreciate the various and diverse needs of these people will affect how we work with them – issues such as language, experience, education, disability, age, time available can all make a difference.

3.5.3 Our database allows us to identify information about businesses that enables specifically targeted work. For example, we can group them by businesses classification/type, geographical area and business name.

3.5.4 We also respond to specific health and safety queries. For example, providing health and safety information and advice to students and other local authorities and investigate smoking complaints in ALL businesses and vehicles.

3.5.5 Our customers include Government departments, regulatory bodies such as Health and Safety Executive (HSE), Fire Authority, Northumbria Police, other teams within Gateshead Council, other local authorities and agencies such as Public Health England (PHE), Local Government Association



(LGA) and Chartered Institute of Environmental Health (CIEH). Some of these are also our partners. We also assist the Director of Public Health in achieving some of her targets with respect to infectious disease, smoking and the wider determinants of health.

## 4. Review of 2017/18

4.0.1 Below is a review of the work completed in 2017/18. Due to changes in working practices and coding of premises that occurred during the year it is not always possible to directly link the planned work with what has been carried out. Also many of the visits included visits to previously unrated premises. Many food premises now receive a joint intervention that includes both food and health and safety.

### 4.1 Health and Safety

Sector, premises type or specific cross sector activity	Planned activity or resource		Interventions Achieved	Comments
	Visits / contacts	Officer days		
Health and safety inspections	2	2	2	
Health and safety face to face interventions	183	26	47	Mainly included as joint food hygiene interventions and includes a number of take away premises
Health and safety none face to face interventions	1248	42	0	376 self assessment questionnaires were completed.
Accident investigations	32	38	48	
Health and safety service requests (Includes licensing Applications)	297	18	297	
Skin piercing applications	42	28	43	
Smokefree complaints	7	1	11	
<b>Total</b>	<b>1811</b>	<b>155</b>	<b>448</b>	

### 4.2 Food Safety

Activity	Planned	Officer Days	Achieved	Comments
<b>Food Hygiene Interventions</b>				
A	12	24	8	See paragraph 39 below.
B	33	33	33	
C	247	124	247	For most of the year the Technical Officer has been on long term sick leave.
D	487	66	70	
E	322	44	82	
Unrated	156	63	100	
<b>Food Standards Interventions</b>				
A	19	19	19	Standards interventions are normally undertaken at the same time as hygiene interventions.
B	604	245	103	

				However, where a sampling intervention is undertaken, the standards intervention is not carried out until the next inspection.
C	396	40	64	

4.2.1 A category food hygiene premises require 2 inspections per year, however, if at the first visit a premise is downgraded to a lower risk rating then it will not require the second inspection. This occurred in 4 premises during the year hence the fact that only 8 inspections were carried out.

4.2.2 It should be noted that during the year the sampling officer has been on long term sick leave and this has reduced the number of interventions that we were able to undertake. The following table shows the amount of enforcement action taken throughout the year.

Activity	Projected	Actual	Comments
Written warnings	331	301	These figures reflect our commitment to improving conditions within the poorest performing premises.
Hygiene Improvement Notices	24	11	
Hygiene Emergency Prohibition Notices	0	0	
Prosecutions	3	3	
Voluntary Closure	2	2	
Simple caution	2	2	
Voluntary surrender	19	9	
Condemnation	0	0	

## 4.3 Comment

4.3.1 Overall the figures reflect the need for extra resources. The team continues to perform at a high level and targets the poorest performers and highest risk premises, but as can be seen the number of food hygiene interventions to D category premises is very low. This category includes a large number of take away premises and some residential care homes and schools. It is imperative that these are visited and have an intervention to ensure the safety of some of our most vulnerable residents.

## 5. Service Delivery

### 5.1 Proactive Work

5.1.1 The intervention programme is continually monitored and reviewed by Lead Officers in the Team with the following factors being assessed:

- Most appropriate intervention for risks associated with a business
- Qualifications, experience and competency of the officer carrying out an intervention
- Additional intelligence that may be gathered during the year (food fraud, illegally imported food, accidents)
- Use of unscheduled interventions for increased risks or newly identified hazards
- New businesses added to the programme.

## 5.1.1 Health and Safety

5.1.1.1 HELA LAC 67/2 (rev 7) provides guidance for priority planning of inspections through a risk based system. The LAC no longer requires a risk assessment of premises to be carried out, however to assist in prioritising interventions Gateshead Council will continue to use the previous system of risk rating where officers score premises based on four risk elements and assign a rating value to each of these elements:

- Confidence in management
- Health performance
- Safety performance
- Welfare standards

5.1.1.2 The Health and Safety Executive no longer require a risk based rating system, however we find this useful for planning purposes and will continue to utilise the previous risk rating system. Premises will only receive a face to face intervention if there is a reason to do so and they are due an intervention based on the following categories. The system then categorizes the risk the premises pose as high (A), medium (B1/B2) or low (C). We will undertake an inspection of A rated premises at least once per year and B1 rated premises will receive an intervention every 2 years. We have decided an intervention frequency not less than 3 yearly for B2 and 5 yearly for C category premises. This considers the number of premises in these categories, the resources available for delivering the service plan and local/ historical knowledge of the premises database.

5.1.1.3 All intervention visits contain an element of smokefree enforcement and officers will check for compliance with the legislation.

5.1.1.4 The types of interventions for all premises are directed by the [Code](#) and HELA circular [67/2](#). Broadly these fall into two groups, proactive and reactive. The two groups include several different options and include:

### Proactive interventions:

- Partnership
- Motivating senior managers
- Targeting the supply chain
- Design and supply
- Sector and industry wide initiatives
- Working with those at risk
- Education and awareness
- Inspection
- Intermediaries
- Best practice
- Recognising good performance

### Reactive interventions:

- Incident and ill-health investigation
- Dealing with issues of concern that are raised and complaints

5.1.1.5 A traditional inspection is reserved for only a very small number of premises, so the majority of interventions will come from the other options. In 2018/19 we have 2 A rated premises. These are

small premises that had serious deficiencies at the last inspection. They will receive an inspection and their rating is expected to be lowered.

5.1.1.6 Low risk businesses are unlikely to be visited, but will receive a self-assessment questionnaire and written advice on how to improve their health and safety performance. These businesses will then be able to request an advisory visit if they so wish.

5.1.1.7 All other businesses will receive a face to face intervention from one of the above categories. The Code provides for national industry wide initiatives to promote safety in high risk areas. In 2018/19 we will take part in the following initiatives where appropriate: ill health at visitor attractions with animals, interaction of vehicles and pedestrians in warehouses, falls from height, occupational deafness at steel stockholders, occupational asthma at in-store bakeries, musculoskeletal disorders in residential care homes, unstable loads, crowd management, carbon monoxide poisoning, violence at work and fires and explosions caused by fireworks.

HSE Category	Rating score	Intervention frequency (set by LAC 67/2 rev 3; or Gateshead)	Total on database	Due in 2018/19	Time Required (Days)
A	5 or 6 on any risk	Inspect not less than once per year	2	2	2
B1	4 on any risk	Premises for intervention. Premises without an intervention within 18 months to be reviewed	2	1	1
B2	3 on any risk	Premises for intervention. Gateshead standard is an intervention not less than every 3 years	255	197	70
C	No score greater than 2	Assess premises, but suitable for non-inspection intervention methods\ techniques. Gateshead standard is an intervention not less than every 5 years	2561	1591	5
Unrated	Unknown	Gateshead standard is an intervention according to the perceived priority	290	290	44
Total			3110	2081	122

## 5.1.2 Food Safety

5.1.2.1 The food service uses the FSA's intervention rating scheme to determine the frequency that food premises should receive an intervention. This ensures that all premises are visited at an appropriate minimum interval determined by their risk rating.

5.1.2.2 Interventions are defined as activities that are designed to monitor, support and increase food law compliance within a food establishment. They include, but are not restricted to:

- Inspections (full and/or partial) and audits
- Monitoring

- Verification and surveillance
- Sampling where the analysis/examination is carried out by an Official Laboratory.

5.1.2.3 The tables below show how many premises the Service has in each risk category on 1 April 2018, together with the projected number of interventions required during the financial year:

SA Risk Category	Minimum intervention frequency	No. on database	Projected interventions due 2018/19	Bought forward from 2017/18	Time Required (Days)
A	6 months	2	4	0	8
B	12 months	32	32	0	32
C	18 months	306	129	0	60
D	24 months	664	158	422	100
E	36 months	526	89	253	20
UNRATED		184	184	0	180
Total		1714	596	675	400

5.1.2.4 Unrated businesses are those that have not yet been inspected and therefore do not have a rating. New businesses are continually added to the programme throughout the year. 138 were added during 2017/18 with 33 of them receiving an inspection. A total of 85 new businesses were inspected during the year.

### 5.1.3 Food Standards

5.1.3.1 The table below shows the number of premises that the Council has on its database and the number of interventions required during the year.

FSA Risk Category	Minimum intervention frequency	No. on database	Projected interventions due 2018/19	Bought forward from 2017/18	Time Required (Days)
A	12 months	19	19	0	25
B	24 months	734	142	501	80
C	5 years	778	157	373	40
UNRATED		186	186	0	81
Total		1717	504	874	226

### 5.1.4 Feed Safety

6.1.4.1 As part of our ongoing commitment to reducing burdens on business, we have agreed with Trading Standards to undertake feed safety interventions at the same time we undertake food safety interventions. This should have limited impact on the work of the team, but will remove the need for a second officer to visit the premises to undertake a separate feed visit. The time for these has been factored in to food hygiene interventions.

## 5.2 Service Requests

5.2.1 The Council investigates requests for service from a wide customer base about various issues. We endeavour to provide comprehensive information and advice on health and safety and food safety when requested.

5.2.2 We have an internal policy, based on HSE and FSA guidance to determine whether requests for service will / may / will not be responded to. Our target is to respond to 100% of those requests for service that meet our selection criteria within two working days.

5.2.3 In 2017/18 we received the following number of requests for service:

Request Type	Number of Requests	Time Allocated 2018/19 (days)
Health and Safety	118	30
Licensing	115	21
Food Premises	72	60
Food Standards	98	100
Food Hygiene	91	42
Advice to Food Businesses	80	6
FHRS Rerating Request	5	5
<b>Totals</b>	<b>499</b>	<b>264</b>

## 5.3 Home Authority Principle and Primary Authority Principle

5.3.1 Gateshead Council fully supports the Home Authority Principle and the Primary Authority Partnership Scheme. The Home Authority Principle is where another Local Authority receives a complaint or has an issue with a producer in our area we will undertake the investigations at the producer on their behalf.

5.3.2 The Food Service is Home Authority for a number of producers and as such provides advice and investigates incidents on behalf of other Local Authorities.

5.3.3 Gateshead must abide by the relevant principles and guidance when it deals with any business that has a Primary Authority agreement. The Better Regulation Delivery Office website is regularly monitored to identify new primary authority partnerships and the premises database updated with relevant information. The Service does not have any Primary Authority agreements in place.

## 5.4 Food sampling

5.4.1 Food sampling is carried out in accordance with our procedures. The food and businesses sampled are determined by our intervention and sampling programmes and additional information received such as allegations of food poisoning, complaints, newly identified businesses, processes or hazards.

5.4.2 Annual sampling programmes are developed following consultation with the North East Food Sampling Group, the Public Analysts and Public Health England. The programmes support national food surveys (identified by FSA and Local Government Regulation) as well as regional and local priorities.

5.4.3 The time required includes the time taken for resamples and investigations of failed samples.

<b>Samples taken</b>	<b>2016/17</b>	<b>2017/18</b>	<b>Time Allocated 2018/19 (days)</b>
<b>Microbiological examination</b>	327	94	87
<b>Analysis (composition/labelling)</b>	66	73	25
<b>Total</b>	393	167	112

5.4.4 In 2017/18 the PHE Cross Regional Studies examined cooked meat products, bakeries, farm shops and school kitchens. In 2018/19 the studies will involve touch screens, milkshakes, minced meat and meat preparations and tattoo ink and water.

## **5.5 Control and investigation of outbreaks and food related infectious disease**

5.5.1 The food service aims to safeguard the public through surveillance and investigation of food and water related infectious disease. The service works closely with Public Health England and follows agreed disease specific procedures and when relevant, Outbreak Control Plans.

5.5.2 Numbers of incidents notified to the service in previous years are shown in the table below:

<b>Infectious disease</b>	<b>2015/16</b>	<b>2017/18</b>	<b>Time Allocated 2018/19 (days)</b>
<b>Investigated</b>	146	99	25
<b>Monitored</b>	193	186	15
<b>Outbreaks</b>	2	2	45
<b>Totals</b>	341	287	85

## **5.6 Food safety incidents**

5.6.1 The service regularly receives reports of food incidents from the FSA via e-mail and text. Action depends on the nature of the incident and will be dealt with in accordance with the FSA Code of Practice. The majority are for information only but Food Alerts for Action may require immediate action to remove the food hazard from the food chain. These Alerts can potentially have an impact on programmed interventions.

5.6.2 There are many product recalls received during the year, which officers need to be aware of. During the year 130 alerts were received including 1 alert for action. Alerts for information do not normally require any direct action, but officers need to be aware of the issues during inspections.

## **5.7 Statutory Notifications**

5.7.1 A significant part of the health and safety workload is taken up with accident investigation. Certain injuries, dangerous occurrences and occupational diseases are reportable by businesses to the enforcing authority using RIDDOR. Incidents are selected for investigation in accordance with HSE Guidance, local and national priorities.

5.7.2 In 2017/18 we received 144 accident notifications and we investigated 48 of these. This was an increase on the previous year. That took a total of 40 officer days to carry out and a further 12 days to administer all notifications.

5.7.3 We will respond to notifications of defective lifting equipment within two working days or more promptly where appropriate, to ensure the risk of injury is minimised or eliminated.

5.7.4 The Council must be notified by licensed asbestos contractors about any asbestos stripping operation taking place in Council enforced premises. We will respond to all notifications in an appropriate timescale and liaise with the contractor to ensure that all work takes place according to legislative guidelines to minimise risk.

## **5.8 Registrations / Approvals**

5.8.1 Byelaws require the registration of people and premises carrying out acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis.

5.8.2 The Council is required to maintain a register under the Local Government (Miscellaneous Provisions) Act 1982 and charges are made for registration of persons and premises used for each activity. In 2017/18 we processed 43 applications for skin piercing, taking a total of 35 officer days. The team have commenced a scheme targeting tattooists, with the aim of improving hygiene conditions in tattooist parlours.

5.8.3 We also maintain a public register of installations under the Notification of Cooling Towers and Evaporative Condensers Regulations 1992. This can be used as a source of information in the investigation of a suspected legionella outbreak or for planning initiatives to control Legionella.

5.8.4 Each of the premises that have received approved under food hygiene legislation, requires a visit and sampling intervention during the year to ensure they are still complying with their approval. We also receive a number of applications each year from businesses wishing to be approved. This year we received 2 new applications for approval.

## **5.9 Licensing Applications**

6.9.1 The service is a statutory consultee under the Licensing Act 2003 and the Gambling Act 2005. The number of applications received is given in the table within section 3.2.1 showing the number of health and safety service requests received. The service responds to both premises licence applications and Temporary Event Notifications. We are also a consultee for street trading and market consents.

## **5.10 Business training and information**

5.10.1 We will raise awareness with relevant businesses of legislative changes as they occur.

5.10.2 We encourage training courses for inspectors including those approved by the Chartered Institute of Environmental Health, FSA and the HSE.

5.10.3 We also help businesses assess their training needs and help them source appropriate training courses.

## **5.11 Liaison and Partnerships**

5.11.1 The health and safety service has close and regular contact with the HSE via the North East Occupational Health and Safety Group. This results in shared priorities, and action plans with delivery through partnership working across the region. The HSE LA Partnership Officer attends and provides access to specialist services and shared resources. The group exists to promote uniformity,



consistency and a sharing of knowledge. It fully supports the development of the partnership between HSE and Local Authorities working together and represents the Tyne and Wear, Durham and Northumberland authorities. Opportunities for joint working on both a national and regional level are explored and developed. There is a sub group which looks at skin piercing activities and promotes consistency in enforcement across the region.

5.11.2 Wider liaison with other environmental health professionals is supported via links with the CIEH (initially through the North East Regional Management Board) and the Knowledge Hub website.

5.11.3 The Food Service works very closely with neighbouring councils through the North East Food Liaison Group. Representatives meet quarterly to promote uniformity and consistency on issues such as enforcement, competency and training. It provides a forum for the sharing of knowledge and experiences to improve good practice and consistency. There are 2 sub-groups, one for microbiological sampling and one for food standards. The microbiological group is chaired by the Services Assistant Manager. An EHO from Gateshead represents the wider region on the National Food Standards Focus Group.

5.11.4 The Service has close links with the Public Health England (PHE), Food, Water and Environment (FWE) Laboratory, now based in York. The PHE laboratory provides expert advice on microbiological issues associated with food poisoning, sampling and complaint investigation. Meetings are held regularly between the north east local authorities and key laboratory personnel to discuss practices, training and current issues.

5.11.5 The Service has formally appointed Public Analysts and has established close working links associated with sampling, chemical analysis and labelling. The North East Food Sampling Groups meet quarterly to discuss compositional and microbiological issues, and to arrange coordinated regional sampling targeting wider and emerging food safety issues.

5.11.6 We work in partnership with the NE Health Protection Unit of PHE concerning notification of infectious diseases, reporting and investigation of food or water borne illness and infection control.

5.11.7 There is regular contact with the FSA and this includes reporting food safety and fraud issues for the national database to assist in investigations by other organisations and the annual Local Authority Enforcement Management Scheme (LAEMS) return of data. Over the coming months the new Food Crime Unit will also become an important point of contact and we will be sharing information and intelligence with it.

5.11.8 Wider liaison with other environmental health professionals is supported via links with the CIEH and the Knowledge Hub website. The service also works closely with other services and groups within the council.

## **5.12 Events Advice**

5.12.1 The team has taken responsibility for coordinating advice across Development, Transport and Public Protection with regards to planned events within the Borough. This includes attendance at Safety Advisory Groups and commenting on event plans. An events review panel has also been set up chaired by the teams Assistant Manager to look at how the Service responds to events. The panel also reviews recent events and coordinates the services responses to forthcoming events. The panel is also helping the Events Team to provide simple advice via the Councils website to help event organisers plan safer events.

5.12.2 Linked into this work is the requirement for the Sage Gateshead to obtain permission from the team for performances that use certain effects, such as pyrotechnic devices and lasers.

5.12.3 In the coming year we are involved in the review of events forming part of the Great exhibition of the North. This includes advising organisers as to their statutory requirements and assessing the safety of events. We are coordinating our activities with colleagues in Newcastle City Council to ensure an open, transparent and consistent approach.

## **5.13 Prosecutions / Simple Cautions**

### **5.13.1 Prosecutions**

5.13.1.1 Following a complaint about rats in Bimbis Fish and Chip Shop, Birtley, officers visited and identified a large infestation within food preparation rooms and only inadequate measures had been taken to eradicate the rats. The food business operator admitted that he was aware of the infestation. There appeared to have been little or no cleaning carried out for a number of days. The business was immediately closed using a Hygiene Emergency Prohibition Notice, which was confirmed by the Magistrates Court with the service of a Hygiene Emergency Prohibition Order. The premises remained closed for over a month. The husband and wife food business operators were prosecuted for 3 offences each: failing to keep a food premise clean, failing to put in place adequate pest control procedures and failing to protect food from contamination. The court accepted that the couple were in financial difficulties and had closed the business. The fines were £250 and £346 respectively and both were ordered to pay £150 costs each and £30 victim surcharge each.

5.13.1.2 An unannounced inspection of Westview Chinese Takeaway revealed serious food safety contraventions. The premise had not been cleaned in a number of days, possibly weeks. Throughout the premises there were significant accumulations of dirt, grease and food debris on preparation surfaces, equipment and under fixtures throughout the premises. It was also apparent that practices relating to temperature control were poor. Staff showed a very limited understanding of the steps required to reduce the risks to the high-risk foods. The food business owner agreed to voluntarily close the premise. It took three days of intensive cleaning for the premise to be allowed to reopen. The food business operator was found guilty of failing to keep the premise clean and failing to keep equipment which comes into contact with food clean. He was fined £589 for each offence, a £58 victim surcharge and £400 costs.

### **5.13.2 Simple Cautions**

5.13.2.1 Following several attempts to get the owner of Wendy's Beauty and Nails to register for ear piercing, it was decided that more formal action was required. The owner of the business admitted under caution that they were not registered and had been contacted on several occasions. Only when they were interviewed under caution did they finally register. The act of registration is a technical formality and it was decided that it would not be in the courts best interest to proceed with a full prosecution, particularly as they had now registered, however, it was felt that formal action was required, so a simple caution was issued.

5.13.2.2 An unannounced visit to Pizza Cottage revealed that there were serious issues with the structure and general surfaces within the premise and these prevented effective cleaning. The premise had previously been given a food hygiene rating score of 1 and it was decided that there was little prospect of improvement. The food business operator admitted at an early stage the offence and proved that his business was struggling financially and he was in dispute with his landlord. He also gave assurances that he would improve the condition of the premise. It was decided to issue a simple caution for failing to keep the food premise clean and in good repair.

5.13.2.3 A complaint was received concerning rats found in the kitchen of a residential care home within the Borough. Officers visited and found an active infestation affecting the kitchen, which staff were aware of. The owners of the care home immediately closed the kitchen and undertook major

works to eradicate the infestation and refurbish the kitchen. It was identified that the rats were able to access the kitchen area from the sewers. An investigation carried out by Environmental Health Officers identified poor lines of communication and management issues at a local level. There were also issues with the advice and service provided by the pest control company. A simple caution was issued to the owners of the residential care home.

### **5.13.3 Major Investigations**

5.13.3.1 During the year officers were involved in a major investigation into the internet sale of DNP by Enhanced Athlete EU Ltd. the head office of which was in Gateshead. DNP is a chemical which typically has industrial applications including fertiliser. It is used by some bodybuilders to strip remaining bodyfat prior to completion. DNP causes the cells within the body to heat up and there have been a number of deaths associated with its use due to multiple organ failure. Gateshead Council officers initiated an investigation and secured evidence which identified the business had links to Cumbria and South Tyneside. The investigation subsequently led to a joint operation, supported by the National Food Crime Unit, The Medicines and Healthcare Products Regulatory Agency (MHRA) and local Police forces. The outcome of the investigation led to the seizing of thousands of pounds worth of DNP and associated equipment as well the closing of the company's website. The National Food Crime Unit also liaised with colleagues in the USA who subsequently initiated their own actions against the parent company.

## **6. Resources**

### **6.1 Finance**

#### **6.1.1 Expenditure**

6.1.1.1 An overall expenditure budget for 2018/19 has been set that covers:

- Salaries, national insurance and superannuation
- Vehicles
- Sampling
- Analytical fees
- Incineration and waste disposal
- Control of infectious diseases
- Consumable materials and technical equipment

6.1.1.2 A 'credit' system is operated by the FWE laboratory for microbiological samples taken for the protection of public health. Each Authority is allocated an annual number of credits to 'spend' on the various tests. There is no charge to the authorities for samples taken within the credit allocation.

#### **6.1.2 Income**

6.1.2.1 Charges apply for the registration of skin piercing premises and practitioners. These are one-off charges that provide a small amount of income to the team. The fees are £240 for a premises registration and £120 for a personal registration. This year we have generated approximately £6500 from skin piercing applications. We also intend to introduce a charge for varying a certificate, in line with other Local Authorities in the region.

6.1.2.2 A charging system has been introduced to allow for recouping the costs of non-statutory functions. In 2017/18 the team provided 6 export certificates for local businesses. A charge for these

certificates and other advisory work is £75 per hour, a total of £450. Other charges are for the non-statutory sampling of food items and APHA declarations. We have introduced a charge for carrying out of FHRS rescoring visits; the cost of these visits is set at £160 per visit and have carried out 5 such visits, generating £800.

6.1.2.3 We also assist other teams, by sharing information, including changes of business owners and opening times.

## 6.2 Resources

6.2.0.1 The following tables show how much time in days officers have allocated to the various parts of the service. These are projected figures based on the estimated times allocated during 2015/16 as shown in the previous tables. In calculating the resources required the management figures are excluded as they are not included in the time calculations shown above.

### 6.2.1 Management

Officer	H & S	Smokefree	Food	ID
Environmental Health, Licensing and Enforcement Manager	11	4	55	6
Assistant Manager	33	8	124	8
Senior EHO	6	5	88	11

### 6.2.2 Operational

Post	Officer	H & S	Smokefree	Food	ID
1	Assistant Manager	11	3	41	3
2	Senior EHO	6	5	88	11
3	EHO	22	0	176	22
4	EHO	22	0	176	22
5	EHO	22	0	176	22
6	EHO	22	0	176	22
7	EHO - PH	22	22	66	22
8	Business Admin Apprentice	44	2	154	20
9	TO	0	0	198	22
10	Student EHO	44	2	140	20
	Total	215	34	1391	186

### 6.2.3 Competence

6.2.3.1 Each officer has a level of competence and specialism that directs what type of work they are able to undertake. The Senior EHO undertakes assessment of each officer on a regular basis. Regular A&D's identify any training issues and how best to provide the training. The team also undertakes a number of exercises to test competence and help improve knowledge and confidence. The team took part in the national consistency exercise run by the FSA earlier in the year.

## 6.2.4 Overall Resource Required

Activity	Visits / investigations	Total Time
Health and safety inspections	3	2
Health and safety face to face interventions	487	115
Health and safety none face to face interventions	1591	5
Accident investigations	48	52
Health and safety service requests (Includes licensing Applications)	233	51
Skin piercing applications	43	35
Food safety inspections	1271	400
Food standards inspections	1378	226
Food sampling interventions	300	112
Infectious disease investigations	287	85
Food service requests	261	202
Food Advice	80	6
Prosecutions	3	60
Simple cautions	2	30
Events Advice		60
Meetings		38
Training		25
ICT Maintenance		55
Miscellaneous		395
<b>Total</b>	<b>5987</b>	<b>1954</b>

	H&S	Food	ID	Other	Total
Time Available	249	1391	186	0	1826
Time Required	260	946	85	663	1954
Balance	-11	445	101	-663	<b>-128</b>

## 6.3 Staff Training and Development

6.3.1 Officers are required to maintain 10 hours CPD in food related training in order to maintain their basic food competence. Training is provided through the North East Public Protection Partnership and other online courses and seminars in both food safety and health and safety. The team hosted a Health and Safety Executive update day for officers from across the region in January.

6.3.2 Environmental Health Officers must maintain a minimum of 20 hours CPD to maintain competence and 30 hours if chartered Environmental Health Professionals. Environmental Health Officers are also career graded and must take on extra responsibility to progress within the career grade.

## 7. Quality Assessment

7.0.1 The Team is fully committed to the principles of continuous improvement and will strive to maintain high standards of performance.

7.0.2 Officer workload, enforcement decisions and data recording will be monitored by the Senior EHO to ensure consistency and accuracy. Health and Safety enforcement decisions are confirmed by using the Enforcement Management Model.

7.0.3 Officers undertake joint visits to ensure consistency and share knowledge and best practice.

7.0.4 The Intervention Plan and Sampling Programme are monitored on a monthly basis and progress is reported to the Head of Service.

7.0.5 In order to improve the estimates of time required for interventions the team are undertaking a time recording exercise. The time taken to undertake various parts of the intervention are being recorded and this is being used to more accurately predict how much time will be required to complete the intervention plan.

## **8. Service Improvements**

### **8.1 Health & Safety**

8.1.1 We will continue to expand the number of joint visits that are carried out to reduce burdens on business and work in a more efficient way. This is particularly true in take away premises where an intervention can only be undertaken in the evening.

8.1.2 We will continue the use of mailshots to lower risk businesses and provide guidance combined with self-assessment questionnaires.

8.1.3 We will examine the use of alternative means of contacting businesses.

### **8.2 Food**

8.2.1 We will continue to be more risk based in our approach to inspections. Lower risk businesses will receive self-assessment questionnaires, whilst compliant businesses at last inspection will receive an alternative intervention.

8.2.2 The highest risk premises and poor performing businesses will still receive an inspection.

8.2.3 If necessary we will utilise consultants to undertake inspections of medium risk businesses where we are unable to achieve our programmed targets.

8.2.4 We will examine the use of alternative ways of working and where colleagues are visiting premises ask them to obtain some basic information to assist us.

8.2.5 We will target new businesses, to reduce the number of outstanding inspections.

8.2.6 We will encourage more use of online information sources for businesses, applications and reporting of problems.

### **8.3 Service Priorities**

8.3.1 In 2018/19 the Development, Transport & Public Protection Service Priorities we will contribute to will be:

- Improving Health and Wellbeing
  - Ensuring safe food.
  - Ensuring compositional standards are met and that labels are accurate, including nutrition information and claims.
  - Prevent food fraud.
  - Ensuring workplaces are safe.
  - Investigating workplace accidents to prevent them recurring.
  - Work with the Adult Safeguarding Team to ensure the safety of elderly residents in care homes.
  
- Improving Customer Service
  - Expanding our customer satisfaction surveys to other areas of the service.
  - Review standard letters and notices to ensure they are written in plain English and can be produced quickly and efficiently.
  - Ongoing review of the procedures manual.
  
- Supporting Businesses
  - Providing advice to businesses.
  - Participation in the national FHRS scheme to promote business improvement.
  - Continuing to support the Metrocentre, through our joint aim of having all food businesses rated as 4 or 5.
  - Supporting the Rural Economic Strategy.
  
- Creating a High Quality and Sustainable Environment
  - Supporting businesses to improve their environment and going green.
  
- Maximising Efficiency and Value for Money
  - Examining alternative ways of working.
  - Carrying out more combined food and health and safety visits.
  - Being the eyes and ears for other teams during our visits and checking compliance with indicator items.
  - Ensuring our officers maintain and increase competence.
  
- A highly respected service which meets all service user needs ensuring they are well informed
  - Expand our use of customer satisfaction surveys.
  - Examine suggestions and respond to poor performance.
  - Ensure that all compliments and complaints are entered onto the corporate system.

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REPORT TO CABINET  
22 May 2018

**TITLE OF REPORT: Permission in Principle on application**

**REPORT OF: Mike Barker, Strategic Director, Corporate Services and Governance**  
**Paul Dowling, Strategic Director, Communities and Environment**

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### **Purpose of the report**

1. This report seeks approval for changes to the Council's constitution to enable the Council, in its capacity as Local Planning Authority, to discharge new statutory duties to determine applications for Permission in Principle (PIP) for residential development.

### **Background**

2. The Town and Country Planning (Permission in Principle) (Amendment) Order 2017 (the Order) comes into force on 1 June 2018. This allows small (9 dwellings or less) housing schemes to apply to the Council for PIP. The granting of PIP along with a subsequent Technical Details Consent (TDC) provides an implementable planning permission.
3. PIP establishes whether the principle of housing on a site is acceptable along with the number of dwellings (expressed as a range) that can be accommodated on the site. The TDC deals with the detailed issues such as design, layout and parking.
4. Once a site has a PIP, the developer or landowner has 3 years to seek TDC, the granting of which will mean that the site has an implementable planning permission. The Council as Local Planning Authority (LPA) is under no obligation to approve TDC; however it cannot re-consider the *principle* of development on the site or the number of dwellings that the site can accommodate. A TDC application can only be submitted as a single application and not broken up into parts.
5. Councillors may recall a previous report to Cabinet on 19 December 2017 for PIP to be granted for housing on sites in the Brownfield Register. The Order differs from that approach in that applications can be made for both brownfield and greenfield sites although they are restricted to 9 dwellings or less.

## Proposals

6. As required by the Order, from 1 June 2018, developers or landowners will be able to apply for PIP and subsequent TDC for development of 9 dwellings or fewer.
7. An application for PIP would be submitted to the Council as LPA (Development Management section). As part of the determination of this application, internal and external consultation would take place along with the other consultation and procedural measures set out in the Order.
8. Consideration would then be given to any representations received and a decision (or where relevant recommendation) would be made whether to grant PIP. The decision would be made either by the Service Director, Development, Transport and Public Protection under delegated authority or by the Planning and Development Committee, consistent with the Council's scheme of delegation for planning applications. The scheme of delegation for the Planning and Development Committee in the Council's constitution would need to be amended to allow this. It is proposed that the following be added to the Committee's delegations (Part 3 - Schedule 1 - Non Executive Functions – Delegation to Council Bodies):-  
  
“(xi) To exercise the powers of the Council under the Town and Country Planning (Permission in Principle) (Amendment) Order 2017 to determine applications for permission in principle and technical details consent.”
9. For applications for TDC, following a grant of PIP on application, it is proposed that these be considered in the same way, albeit that the principle of development and amount of housing would not be relevant considerations and the timescales for determination would differ.

## Recommendations

10. It is recommended that Cabinet:
  - (i) approves the decision making framework for PIP on application and TDC; and
  - (ii) recommends the Council to approve the proposed amendment to the scheme of delegation in the Council's constitution as set out in paragraph 8 above.

For the following reasons:

- (i) To ensure that the regulatory requirements regarding PIP on application and subsequent TDC are met.
- (ii) To ensure that the Council has a proper constitutional as well as statutory basis for decisions in respect of PIP on application and subsequent TDCs.

- (iii) To ensure that the correct balance is struck between timely decision making and appropriate consultation, publicity, oversight and scrutiny.
- (iv) To assist in the delivery of additional housing in the Borough.
- (v) To encourage the development of small housing sites.

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**CONTACT:** Brendan McNeany extension: 2610 or Iain Armstrong extension: 3445

**Policy Context**

1. The proposals will align with Vision 2030, in particular through City of Gateshead, Creative Gateshead and Sustainable Gateshead, by helping to increase the delivery of new housing in the Borough. The proposals also support the pledges within Making Gateshead a Place where Everyone Thrives.
2. The proposals are in accordance with The Town and Country Planning (Permission in Principle) (Amendment) Order 2017.

**Background**

3. The Town and Country Planning (Permission in Principle) (Amendment) Order 2017 (the Order) sets out that a Local Planning Authority (LPA) may grant permission in principle (PIP) on an application to the authority for the residential development of land. This does not apply to development which is major development (that is, 10 dwellings or more, or sites of hectare or more in size or buildings where the floorspace created would be 1000 square metres or more), habitats development under the Habitats Regulations, householder development, or development which meets Schedule 1 of the Environmental Impact Assessment Regulations. Effectively this means that applications are restricted to sites of 9 dwellings or less and less than 1 hectare in size.
4. Such an application can include conversions of buildings and changes of use but must be for housing-led development – i.e. where the residential use makes up the majority of floorspace. Appropriate non-residential uses may include, for example, a small proportion of retail, office space or community uses. Non-residential development should be compatible with the proposed residential development.
5. Such an application needs to include the relevant application form, fee and a plan which identifies the site.
6. Before determining an application, the LPA must:
  - Display a site notice for at least 14 days.
  - Display specified information on their website – namely:
    - (i) The address or location of the proposed development;
    - (ii) A description of the proposed development.
    - (iii) The date by which any representations must be made.
    - (iv) Where and when the application may be inspected.
    - (v) How representations may be made.
  - Take into account any representations made.
7. Whilst there is no requirement in the Order to write to neighbouring residents/occupiers about an application for PIP, it is still proposed to do this

to ensure that the PIP on application consultation process is consistent with PIP through the brownfield register and standard planning applications.

8. In terms of decision-taking, it is proposed that decisions on PIP applications and subsequent TDC applications are taken in line with the Council's scheme of delegation that already applies to PIP (and subsequent TDC applications) through the brownfield register and standard planning applications.
9. It should be noted that PIP does not consider the details of a particular scheme and simply establishes the principle of residential-led development on a site and the number of dwellings that that site can accommodate. However, once PIP is granted these issues cannot be re-considered at TDC stage. No planning conditions can be attached to a PIP.
10. The timescales for an LPA to determine a PIP application are 5 weeks for minor development and 10 weeks for major development. These timescales also apply for applications for TDC.
11. Planning conditions and obligations can be attached to a TDC and there is a right of appeal if a TDC application is refused. If the development is chargeable development within the Community Infrastructure Levy charging schedule in Gateshead it is at TDC where this charge would be levied.

#### **Implications for PIP on application in Gateshead**

12. For small and medium-sized builders (SMEs), it is clear that the measures will have the potential to increase the delivery of housing by these groups and thus diversify the housing market as the amount of housing delivered by SMEs has dramatically declined over the past 30 years. Some of the reasons for this have been cited as the increasing costs of the planning process, reluctance of banks to authorise borrowing and the greater resources of the volume housebuilders.
13. PIPs would reduce uncertainties and risk for SMEs as a site could be granted a PIP through the submission of a simple application. This would mean that SMEs would have a better chance of borrowing money given the greater certainty that a site can be developed for housing and would reduce the upfront costs. The benefit to the Borough would be that there was greater diversity in housing being delivered and an increase in previously-developed land being used.
14. Other sites that are likely to benefit most from PIP on application are those small sites that are Council owned and earmarked for in-house development.
15. It is acknowledged that the requirement to determine PIP and TDC applications will put greater demands on Council resources. In particular, a lot of upfront work will now fall on the Council to determine whether sites are suitable for housing and the number of dwellings that can be accommodated, especially as minimal information is required to be submitted for a PIP application.

16. PIP on application and subsequent TDC will not replace the traditional planning application route and is intended to provide an alternative means of obtaining planning permission for housing development.

### **Consultation**

17. The following have been consulted on in this report.
  - Cabinet Members for Environment and Transport
  - Members of the Planning and Development Committee.

### **Alternative options**

18. As the Order makes it mandatory for LPAs to determine applications for PIP and subsequent TDC, there are no alternative options.

### **Implications of recommended option**

#### **19. Resources**

- a) **Financial Implications** – The Strategic Director, Corporate Resources confirms the cost of determining the applications will be met through application fees. The granting of PIP and subsequent TDC will support the delivery of housing within the borough helping to provide additional revenue to the Council in future years in the form of Council Tax receipts and greater certainty around capital receipts.
- b) **Human Resources Implications** - As above, the determination of applications will require additional officer time.
- c) **Property Implications** – Whilst there are no direct property implications for the Council arising from this report, if any Council land is the subject of a PIP and TDC application this will have an impact on the marketing and disposal of the site. Any implications will be highlighted in any future disposal report for any Council land.

20. **Risk Management Implications** – There are no risk management implications arising from this report.

21. **Equality and Diversity Implications** – There are no equality and diversity implications arising from this report.

22. **Crime and Disorder Implications** – There are no crime and disorder implications arising from this report.

23. **Health Implications** – There are no health implications arising from this report.

24. **Sustainability Implications** - It is considered that the proposals will have positive sustainability implications by helping to deliver housing in the

Borough.

25. **Area and Ward Implications** – There are no area and ward implications arising from this report.
26. **Background information** – The Town and Country Planning (Permission in Principle) (Amendment) Order 2017.

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**TITLE OF REPORT:** Coatsworth Shopfront Design Guide Supplementary Planning Document – Proposed appendix to support detailed design guidance for planning applications

**REPORT OF:** Paul Dowling, Strategic Director, Communities and Environment

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### **Purpose of the Report**

1. The report seeks Cabinet approval to publish the proposed appendix to the 2013 Coatsworth Shopfront Design guide Supplementary Planning Document (SPD) for consultation (attached at Appendix 2), which sets out detailed design guidelines to support planning applications. This will be made available as both a printed 'hard-copy' document, and a web-based resource.

### **Background**

2. Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 places on Local Planning Authorities the duty to draw up and publish proposals for the preservation and enhancement of conservation areas in their district. There is also a requirement under s.71 to consult the local community.
3. In 2012 The Council successfully secured a grant from Heritage Lottery Fund (HLF) to deliver a Townscape Heritage Initiative (THI) scheme in Coatsworth Conservation Area which focused on the shopfronts and buildings along Coatsworth Road.
4. As part of the preparation for the scheme, to meet HLF criteria, a conservation area character appraisal and management plan was prepared and subsequently adopted by the Council as a supplementary planning document (SPD) on 16 April 2013.
5. A condition of the THI, is that the Council is required to prepare, and adopt a shopfront design guide. This, with conservation area management strategy, will inform the future development of the conservation area in a constructive manner, assist the delivery of the THI, and provide a mechanism for the maintenance of the public investment during the THI after the project has ended in 2017.

### **Shopfront Design**

6. The THI scheme has a strong focus on the renewal of shopfronts, including restoration of historic fronts, and replacement shopfronts. The Shopfront Design Guide was prepared specifically to respond to the nature of the THI and the grants identified as well as to assist with scheme development. The restoration of, or replacement of, shopfronts is a significant component of the THI and one which will have a material effect on the appearance of Coatsworth Road. The guidance was prepared to inform the restoration of existing, traditional shopfronts, and the replacement of shopfronts on Coatsworth Road.

7. The guidance was adopted by the Council as a supplementary planning document on 16 April 2013 to be used as a material planning consideration in the determination of planning applications in Coatsworth Conservation Area.

### **New Guidance**

8. The THI scheme is due to finish in June 2018. As part of the THI conditions, the HLF requires the Council to provide a plan to maintain the investment generated through the THI scheme.
9. Feedback during the scheme noted that the approved shopfront design guide did not provide sufficient detail for shop owners or tenants to use to develop planning applications. The good/bad practice was welcome but more images, large scale drawings and plan based information would benefit the audience.
10. The shopfront design guide is proposed to be amended, to include an appendix of large scale drawings and details, and specific technical advice on creating a shopfront in a user friendly format for owners and tenants. This will meet the HLF criteria to produce a plan to maintain investment.
11. The revised SPD will supplement policy CS15 of the Local Plan and draft policy MSGP26 of Making Spaces for Growing Places.
12. The revised SPD contributes to the requirement in the National Policy Planning Framework (NPPF) paragraph 126 to publish a positive strategy for the conservation and enjoyment of the historic environment.

### **Statement of Community Involvement (SCI)**

13. Under section 18 of the Planning and Compulsory Purchase Act 2004, Councils are required to produce an SCI, which outlines the Council's strategy for involving community groups, stakeholders and other organisations in the preparation and review of planning policy documents, and in the consideration of planning applications. The NPPF continues to place emphasis on early and proactive engagement with interested parties in the Development Management process, and in the preparation of Local Plan documents.
14. This is an updated SCI, the previous update was in 2013, and the SCI was first adopted in 2007.
15. The approach to consultation as set out in the SCI will apply to all future Local Plan documents prepared by the Council, and in determining planning applications. The objectives and guidelines set out will be in line with those established as part of the wider Council approach to community engagement.
16. Changes in the approach in the SCI see a shift towards electronic forms of consultation such as email and social media which reflects both a reduction in Council resources and a shift in the way the public and other stakeholders communicate.

17. Consultation on the draft appendix to the Coatsworth Shopfront Design Guide SPD will be carried out in accordance with the SCI.

### **Proposal**

18. It is proposed that Cabinet notes the content of the draft appendix to the Coatsworth Shopfront Design Guide SPD, and agrees that it can form the basis for public consultation starting 1 June 2018 and ending on 31 July 2018.

### **Recommendations**

19. It is recommended that Cabinet approves the publication for consultation of the draft appendix to the Coatsworth Shopfront Design Guide SPD.

For the following reasons:

- (i) To maintain the Council's and HLF investment through the THI scheme.
- (ii) To publish proposals to conserve and enhance the conservation area as required by the 1990 Planning (Listed Buildings and Conservation Areas) Act.

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**CONTACT:** Anneliese Hutchinson

extension: 3881

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### Policy Context

1. The review of, and proposed amendment to, the Shopfront Design Guide SPD forms part of the Council's Local Plan.
2. As part of the Local Plan, the revised Shopfront Design Guide SPD will help deliver Vision 2030.
3. Coatsworth Conservation Area was designated in 1987. The Coatsworth Conservation Area Management Strategy (CAMS) was prepared to specifically support and amplify saved Unitary Development Plan (UDP) Policies and emerging Core Strategy Policies as part of the THI scheme development. This was adopted as SPD in 2013. The CAMS and Shopfront Design Guide support the Local Plan policy CS15 'Promoting Place Making'. The documents also relate to Saved UDP Policies ENV 7 – 10 which deal with development in, or affecting conservation areas until the UDP Policies are replaced by the draft Making Spaces for Growing Places Plan and specifically draft policy MSGP26.

### Background

4. The Townscape Heritage Initiative (THI) grant scheme is designed to protect and repair historic properties and features in Conservation Areas. Following the Council's success with the previous THI in the Bridges Conservation Area, the Council successfully submitted secured a THI scheme for Coatsworth Road.
5. Project development funding awarded at Stage 1 was used to specialist conservation consultants The North of England Civic Trust (NECT) to manage the bid process, undertake necessary heritage led building surveying and valuations, prepare a Conservation Area Character Appraisal (CACA), CAMS and Shopfront Guide.
6. The CAMS aims to provide guidance to the local community, developers, the Council and statutory agencies to promote the protection and enhancement of the Conservation Area through the positive management of change and the identification of opportunities for improvement. The CAMS document will provide a framework for managing the implementation of the THI on Coatsworth Road.
7. The Shopfront Design Guide has been prepared to provide guidance for the restoration of existing, traditional shopfronts, and the replacement of shopfronts on Coatsworth Road. This will underpin the offer of grants through the THI for works affecting shopfronts.

### Consultation and Next Steps

8. Following consultation on the draft appendix to the Coatsworth Shopfront Design Guide SPD from 1 June to 31 July 2018, the Council will review the representations and comments received and revisit the draft appendix accordingly, making any adjustments which are considered to be necessary in consultation with Cabinet Members and other internal consultees.

9. The Cabinet Members for Environment and Transport and ward councillors have been consulted on this report.

### **Alternative Options**

10. The Council could choose to not consult on the proposed appendix to the Shopfront Design Guide. However, this would impact negatively on the future maintenance of the investment received through the THI and the successful shopfront restoration schemes achieved to date. The publication of the CAMS and shopfront design guide are a requirement of the THI.

### **Implications of Recommended Option**

#### **11. Resources:**

- a) **Financial Implications** – Some modest cost will arise in consulting on the draft appendix. The Strategic Director, Corporate Resources confirms that these costs will be accommodated from within existing resources.
- b) **Human Resources Implications** – There are no human resource implications arising from this report.
- c) **Property Implications** - There are no direct property implications arising from this report.

12. **Risk Management Implication** – Progressing and ultimately adopting this appendix will ensure it has full weight when it comes to planning decisions and will help to ensure the delivery of a positive strategy to conserve and enhance the historic environment. A consequence of not progressing and consulting on this appendix would reduce the ability of the Council to maintain the investment secured through the THI scheme. This would increase the likelihood of new developments being assessed and decided in an unplanned way and reduce the ability of Gateshead to resist inappropriate development.

13. **Equality and Diversity Implications** – There are no equality and diversity implications arising from this report.

14. **Crime and Disorder Implications** – There are no crime and disorder implications arising from this report.

15. **Health Implications** – There are no health implications arising from this report.

16. **Sustainability Implications** – There are no sustainability implications arising from this report.

17. **Human Rights Implications** - There are no human rights implications arising from this report. As part of the Local Plan process the Council has a Statement of Community Involvement in place which will be complied with in consulting and engaging with the local community.

18. **Area and Ward Implications** – Saltwell, Bridges and Lobley Hill and Bensham

## Appendix

Copies of the Appendices will be available in the Members' room and will be accessible on-line.

2. Draft Appendix to the Coatsworth Shopfront Design Guide SPD MSGP Local Plan document

### Background Documents

3. Approved Coatsworth Shopfront Design Guide SPD 2013  
(<http://www.gateshead.gov.uk/DocumentLibrary/Building/regeneration/Coatsworth-Road-Design-Guide.pdf>)
4. Approved Coatsworth Conservation Area Management Strategy SPD and Conservation Area Character Appraisal, 2013  
(<http://www.gateshead.gov.uk/Building%20and%20Development/PlanningpolicyandLDF/LocalPlan/SupplementaryPlanningDocuments/Coatsworth-Road-Conservation-Area-Management-Strategy.aspx>)

# Coatsworth Conservation Area

## Shopfront Design Guide

Appendix 1 : Detailed Design Guidance



Consultation Draft  
February 2018

## Introduction

- 1.1 This design guide updates the 2013 Coatsworth Conservation Area Shopfront Design Guide SPD and forms an appendix to this document.
- 1.2 This guide is formal planning guidance and must be adhered to by all applicants within the Coatsworth Conservation Area.
- 1.3 This detailed guidance supports the objectives and delivery of the Coatsworth Road Townscape Heritage Initiative (THI), a £2.2 million conservation-led regeneration project which benefits from Heritage Lottery funding which runs until the end of June 2018. The project focused on building repairs, shopfront improvements and the enhancement of the public realm. This guidance seeks to maintain that investment through informed planning decisions.





## What is a 'shopfront'?

2.1 Traditionally, retail outlets featured shopfronts with large glazed windows, which provided a dual function: to let light into the shop, and to prominently advertise the goods that were on sale inside. Shop window displays and shopfronts have always had a major influence on the vitality and image of historic streets and centres.

2.2 Externally, shopfronts often included evidence of the goods or services that were being traded, in the form of a sign or in the framework. Greengrocers, for example, often incorporated carded fruit into the timber framework, and barber shops featured the instantly recognisable red and white striped pole.

2.3 Today, 'shopfronts' have a range of purposes, and styles and may now house bars, restaurants and cafes as the retail use has changed.

2.4 Attractive, well-constructed and properly maintained shopfronts can enhance any street making them more attractive to shoppers and visitors alike. On the other hand, if poorly designed and maintained, or constructed from unsatisfactory materials they are capable of severely detracting from the character and appearance not only of an individual building but the street scene as a whole.

2.5 Most successful shopfronts and signs are visually stimulating, instantly recognisable and efficiently advertise the goods or services available for purchase. This is an important part of providing an 'active frontage' to the street. Good quality design will always be the best method of achieving this aim.



## What is the purpose of this design guide?

3.1 The Council has identified that a traditional approach to shop front design is appropriate for the conservation-led regeneration of Coatsworth Road. Coatsworth Road is flanked on both sides by late C19 early C20 Victorian terraces, in red brick, with slate roofs and a very steady, rhythmic arrangement of windows. Shop fronts which reflect traditional, Victorian proportions, composition and design will ensure that the new shop front is successfully integrated into the building as a whole. Victorian shop front frameworks provide a simple, unified framework within which shop owners can provide a shop window and entrance to suit their own tastes and purposes.

3.2 This design guide encourages you to look afresh at your own shop front and to consider whether it meets the high standards of design and workmanship which will directly contribute to the regeneration of, and enhancement of, Coatsworth Road.

3.3 It provides you (and your designer) with clear guidelines for improving your shop front in a manner which will positively enhance the street scene and Coatsworth Road in general.

3.4 It describes the procedures for obtaining the necessary approvals and the grant aid (if available) to help you make it happen.

3.5 The advice is designed to be flexible to suit your particular needs, and allows for minor adjustments but never to the extent as to sacrifice the overall design quality and aesthetics of the completed whole shop front.



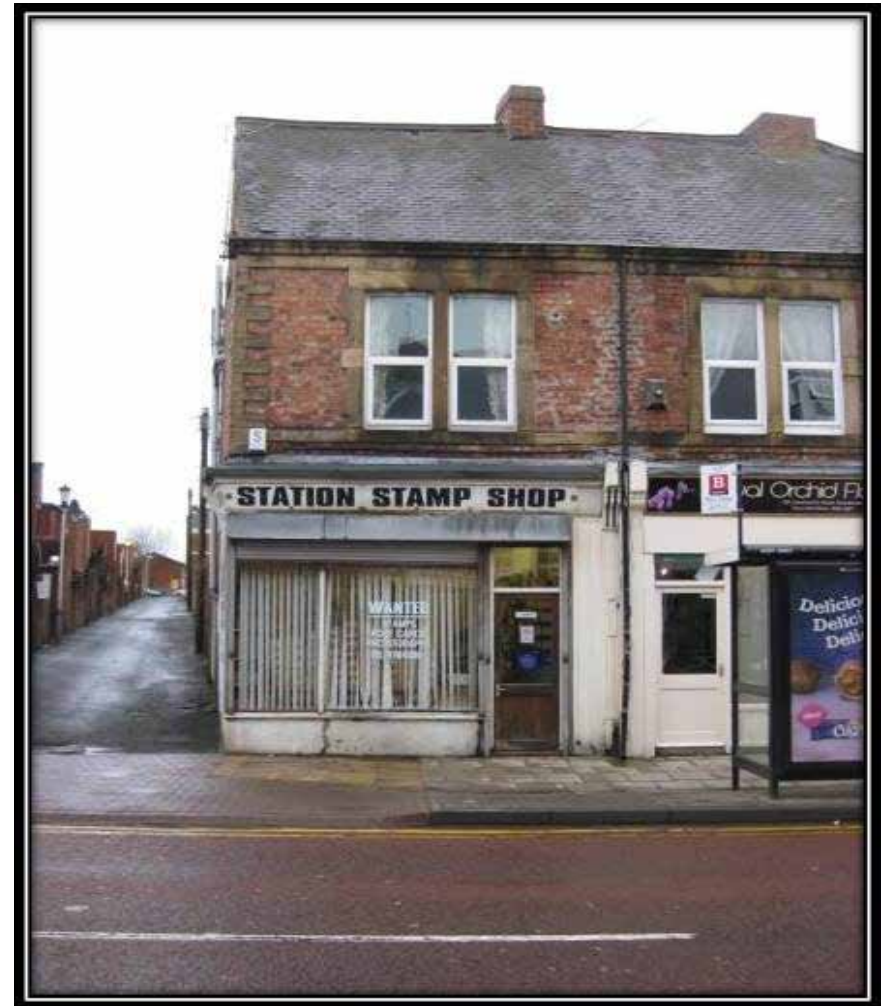
## Designing a shopfront: starting points

4.1 The starting point for any shop front design, whether tradition or contemporary, should be the character and appearance of the host building.

4.2 Where the existing shop front retains historic fabric of a Victorian shopfront, such as the framework itself, the retention of this fabric, and its repair, is encouraged. This fabric will then form the basis of the design for any missing elements. Likewise, where there is historic evidence, for example, early photos of the original Victorian shopfront, this is a good starting point/reference.

4.3 It is important that you think about the following when considering your design,

- What is the purpose of the shop front?
- What goods or services are you selling, and what is the most appropriate means of advertising them
- Was the host building built as a shop or has it had other uses, does it still have other uses i.e. domestic upper floors?
- How will signage sit against the building and where is it best placed?
- What materials would sit well with the materials used on the building?
- Are there existing elements of a historic shopfront you can re-use?
- Is there archive documentary evidence (such as old photographs) of the original shop front?
- What is the pattern of windows, upper and ground floor arrangements, shopfronts and fascias along the street?
- Is there a standard design or does it vary?
- What is the overall quality of the existing designs?



## Types of Shopfront

5.1 Historic shopfronts make a strong and positive contribution to the character of streets. Most are made up of a series of components, with fairly standard proportions. Where original, or historic, shopfronts remain intact they should always be retained and repaired or restored where possible. Where enough evidence remains to accurately reconstruct an historic shopfront which is mostly or totally lost, this is also firmly encouraged.

5.2 Sometimes only a very small section of the original shopfront will remain, but using the design principles and examples in this guide, and any documentary evidence of the original frontage, it is perfectly possible to design an appropriate, high quality shopfront, making use of the remnant historic features.

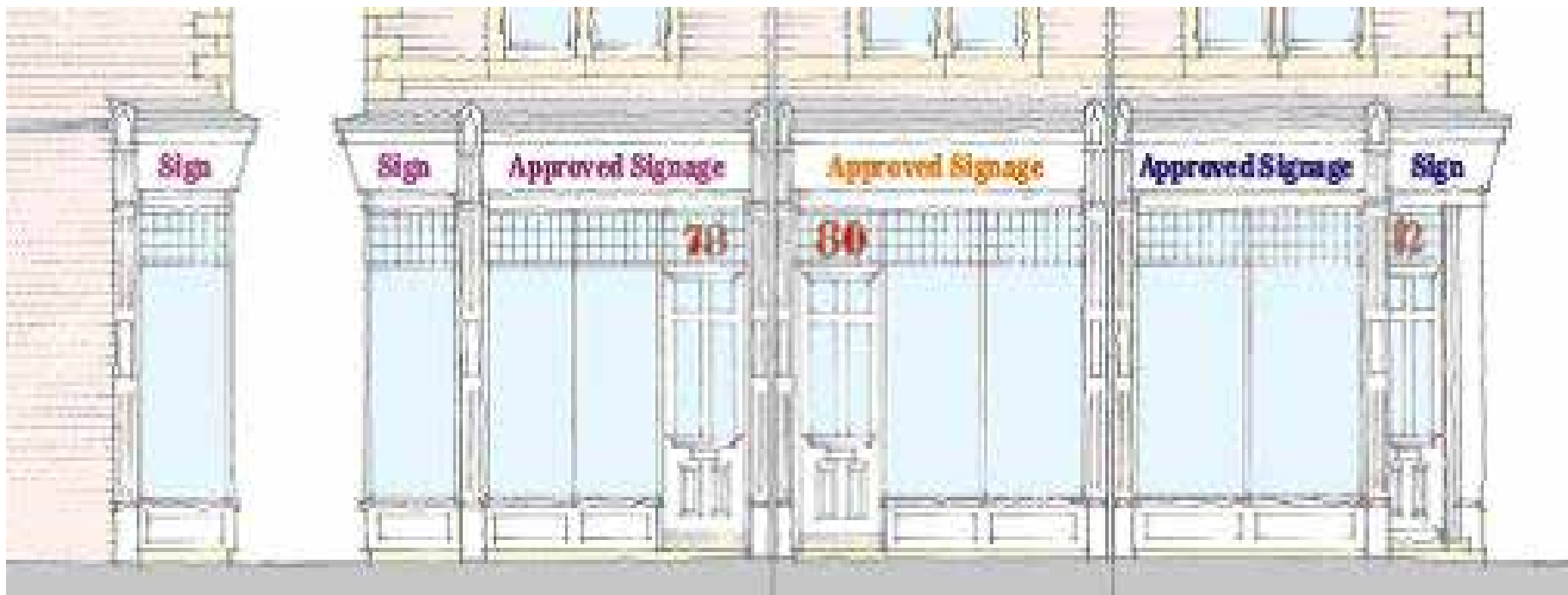
5.3 Where all evidence of the historic shopfront is lost, or where the building did not originally feature a shopfront and a modern one has been inserted subsequently, consideration is likely to be given to a wider range of designs.

5.4 New, high quality shopfronts that are appropriate to the host building and the street should reflect (but not necessarily replicate) the proportions and character of a historic shopfront, but might introduce alternative materials.



## General Principles of a Shop Front

- 6.1 The individual components of a traditional shopfront are shown on the next page. Whilst this may not look exactly like your shopfront, and probably won't be an exact template for your new design, the components are typical of most shopfronts, traditional and contemporary.
- 6.2 The proportions of the shopfront should, in the first instance, be dictated by the structure and appearance of the host building. The size, style and layout of the windows on the upper floors should be a strong influence on the layout of the shopfront.
- 6.3 If there are a series of shopfronts on the street it is important that the shopfront reflects the existing, traditional rhythms set by the patterns of pilasters, stallrisers and fascias.





1. The cornice marks the division between the shop and the upper floors of the building, and projects out from the wall.

1-3 Wellington Street during restoration works



2. The fascia covers the structural lintel above the shop window frame and is the traditional location for the shop name. Fascias should never run through several distinct elevations, even where premises are occupied by the same business. Fascias generally should not occupy more than 20% of the total height of the shopfront and must never obscure first floor windows or other architectural features. The shop name should be displayed on the fascia or occasionally, a sub-fascia (see section on signage)



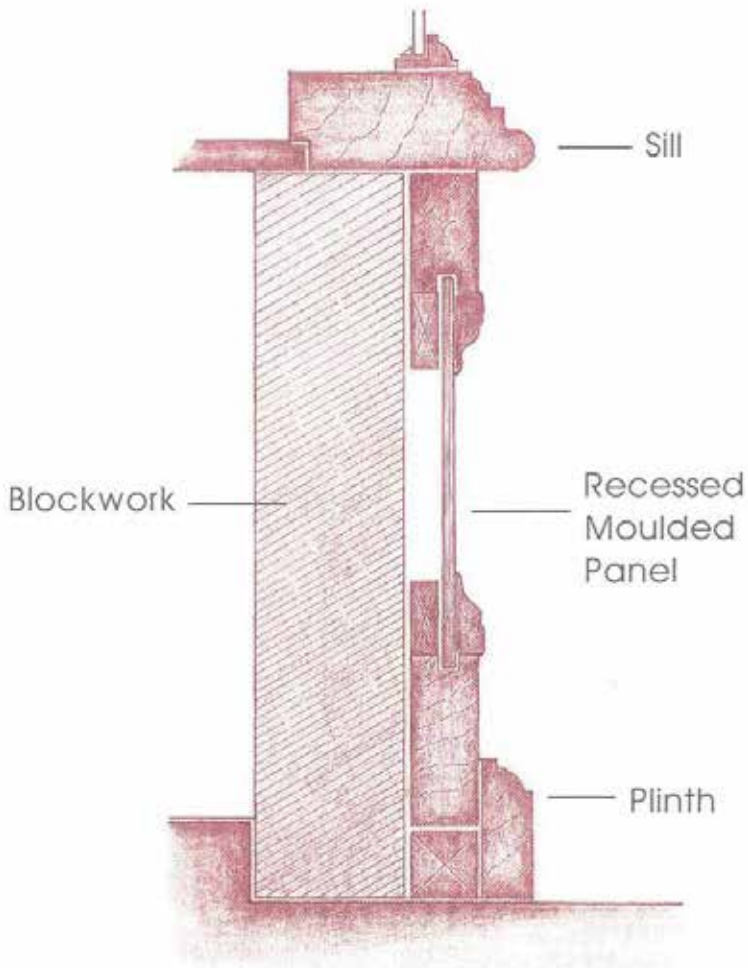


3. A pilaster is a tall straight column flanking each side of the shopfront, providing visual and structural support to the fascia and differentiation between shops. These vary significantly in size and decoration, but usually provide a common rhythm and unity within the street scene and reflect the character of the host building.
4. The corbel (sometimes referred to as the console or bracket) provides a visual stop to the length of the fascia. It typically appears as a bracket, holding up the capital, and therefore has both vertical and horizontal functions.
5. The capital literally caps the pilaster, forming a decorative stop to the vertical elements of the shopfront and sometimes reflects the original purpose of the property in its design and detail. The design of capitals varies greatly and can sometimes be very flamboyant.



Historic detailing found on the Stamp Shop and next door Florist.

6. Each pilaster has a plinth at its base, which is usually the same height as the stall riser below the shop window.
7. The stall riser is a long, horizontal plinth that forms the base of the shop window, supporting the cill. It also raises the glazing above street level, protecting it from damage. Stall risers are typically the same height as the plinth at the base of the pilasters. The stallriser should have a solid appearance. Slightly recessed timber panels may be introduced to add relief. A continuous plinth should be incorporated at pavement level. You could also include painted lattice (metal) grilles to light and/or ventilate internal spaces.



STALLRISER CONSTRUCTION

Detail showing how to construct a stallriser with a panelled timber appearance.

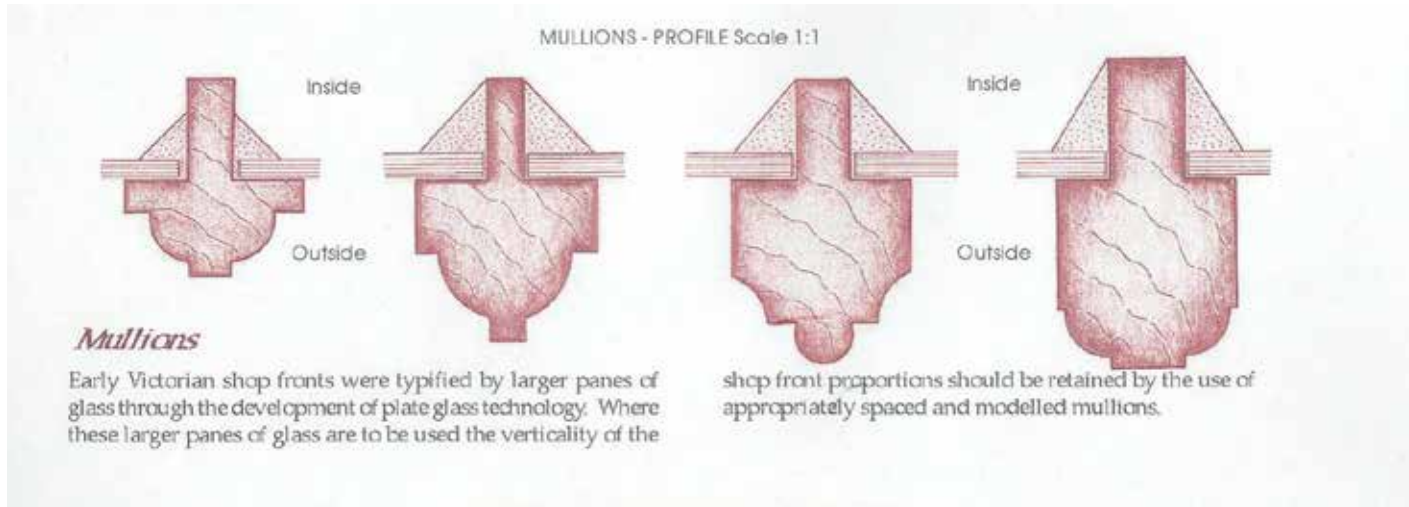
8. Shop windows vary greatly in size and design, but all are likely to feature glazing, cills, mullions and transoms. Glazing is crucial to provide activity and natural surveillance. It is also the traditional means of displaying goods. The infill shopfront – the shop window – should be recessed a minimum of 100mm behind the face of the pilaster.

Victorian shopfronts were typified by larger panes of glass than the earlier Georgian shop fronts. The verticality of the shopfront is retained by use of appropriately spaced and modelled mullions.

The shop window is fundamental to the advertising and display function. New shopfronts can usually accommodate a wider range of glazing types, including double glazing or toughened glass. If proposing to insert new glass into an historic frame care must be taken to choose a type of glass that can be accommodated into the existing glazing bars and mullions without strengthening or thickening them.

9. Some shopfronts feature transom lights above the main shop window, which may be leaded, stained, frosted or clear, and some open to provide ventilation. Many doorways also feature a fanlight over them, sometimes etched with the buildings number or name.

Details of Victorian mullion profiles



10. Doors were traditionally recessed to provide more window space. A doorway that is flush with the building line can give a flat, weak appearance. Doors should reflect the period and character of the shopfront and building. New shop entrances must address the needs of disabled customers. Steps should be avoided and doors should be of a width to accommodate wheelchairs.

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## Materials

6.4 The framework should be constructed from painted timber. Timber, which is both versatile and durable, is a traditional shopfront material and is always encouraged. Other traditional materials may include natural sandstone or granite. The choice of material should be appropriate to the host building and its context.

6.5 Modern, hard and glossy materials such as acrylic, perspex and uPVC are not appropriate as they typically have a poor quality appearance against the traditional materials of older buildings.

6.6 There can be slightly more flexibility in the choice of materials for modern/contemporary designed shopfronts; timber is still preferred but other natural materials such as stone can also be appropriate. Stallrisers would typically be constructed from natural stone or painted timber panels. Aluminium frames may occasionally be considered if they are appropriately detailed and powder coated.

## Colour schemes

6.7 Colour schemes for shopfronts, and where possible, signage should harmonise with the remainder of the building and street. Strident colours and garish colour combinations should be avoided. Colour can be used to advantage to emphasise important elements of the design, and to highlight or reinforce the structural elements of the design.

6.8 Traditional timber shopfronts should be painted in a good quality paint, using colours that are appropriate to the age of the building or shopfront, leaving the window display to provide the light. Victorian shopfronts, for example, were typically dark reds or blues. A matt, non-reflective finish or semi-gloss finish are the most appropriate.

6.9 Gilding or light colours may be used sparingly to highlight architectural features and mouldings.

6.10 A wider range of paint finishes beyond the normal 'heritage' range may be used on modern shopfronts but garish colours should still be avoided, as should colours that clash with, or detract from the materials of the host building.

## Canopies and Awnings

7.1 Some historic shopfronts would have had retractable canopies and often, evidence of the mechanisms can be found in the remnants of a historic shopfront even if the canopy itself is lost.

7.2 Where there is such physical evidence, or the scheme proposes to reinstate a shopfront based on photographic evidence, or where it would be appropriate to add or reinstate a canopy over a traditional shopfront, only traditional canvas awnings will be permitted.

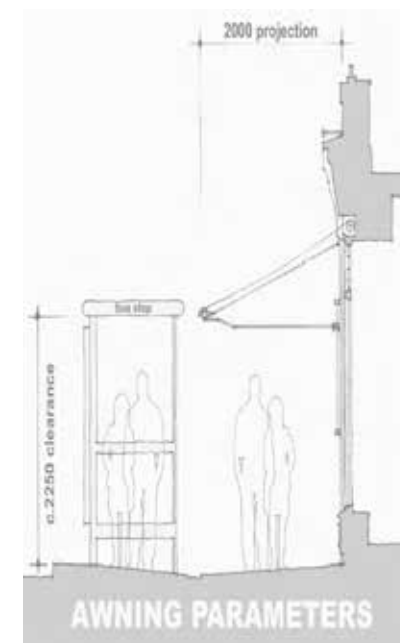
7.3 Awnings should be designed as an integral part of the shopfront framework.

7.4 Canopies should not obstruct the highway. Highway guidance requires 2.25m clear headroom on adopted footways and a 500mm set back from pavement edge.



### CONSOLE AND FASCIA PROFILE DETAIL 1:10

Typical construction detail of the fascia and shopfront detail including the positioning of internal roller shutters and awnings should they be historically appropriate.



## Signage

8.1 Signage is an vital and integral element of any shopfront. It is important, when specifying signage to ensure that it meets the needs of the business whilst also respecting the shopfront and host building and townscape.

8.2 Signage is only one part of the story – a good window display will often advertise the goods on display far more effectively than a name can.

8.3 The fascia (or, sub-fascia where there is one) is the traditional and most visible location for the main business name to be located. The fascia or sub-fascia are an integral part of the shopfront and should not be over-clad with a modern sign on a large backing board. Whole fascias of plastic, or internally illuminated boxes, are not appropriate or acceptable.

8.4 The signage should consist of the name only. Phone numbers, web addresses and opening hours should not be included on fascia signs.



Danskys on the left is a great example of signage - contrast this with the photo on the right - the materials, the size of the signage, the extent of signage within the window all lead to a poor quality finish and street scene.



8.5 Two types of name sign are considered appropriate, regardless of whether they are being applied to a traditional or contemporary shopfront. These are:

1. Painted lettering

Hand painted lettering is generally most appropriate for historic shopfronts. It should be a suitable, traditional typeface and suitably coloured to contrast with the colour of the fascia i.e. light against dark.

2. Cut out free standing letters fixed individually to the fascia

Freestanding letters should ideally be made from metal, as this is more durable than timber. They should not project more than 50mm from the fascia.

Options 1 and 2 – the lettering should no more than 2/3 the height of the fascia and should be positioned centrally on the fascia (both horizontally and vertically).

Projecting and First Floor Signage may also be considered. Hanging signs are traditionally hung from a metal bracket positioned at one end of the fascia. These signs would typically be a trade symbol or image, rather than text.

8.7 The principles for an acceptable hanging sign are:

1. Historic evidence of previous hanging signs
2. Signs should be painted timber or high quality, durable, contemporary materials
3. Only one hanging sign should be located on the principal Elevation of the building. Other elevations should not feature any signage.
4. The sign must be positioned at fascia level or ground floor level where there is no fascia.
5. The sign should not project more than 600mm from the face of the building.
6. The sign should be no more than 750mm in height.
7. The sign should have a vertical emphasis.
8. No part of the sign should be less than 2.25m above pavement level.
9. Brackets should be metal, simple, and solid, flat sectioned ironwork is unlikely to be acceptable.
10. The hanging sign must form part of the shopfront.

Banners and flags, and similar fixtures, are not appropriate for use on historic buildings or in historic areas and should be firmly discouraged. They are visually intrusive, difficult to maintain and can lead to a negative image.



The shop window i.e. the glazing, can sometimes be a useful location for signage. Window signs could be supplementary to, or instead of traditional fascia signage. These type of signs fall within the Advert Regulations and may require planning permission.

8.10 The success of such signage is generally determined by the final design and the use of the shop.

8.11 Potential ways to advertise in windows include painting or etching business names or opening hours into the internal surface of the glass (\*unless the glass is original and has historic value, in which case it should not be painted or etched.); hanging non-illuminated signs behind the window or hanging blinds with adverts. The use of vinyls should be avoided.

8.12 Care must be taken to avoid clutter and to ensure that the overall finished appearance of the shopfront does not detract from the appearance of the building. Signage within windows should be no more than 10% of the whole glazed area.

8.13 Free standing signage such as A-board advertisements should not be used in front of businesses unless they are within the private grounds or forecourt of that building. They should not be located on the pavement or within any part of the adopted highway. Such signs are generally discouraged as they have an adverse and negative impact on the appearance of the street and create obstructions for pedestrians and particularly people with limited sight.



The Stamp Shop features a side hung A-board advert which forms part of the restored shop-front.



## Illumination

9.1 Illumination should only be used where absolutely necessary. It should be low key and carefully integrated into the design of the shopfront. It should complement any existing architectural lighting scheme featured on the host building. It should avoid conflict with any lighting within the shop window and display.

9.2 Internal illumination of signage will not be permitted. Illumination which may be considered appropriate includes:

1. White halo illumination behind freestanding letters provided that it does not result in an increased projection for the signage from the fascia
2. Miniature spotlights of no more than 75mm diameter set in the underside of the entablature with the fitment concealed.
3. Hanging signs – discreet matt black light fittings attached to the bracket or sign itself with a maximum projection of 100mm.

9.3 Cable runs across the surface of a building should always be avoided as they can have a negative effect upon its appearance.

9.4 Swan neck, projecting lights stalk lights, trough and neon lighting will be discouraged as they are not appropriate for use on historic buildings.

9.5 An attractively lit window display can have an extremely positive impact on the appearance, vitality and security of streets during the evening and should be considered. Shop owners are encouraged to consider appropriately illuminating their shop windows well into the evening, avoiding the use of harsh fluorescent lighting.

## Security

10.1 Solid external roller shutters, in particular, detract significantly from the appearance of any host building, and can fully obscure a shopfront. They also have a deadening appearance in the street scene when lowered.

10.2 Security measures should not cause harm to the appearance and character of a building or streetscape.

10.3 Security glass i.e. laminated or toughened, can be appropriate except where the glazing is original, in which case it should be retained. These do not disrupt the exterior appearance of the building.

10.4 Internal lattice grilles positioned behind the shop window are a good alternative to roller shutters. When closed they still enable passers-by to view the shop display and allow light to spill out onto the street, avoiding the deadening effect of roller shutters.

10.5 Externally, removable mesh grilles or railings fitted over the windows and doors are preferred to roller shutters. These should relate to window and door arrangements and should not obscure details such as sub-fascias, pilasters or stallrisers.

10.6 If a completely new shopfront is being designed then security measures should be considered from the outset and fully integrated into the design.

10.7 Alarm boxes can be a successful deterrent, but only one should be fixed to each property and should be of a discreet size and material, located above the ground floor in an unobtrusive position.



## Access

- 11.1 Easy access to shops and circulation within them is important to everyone, including people who use wheelchairs, those who cannot walk easily, people who are deaf, blind or visually impaired and to the elderly, children, those people with pushchairs or prams.
- 11.2 New shop entrances should accommodate the needs of all shoppers and business users without detriment to the character and appearance of the host building and street.
- 11.3 Level access should be provided if possible to accommodate the needs of people with limited mobility, or with pushchairs, prams etc. and doors should be wide enough for wheelchair access (typically a cleared opening width of 900mm).
- 11.4 Some historic shopfronts will not be able to accommodate this without detriment to their character or appearance, so innovative solutions need to be sought.



**TITLE OF REPORT:** Response to Consultation

**REPORT OF:** Sheena Ramsey, Chief Executive

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**Purpose of the Report**

1. To endorse the responses to the Ministry of Housing, Communities and Local Government (MHCLG) consultation on a draft revised National Planning Policy Framework (NPPF), alongside a parallel consultation on supporting housing delivery through developer contributions..

**Background**

2. The background to the consultation and proposed responses are set out in appendix 1.

**Proposal**

3. To endorse the responses set out in appendix 1.

**Recommendation**

4. It is recommended that Cabinet endorses the consultation responses set out in appendix 1.

For the following reason:

To enable the Council to contribute a response to the consultation.

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**CONTACT:** Kevin Ingledew extension: 2142

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**Policy Context**

1. The Ministry of Housing, Communities and Local Government (MHCLG) published a draft revised National Planning Policy Framework (NPPF) on 5 March 2018, alongside a parallel consultation on supporting housing delivery through developer contributions. The proposals set out measures intended to bring forward development of more land in the right places, and accelerate delivery of new housing in particular.

**Background**

2. Consultation on the NPPF follows from proposals previously announced by the government, including those set out in the Housing White Paper: *Fixing our broken housing market*, published in February 2017, and September 2017 consultation on *Planning for the Right Homes in the Right Places*.
3. The draft revisions to the NPPF propose a wide range of changes, including:
  - Changes to the basic structure of the framework, intended to improve the document's legibility
  - Introducing a requirement that plan policies are reviewed at least every five years, with updates if necessary to reflect changing circumstances
  - An expectation that statements of common ground will be prepared and maintained, demonstrating effective joint working with neighbouring areas and other relevant bodies on cross-boundary issues
  - Requiring that development proposals which accord with all relevant policies in the plan should not need to submit a viability assessment to accompany the planning application
  - Establishing a new standard method for calculating local housing need
  - Introducing a new Housing Delivery Test, that will measure housing delivery against targets. From 2020 where delivery within local authority areas falls below the minimum threshold, planning policies relating to delivery of housing will be considered 'out-of-date'
4. The Council's draft response to the consultation proposals supports the government's clear focus on the delivery of housing, and the new clarity provided in the NPPF on several issues. However, we note a

number of concerns regarding the application of the proposals, particularly in terms of the potential consequences for plan-making, for meeting local housing needs, and for the resources of local authority planning teams.

5. Consultation on supporting housing delivery through developer contributions responds to findings from an independent review of the Community Infrastructure Levy (CIL) and planning obligations in 2015, and subsequent announcements made at Autumn Budget 2017.
6. Consultation on developer contributions are intended to complement proposed changes to assessing development viability in the draft NPPF, and make the system of developer contributions more transparent and accountable.
7. The questions posed through the consultations, and the Council's draft responses are provided in appendices 2 and 3.
8. MHCLG's deadline for consultation responses is 10 May 2018. In order to meet this deadline, our comments have been forwarded to MHCLG, with an accompanying letter stating that our formal response is subject to Cabinet approval on 22 May 2018.
9. Following the outcome of this consultation, MHCLG aim to publish an updated NPPF by late summer 2018.

### **Consultation**

10. The Cabinet Members for Environment and Transport have been consulted on the proposed response.

### **Alternative Options**

11. The options around the implementation of the proposed reforms have been considered as part of preparing the proposed response

### **Implications of Recommended Option**

12. **Resources:**
  - a) **Financial Implications** – No financial implications directly arise from this report
  - b) **Human Resources Implications** – None.
  - c) **Property Implications** - None.
13. **Risk Management Implication** - No risks associated with the consultation.
14. **Equality and Diversity Implications** – None.



15. **Crime and Disorder Implications – None.**
16. **Health Implications – None.**
17. **Sustainability Implications – None.**
18. **Human Rights Implications - None.**
19. **Area and Ward Implications – None.**

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## Chapter 1: Introduction

### Question 1

Do you have any comments on the text of Chapter 1?

No comments

## Chapter 2: Achieving sustainable development

### Question 2

Do you agree with the changes to the sustainable development objectives and the presumption in favour of sustainable development?

**Yes**

Please enter your comments here

No comments

### Question 3

Do you agree that the core principles section should be deleted, given its content has been retained and moved to other appropriate parts of the Framework?

**No**

Please enter your comments here

The Council disagrees and considers it to be important to retain the list of core principles up front in the NPPF to reflect and emphasise their importance - repetition of these in other chapters where relevant is also considered appropriate.

### Question 4

Do you have any other comments on the text of Chapter 2, including the approach to providing additional certainty for neighbourhood plans in some circumstances?

No comments

## Chapter 3: Plan-making

### Question 5

Do you agree with the further changes proposed to the tests of soundness, and to the other changes of policy in this chapter that have not already been consulted on?

## Not sure

Please enter your comments here

The Council supports the requirement to set out an appropriate strategy, rather than the most appropriate strategy.

The requirement to prepare statements of common ground with neighbouring authorities is likely to eat into scarce resources within local planning authorities, particularly those such as Gateshead which border a number of other authorities with a range of cross-boundary issues.

With regard to plan-making, Gateshead Council has established close working arrangements with Newcastle City Council, as evidenced by the joint Core Strategy and Urban Core Plan (adopted 2015). Preparation of a statement of common ground will do little to enhance already well-established joint-working arrangements for those authorities who have committed resources into the preparation of joint Local Plan documents. It is the Council's view that the contribution of joint plans should be recognised as demonstrating effective joint-working, allowing for a proportionate reduction to be made to requirements for Statements of Common Ground for relevant authorities.

## Question 6

Do you have any other comments on the text of chapter 3?

The Council accepts the need for, and value in, keeping the plan under regular review, which as proposed would be at least every 5 years for strategic policies and sooner should there be an imminent increase in housing need. However, the Council is concerned regarding the practicality of this, and impact on resources, particularly if the implication is that all necessary updates are required to be evidenced, consulted and examined on.

We are concerned that the proposed requirements for more frequent review (and updating) of plans, in addition to the other requirements proposed to be introduced by the NPPF will have the perverse effect of diverting local authority resources away from supporting delivery of housing, and focus planning activity on the frequent review and updating of evidence.

In relation to maintaining cooperative working, paragraph 27 could include reference to catchment partnerships given the benefits for planning for flood management, water/sewerage infrastructure, improving water quality, green infrastructure and ecology. Reference to catchment partnerships would also be in alignment with the 25 Year Environment Plan.

## Chapter 4: Decision-making

## Question 7

The revised draft Framework expects all viability assessments to be made publicly available. Are there any circumstances where this would be problematic?

**Yes**

Please enter your comments here

Circumstances where this would be problematic include instances of more than one developer competing for the bidding on a site where public disclosure of a viability assessment may place that developer at a commercial disadvantage. This can include circumstances where land disposal is subject to obtaining planning permission; submission of the viability assessment at the same time may disclose the purchase price prior to it being registered at the land registry. This may lead to other developers obtaining pre-sale information and in turn submitting higher bids, particularly to Local Authorities selling land (who are subject to the provisions of s.123 of the Local Government Act 1972 on disposal of land), leading to delays in land disposal.

### **Question 8**

Would it be helpful for national planning guidance to go further and set out the circumstances in which viability assessment to accompany planning applications would be acceptable?

**Yes**

Please enter your comments here:

Further guidance would give certainty to local authorities and developers, as well as the general public and elected Members, and assist in addressing contentious issues – particularly the provision of affordable housing. It would be necessary for local authorities to amend their validation requirements to include the circumstances when a viability assessment is required. In addition, it would be helpful if guidance could emphasise the importance of viability assessments being submitted at pre-application stage as well as planning application stage as this may allow potential disputes to be resolved earlier.

### **Question 9**

What would be the benefits of going further and mandating the use of review mechanisms to capture increases in the value of a large or multi-phased development?

Please enter your comments below

Mandating the use of review mechanisms could ensure that potential benefits were not lost over a long period of time as large and multi-phased developments can take time to build out and this timescale may cover several economic cycles. This would also give more confidence to members of the public and elected Members that benefits that cannot be delivered at the time of application may be secured in the

future and that developers would be held to account.

Alternatively, if economic circumstances change for the worse during the course of a development, the review mechanism may conclude that certain benefits cannot be delivered. This may not be popular with members of the public or elected Members but may ensure that development does not stall.

It should be noted that the viability assessment is a snapshot in time of the costs and values associated with a development. Further review mechanism may capture any increase but will also need to capture decreases in value in the time between submission, grant of planning permission and commencement of development. It is also relevant to note that the review mechanism will rely on the openness and transparency of the developer in providing development costs and potential sales values post planning permission.

### **Question 10**

Do you have any comments on the text of Chapter 4?

The pre-application engagement and front loading section should include reference to the benefits of early discussions on viability.

## **Chapter 5: Delivering a wide choice of high quality homes**

### **Question 11**

What are your views on the most appropriate combination of policy requirements to ensure that a suitable proportion of land for homes comes forward as small or medium sized sites?

Please enter your comments here

The proposed requirement in paragraph 69 that at least 20% of sites allocated for housing in a Local plan are of half a hectare or less appears to be an appropriate approach, contributing to securing the Government's ambition that a suitable proportion of land for homes comes forward as small or medium sized sites.

A site area of 0.5ha appropriately represents a size threshold for 'small and medium sized sites', while the proposal that such sites should comprise a minimum of 20% of housing allocations strikes a reasonable balance between ensuring sufficient small and medium sized sites are allocated in a Local Plan, and avoiding the introduction of excessive burden to plan-making.

Gateshead Council already brings forward a much higher proportion of small and medium-sized sites than the 20% under 0.5 hectares proposed, and therefore is generally content with the proposed paragraph 69. The area also has historically and at present a good range and balance of small, medium and large sites.

However, we note that the proposals in clauses (b) and (d) of paragraph 69 would be likely to require extra staff resources within local planning authorities.

Clause (b) could also mention Development Briefs and Permissions in Principle as tools to bring small sites forward.

We cannot see what incentive developers – as opposed to landowners – might have to co-operate with the proposal in clause (d).

Additional financial resources to support the de-risking of small (and perhaps medium) sites would assist their delivery in many cases in areas such as Gateshead where a high proportion of urban brownfield sites are on former industrial land and significantly contaminated.

In addition we see no reason why a minimum capacity threshold for inclusion in SHLAAs and allocations in development plans should not be set – Gateshead has adopted a minimum of 3 rather than the previous 5.

## Question 12

Do you agree with the application of the presumption in favour of sustainable development where delivery is below 75% of the housing required from 2020?

**No**

Please enter your comments here

Gateshead Council recognises the importance of delivering new housing - for meeting the needs of residents, supporting the sustainability of some communities and for supporting Council services. Although we are within an area of low housing demand, the Council has taken a proactive approach to support housing delivery through planning. This includes the adoption in 2015 of a Local Plan document prepared jointly with Newcastle City Council, adoption of CIL, our role as a pilot authority for preparation of Brownfield Registers and Permissions in Principle, and our successful bid to the Planning Delivery Fund (Innovation theme).

Notwithstanding these efforts, low levels of housing demand and complex issues surrounding our brownfield sites present significant challenges for the viable delivery of residential development on several strategic housing sites in Gateshead. However, all of our recent applications for grant aid funding to support housing delivery in Gateshead have been rejected by Homes England. This issue is exacerbated by Homes England's decisions to award grant funding to support development of greenfield sites in several of Gateshead's neighbouring areas. Although these neighbouring local authority areas do not have adopted Local Plans in place, Homes England funding has supported their ability to consistently deliver a relatively high number of net annual completions (substantially above their local housing need figure). In a region of relatively low demand for housing, high levels of housing delivery in our neighbouring areas undermines Gateshead's ability to deliver new housing on brownfield sites.

The failure of Homes England to provide financial support for residential

development of sustainable brownfield sites in Gateshead (while supporting greenfield development in our neighbouring areas) fundamentally undermines this Local Planning Authority's efforts to support housing delivery, and is a major factor in the area's poor performance against the proposed Housing Delivery Test.

Gateshead Council is concerned that the introduction of a relatively narrow housing delivery test threshold, with no apparent mechanism allowing for mitigating circumstances, will penalise those local authorities that seek to implement a plan-led approach and take action to improve the attractiveness of local areas through the clearance of unpopular housing. The potential for adopted Local Plans to be quickly deemed out-of-date, (through no fault of the Local Planning Authority in question) risks undermining public confidence in the value of Local Plans and strategic plan-making.

In terms of the approach set out, we note the proposed revisions to the NPPF include a difference between the 'significant' under-delivery of housing threshold of 85% set out in footnote 29 of the draft revised NPPF, and the 'substantial' under-delivery threshold of 75% proposed in footnote 30 and in the Consultation Proposals document with regard to question 12 (which incorrectly states that footnote 29 sets a threshold of 75%).

The stepped implementation of the threshold for the Housing Delivery Test, as set out in paragraph 211 introduces some uncertainty regarding what is meant by the term 'substantial under-delivery', as the threshold is proposed to increase each year from 2018 to 2020. However, footnote 30 sets a fixed threshold of 75% which does not allow for the stepped application of the threshold for substantial under-delivery as set out by paragraph 211.

### **Question 13**

Do you agree with the new policy on exception sites for entry-level homes?

**Not sure**

Please enter your comments here

Recognition of the need to increase the supply of this type of housing at the national level is welcome, but there is potential for the proposed approach to result in increased housing provision in areas with poor public transport accessibility. In addition to the provisions regarding public transport in rural areas set out in paragraph 85, the new policy on exception sites for entry-level homes would benefit from acknowledging the important role that public transport and other sustainable transport options will have in delivering sustainable development.

### **Question 14**

Do you have any other comments on the text of Chapter 5?

The proposed requirement, at paragraph 65, for planning policies and decisions to expect at least 10% of new homes from major housing developments to be available for affordable home ownership (as part of the overall affordable housing contribution from the site) undermines the ability of local authorities to meet local housing needs



through the application of Local Plan policy. Gateshead Council's adopted Local Plan requires 15% affordable housing, based on an assessment identifying that affordable housing need in Gateshead is predominantly for affordable housing for rent. The expectation that 10% of new homes will be built for affordable home ownership would seem to allow the Council to require that only 5% of homes are provided for affordable housing for rent (the type of affordable housing required to meet local needs). Increasing the overall affordable housing requirement in an updated Local Plan policy potentially undermines development viability, and may therefore not be deliverable under normal market conditions.

It is Gateshead Council's view that the requirements of paragraph 74 may need to be clarified, or revised. The proposed approach to applying a 'buffer' to local planning authorities' five year housing land supply figures set out in paragraph 74 appears to require local authorities which do not have an up-to-date Local Plan (but where persistent under-delivery does not trigger the 20% buffer set out in criterion (c)) to apply a 5% buffer, while those local authorities with a recently adopted Local Plan or an annual position statement (where the 20% buffer is not triggered) are required to apply a higher buffer, of 10%. The approach as drafted appears to suggest that evidence prepared by those local planning authorities which have sought to support housing delivery through a plan-led approach is less valid than evidence prepared by authorities which do not have a plan in place. The approach may also serve as a deterrent to those local authorities considering preparation of an annual position statement.

The approach set out in footnote 28 introduces arbitrary time horizons for the validity of Local Plan documents with no clear justification. Its requirements suggest that a plan adopted on 1 May on a given year will be considered 'recently adopted' for a period of around 18 months (i.e. until 31 October the following year), while a plan adopted one day earlier - on 30 April will only be considered recently adopted for a period of around six months (i.e. until 31 October 'that year'). An approach which simply clarifies that Local Plan documents will be considered up to date for a fixed period after the date of adoption would appear to be more appropriate.

## Chapter 6: Building a strong, competitive economy

### Question 15

Do you agree with the policy changes on supporting business growth and productivity, including the approach to accommodating local business and community needs in rural areas?

**Yes**

Please enter your comments here

No comments

### Question 16

Do you have any other comments on the text of chapter 6?

The requirement in paragraph 83d, that planning policies should be “flexible enough to accommodate needs not anticipated in the plan” should be phrased more cautiously. Taken at face value, this requirement could be considered to render any use-specific site allocation invalid if a proposal for alternative use (which may be argued to seek to deliver a use ‘not anticipated’ in the plan) comes forward after a plan’s adoption. For example, applicants commonly cite existing provisions within the current NPPF (including paragraph 21) which require policies to be flexible in an effort to justify proposals for alternative uses on allocated sites. Clarity on the balance that planning policies should provide to ensure that anticipated needs are met, while ensuring sufficient flexibility so that newly emerging needs are not constrained would be welcome. Paragraph 83d would also benefit from demonstrating consistency with the requirements of paragraph 120.

## Chapter 7: Ensuring the vitality of town centres

### Question 17

Do you agree with the policy changes on planning for identified retail needs and considering planning applications for town centre uses?

**Yes**

Please enter your comments here

The Council supports the proposed changes on planning for retail needs including the reference to planning ahead for the next 10 years.

The Council supports the widening of the sequential test scope to include town or edge-of-centre sites that might become available within a reasonable period of time. This will provide some additional scope for testing and resisting proposals which come forward in less appropriate or unsustainable locations. For this policy to be applied in practice, additional guidance would be required to determine what a ‘reasonable’ period of time should be considered to be.

### Question 18

Do you have any other comments on the text of Chapter 7?

The Council considers that reference in paragraph 86b to identifying primary and secondary frontages should be qualified with “where appropriate” to reflect the changing nature of the retail sector and the potential for some centres and shopping areas to benefit from consolidation and/or diversification.

## Chapter 8: Promoting healthy and safe communities

### Question 19

Do you have any comments on the new policies in Chapter 8 that have not already been consulted on?

Paragraph 96 states that the Local Authority should be addressing all plausible malicious threats especially in locations where larger numbers of people are expected to congregate. This is of particular importance for Gateshead in relation to the proposed Arena and International Conference Centre. Further guidance would be welcome on appropriate policies to ensure this issue is addressed appropriately, including clarification on the role of the regional counter terrorism units and the police Architectural Liaison Officer in plan making and planning applications. In addition, guidance on how the viability of implementing increased security measures should be weighted should be included within the NPPF or NPPG.

## Question 20

Do you have any other comments on the text of Chapter 8?

Chapter 8 of the NPPF should refer to obesity, and acknowledge its importance in relation to the nation's health. Long term changes are needed in terms of planning to tackle the issues as current data suggests that by 2050, 50% of women and 60% of men in the UK will be obese. In the future being overweight will be the norm (Foresight, 2007). There needs to be an acknowledgement that health needs differ amongst communities and that there will be priority groups in each community to focus upon e.g. Obesity rates are highest for children from the most deprived areas.

To add clarity, Paragraph 92a could include reference to open spaces / Green Infrastructure, recognising that they can aid social interaction.

Reference within paragraph 92c to access to healthier food is welcomed. However there also needs to be a reference to decreasing access to unhealthy food, as there is a proven link between access to unhealthy food and obesity. The current lack of clarity on how planning can support access to healthier food could be addressed through the revised NPPF, or through revisions to the Use Classes Order (for example, there currently is no way for a Local Planning Authority to differentiate between an A1 use providing healthy food, and and A1 use providing unhealthy food). It is Gateshead Council's view that revisions to the NPPF provide an opportunity to support Local Planning Authorities in exercising greater influence over the health of local communities, and improved distinction between 'healthy' and 'unhealthy' food outlets could support wider objectives of reducing obesity.

The importance of access to local health services (in terms of their contribution to health, and to community cohesion) should be recognised within the NPPF: this will enable the delivery a range of community initiatives and training in the community to increase knowledge and skills relating to supporting people with a range of health issues.

Paragraph 93b should include examples of local strategies and how planning policies and decisions can contribute in terms of their potential to "support the delivery of local strategies to improve health, social and cultural wellbeing...".

We note that the term "shared spaces", as used in paragraph 93a, carries a meaning within transport planning that may or may not relate to this policy. This paragraph

would benefit from being accompanied by a definition of the term “shared spaces”, either in a footnote or within the glossary.

## Chapter 9: Promoting sustainable transport

### Question 21

Do you agree with the changes to the transport chapter that point to the way that all aspects of transport should be considered, both in planning for transport and assessing transport impacts?

#### Not sure

Please enter your comments here

In general the policies in Chapter 9 are positive and welcome, given their particular focus on sustainable travel. However, we note three points of concern:

Firstly, the principals outlined in paragraph 104 should be the goal for all development, and we feel that the word ‘significant’ should be removed from the beginning of the second sentence.

Secondly, managing car parking (including supply) has been shown to be an important element in promoting more sustainable transport use. As such, clear and compelling reasons for applying maximum parking standards already exist generally. In this respect, paragraph 107 is anomalous in that it contradicts the philosophy of much of the rest of the document, notably the emphasis on ensuring sustainable development. In Gateshead Council’s view paragraph 107 should be deleted in its entirety as it introduces an element of ambiguity and internal conflict into the document.

Lastly, paragraph 109, which states that development should only be prevented where impacts on road safety are severe, should be amended. As currently drafted it conflicts with various other parts of the document (e.g., paragraphs 92, 96, 108b, 110c & 126f). It also goes against the High Court Ruling in *Mayowa-Emmanuel vs. Royal Borough of Greenwich* (2015), where the judgement states that ‘it cannot be the case that the Government considers anything other than severe impact on highway safety would be acceptable’. In addition, judgement as to what would constitute ‘severe’ is highly subjective and, in practical terms, very difficult to make (how many KSI’s, fatalities etc. are viewed as severe?).

### Question 22

Do you agree with the policy change that recognises the importance of general aviation facilities?

Please select an item from this drop down menu

Please enter your comments here

No comments

### Question 23

Do you have any other comments on the text of Chapter 9?

The Council supports the statement made by paragraph 110c, but the reference to minimising the scope for conflict between pedestrians, cyclists and vehicles could be interpreted as discouraging the use of shared space within development. On that basis, some clarification of this paragraph would be helpful.

## Chapter 10: Supporting high quality communications

### Question 24

Do you have any comments on the text of Chapter 10?

The Council supports the objective of delivering and improving digital infrastructure. However, there would be a concern regarding the capacity and level of expertise within Local Planning Authorities to adequately assess whether proposals for telecommunications infrastructure would affect other electrical equipment or instrumentation operated in the national interest or whether new development would affect telecommunications services.

The Council would question the proposed restriction, in paragraph 114, on applying Article 4 directions, particularly in areas where it would be expedient to do so, such as in conservation areas, for example.

## Chapter 11: Making effective use of land

### Question 25

Do you agree with the proposed approaches to under-utilised land, reallocating land for other uses and making it easier to convert land which is in existing use?

**Not sure**

Please enter your comments here

Reference in paragraph 118 to undeveloped land performing functions in terms of flood risk mitigation is welcomed.

Once rail infrastructure is lost it is both very difficult and very expensive to replace. We would therefore suggest that paragraph 118d should clarify that railway infrastructure should only be lost to built or other sterilising development where it is clearly redundant.

Paragraph 120b risks introducing a constant need to justify the allocations in an adopted Plan in the face of challenges from applicants seeking other uses, who will argue, in effect, that the application itself (i.e. developer interest manifesting in an application for development) constitutes evidence of an “unmet need for development in the area”. Whilst the clause is in principle unexceptionable, it appears to present an alternative to the plan-led system. This could perhaps be addressed by wording to indicate that the reviews should be scheduled and comprehensive (along the lines of a HELAA) rather than ad hoc.

### Question 26

Do you agree with the proposed approach to employing minimum density standards where there is a shortage of land for meeting identified housing needs?

**Yes**

Please enter your comments here

No comments

### Question 27

Do you have any other comments on the text of Chapter 11?

No comments

## Chapter 12 : Achieving well-designed places

### Question 28

Do you have any comments on the changes of policy in Chapter 12 that have not already been consulted on?

The policy objectives of paragraphs 92a and 92c should be carried through to the provisions of paragraph 126.

### Question 29

Do you have any other comments on the text of Chapter 12?

Paragraph 124 states that “Neighbourhood plans can play an important role in identifying the special qualities of each area and explaining how this should be reflected in development.” This should be expanded to include other, more deliverable and readily available ‘tools’ such as Local Development Orders; Permission in Principle (PiP) guidance; and design guides such as Design Codes / Development Frameworks / Masterplans etc. This will provide greater clarity and offer more choice in illustrating what is appropriate and useful.

Paragraph 126b should make reference to the importance of streetscaping, and more specifically, highway design. These hard landscaped elements form the majority of the public realm in new development and their design and materiality

have a significant impact on the overall attractiveness of the environment, and the townscape and character of an area. In addition, paragraph 126d should make reference to the importance of architectural style and detailing (in addition to “building types”, which is a different aspect of built form) in contributing to a strong sense of place.

The requirement in paragraph 126c that development should “respond to local character” has little meaning in practice, as development can, in principle a ‘response’ can be in a positive or negative manner. The point needs to be re-phrased to be clear that planning policies or decisions need to respond positively to local character.

In the Council’s view, the last sentence of paragraph 129 creates a potential loophole where the design of a proposal may accord “with clear expectations in local policies”, as relevant Local Plan policies relating to design are often plan-wide and therefore generic in nature. However, the design of a proposed development may be found to be poor in relation to site-specific issues such as architecture or layout design which may not be (or could not be) addressed in Local Plan policies. In such circumstances, the decision maker may be unable to use design as a valid reason for objection, leaving no alternative but to approve a poorly designed scheme.

Paragraph 131 states that advertisements can be harmful to the quality and character of places if they are poorly sited and designed, but then deviates and concludes that advertisements should be subject to control only in the interests of amenity and public safety, taking account of cumulative impacts. The current wording is contradictory and should be strengthened to require advertisements to be designed in a manner not harmful to the quality and character of a place.

## Chapter 13: Protecting the Green Belt

### Question 30

Do you agree with the proposed changes to enable greater use of brownfield land for housing in the Green Belt, and to provide for the other forms of development that are ‘not inappropriate’ in the Green Belt?

#### Not sure

Please enter your comments here

Gateshead Council can see some potential benefit in the proposal to relax restrictions on brownfield Green Belt development for housing with the new test of “substantial harm”, but is concerned that this introduces uncertainty and scope for dispute, and on balance believes this will be unhelpful unless there is clear guidance about how to interpret “substantial harm”.

We also believe that there should continue to be a reference to the purpose of including land within the Green Belt, as in the final bullet point of current paragraph

89 - in the absence of clearer definition, this appears to help interpret what might constitute “substantial harm”.

The Council also notes that brownfield sites in the Green Belt may not be sustainably located and notes new paragraph 81 as part of the context.

The Council has no concerns regarding the provisions of paragraphs 144 (b) and 145 (f).

### **Question 31**

Do you have any other comments on the text of Chapter 13?

No comments

## **Chapter 14: Meeting the challenge of climate change, flooding and coastal change**

### **Question 32**

Do you have any comments on the text of Chapter 14?

Paragraph 156 should include reference to catchment management, to align with the 25 Year Environment Plan.

In relation to paragraph 157, the greater clarity regarding the sequential approach being used in areas at risk in the future from any form of flooding, is welcomed.

The greater clarity provided by paragraph 158 regarding the application of the exception test informed by a strategic flood risk assessment, is welcomed. In addition, the additional clarity in paragraph 160 regarding the re-application of the exception test at planning application stage is welcomed.

In relation to footnote 42, the additional requirement for a site specific flood risk assessment on land identified in a strategic flood risk assessment as being at increased flood risk in the future is welcomed. To assist the implementation of this policy, the NPPG should be updated about how SFRA's should assess future flood risk from all sources. This should include guidance on: the application of the national climate change allowances within SFRA's; and rising groundwater levels and mine water flood risk, resulting from future reductions or ceasing of mine water pumping regimes.

The addition of paragraph 163 regarding the incorporation of sustainable drainage systems in major development is welcomed. The additional criteria a-d will help to improve SuDS design standards and ensure long term maintenance arrangements. The emphasis on multifunctional benefits will assist the 25 year environment plan; although the definition of ‘multifunctional benefits’ should be set out in the glossary and the NPPG should be updated. The complexities of integrating SuDS within areas with a mining legacy may also need to be reflected in the NPPF/NPPG.



### Question 33

Does paragraph 149b need any further amendment to reflect the ambitions in the Clean Growth Strategy to reduce emissions from building?

**No**

In relation to paragraph 149b amendments only need to be made if they would improve clarity on how policies should be implemented in relation to new developments. Some of the Clean Growth Strategy is already integrated into NPPF; namely low carbon transport including plug in points, efficient homes, renewable energy generation for example. This could be added to, however additions would only be necessary if they were to provide more tools to implement action at the local level, rather than simply providing more examples.

## Chapter 15: Conserving and enhancing the natural environment

### Question 34

Do you agree with the approach to clarifying and strengthening protection for areas of particular environmental importance in the context of the 25 Year Environment Plan and national infrastructure requirements, including the level of protection for ancient woodland and aged or veteran trees?

**Please select an item from this drop down menu**

Please enter your comments here

No comments

### Question 35

Do you have any other comments on the text of Chapter 15?

The proposed NPPF is not clear about the planning requirements currently covered by the Water Framework Directive and River Basin Management Plans, and any transitional arrangements post Brexit.

## Chapter 16: Conserving and enhancing the historic environment

### Question 36

Do you have any comments on the text of Chapter 16?

No comments

## Chapter 17: Facilitating the sustainable use of minerals

### Question 37

Do you have any comments on the changes of policy in Chapter 17, or on any other aspects of the text in this chapter?

No comments

### Question 38

Do you think that planning policy in minerals would be better contained in a separate document?

**Please select an item from this drop down menu**

Please enter your comments here

It is Gateshead Council's view that it is appropriate for national planning policy on minerals to be retained within the NPPF as is currently the case, with additional guidance set out in Planning Practice Guidance.

### Question 39

Do you have any views on the utility of national and sub-national guidelines on future aggregates provision?

**Yes**

Please enter your comments here

The preparation of National and Sub-National Guidelines has been a central component of the Managed Aggregate Supply System (MASS) which has operated successfully for many years through partnership working between Central and Local Government and the aggregate mineral operators/associations. The preparation of guidelines (for land-won production for both crushed rock and sand and gravel together with assumptions on future marine dredged sand and gravel supply, the contribution of alternative materials and net imports to England), have made an important contribution to helping Mineral Planning Authorities ensure that a steady and adequate supply of aggregates can be made available to meet needs (including the delivery of housing and other essential infrastructure).

## Transitional arrangements and consequential changes

### Question 40

Do you agree with the proposed transitional arrangements?

## Not sure

Please enter your comments here

The proposed paragraph 207 could be interpreted to suggest that Plans should be reviewed or replaced wherever there is a conflict with the new Framework. We believe this is disproportionate (for example, an authority may have well in excess of a 5-year land supply but not meet the test in paragraphs 69 and 70 for the supply of small and medium-sized housing sites; ). We believe the paragraph should be amended to read along the lines of “Where there is a substantial divergence between the Framework and existing Plans, and strategic policies in Plans are not proving effective or are in conflict with the Framework, plans will need to be revised as quickly as possible...”

As noted in our response to question 12, we note that the stepped implementation of the Housing Delivery Test set out in paragraph 211 does not appear to be compatible with the fixed threshold of 75% for substantial under-delivery set out in footnote 30.

## Question 41

Do you think that any changes should be made to the Planning Policy for Traveller Sites as a result of the proposed changes to the Framework set out in the consultation document? If so, what changes should be made?

**Please select an item from this drop down menu**

Please enter your comments here

No comments

## Question 42

Do you think that any changes should be made to the Planning Policy for Waste as a result of the proposed changes to the Framework set out in the consultation document? If so, what changes should be made?

**No**

Please enter your comments here

The Council considers there to be no obvious need for change to the Planning Policy for Waste document.

Glossary

## Question 43

Do you have any comments on the glossary?

The requirement that sites with outline planning permission, permission in principle, allocated in the development plan or identified on a brownfield register should “only be considered deliverable where there is clear evidence that housing completions will begin on site within five years” is excessively strict. Replacing “will begin” with “could begin” would better reflect the limited control that local authorities have over the decisions of private landowners and developers, and better accord with the first sentence of the same definition – “a realistic prospect that housing will be delivered”.

A definition of ‘multifunctional benefits’ for SuDS should be added (either within the glossary, or perhaps as a footnote to paragraph 163d) in terms of ecology, water quality, amenity and flood management benefits.

# Reducing Complexity and Increasing Certainty

## Question 1

Do you agree with the Governments' proposals to set out that:

- i. Evidence of local infrastructure need for CIL-setting purposes can be the same infrastructure planning and viability evidence produced for plan making?

**Yes**

- ii. Evidence of a funding gap significantly greater than anticipated CIL income is likely to be sufficient as evidence of infrastructure need?

**Yes**

- iii. Where charging authorities consider there may have been significant changes in market conditions since evidence was produced, it may be appropriate for charging authorities to take a pragmatic approach to supplementing this information as part of setting CIL – for instance, assessing recent economic and development trends and working with developers (e.g. through local development forums), rather than procuring new and costly evidence?

**Yes**

## Question 2

Are there any factors that the Government should take into account when implementing proposals to align the evidence for CIL charging schedules and plan making?

The Government may need to take into account the delivery of development that relies on infrastructure being in place: CIL contributions may take a number of months and years to build up and there could be unwanted consequences that the amount of development coming forward may need to be restricted (i.e. through Grampian style planning conditions) until particular infrastructure is in place. A further factor will be to address who the responsibility to provide the infrastructure lies with. There may also be an issue in the capacity and resources available to local planning authorities to align and progress evidence for both CIL and the Local Plan (the presumption being that consultation, submission and examination processes would ensue for both at similar times, although a joint examination might be possible).

## Ensuring that consultation is proportionate

### Question 3

Do you agree with the Government's proposal to replace the current statutory consultation requirements with a requirement on the charging authority to publish a statement on how it has sought an appropriate level of engagement?

**Yes**

### Question 4

Do you have views on how guidance can ensure that consultation is proportionate to the scale of any charge being introduced or amended?

Guidance could provide case studies or examples of good practice. It will also need to be ensured that consultation is in accordance with a Council's Statement of Community Involvement

## Removing unnecessary barriers: the pooling restriction

### Question 5

Do you agree with the Government's proposal to allow local authorities to pool section 106 planning obligations:

- i. Where it would not be feasible for the authority to adopt CIL in addition to securing the necessary developer contributions through section 106?

**Yes**

- ii. Where significant development is planned on several large strategic sites?

**Yes**

### Question 6

- i. Do you agree that, if the pooling restriction is to be lifted where it would not be feasible for the authority to adopt CIL in addition to securing the necessary developer contributions through section 106, this should be measures based on the tenth percentile of average new build house prices?

**No**

- ii. What comments, if any, do you have on how the restriction is lifted in areas where CIL is not feasible, or in national parks?

No further comments

### Question 7

Do you believe that, if lifting the pooling restriction where significant development is planned on several large strategic sites, this should be based on either:

- i. a set percentage of homes, set out in a plan, are being delivered through a limited number of strategic sites; or

No comments

- ii. all planning obligations from a strategic site count as one planning obligation?

Option ii would be simpler and would also make it easier to promote the contribution that a single site is making towards infrastructure.

### Question 8

What factors should the Government take into account when defining 'strategic sites' for the purposes of lifting the pooling restriction?

Factors should include whether the site is allocated in an up to date local plan, the period of time that it is anticipated for the development to be completed, the size of the site in area, the importance of the site to wider regeneration objectives, the number of homes or new floorspace to be created and the amount of infrastructure that is necessary. There is unlikely to be a single, reliable factor and it may be that an element of judgement will be involved taking account of the above factors.

### Question 9

What further comments, if any, do you have on how pooling restrictions should be lifted?

No further comments

## Improvements to the operation of CIL

### Question 10

Do you agree with the Government's proposal to introduce a 2 month grace period for developers to submit a Commencement Notice in relation to exempted development?

**Yes**

### Question 11

If introducing a grace period, what other factors, such as a small penalty for submitting a Commencement Notice during the grace period, should the Government take into account?

Any penalty or grace period may take into account the size of the developer (number of homes built per year), or whether the project is self-build. Penalties levied at an early stage of a development to a self-builder or SME may have a disproportionate impact on cash flow. It would also be important to take into account the time and cost to local authorities for chasing up commencement notices.

### Question 12

How else can the Government seek to take a more proportionate approach to administering exemptions?

As noted in our response to question 11, the grace period could be provided for SME and self-build projects only and perhaps also for affordable housing.

### Question 13

Do you agree that Government should amend regulations so that they allow a development originally permitted before CIL came into force, to balance CIL liabilities between different phases of the same development?

**Yes**

### Question 14

Are there any particular factors the Government should take into account in allowing abatement for phased planning permissions secured before introduction of CIL?



The government may consider whether the abatement would allow a development to be built out more quickly – particularly in relation to housing.

**Question 15**

Do you agree that Government should amend regulations on how indexation applies to development that is both originally permitted and then amended while CIL is in force to align with the approach taken in the recently amended CIL regulations?

**Yes**

## Increasing market responsiveness

**Question 16**

Do you agree with the Government's proposal to allow local authorities to set differential CIL rates based on the existing use of land?

**Yes**

**Question 17**

If implementing this proposal do you agree that the Government should:

- i. encourage authorities to set a single CIL rate for strategic sites?

**Yes**

- ii. for sites with multiple existing uses, set out that CIL liabilities should be calculated on the basis of the majority existing use for small sites? Yes/No

**No**

- iii. set out that, for other sites, CIL liabilities should be calculated on the basis of the majority existing use where 80% or more of the site is in a single existing use?

**No**

- iv. What comments, if any, do you have on using a threshold of 80% or more of a site being in a single existing use, to determine where CIL liabilities should be calculated on the basis of the majority existing use?

This seems an arbitrary figure and may be too simplistic. There may need to be an element of judgement as to what the single use of a site is.

**Question 18**

What further comments, if any, do you have on how CIL should operate on sites with multiple existing uses, including the avoidance of gaming?

For sites with multiple existing uses there could be two possibilities. The first would be to consider what the main use is (if applicable) as a matter of fact and degree. If there are a number of main uses then perhaps a methodology of averaging the rates of the different uses could be used.

Indexing CIL rates to house prices

**Question 19**

Do you have a preference that CIL rates for residential development being indexed to either:

- a) The change in seasonally adjusted regional house price indexation on a monthly or quarterly basis; OR

**Yes**

- b) The change in local authority-level house price indexation on an annual basis

**No**

**Question 20**

Do you agree with the Government's proposal to index CIL to a different metric for non-residential development?

**Yes**

### Question 21

If yes, do you believe that indexation for non-residential development should be based on:

- i. the Consumer Price Index? OR

**No**

- ii. a combined proportion of the House Price Index and Consumer Prices Index?

**Yes**

### Question 22

What alternative regularly updated, robust, nationally applied and publicly available data could be used to index CIL for non-residential development?

No suggestions

### Question 23

Do you have any further comments on how the way in which CIL is indexed can be made more market responsive?

No further comments

## Improving transparency and increasing accountability

### Question 24

Do you agree with the Government's proposal to?

- i. remove the restrictions in regulation 123, and regulation 123 lists?

**Yes**

- ii. introduce a requirement for local authorities to provide an annual Infrastructure Funding Statement?

**Yes**

### **Question 25**

What details should the Government require or encourage Infrastructure Funding Statements to include?

It would be useful if the Infrastructure Funding Statement could be produced alongside the CIL Annual Monitoring Report or perhaps combined as a single document. It would also be useful to link the projects reported to specific priorities in the Local Plan that need to be delivered.

### **Question 26**

What views do you have on whether local planning authorities may need to seek a sum as part of Section 106 planning obligations for monitoring planning obligations? Any views on potential impacts would also be welcomed.

The potential to seek a sum for monitoring purposes would be strongly encouraged as it would help to provide better resources in local authorities for the monitoring of developments. Monitoring is increasingly important not only in terms of s106 but also in terms of CIL and the housing delivery test. The greater resources would allow local authorities to be more proactive with monitoring and improve the quality of data that they hold, and would also improve transparency and public understanding of the development process.

## **A Strategic Infrastructure Tariff (SIT)**

### **Question 27**

Do you agree that Combined Authorities and Joint Committees with strategic planning powers should be given the ability to charge a SIT?

**Yes**

### **Question 28**

Do you agree with the proposed definition of strategic infrastructure?

**Yes**

**Question 29**

Do you have any further comments on the definition of strategic infrastructure?

No further comments

**Question 30**

Do you agree that a proportion of funding raised through SIT could be used to fund local infrastructure priorities that mitigate the impacts of strategic infrastructure?

**Yes**

**Question 31**

If so, what proportion of the funding raised through SIT do you think should be spent on local infrastructure priorities?

Perhaps 20% would achieve an appropriate balance

**Question 32**

Do you agree that the SIT should be collected by local authorities on behalf of the SIT charging authority?

**Yes**

**Question 33**

Do you agree that the local authority should be able to keep up to 4% of the SIT receipts to cover the administrative costs of collecting the SIT?

**Yes**

## Technical clarifications

**Question 34**

Do you have any comments on the other technical clarifications to CIL?

No further comments

**TITLE OF REPORT:** Proposals for School Term Dates 2019/20

**REPORT OF:** Caroline O'Neill, Strategic Director, Care, Wellbeing and Learning

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### **Purpose of the Report**

1. The report asks Cabinet to approve the School Term Dates for 2019/20.

### **Background**

2. In order to allow schools, parents and other stakeholders to plan into the future, it is necessary to agree school term dates a significant period in advance.

### **Proposal**

3. It is proposed that the calendar for 2019/20, attached as appendix 2 to this report, be approved.

### **Recommendations**

4. It is recommended that Cabinet agrees the School Term Dates for 2019/20 as set out in appendix 2 for the following reasons:
  - (i) To allow future planning to take place.
  - (ii) To make effective and efficient use of Council resources.

---

**CONTACT:** Jeanne Pratt extension 8644

## APPENDIX 1

### Policy Context

1. The proposal supports the vision for Gateshead as set out in Vision 2030 and the Thrive agenda. It also supports the Achievement and Ambition objective as set out in Children Gateshead, the plan for children, young people and families in Gateshead.

### Background

2. The Education (School Day and School Year) (England) Regulations 1999 (SI 1999 No. 3181) require schools to have at least 380 half-day sessions (190 contact days with pupils) and (195 days for staff) in each school year. This is consistent with the 195 days a year required by a teacher's statutory conditions of service: the additional five days are for continual professional development. The term dates for Community Voluntary Controlled and Special Schools are determined by the Council, whilst Voluntary-Aided schools and Academies are decided by the governing body of each school. This means that Governing Bodies of Voluntary Aided schools and Academies can depart from the Council term dates if they wish. Many Voluntary Aided schools can and do depart from those dates determined by the Council and there is no requirement to consult the Council. However, such schools are required to act reasonably when setting their dates.
3. Given the continuing development of the Department for Education (DfE) Academy conversion process it is possible that some schools may develop and determine different term date calendars following changes to their school status. Whenever possible, any such changes will be published by the Council.
4. The Local Government Association (LGA) Standing Committee on the School Year have previously circulated proposed School Term Calendar with a view to encouraging local authorities towards a degree of standardisation of dates. This is based on the following principles:
  - Start the school year on a September date as near as possible to 1 September.
  - Equalise teaching and learning blocks (roughly 2x7 and 4x6 weeks).
  - Establish a two-week spring break in early April irrespective of the incidence of the Easter Bank Holiday. (Where the break does not coincide with the Bank Holiday the date should be, as far as practicable, nationally agreed and as consistent as possible across all local authorities.)
  - Allow for the possibility of a summer holiday of at least six weeks for those schools which want this length of break.
  - Identify and agree annually designated periods of holiday, including the summer holiday, where Head Teachers are recommended not to arrange teaching days.
5. Previous consultation has included North East and Yorkshire authorities with approximately 25 local authorities represented. This group of authorities have developed the "NE&Y term date group" which sought to agree a common calendar across the region. The work completed by this group has assisted with the development of a common framework of dates following the LGA principals above, which a significant number of Councils have adopted.



6. The proposed term dates in appendix 2 are based on a discussion with most neighbouring Councils. All neighbouring Councils are presenting this option as a broad basis for consultation, although there can be no guarantee that it will be finally adopted in its entirety by all.
7. The proposal fixes the spring bank holiday in line with the Local Government Association strategy establishing a two-week spring break in early April which also covers two bank holidays. It allows 2 CPD days in term time requiring the 3 remaining training days to be completed as twilight sessions. It is important to achieve, as near as possible, a match with neighbouring Councils. Parents resident in Gateshead and who work in other areas or have children in other local authority schools and vice versa can make better arrangements for their childcare and give regard to a wide range of personal and domestic requirements. Conflicting dates also work against the effective and efficient use of resources between Council's when collaborating on joint events or on the delivery of truancy sweeps.

### **Consultation**

8. The proposed dates are being shared with other local authorities in the region, Gateshead Head Teachers, Teachers' JCC membership, Unison, GMB and other representatives and the Diocesan Bodies.
9. The trade unions have asked the Council to consider delaying a return in September 2020 by a further week resulting in a 7 week summer holiday. This will be considered next year in line with the consultation for term dates 2020/21.
10. The Cabinet Members for Children and Young People have been consulted.

### **Alternative Options**

11. In theory there are many options that can facilitate arriving at a school term calendar which allocates 190 teaching (contact with pupil) days and 5 continued professional development days. Normally it is not viewed helpful to develop what could result in a broad range of choices, as it is contrary to the principle of trying to achieve a degree of regional and national alignment.

### **Implications of Recommended Option**

#### **12. Resources**

- a) **Financial Implications** – The Strategic Director, Corporate Resources confirms that there are no financial implications as a result of this report.
- b) **Human Resources Implications** - advance notice of school term dates enables parents and other stakeholders to consider a broad range of domestic and personal arrangements.
- c) **Property Implications** - None

13. **Risk Management Implication** - None.

14. **Equality and Diversity Implications** – Every effort is made in setting dates to take account of holiday requirements created and a result of faith.
15. **Crime and Disorder Implications** - Evidence does show the potential for an increase in youth crime and disorder and antisocial behaviour during periods when young people are not in school. The Council seeks to address this 'risk' by collaborating with partners to offer activity programmes during common holiday periods.
16. **Health Implications** - None
17. **Sustainability Implications** – None.
18. **Human Rights Implications** – None.
19. **Area and Ward Implications** - All.
20. **Background Information-**

The Education (School Day and School Year) (England) regulations 1999(SI 1999 No 3181)

## Appendix 2

Draft B	Gateshead Agreed Term and Holiday Dates					
Academic Year 2019/20						
	194 TERM DAY ENVELOPE				Bank Holiday	Holiday
	AUGUST 2019	SEPTEMBER 2019	OCTOBER 2019	NOVEMBER 2019	DECEMBER 2019	JANUARY 2020
Monday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
Tuesday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
Wednesday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Thursday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
Friday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
Saturday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
Sunday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
	FEBRUARY 2020	MARCH 2020	APRIL 2020	May 2020	JUNE 2020	JULY 2020
Monday	3 10 17 24	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Tuesday	4 11 18 25	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Wednesday	5 12 19 26	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Thursday	6 13 20 27	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Friday	7 14 21 28	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Saturday	1 8 15 22 29	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Sunday	2 9 16 23	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
	AUGUST 2020	SEPTEMBER 2020	Proposed return on 1 Sept 2020			
Monday	3 10 17 24 31	7 14 21 28				
Tuesday	4 11 18 25	1 8 15 22 29				
Wednesday	5 12 19 26	2 9 16 23 30				
Thursday	6 13 20 27	3 10 17 24				
Friday	7 14 21 28	4 11 18 25				
Saturday	1 8 15 22 29	5 12 19 26				
Sunday	2 9 16 23 30	6 13 20 27				

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**TITLE OF REPORT:**           **Appointments to Advisory Groups, Other Bodies of the Council, Joint Committees and Outside Bodies**

**REPORT OF:**                 **Mike Barker, Strategic Director, Corporate Services and Governance**

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### **Purpose of the Report**

1. The report sets out the nominations of the Labour and Liberal Democrat Groups to advisory groups, other bodies of the Council, joint committees and outside bodies. The report asks the Cabinet to consider the nominations.

### **Background**

2. At the beginning of each municipal year, it is the practice to appoint councillors to various decision making bodies, partnerships, joint committees, outside bodies and youth and community organisations. The Council is responsible for making appointments to non-executive bodies such as the planning and development, licensing, regulatory and appeals committees and makes these appointments at the annual meeting.
3. In line with the constitution, the Cabinet has responsibility for all executive functions of the Council and therefore makes appointments to the advisory groups of the Cabinet and all other bodies of the Council which have executive functions.

### **Proposal**

4. The Cabinet is asked to consider the nominations of the Labour and Liberal Democrat Groups. It may be necessary to make some changes to the nominations. Therefore, the Cabinet is also asked to agree that the Strategic Director, Corporate Services and Governance be authorised, following consultation with the Leader of the Council and/or Leader of the Opposition, to agree any further necessary changes to the list of annual appointments.

### **Recommendation**

5. It is recommended that the Cabinet:
  - (i) agrees the nominations of the Labour and Liberal Democrat Groups; and
  - (ii) authorises the Strategic Director, Corporate Services and Governance, following consultation with the Leader of the Council and/or Leader of the Opposition, to agree any further necessary changes to the list of annual appointments.

For the following reasons:

- (i) To ensure that the views of the political groups are taken into account when the appointments are made.
- (ii) To ensure that the most appropriate councillors are appointed to each body.

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**CONTACT:** Mike Aynsley      Extension: 2128

### **Policy Context**

1. The Council's constitution sets out the responsibility of the Cabinet for executive functions. The Cabinet is responsible for appointing members to advisory groups of the Cabinet, partnerships, other bodies of the Council, joint committees and authorities, outside bodies and youth and community organisations.

### **Background**

2. Annual appointments are made to bodies which work with and for the benefit of the Borough's residents.

### **Consultation**

3. The Council's Labour and Liberal Democrat Groups considered their nominations to the bodies to be appointed by the Cabinet.

### **Alternative Options**

4. If the Council wishes to continue to be represented on the bodies listed in the attached appendices 2 and 3, then there are no viable alternative options.

### **Implications of Recommended Option**

5. **Resources:**
  - a. **Financial Implications** - The Strategic Director, Corporate Resources confirms that there are no financial implications arising from the recommended option.
  - b. **Human Resources Implications** - There are no human resources implications.
  - c. **Property Implications** –There are no property implications
6. **Risk Management Implication** - There are no risk management implications arising from the recommended option.
7. **Equality and Diversity Implications** - Equality and diversity implications have been considered by the Groups in making their nominations.
8. **Crime and Disorder Implications** - There are no crime and disorder implications arising from the recommended option.
9. **Health Implications** - There are no health implications arising from the recommended option.
10. **Sustainability Implications** - There are no sustainability implications arising from the recommended option

11. **Human Rights Implications** - There are no human rights implications arising from the recommended option.
12. **Area and Ward Implications** – The Council makes appointments to bodies which are based in all areas and wards of the Borough thereby ensuring that the Council has an input into local groups as well as Borough wide organisations.

**Background Information**

13. All background papers relating to appointments are available on file ref LCS-DLDS-DS-A-006.



**GATESHEAD METROPOLITAN BOROUGH COUNCIL**

**CABINET MEETING 22 MAY 2018**

Gateshead Council Labour Group nominations to Council and other bodies for the municipal year 2018/19

**ADVISORY GROUPS OF THE CABINET**

**Corporate Advisory Group**

All Council Members (Councillor Gannon - Chair)

**Gateshead Fund (Capacity Building Fund)**

Councillors J Eagle  
C Donovan  
L Green  
H Haran (Chair)  
M Hood  
Vacancy

**Councillor Support and Development Group**

Councillors J Adams  
L Caffrey  
C Donovan (Chair)  
M Gannon (Vice Chair)  
J Green  
G Haley  
M Hood  
H Haran  
J Kielty  
C McHugh  
R Mullen  
N Weatherley

**PARTNERSHIPS**

**Children's Trust**

Councillor G Haley

**Children's Centres Advisory Board**

Councillor M Brain  
B Clelland

G Haley  
B Goldsworthy  
P McNally

### **Coatsworth Road Townscape Heritage Initiative**

Councillors A Douglas  
K Dodds  
L Green  
M Henry

### **Diversity Forum**

Councillors J Eagle  
M Foy  
L Green  
C McHugh

### **East Gateshead Quality Bus Partnership Stakeholder Board**

Councillors M Foy  
L Green  
L Kirton

Substitutes: J Turnbull  
Vacancy

### **Gateshead and Newcastle Partnership**

Councillors K Dodds  
C Donovan  
M Gannon  
M Goldsworthy  
L Green

Substitutes: M Foy  
J Green  
Vacancy

### **Gateshead Community Safety Board**

Councillor A Douglas

### **Gateshead Strategic Partnership**

Councillors M Gannon

Substitute: C Donovan

### **Land of Oak and Iron Partnership Board**

Councillor J McElroy

### **Public Sector PLC Limited Liability**

Councillor J Adams  
M Brain  
C Donovan

### **South of Tyne and Wear Waste Management Partnership Joint Committee**

Councillors A Douglas  
L Green

Substitute: C Donovan

### **Voluntary and Community Sector Joint Partnership Board**

Councillors P Foy  
L Green  
H Haran

## **OTHER BODIES OF THE COUNCIL**

### **Adoption Panel**

Councillor Vacancy

### **Adult Learning Forum**

Councillor M Foy

### **Blaydon Quarry Liaison Committee**

Councillors M Brain  
M Hall  
H Kelly  
Vacancy

### **Fostering Panel**

Councillors G Haley  
M McNestry

### **Gateshead Fairtrade Steering Group**

Councillors J Adams  
M Foy  
J Kielty

### **Gateshead Housing Company**

Councillors B Clelland

P Foy  
L Kirton  
M Hood  
J Turnbull

### **Gateshead Schools Forum**

Councillor C McHugh

Substitute: Vacancy

### **Path Head Quarry Liaison Group**

Councillors M Brain  
M Hall  
2 vacancies

### **Private Sector Housing Renewal Financial Assistance Panel**

Councillors W Dick  
M Brain

### **Pupil Referral Unit Management Committee**

Councillors N Weatherley  
L Kirton

### **Standing Advisory Council on Religious Education**

Councillors M Foy  
M Hood  
J McElroy  
P McNally

## **JOINT COMMITTEES AND JOINT AUTHORITIES**

### **Beamish Museum Board**

Councillor A Douglas

### **Gateshead & Newcastle Joint Bridges Committee**

Councillors J Eagle  
K Ferdinand  
J McElroy

### **Mountsett Crematorium Committee**

Councillors D Bradford  
M Charlton

K Dodds  
L Green  
J Lee  
Vacancy

#### **North East Health Scrutiny Joint Committee**

Councillor S Green

Substitute N Weatherley

#### **North East Procurement Organisation – Collaborative Sub-Committee**

Councillor J Eagle

#### **Tyne & Wear Archives and Museums Strategic Board**

Councillor A Douglas

Vacancy The Council is also asked to appoint a 'rotating member' for one year with effect from 1 September 2018.

#### **Tyne & Wear Fire & Rescue Authority**

Councillors K Dodds  
G Haley

#### **Tyne & Wear Trading Standards Joint Committee**

Councillors K Dodds  
M Foy  
T Graham

Substitutes J McElroy  
Vacancy

### **OUTSIDE BODIES**

#### **Association of Directors of Children's Services**

Councillors G Haley  
M McNestry  
K Wood

#### **Baltic Flour Mills Visual Arts Trust**

Councillors C Donovan  
M Henry

**Council of Governors of Gateshead Health NHS Trust**

Councillor M Foy

**Equal Arts Board of Management**

Councillor M Charlton

**Gateshead Citizens Advice Bureau**

Councillor S Dickie  
J Kielty

**Gateshead Health NHS Foundation Trust**

Councillor M Gannon

**Keelman Homes**

Councillors P Foy  
L Kirton

**Newcastle International Airport Local Authority Holding Company**

Councillor M Gannon

Substitute C Donovan

**North East Contracting Consortium for Asylum Support**

Councillor Vacancy

**North Music Trust**

Councillor M Gannon  
D Bradford

**North Regional Association for Sensory Support**

Councillors L Caffrey  
M McNestry

**Northern Information Technology Research Limited**

Councillor M Foy

**Northumberland, Tyne and Wear NHS Foundation Trust of Governors**

Councillor Vacancy

### **Northumbria Regional Flood Defence Committee**

Councillor J McElroy

Substitute J Adams

### **Tyne and Wear Housing Partnership**

Councillor M Brain

### **Tyne and Wear Local Access Forum**

Councillor K Wood

### **Tyne Port Health Authority**

Councillors W Dick  
K Dodds  
T Graham

### **OTHER OUTSIDE BODIES**

#### **Association of Public Service Excellence**

Councillor J Simpson

Substitute S Green

#### **Elgin Centre Partnership**

Councillors M Gannon  
L Kirton

#### **Environmental Protection UK**

Councillors M Brain  
K Ferdinand  
Vacancy

#### **Gateshead Borough Churches Together Combined Furniture and Gardening Project**

Councillor E McMaster

#### **King James' Hospital Trust**

Councillor A Douglas

#### **Local Authority Action for Southern Africa**

Councillor B Goldsworthy

**National Parking Adjudication Service Joint Committee**

Councillor J McElroy

Substitute: J Adams

**Newcastle International Airport Consultative Committee**

Councillor Vacancy

**Northern Regional Brass Band Trust**

Councillor J McElroy

**Northern Pinetree Trust**

Councillor M McNestry

**Northumbria Sight Service**

Councillor J Kielty

**Pickering Trust**

Councillor M Gannon

**Ryton Parochial Charity Trust/Lawson Educational Foundation**

Councillor A Geddes

**SCAPE Systems Build Limited**

Councillor M Brain

Substitute M Graham

**Teams Family Support Scheme – Management Board**

Councillor G Haley

**The Trustees of Thomas Powell Almshouses and Gateshead Parochial Charities**

Councillors M Foy  
S Green  
J Lee  
M McNestry

**Tyne & Wear Building Preservation Trust Limited – Court of Management**

Councillor G Haley



## **Tyneside and District Anti-Fascist Organisation**

Councillor Vacancy

## **YOUTH AND COMMUNITY ORGANISATIONS**

### **The Avenues Project**

Councillors C Donovan  
A Douglas

### **Barley Mow Village Hall Community Association**

Councillors P Foy  
N Weatherley

### **Bensham Grove Community Association**

Councillors K Dodds  
C Donovan

### **Birtley Community Association**

Councillors C Bradley  
P Foy

### **Blackhall Mill Community Association**

Councillor L Caffrey

### **Blaydon Youth Club**

Councillors M Brain  
M Hall

### **Chopwell Community Association**

Councillors D Bradford  
L Caffrey  
M McNestry

### **Chowdene/Cleveland Hall Boys' Club**

Councillors M Goldsworthy  
J McElroy

### **Deckham Community Centre**

Councillors M Gannon  
L Kirton

**Denewell Avenue Community Association**

Councillor M Gannon

**Felling Community Association**

Councillors S Dickie  
P McNally

**Fellside Methodist Youth Club**

Councillor G Haley

**Gateshead Youth Council**

Councillors W Dick  
M Hood

**Gateshead Redheugh Community Club**

Councillor Vacancy

**Gateshead Young Women's Outreach Project**

Councillors B Clelland  
Vacancy

**Greenside Community Association**

Councillors H Haran  
Vacancy

**Harlow Green Community Group**

Councillors M Goldsworthy

**Kibblesworth Village Centre**

Councillors C Bradley  
M Foy

**Leam Lane Community Association**

Councillors L Green  
Vacancy

**Lyndhurst Community Association**

Councillors M Graham  
Vacancy

**Mount Community Association**

Councillors C Bradley  
M Hood

**Pelaw Youth Centre**

Councillors J Green  
P McNally

**Rowlands Gill Community Association**

Councillors D Bradford  
L Caffrey

**Ryton Community Association**

Councillor A Geddes  
Vacancy

**The Sound Room Project**

Councillors C Donovan  
E McMaster

**St Chad's Community Project**

Councillor J Adams

**Springwell Community Association**

Councillors M Graham  
J Lee

**Streets Ahead Youth Project**

Councillors W Dick  
A Douglas

**WinG Management Committee**

Councillors W Dick  
K Wood

**Winlaton Centre Community Association**

Councillor M Charlton  
J Simpson

## **UNIFORMED**

### **1<sup>st</sup> Blaydon Scouts**

Councillor S Ronchetti

### **Boys Brigade Gateshead (Battalion)**

Councillor K Wood

### **1<sup>st</sup> Chopwell Scouts**

Councillor L Caffrey

### **2<sup>nd</sup> Crawcrook Scouts and Guides**

Councillor H Haran  
K McCartney

### **8<sup>th</sup> Gateshead Girl Guides**

Councillor L Green

### **1<sup>st</sup> Ryton Scouts**

Councillor A Geddes

### **Rowlands Gill Scout and Guide Supporters' Association**

Councillor D Bradford

### **1<sup>st</sup> Tyne Baden Powell Scouts (Dunston)**

Councillor B Clelland

### **1<sup>st</sup> Winlaton Scouts**

Councillor J Simpson

**GATESHEAD METROPOLITAN BOROUGH COUNCIL**

**CABINET MEETING 22 MAY 2018**

Gateshead Council Liberal Democrat Group nominations to Council and other bodies for the municipal year 2018/19

**ADVISORY GROUPS OF THE CABINET**

**Corporate Advisory Group**

All Council Members

**Gateshead Fund (Capacity Building Fund)**

Councillor I Patterson

**Councillor Support and Development Group**

Councillors D Duggan  
J McClurey  
M Ord

**PARTNERSHIPS**

**Gateshead and Newcastle Partnership**

Councillor J Wallace

Substitutes: R Beadle

**JOINT COMMITTEES AND JOINT AUTHORITIES**

**Gateshead & Newcastle Joint Bridges Committee**

Councillor J McClurey

**Mountsett Crematorium Committee**

Councillors M Ord

**Tyne & Wear Fire & Rescue Authority**

Councillor D Duggan

**Tyne & Wear Trading Standards Joint Committee**

Councillor I Patterson

Substitute S Hawkins

**YOUTH AND COMMUNITY ORGANISATIONS**

**Denewell Avenue Community Association**

Councillor R Beadle

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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