





**Brighton & Hove
City Council**

Environment, Transport & Sustainability Committee

Title:	Environment, Transport & Sustainability Committee
Date:	23 January 2018
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Members:	Councillors: Mitchell (Chair), Horan (Deputy Chair), Wares (Opposition Spokesperson), Littman (Group Spokesperson), Atkinson, Brown, Nemeth, Peltzer Dunn, Robins and West
Contact:	John Peel Democratic Services Officer 01273 291058 john.peel@brighton-hove.gov.uk
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Democratic Services: Environment, Transport & Sustainability Committee

Lawyer	Executive Director	Councillor Mitchell <i>Chair</i>	Democratic Services Officer
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OFFICERS

Councillor Horan <i>Deputy Chair</i>
Councillor Robins
Councillor Atkinson

Councillor Brown
Councillor Nemeth
Councillor Peltzer Dunn
Councillor Wares <i>Opposition Spokesperson</i>
Councillor Littman <i>Group Spokesperson</i>
Councillor West

OFFICERS

Public Speaker	Public Speaker
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Press

Public Seating



Public Seating



AGENDA

PROCEDURAL MATTERS

44 PROCEDURAL BUSINESS

- (a) **Declarations of Substitutes:** Where councillors are unable to attend a meeting, a substitute Member from the same political group may attend, speak and vote in their place for that meeting.
- (b) **Declarations of Interest:**
 - (a) Disclosable pecuniary interests;
 - (b) Any other interests required to be registered under the local code;
 - (c) Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare

- (i) the item on the agenda the interest relates to;
- (ii) the nature of the interest; and
- (iii) whether it is a disclosable pecuniary interest or some other interest.

If unsure, Members should seek advice from the committee lawyer or administrator preferably before the meeting.

- (c) **Exclusion of Press and Public:** To consider whether, in view of the nature of the business to be transacted or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

Note: Any item appearing in Part Two of the agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the press and public.

A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls and on-line in the Constitution at part 7.1.

45 MINUTES

1 - 16

To consider the minutes of the meeting held on 28 November 2017

Contact Officer: John Peel

Tel: 01273 291058

46 CHAIRS COMMUNICATIONS

ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE

47 CALL OVER

- (a) Items 51 – 54 will be read out at the meeting and Members invited to reserve the items for consideration.
- (b) Those items not reserved will be taken as having been received and the reports' recommendations agreed.

48 PUBLIC INVOLVEMENT

17 - 20

To consider the following matters raised by members of the public:

- (a) **Petitions:** To receive any petitions presented by members of the public.
 - (i) Close Wolstonbury Road off to through traffic
- (b) **Written Questions:** To receive any questions submitted by the due date of 12 noon on the 17 January 2018.
 - (i) West Hove Parking Scheme- Claire Sheriff
- (c) **Deputations:** To receive any deputations submitted by the due date of 12 noon on the 17 January 2018.

49 ITEMS REFERRED FROM COUNCIL

21 - 24

Item referred from the last meeting of Full Council held on 14 December 2017

- (a) **Petitions:**
 - (i) Pedestrian Crossing on the junction of Colebrook Road and Tongdean Lane
 - (ii) Pedestrian Crossing at Weald Avenue on the Old Shoreham Road
- (b) **Deputations:**
 - (i) Hove Park Tennis Courts

50 MEMBER INVOLVEMENT

To consider the following matters raised by Members:

- (a) **Petitions:** To receive any petitions;
- (b) **Written Questions:** To consider any written questions;
- (c) **Letters:** To consider any letters;
- (d) **Notices of Motion:** to consider any Notices of Motion referred from Full Council or submitted directly to the Committee.

ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE

GENERAL MATTERS

51 FEES AND CHARGES 2018/19 25 - 50

Joint report of the Executive Director for Economy, Environment & Culture and the Executive Director Neighbourhoods, Communities & Housing

Contact Officer: Gemma Jackson

Tel: 01273 290721

Ward Affected: All Wards

TRANSPORT & PUBLIC REALM MATTERS

52 NEW BUS SHELTERS - CRITERIA FOR SELECTION OF SITES 51 - 56

Report of the Executive Director for Economy, Environment & Culture

Contact Officer: Owen McElroy

Tel: 01273 290368

Ward Affected: All Wards

ENVIRONMENT & SUSTAINABILITY MATTERS

53 STANMER PARK RESTORATION - PROCUREMENT OF HLF PROJECT WORKS AND RELOCATION OF CITYPARKS DEPOT 57 - 76

Report of the Executive Director for Economy, Environment & Culture

Contact Officer: Jonathan Dall

Tel: 01273 295037

Ward Affected: All Wards

54 RIGHTS OF WAY IMPROVEMENT PLAN 77 - 80

Report of the Executive Director for Economy, Environment & Culture

Contact Officer: Robert Walker

Tel: 01273 294349

Ward Affected: All Wards

55 ITEMS REFERRED FOR FULL COUNCIL

To consider items to be submitted to the 1 February 2018 Council meeting for information.

In accordance with Procedure Rule 24.3a, the Committee may determine that any item is to be included in its report to Council. In addition, any Group may specify one further item to be included by notifying the Chief Executive no later than 10am on the eighth working day before the Council meeting at which the report is to be made, or if the Committee meeting take place after this deadline, immediately at the conclusion of the Committee meeting

ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE

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For further details and general enquiries about this meeting contact John Peel, (01273 291058, email john.peel@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

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Date of Publication - Monday, 15 January 2018

BRIGHTON & HOVE CITY COUNCIL
ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE

4.00pm 28 NOVEMBER 2017

COUNCIL CHAMBER, HOVE TOWN HALL, NORTON ROAD, HOVE, BN3 3BQ

MINUTES

Present: Councillor Mitchell (Chair) Horan (Deputy Chair), Wares (Opposition Spokesperson), Littman (Group Spokesperson), Atkinson, Brown, Moonan, Nemeth, Peltzer Dunn and West

Other Members present: Councillor Taylor

PART ONE

33 PROCEDURAL BUSINESS

33(a) Declarations of substitutes

33.1 Councillor Moonan was present as substitute for Councillor Robins.

33(b) Declarations of interest

33.2 Councillor West declared a non-pecuniary interest in Item 39: Open Spaces Strategy-Update on Action Plan as the Chair of the Brighton & Hove Way Association.

33(c) Exclusion of press and public

33.3 In accordance with section 100A of the Local Government Act 1972 ("the Act"), the Committee considered whether the press and public should be excluded from the meeting during an item of business on the grounds that it was likely, in view of the business to be transacted or the nature of proceedings, that if members of the press and public were present during that item, there would be disclosure to them of confidential information (as defined in section 100A(3) of the Act) or exempt information (as defined in section 100(l) of the Act).

33.4 **RESOLVED-** That the press and public not be excluded.

34 MINUTES

34.1 **RESOLVED-** That the minutes of the previous meeting held on 10 October 2017 be approved and signed as the correct record.

35 CHAIRS COMMUNICATIONS

35.1 The Chair provided the following Communications:

“I’d like to extend congratulations to our partners at Brighton & Hove Bus Company and the Big Lemon Bus Company.

Brighton & Hove Buses won the City Operator of the Year at the recent UK Bus Awards that follows quickly on from their success in being named Bus Operator of the Year at the National Transport Awards and the Big Lemon was a finalist in the Environment category of the UK Bus Awards.

Their success is a reflection of the continued effort we put in and put in by both companies to provide an outstanding bus service for local residents and visitors to Brighton & Hove.

Some of you may be aware that Steven Shaw, our Development & Transport Assessment Manager, is leaving the Council to go to West Sussex County Council to lead their Development Management Team.

Steve came to us from Southwark and he has developed a new team with Planning officers to help develop policy, so I’m sure we wish him well as he takes up his new position.

And finally, some information that has come through today: we have been contacted by the Leaders of East Sussex County Council and Lewes District Council in relation to a meeting between the three authorities plus the South Downs National Park and Local Enterprise Partnership in relation to exploring the need for sustainable growth on the southern coastal corridor, looking at the housing provision, the infrastructure provision and jobs that we are all working to as part of our respective local plans but in particular, to focus on the infrastructure needs of the A259 which we have a report on in the agenda. I fully believe and fully support that this is the right way forward for this particular issue where we can all meet together at a strategic level, share data and look at options for leveraging in the investment and infrastructure that is badly needed as each of these local authorities are required to meet each of our housing figures”.

36 CALL OVER

36.1 The following items on the agenda were reserved for discussion:

- Item 39: Open Spaces Strategy- Update on Action Plan
- Item 40: Valley Gardens Detailed Design
- Item 41: A259 (Brighton Marina to Newhaven) – Request for Studies

36.2 The Democratic Services Officer confirmed that the items listed above had been reserved for discussion and that the following reports on the agenda with the recommendations therein had been approved and adopted:

- Item 42: Response to Government Consultation- Draft Transport Accessibility Plan

37 PUBLIC INVOLVEMENT

(a) PETITIONS

(i) Parking Consultation in the Coombe Road Area

37.1 The Committee considered a petition signed by 326 people requesting the Council undertake a controlled parking zone consultation in the Coombe Road area.

37.2 The Chair provided the following response:

“Thank you for your petition and we fully understand the concerns of residents in your area.

The current situation as regards the decision making by this committee is that there is a parking scheme consultation priority timetable which has been set now until 2020/21 and this was agreed at the last Environment, Transport and Sustainability Committee meeting.

This covers areas which have petitioned or shown very strong support to the council for a Controlled Parking Zone (CPZ). As I'm sure you will understand, we need residents to come forward before we can consider consulting on a resident parking scheme. We don't impose resident parking schemes on residents; it works the other way around.

Currently there are no plans to include the area north of Bear Road in a CPZ as until recently there had been little correspondence from residents within that area, although I am aware of the discussion around Section 106 monies potentially being used for a parking scheme consultation as part of the Barracks development.

As part of that, there may be funding and resource available to consider a consultation in your area. It would be helpful if a larger number of residents also requested it, meaning over a larger area. You've got a significant number of signatures but from across a larger area, if that's possible, that would be helpful.

We will monitor this and we can reassure you that your area may be considered for inclusion alongside the Preston Barracks development timetable subject to ongoing discussions with those developers”.

37.3 Councillor West stated his concern to hear of cars being vandalised in the area north of Bear Road in response to displacement of vehicles from the Hanover & Elm Grove area. Councillor West stated that whilst a timetable was in place, the length of time areas had to wait for consultation for a CPZ was too long and he felt the administration needed to respond more quickly.

37.4 The Chair stated that civil disobedience and incidents of criminal activity should be reported to Sussex Police. The Chair stated that she had clearly outlined in her response that there were parallel discussions in relation to the Preston Barracks development regarding developer funding for a consultation that had begun sometime before the implementation of the Hanover & Elm Grove CPZ scheme and those discussions would continue.

37.5 **RESOLVED-** That the petition be noted.

(ii) Manor Hill parking

37.6 The Committee considered a petition signed by 17 people requesting the introduction of permit parking for residents or an extension of permit Zone H to include the top part of Manor Hill, Brighton due to parking problems in the area.

37.7 The Chair provided the following response:

"Thank you for your petition and we do understand the concerns of residents in your area, I am one of your ward councillors and know the area very well. I know that for the past couple of years now, the hospital staff related parking problems in that area have worsened.

A parking scheme timetable was agreed at the last committee meeting in October and, as we discussed on the phone, we would not go ahead with a consultation on a parking scheme on the basis of one road because of the potential effects on neighbouring roads that should also be consulted.

So the committee would need to hear from residents across the wider area as well. However, I am well aware that going out and consulting people yourself on whether other people would like parking scheme can be very controversial, it can be very difficult so myself and the other ward councillors are thinking of ways we may be able to help. We have in the past received individual enquiries about a parking scheme from some residents in the closes off Manor Way for example and these will be kept on file.

The council is also taking steps now to improve road safety at the top of Manor Hill, we're proposing additional double yellow lines to cope with the parking at the very top part of the hill so we're going to keep the situation for Manor Hill under review as that hospital expansion continues and changes are made to the staff parking arrangements but we need to receive a few more requests and we'll give some more thought on how we can do that and we'll keep in touch with you".

37.8 **RESOLVED-** That the petition be noted.

(B) WRITTEN QUESTIONS

(i) Traffic in Rottingdean

37.9 John Bryant put the following question:

"On the 31/10/17 the RPC commissioned a queue count in the busy period of traffic travelling east from Brighton through Rottingdean. This was completed by ESCC Traffic Monitoring unit. The report showed that the average queue was 342 vehicles. This compares with estimated queue lengths contained in 3 different Planning Applications ranging from 100 as the largest queue to some 25 vehicles at the lowest.

Transport Officers when reporting on Transport Assessments submitted by Developers must be required to have cognizance of such data. Does the Chair agree?"

37.10 The Chair provided the following response:

"I am aware that you have already kindly provided this information to council officers, I think we are all aware that regular, lengthy queuing occurs on the A259 at busy times and that is not disputed.

Similar queuing occurs on other routes in the city such as the A23 and Dyke Road for the same reasons – traffic flows exceed the available roadspace at times when most people choose to travel - and therefore in response to your question, I would fully agree with you that our officers are aware of, understand and take account of queue length data, especially if it is submitted as part of the Planning process and the consideration of individual planning applications".

37.11 John Bryant put the following supplementary question:

When the Transport Officer reports on traffic assessments in Planning applications, it is the Parish Council's view that they should also consider the A259 two lengths and the impact on the AQMA in the High Street due to slowly moving traffic and therefore slow dispersal of air pollution, does the Chair agree?

37.12 The Chair provided the following response:

"I certainly do agree Councillor Bryant and that is why this committee has set aside £40,000 for mitigation measures in Rottingdean High Street to improve air quality and I'm really pleased to hear that agreement has now been reached between the ward councillors and Parish Council on how that funding is going to be spent and a report on that is due to come to this committee in March".

37.13 Councillor Wares stated that he had reserved the related Item 41 on the agenda for discussion. However, due to the accommodating response provided by the Chair, he no longer saw the need to discuss the item and that the recommendations could be agreed.

37.14 The Chair stated that procedurally, the committee now had to consider Item 41 however; a motion to move straight to the recommendations of the report could be undertaken when the item was reached on the agenda.

(C) DEPUTATIONS

(i) Valley Gardens

37.15 The Committee considered a deputation from Brighton Area Buswatch that set out various concerns they held in relation to the Valley Gardens scheme.

37.16 The Chair provided the following response:

"Whilst acknowledging that bus priority isn't the single focus of the scheme it has been a really important consideration alongside the overall integrity of the transport systems when designing the new Valley Gardens scheme.

As a result Officers have met with members of Brighton Area Buswatch and the bus companies several times during the development stages of the Valley Gardens proposals. A full and detailed response to all of the points raised by Brighton Area Buswatch have been both written and verbally communicated most recently at the Quality Bus Partnership meeting on the 16th November. Officers also presented the very detail design proposals at the Transport Partnership fairly recently which were generally well received and the team have committed to continue to work with Stakeholders and Transport Partners, including bus operators to deliver the scheme".

37.17 Councillor West stated that he was very concerned that there would be a 21 second increase in bus journey times along the Valley Gardens stretch of road and as the deputation highlighted, regular bus routes across the city were taking longer. Councillor West stated that he was worried about the equalities impact upon the households that depended on bus use and the impact upon congestion and air quality in the city. Councillor West supplemented that the delay to public transport journey time was unacceptable and he believed the current administration to be directionless in

sustainable transport. Councillor West explained that he felt public transport was the victim of an insistence that the Valley Gardens scheme be traffic neutral.

37.18 The Chair replied that her Group similarly had concerns regarding the Valley Gardens scheme proposed by the previous administration, specifically that no network review had been undertaken assessing the wider impact upon transport in the city. The Chair stated as an administration, that review had now been commissioned and would be undertaken shortly. That review would look at the congestion hot-spots across the city and would support the Valley Gardens scheme and help it to work. The Chair noted that the bus operators in the city fully supported the scheme.

37.19 **RESOLVED-** That the deputation be noted.

38 MEMBER INVOLVEMENT

(A) PETITIONS

(i) Parking in Chalfont Drive and Ash Close- Councillor Brown

38.1 The Committee considered a petition signed by 47 people requesting the Council extend the proposed light touch parking scheme for Hove Park ward to include Chalfont Drive and Ash Close.

38.2 The Chair provided the following response:

“Thank you for your petition and I’m really pleased to say yes, Chalfont Drive and Ash Close can both be included in the upcoming parking scheme consultation because there is a natural link to the proposed Hove Park area and as you say, these roads were part of the initial Hove Park ward consultation who voted against but they can be included at this stage now that residents have had a chance to reconsider their decision and have produced the petition.

Residents will be consulted on the proposals in Spring 2018”.

38.3 **RESOLVED-** That the petition be noted.

(ii) Proposed light touch parking scheme between The Droveaway and Barrowfield Estate- Councillor Taylor

38.4 The Committee considered a petition signed by 68 people that requested the Council consult with residents of Hazeldene Meads, The Beeches, Chalfont Drive and Ash Close to extend the proposed light touch parking scheme to include the two estates.

38.5 The Chair provided the following response:

“Thank you for your petition and we do understand the concerns of residents in your area.

As there is a natural link to the proposed Hove Park area within the same ward then Chalfont Drive and Ash Close can be included in the upcoming parking scheme consultation and we can reconsider the initial decision at this stage.

However, Hazeldene Meads and The Beeches are in a different Ward (Withdean) and also have links to Withdean Avenue so would be more suited to joining the Preston Park Station scheme. These roads were not included in the original Hove Park Ward consultation and so need to be treated separately.

A parking scheme consultation timetable was agreed at the last ETS Committee meeting in October where it was recognised there is a considerable demand for resident parking scheme consultations in the City.

At this stage we would require stronger representation from the wider area east of Dyke Road Avenue due to concerns about further vehicle displacement in the area and then we can give further consideration to this”.

38.6 **RESOLVED-** That the petition be noted.

(C) LETTERS

(i) Withdean Road- Councillors Taylor, A Norman and K Norman

38.7 The Committee considered a letter from the Withdean ward councillors requesting that further traffic mirrors be installed along Withdean Road to improve road safety and that a policy framework for the regularisation and installation of traffic mirrors citywide be established.

38.8 The Chair provided the following response:

“In 2016 the law changed to give Highway Authorities the power to erect mirrors on a highway, however, because it is new legislation Local Highway Authorities are expected to develop their own policies and criteria in terms of when and where mirrors can be implemented.

Mirrors can often create more problems than they are trying to solve with issues such as difficulty in estimating distances or speed, and over-reliance on the mirror rather than pedestrians paying attention to their general surroundings.

Therefore, each location will have to be carefully considered within a policy framework. Work to develop such a policy will be starting in the New Year and I have asked Officers to keep you updated on its progress as it moves forward and to bear in mind your requests specifically relating to Withdean Road”.

38.9 **RESOLVED-** That the letter be noted.

(D) NOTICES OF MOTION

(i) Banning of single use plastics

38.10 The Committee considered a Notice of Motion referred from the meeting of Full Council held on 2 November 2017 that requested the Committee consider calling for a report detailing the economic and environmental impact of single use plastics and the potential for a ban on the purchase of single use plastics in all council buildings and agencies.

38.11 Councillor Nemeth noted that he was the seconder to the Motion and it had been unanimously agreed at Full Council. Councillor Nemeth stated that he welcomed a report and he hoped that was the outcome.

- 38.12 Councillor Littman noted that there had been a second Motion passed at Full Council that had agreed to take the action requested in the Motion before the Committee and he was therefore unsure whether a report was necessary.
- 38.13 The Executive Director, Economy, Environment & Culture confirmed that the proposal was to bring a report to this and Policy, Resources & Growth (PR&G) Committee setting out the resource and other implications of taking the action requested in both Motions passed at Full Council.
- 38.14 Councillor Littman stated that he was still uncertain as to why the committee would receive a report setting out consideration of a ban on single use plastics when Full Council had already agreed to phase out their use.
- 38.15 The Executive Director, Economy, Environment & Culture agreed that the requests of the Motions were clear however, it was necessary to bring a report back setting out any resource and budgetary implications.
- 38.16 The Chair stated that the Motion requested that the Committee make recommendations to PR&G Committee however, for the purposes of simplification, one report addressing the requests made in both Notices of Motion could be considered by PR&G Committee alone if Members were minded to agree.
- 38.17 The Committee were in agreement with the suggestion made by the Chair.
- 38.18 Councillor Peltzer Dunn enquired what was meant by “all BHCC buildings, specifically whether it was those operated on a civic basis by the council or all buildings it owned.
- 38.19 The Chair confirmed that she understood the Motion to refer to buildings run in a civic capacity.
- 38.20 Councillor Peltzer Dunn requested that the report on the matter consider imposing restrictions on new lettings.
- 38.21 **RESOLVED-** That the Notice of Motion be noted.

39 OPEN SPACES STRATEGY - UPDATE ON ACTION PLAN

- 39.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that provided an update to the Open Spaces Strategy Action Plan agreed by the committee in June 2017 and requested approval of specific actions.
- 39.2 Councillor Littman asked what the rent for use of council facilities would be once the rent free period elapsed, the risk to the council of being left with tennis infrastructure that was non-viable to alternative providers and whether the expertise of the Lawn Tennis Association (LTA) would be used for the proposed soft market testing.
- 39.3 The Parks & Green Spaces Operations Officer clarified that the Queens Park Tennis Club would be charged a peppercorn rent with a requirement that the facilities would be

accessible to the general public and confirmed that there would be close working with the LTA with any progress reported back to the committee.

- 39.4 Councillor West stated that he was very supportive of the general approach of the Strategy in encouraging more people to volunteer. Councillor West added that increased investment in communications was needed to inform people of the various ways they could become involved in volunteering. In addition, Councillor West highlighted the health and wellbeing benefits of the Strategy outlined in the report and drew attention to the 'Brighton & Hove Way' aim, connected to the Biosphere and the benefits in accessing the local countryside and a method of strengthening local communities.
- 39.5 Councillor Wares welcomed the proposal for Queens Park Tennis Club to operate the tennis court in Queens Park that further progressed a motion put forward by his Group in June. Referring to page 30, Councillor Wares relayed his agreement with the independence of the Foundation but asked for reassurance that there would be Member oversight and involvement. Councillor Wares asked for clarification on paragraph 3.14 of the report related to that matter. In addition, Councillor Wares expressed his hope that the wildlife sites identified be located as close to schools as possible to increase involvement and enquired as to why Hollingbury Park had been chosen as a pilot location for more natural play above other contenders.
- 39.6 The Legal Officer clarified that the phrasing used at paragraph 3.14 referred to the Council's constitution and the mechanisms therein to raise matters for discussion and decision as well as officer and committee delegated powers. The Contract & Project Manager clarified that Hollingbury Park had been chosen as a pilot due to a local friends of group contacting the council regarding improvements to the area and a member of the public who was planning fundraising for the park had contacted officers asking for advice on how to raise money that was deemed by officers as good opportunity to make improvements whilst reducing the council's maintenance budget. Furthermore, the typography of the site and its proximity to meadows and woods made the park an excellent candidate for the natural play initiative.
- 39.7 Councillor Atkinson thanked officers for their work and welcomed the opportunity to take on an integral role in their local community. Councillor Atkinson urged officers to consider the outskirts as well as the centre of the city when assessing methods to improve safety in parks. Councillor Atkinson stated that he was pleased to hear the success story of Easthill Park where a redundant toilet facility had been turned in a community hub.
- 39.8 Councillor Nemeth commended the work of Queens Park Tennis Club in putting forward a viable proposal to operate the Queens Park facility and he was aware that Hove Park Tennis Club had expressed an interest in a similar type of operation. Councillor Nemeth enquired as to the process subsequent to the soft market testing.
- 39.9 The Parks & Open Spaces Operations officer clarified that in the event other clubs and sites were identified, a proposal would be returned to committee for decision.
- 39.10 Councillor Brown stated that whilst she welcomed a strategic plan for tree replacement, she had been informed that there was no budget for this issue in the past and asked for clarity on the matter. Councillor Brown noted that the adult gym equipment at Hove Park

was very well used but was now falling into disrepair and required inspection for possible replacement.

39.11 The Chair assured Councillor Brown that the gym equipment at Hove Park would be assessed as a priority.

39.12 The Parks and Open Spaces Operations officer clarified that the budget for replacement trees had previously been cut but had recently been re-instated and was further increased by donations and Section 106 funding. A rolling four-year programme was now in place, working from the west of the city to the east.

39.13 Councillor Wares stated that whilst he welcomed a tree replacement programme, his ward in Patcham had lost a number of trees due to natural events and he hoped that the priority would be to replace what had been lost before instigating a wholesale replacement programme.

39.14 The Parks & Open Spaces Operations officer clarified that with 50% of the previous budget re-instated, officers felt the best use of resources would be replacement over larger areas rather than a piecemeal approach.

39.15 **RESOLVED-**

- 1) That the Committee accepts in principle the proposal from Queen's Park Tennis Club to operate the tennis courts in Queen's Park as set out at Appendix 10 of the report.
- 2) That the Committee delegates the agreement of the final lease/licence with Queen's Park Tennis Club to the Executive Director Economy, Environment and Culture.
- 3) That the Committee approves the undertaking of soft market testing by officers to identify if some or all of the remaining council tennis courts in the city could be operated by a not for profit organisation. A further report would be brought back to Committee with the outcome of the soft market testing.
- 4) That the Committee approves the structure for the Brighton & Hove Parks Foundation to be a Charitable Trust, registered with the Charities Commission and notes the proposal to recruit between three to nine independent Trustees to the Foundation.
- 5) That the Committee notes that an elected member from each Group will be invited to attend the Brighton & Hove Parks Foundation Board meetings.
- 6) That the Committee grants delegated authority to the Executive Director of Economy, Environment & Culture and Executive Lead Officer Strategy, Governance & Law to prepare all documents relating to the Brighton & Hove Parks Foundation.
- 7) That the Committee notes the updates provided in the appendices in relation to:
 - Anti-social behaviour, Safety & Crime
 - Development Funding
 - Finance and Asset Management
 - Health & Well-being

- Litter and Dog Fouling
- Natural and Semi Natural Green Space
- Playgrounds
- Public Realm
- Trees

40 VALLEY GARDENS DETAILED DESIGN

- 40.1 The Committee considered a report of the Executive Director Economy, Environment & Culture that set out an overview of the design progression since the committee had last approved the design, presented the detailed highway and greenspace design for Phase 1 & 2 and also provided information of the proposed next stages of the scheme including the procurement and Traffic Regulation Order process.
- 40.2 Councillor West thanked officers for their hard work on the scheme over a number of years that had brought the scheme to this point of consideration. Councillor West noted that a response to a deputation earlier in the meeting had stated that the proposals had been well-received by the Transport Partnership. Councillor West stated that whilst that could generally be said to be the case, the Partnership had also raised concerns regarding York Place as well as junction pressure and capacity. Councillor West noted his concern that there was an urgent need to improve the pedestrian crossing at Cheapside however, there was no funding to do so and in general, the safety for peripheral parts of the scheme had not been considered thoroughly enough. Councillor West stated that the special taxi area took too much away from the shared cycle and pedestrian space and the crossing at the end of St Peter's Place was not safe as cyclists would travel across a two-stage crossing on a dog leg section. Councillor West added that the Gardens would be both a space for events and one for people to spend time in however, he was unconvinced the proposed surfacing was resilient enough which could leave the Gardens unsightly and difficult for others to use. Councillor West stated that the review undertaken by the administration had been unacceptably long at two years and was to the loss of the city. The revised proposals had reduced the ambition of the park areas but further delay to make improvements was not feasible due to the lack of progress in the past two years and the need to commence the scheme.
- 40.3 The Chair stated that her administration had been bequeathed a scheme with insufficient budget and a scheme that had not identified any budget for maintenance. The Chair stated that unlike the scheme they had inherited, the proposal before committee was flexible and affordable and would bring demonstrable improvement to Valley Gardens. The Chair stated that officers had responded to the issues outlined by Councillor West at the Transport Partnership meeting however, those points could be re-responded to.
- 40.4 In reference to the queries raised regarding junctions, the Senior Project Manager clarified that additional bus movements had been modelled last year and there was almost 12 months' of design iterations with the bus companies to find the best possible solution and there would be further joint working going forward. The Senior Project Manager stated that the Cheapside area was outside the boundary of the scheme however, a number of options were being considered for improvement to the junction, most notably the Bus Network Area Review. In reference to the special taxi rank, the Senior Project Manager clarified that whilst the shared space had been reduced from

6m to 3m, this was still in excess of the basic standard. Furthermore, changes had geometric changes had been made to make a more obvious pinch point. With regard to potential surfacing issues, the Landscape Architect stated that there would be a decompaction of soils that had been identified as a solution to improving the condition of the lawns and improving the health and wellbeing of the trees in the Gardens. Furthermore, there would be resurfacing of the lawns with a high-performance turf that would have longer roots and was similar to that used in sports stadia that would provide opportunity for a more diverse set of events to be held in Valley Gardens.

- 40.5 Councillor Moonan asked for clarification on the distance between the pedestrian walkway and cycle lane.
- 40.6 The Landscape Architect answered that there was a perennial planted strip on the east side creating a boundary varying between 1.2m and 1.8m in length.
- 40.7 Councillor Atkinson stated that the committee had rightly seen the need to delay implementation of the scheme to allow for more detailed planning and consultation. Councillor Atkinson noted that the scheme had benefited from cross-party effort and now had cross-party support. Councillor Atkinson supplemented that whilst the required works would inevitably bring traffic delays, he hoped these could be dealt with quickly and efficiently. Councillor Atkinson welcomed the experimental traffic order that would allow officers to respond to feedback and act with flexibility during scheme construction and phased introduction. Councillor Atkinson stated that whilst he understood the concerns raised by Buswatch, the scheme had undergone one of the most comprehensive consultation processes ever held in the city.
- 40.8 Referring to paragraph 7.16, Councillor Littman asked if the committee could approve the scheme whilst the development of a full Equalities Impact Assessment (EIA) was ongoing, where the Sustainable Urban Drainage Systems (SUDS) would be located and why they had reduced in number, how porous resin-bound gravel would be and how rainwater would drain from the extend pavement on the Grand Parade side. Furthermore, Councillor Littman asked what protection would be in place for trees and whether there was a way of guaranteeing that events held on the Gardens met sustainable criteria.
- 40.9 The Senior Project Manager answered that the EIA would be ongoing and was a process that would cover the whole scheme and would not be complete until the construction phase was completed. In reference to the questions raised on drainage, the Project Consultant answered that SUDS were an important part of the scheme however, there were constraints met in the more visible areas of the scheme, mainly in terms of the designated event spaces. In relation to that, there had been a concentration on permeable paving on all footways. Furthermore, resin-bound gravel was also permeable and in the overall, revised layout, there was a 10% reduction in hard permeable areas. In relation to the query raised on events, the Assistant Director- City Management clarified that a citywide event management strategy was being devised and would be submitted to the Tourism, Development & Culture Committee for approval. The Parks & Open Spaces Operations officer clarified that in relation to tree maintenance, the same officer would undertake that maintenance, irrespective of whether the trees were located on parks or highways land.

- 40.10 Councillor Horan stated that it had been demonstrated that the delay to reassess the scheme was the responsible and correct option and had led to a design that residents would appreciate much more. Councillor Horan added that approach would ensure £14m of public money would be used correctly compared to the hurried approach taken by the previous administration.
- 40.11 Councillor Nemeth stated that one way of mitigating the impact of events on residents was the use of 3-way electricity and water points however; there was no detail in the report on the proposed utility points. Councillor Nemeth added that bonded gravel was a difficult material to repair due to the variance in colour and asked what measures were being taken to offset that.
- 40.12 The Senior Project Manager there would be 3 phase power supplies located at Richmond Place square and by St Peter's Church. In relation to bonded gravel, there had been close working with the Highways Maintenance team and flagged material had been chosen in areas closer to buildings that could expect maintenance due its proximity to underground utilities. In the main squares, no such utilities existed and not as much maintenance work was expected so bonded gravel had been chosen for use.
- 40.13 Councillor Wares stated that his group had supported the concepts of both the Green and current Labour Administrations and he hoped their contribution had been useful. Councillor Wares stated that he had concerns for a single north/south carriage and whilst he had been assured that traffic modelling had proven that this would function correctly, he asked if that assurance could be provided one more time. Councillor Wares stated that he hoped there would not be an overreliance on red routes to ensure the scheme worked. In relation to events, Councillor Wares believed it was an oversight that some of the shared cycle and pedestrian walkways had not been designed to be able to take vehicles. Councillor Wares made two observations regarding lighting in the Gardens; firstly that light was used as a form of attractive illumination but also that there was sufficient lighting to ensure public safety. Councillor Wares supplemented that there were many major projects scheduled in the city and extra care would need to be taken to prevent long-term, major disruption. Councillor Wares believed one method of preventing congestion when construction was underway was a simple electronic notice advising those entering the city of expected journey time and delays.
- 40.14 The Senior Project Manager confirmed there would be signs on strategic routes into the city highlighting any delays and expected journey times. A full lighting design for the highway and green space area had been devised and had been submitted as part of the approved planning application. In relation to the single north/south carriageway, the Senior Project Manager explained that extensive traffic modelling had been undertaken that had demonstrated the effective movement of vehicles. Further mitigating measures had been taken in the design including lower kerb heights so vehicles could go on to the kerb if necessary and strengthening of the footways. The design was also such that even at the narrowest point, there was sufficient space for overtaking. In addition, red routes would continue to be investigated under the experimental traffic order to prevent any instances of illegal traffic stopping.
- 40.15 Councillor Peltzer Dunn stated that whilst he welcomed the 20% reduction in construction time, there was considerable potential for major disruption to the city and

he hoped that all necessary measures were available and would be taken to ensure there was not a significant impact to the visitor economy.

40.16 RESOLVED-

- 1) That Committee;
 - (i) Approve the Valley Gardens (Phase 1&2) detailed highway and greenspace design as contained in Appendix 1, and support the outlined Traffic Regulation Order principles and approach, granting permission for officers to liaise with local businesses and residents to finalise the detail of the Experimental Traffic Regulation Order.
 - (ii) Grant delegated authority to the Executive Director, Economy Environment & Culture to procure and award a contract for the construction works required to build Phase 1 and Phase 2 of the Valley Gardens Scheme using Hampshire County Council's Gen-3 Civil Engineering, Highways and Transportation Infrastructure Works Framework *Two* 2016 – 2020 provided the value of the contract comes within the approved capital budget for the Valley Gardens project; and
 - (iii) Grant approval for the instigation of the procedures for the exchange of highway to greenspace and the appropriation of greenspace to enable the exchange of green space to highway, as set out in section 7.

41 A259 (BRIGHTON MARINA TO NEWHAVEN) - REQUEST FOR STUDIES**41.1 RESOLVED-**

- 1) That the Committee notes the decisions taken by Lewes District Council and East Sussex County Council in relation to the petition on the A259 as set out in Appendix 4 of this report.
- 2) That the Committee requests that officers continue to work jointly with Lewes District Council, East Sussex County Council, and Rottingdean Parish Council on cross-boundary issues related to current and future development proposals and travel and traffic issues, especially those experienced by local people and communities on the A259.
- 3) That the Committee requests that officers have regard to the role and future of the A259 when responding to the forthcoming Government consultation on proposals for a Major Road Network.
- 4) That the Committee requests that officers provide SAFE (St Aubyn's Field Evergreen), Rottingdean Parish Council, and Saltdean Residents' Association and ward councillors with the sources or details of available data, research and information referred to in paragraph 5.2 of this report.

42 RESPONSE TO GOVERNMENT CONSULTATION - DRAFT TRANSPORT ACCESSIBILITY PLAN

- 42.1 **RESOLVED-** That the Committee note the officer response submitted to the Government's Department for Transport on 17 November 2017 on behalf of the council in response to the consultation on its Draft Transport Accessibility Action Plan.

43 ITEMS REFERRED FOR FULL COUNCIL

- 43.1 No items were referred to Full Council for information.

The meeting concluded at 6.20pm

Signed

Chair

Dated this

day of

Subject: Petitions
Date of Meeting: 23 January 2018
Report of: Monitoring Officer
Contact Officer: Name: John Peel Tel: 291058
E-mail: john.peel@brighton-hove.gov.uk
Wards Affected: Various

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To receive any petitions submitted directly to Democratic Services or any e-Petition submitted via the council's website.

2. RECOMMENDATIONS:

- 2.2 That the Committee responds to the petition either by noting it or writing to the petition organiser setting out the Council's views, or where it is considered more appropriate, calls for an officer report on the matter which may give consideration to a range of options, including the following:

- taking the action requested in the petition
- considering the petition at a council meeting
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners
- calling a referendum

3. PETITIONS

3. (i) Close Wolstonbury Road off to through traffic- Richard Silver

To receive the following petition signed by 98 people (at the time of publication):

"We the undersigned petition Brighton & Hove Council to permanently close Wolstonbury Road off at the junction with Old Shoreham Road to prevent traffic using the road as a cut-through to avoid the junction of Dyke Road / Old Shoreham Road and to disperse parking by non-residents"

WRITTEN QUESTIONS

A period of not more than fifteen minutes shall be allowed at each ordinary meeting for questions submitted by a member of the public.

The question will be answered without discussion. The person who asked the question may ask one relevant supplementary question, which shall be put and answered without discussion. The person to whom a question, or supplementary question, has been put may decline to answer it.

The following written questions have been received from members of the public.

(i) West Hove Parking Scheme- Claire Sheriff

“Why was the second consultation for the West Hove (Area L) worded as a Mon-Sun scheme rather than Mon-Fri (as the latter was voted for by the majority of residents -53%)?”

Subject:	Items referred from 14 December 2017 Full Council meeting- Petitions		
Date:	23 January 2018		
Report of:	Monitoring Officer		
Contact Officer:	Name:	John Peel	Tel: 29-1058
	E-mail:	john.peel@brighton-hove.gov.uk	
Wards Affected:	Various		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To receive any petitions referred from the Full Council meeting of 14 December 2017.

2. RECOMMENDATIONS:

- 2.2 That the Committee responds to the petition either by noting it or writing to the petition organiser setting out the Council's views, or where it is considered more appropriate, calls for an officer report on the matter which may give consideration to a range of options, including the following:

- taking the action requested in the petition
- considering the petition at a council meeting
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners
- referring the petition for consideration by the council's Overview and Scrutiny Committee
- calling a referendum

3. PETITIONS

3. (i) Pedestrian Crossing on the junction of Colebrook Road and Tongdean Lane– Mr Ryan

To receive the following petition referred from the meeting of Full Council and signed by 214 people

"We the undersigned residents of Outlook House and other residents of the immediate area request Brighton & Hove City Council to consider installing a pedestrian crossing point of some description near the top

the junction of Colebrook Road with Tongdean Lane. This would enable residents to safely cross Tongdean Lane to reach the bus stop”

**3. (ii) Pedestrian Crossing at Weald Avenue on the Old Shoreham Road–
Rebecca Blott**

To receive the following petition referred from the meeting of Full Council and signed by 439 people

“We the undersigned petition Brighton & Hove Council to install a pedestrian crossing point on the Old Shoreham Road in the vicinity of the Weald Avenue / Lullington Avenue junction”.

**DEPUTATIONS REFERRED FROM THE MEETING OF FULL COUNCIL HELD ON
14 DECEMBER 2017**

Deputations received:

(i) Deputation: Hove Park Tennis Courts

I represent The Hove Park Tennis Alliance; we are a group formed of all the clubs that use Hove Park tennis courts extremely perturbed at the prospect of our astro tennis courts being handed over to a football only surface after 27 years.

We have been sharing this surface quite happily with local football clubs who use it in the winter under floodlights and then handed over to tennis in the summer, when demand for our sport is high and football has the whole use of the park to set up training or 5-a-side games.

Although it has been known for some time that the astro courts at Hove park were nearing the end of their life and becoming shabby, we were only informed about 5 weeks ago that the decision had been made to resurface the courts in a 3G surface,(funded completely by 106 development money) making it available for football only.

The agenda was driven by the Head of City Parks and subsequently sanctioned by Hove Park ward councillors Jayne Bennett and Vanessa Brown alongside the Chair of the ETS committee Councillor Gill Mitchell.

As existing users of this facility we have never at any stage been consulted regarding its future and would like clarification as to how and when the decision was made.

Since learning of the Council's intentions we have been frantically lobbying councillors, seeking press coverage and demonstrating. Our view is that we are being cast aside and a feeling of political will to see the demise of tennis at the expense of other sports, perhaps due to the misconception, 'that we must all be able to pay at a private club', however, nothing could be further from the truth, we are a real diverse group, the whole ethos of Parks league Tennis set up over 60 years ago was to promote players from different socioeconomic groups.

We are asking that a new multi-sports surface be laid so that we can continue to share this facility with footballers and why not other sports who may wish to use an excellent new surface.

Whilst Hove Park councillors have been sympathetic to our cause, they refer us back to Head of City Parks to answer our questions, who in our opinion dismisses our wish for multi-sports and hides behind bureaucratic barriers regarding the use of 106 monies and has wilfully neglected to collect funds from tennis to make finances from football look like the best option.

The lateness of the decision means that 106 money has to be spent by April 2018 leaving little time for opposition, as work is due to start in February 2018.

Supported by:

Mr N Dickson (Lead Spokesperson)

Jason Pither

Penny Telford

Don Lee

Michelle Roycroft

Georgina Gibson

Subject:	Fees and Charges 2018-19		
Date of Meeting:	23 January 2018		
Report of:	Executive Director Economy, Environment & Culture Executive Director Neighbourhoods, Communities & Housing		
Contact Officer:	Name:	Gemma Jackson	Tel: 01273 290721
	Email:	<u>Gemma.Jackson@brighton-hove.gov.uk</u>	
Ward(s) affected:	All		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The purpose of this report is to set out the proposed 2018/19 fees and charges for the service areas covered by the Environment, Transport and Sustainability Committee in accordance with corporate regulations and policy.

2. RECOMMENDATIONS:

- 2.1 That Committee approves the proposed fees and charges for 2018/19 as set out within the report and its appendices.
- 2.2 That Committee delegates authority to the Executive Director of Economy, Environment & Culture (in relation to paragraphs 3.4-3.6 and 3.10-3.14) and to the Executive Director of Neighbourhoods, Communities & Housing (in relation to paragraphs 3.7-3.9) to increase any charges for fees as notified and set by central Government during the year.

Note: If the above recommendations are not agreed, or if the committee wishes to amend the recommendations, then the item will need to be referred to the Policy, Resources and Growth Committee meeting on 8th February 2018 to be considered as part of the overall budget. This is because the budget is being developed on the assumption that the fees and charges are agreed as recommended and any failure to agree, or a proposal to agree different fees and charges, will have an impact on the overall budget, which means it needs to be dealt with by Policy, Resources and Growth Committee as per the requirements of the constitution. This will not stop the committee from making recommendations to Policy, Resources and Growth Committee.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The council's Corporate Fees and Charges Policy requires that all fees and charges are reviewed at least annually and should normally be increased by either: the standard rate of inflation, statutory increases, or actual increases in the costs of providing the service.

- 3.2 The 4 Year Resources and Integrated Service & Financial Planning Update report approved at Policy and Resources Committee in July 2017 specified the assumption of a standard inflation increase to fees and charges of 2.0% with the exception of parking Penalty Charge Notices. The council's Standard Financial Procedures states that service committees shall receive a report from Executive Directors on fees and charges variations above or below the corporately applied rate of inflation
- 3.3 It is not always possible when amending fees and charges to increase by the exact inflation figure due to rounding. Therefore some fees and charges are rounded for ease of payment and administration.

City Transport - Highways (Appendix 1)

3.4 Highways

The majority of fees and charges will increase in line with the corporate rate of inflation with the following exceptions:

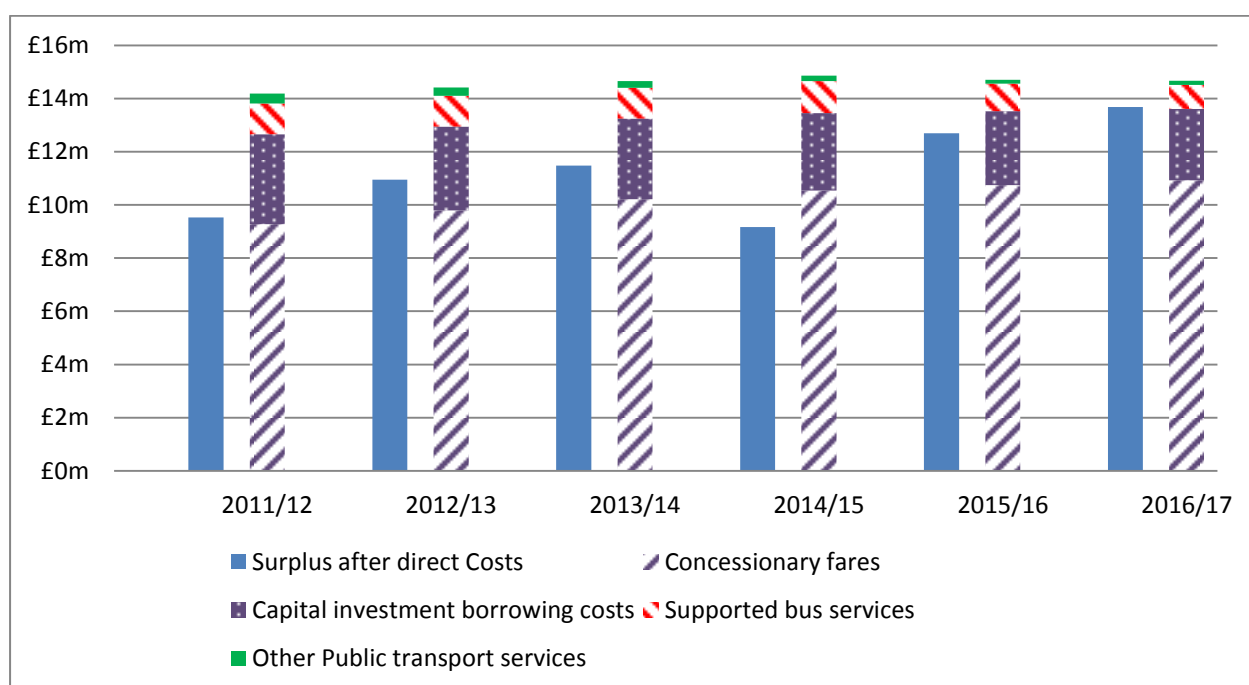
- Fees relating to Section 50 Opening Charges, Vehicle Crossover Inspections and Works on the Highway (installation of ramps) have been reviewed and amended to reflect the costs of associated inspections and officer time. The proposed fees have therefore been set to ensure cost recovery.
- The Scaffold, Hoarding and Skip licence fees were increased by 15% last year therefore it is proposed to keep the fees at the current rate for 2018/19 and instead increase Building Materials charges by higher rates and introduce the following new fees:
 - The introduction of a new licensing system has allowed the team to better check expired licences, Scaffolding companies are reminded via email to renew the licence through the system. Once the licence has expired the area is inspected. If the items remain the licence can be renewed manually by the officer. If the licence is renewed no inspection is needed, this additional fee for manually renewed licences will cover the cost of what is an unnecessary inspection and subsequent admin functions.
 - Cranes and similar apparatus used to be licensed under materials, this fee did not reflect the work required or conditions needed for items like cranes or work platforms. The introduction of a permit scheme has highlighted the need for a separate licence for cranes and the fee reflects the officer time and has been benchmarked against neighbouring authorities.

The Brighton and Hove Traffic Management Permit scheme was introduced on 30th March 2015 as a way to manage activities in the public highway and to minimise disruption from street and road works. To meet the additional cost of introducing and operating a permit scheme, the Traffic Management Act 2004 gives permit authorities the power to charge a fee in respect of certain activities. Fees have been set at levels that are expected to reasonably cover the cost of the scheme and are reviewed on an annual basis. It is proposed that fees will be maintained at existing rates in the 2018-19 financial year. A schedule of fees is available on the council website.

City Transport – Parking (Appendix 2)

3.5 On-Street Parking

Decriminalised Parking Enforcement (DPE) was introduced in July 2001 with the aim of reducing congestion and improving traffic management. Any surplus arising from on street parking is spent on qualifying expenditure as governed by section 55 of the Road Traffic Regulation Act 1984, as amended from October 2004 by section 95 of the Traffic Management Act 2004. The surplus generated from charges after direct costs contributes towards the part funding of bus subsidies, concessionary bus fares and Local Transport Plan costs. More information is available online in the Parking Annual Report 2016-17.



Improving air quality is a key traffic management objective in Brighton & Hove. Nationally, poor air quality reduces average life expectancy in the UK by over 6 months and is responsible for approximately 40,000 premature deaths annually. In some parts of Brighton & Hove, levels of nitrogen oxides exceed legal limits. As part of a range of measures to improve air quality, such as the introduction of a Low Emission Zone, parking charges can help to encourage less polluting travel options and reduce emissions. In Brighton and Hove, the Joint Strategic Needs Assessment includes local figures for the impact of local air quality on health.

A further key traffic management objective is to reduce congestion. Fees are set to manage demand for parking and reduce time taken driving around to find a space by increasing turnover of spaces particularly in high demand areas. Overall almost 80% of machines in the city still charge £1 per hour or £5.20 for all day parking.

The proposed 2018/19 fees follow a review of parking demand in the city and the objectives set out in the councils Local Transport Plan, therefore changes to the tariffs will not reflect the assumed 2% standard budgetary inflation value. A schedule of fees and charges is included at Appendix 2:

- It is proposed to reduce the banding of 50% discount for resident, traders and business permits from under 110g/km to under 100g/km.
- It is also proposed to include a 25% increase for vehicles over 166g/km for resident, traders and business permits.
- The base cost of Resident, Business and Traders permits will remain unchanged.
- It is proposed to increase the cost of a visitor permit purchased by residents in Zone's M (Brunswick & Adelaide), Y (Central Brighton North) & Z (Central Brighton South) from £3.50 to £4.50. This will ensure that the cost of a visitor permit is more reflective of the higher demand and cost of on-street parking within these areas, and to reduce demand of on-street parking within the city centre. In terms of current on-street charges Area M is £6.20 for 4 hours while Central Brighton is £10.40/£11 for 4 hours.
- Visitor permits in the low tariff areas will increase from £3.00 to £3.50 to reflect the cost of all day parking in the area which is currently £5.20 for 11 hours. This visitor permit remains good value and is cheaper than parking on-street for four hours (£4). If visitors wish to park for a shorter period there is pay & display parking spaces in many areas which cost £1 for one hour or £2 for two hour.
- Full details of proposed increases are shown in appendix 2.

Penalty Charge Notices (PCNs) are set by central government and cannot be changed independently.

3.6 Off-Street Parking

As with on-street parking charges, the proposed fees are considered to be at a level which reflects the administrations traffic management objectives, particularly to reduce congestion the city centre and promote alternative forms of transport. A schedule of fees and charges are included at Appendix 2:

- It is proposed to increase two rates at Regency Square car park between 8.3% and 11.1%. All other bands will remain unchanged. These changes take into account the continued increase in demand in these bands.
- It is proposed to increase the 9 hour tariff at Norton Road car park from £5 to £5.20 at a rate of 4%. This is to reflect current demand in the car park.
- It is proposed to increase the 4 hour tariff at the Lanes car park from £13 to £14 at a rate of 7.7%. This is to reflect current demand in the car park.
- All car park season ticket prices are to remain unchanged.

Regulatory Services (Appendix 3)

3.7 Environmental Health

It is proposed to increase the non-statutory fees and charges in line with the corporate rate of inflation.

3.8 Trading Standards

It is proposed to increase the non-statutory fees and charges in line with the corporate rate of inflation. Fees relating to store of explosive are set by statute.

Travellers Sites (Appendix 4)

3.9 Traveller Pitch Fees

The pitch fees for both the permanent and transit sites are legally, under The Mobile Homes Act 1983, permitted to be increased by the Retail Price Index (RPI) each year. These charges have been increased by the September 2017 RPI of +3.9%.

The service charges for both sites are set to recover the costs only. It is not proposed to vary the existing charges (set in March 2016) until there is more cost information to inform a change.

City Environmental Management (Appendix 5)

3.10 Allotments, Parks and Sports Bookings

Last year there was no proposed increase for fees and charges relating to allotment and parks' sports facilities as discussions got underway on the potential for self-managed facilities due to council budget reductions. These discussions continue with groups realising the potential of adopting a more commercial approach to self-management.

To ensure this progress can continue in a careful and considered manner, the delivery dates for savings have been put back. At the same time it is necessary for the council to fulfil its maintenance role and ensure a supported transition to any agreed self-managed facilities and so it is proposed that fees and charges are increased by 4% to give an inflationary increase this year and make up for no increase last year.

Any subsequent proposals from sports / allotment users that include alterations to fees and charges that are not in line with those agreed by members would be brought back to Committee for agreement.

It is proposed that Cityparks charges for donated trees and benches would be increased by the standard inflation rate of 2%.

3.11 Flyering Licenses

Flyering licences fees are set at a rate that is reasonably considered to allow appropriate regulation and minimisation of flyering activity, and to partly recover the cost of work required to clear litter generated from flyering activity. It is proposed to increase the charges by the standard inflation rate.

3.12 Commercial Waste Collection Service

A report to Policy and Resources Committee in July 2015 approved the introduction of a chargeable commercial waste collection service. It is proposed to maintain the current rates.

3.13 Green Waste Collection

A report to Environment, Transport and Sustainability Committee in June 2016 approved a chargeable garden waste collection service for an annual charge of £52 per household. It is proposed to maintain the current fee level as it is considered to be appropriate to recover the costs of providing the service.

3.14 Preston Park and East Brighton Park Parking

Car parking charges at Preston Park and East Brighton Park were introduced to manage the level of parking activity. Any surplus generated from parking income is ring fenced to fund improvement works at the parks. It is proposed to maintain fees at current levels as it is forecasted that a 2% increase would not have any significant impact on activity and would create a net cost to implement.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The proposed fees and charges in this report have been prepared in accordance with the council's fees and charges policy and form part of the proposed budget strategy. They take account of the requirement to increase by the corporate inflation rate of 2.0% (unless otherwise stated) and consideration has been given to other factors such as statutory requirement, cost recovery and prices charged by competitor / comparator organisations. Parking fees and charges are set to meet transport management objectives of managing demand for parking and reduce congestion.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Where Traffic Regulation Orders are required for proposed Transport fee changes, objections received will be reported to this Committee at a future date.

6. CONCLUSION

- 6.1 Fees and charges are considered to be an important source of income in enabling services to be sustained and provided. A wide range of services are funded or part funded by fees and charges including those detailed in the report. The overall budget strategy aims to ensure that fees and charges are maintained or increased as a proportion of gross expenditure through identifying income generating opportunities, ensuring that charges for discretionary services and trading accounts cover costs, and ensuring that fees and charges keep pace with price inflation and/or competitor and comparator rates.
- 6.2 Fees and charges budgets for 2018/19 are assumed to increase by a standard inflation rate of 2.0% with the exception of those listed within this report. The council's Corporate Fees and Charges Policy requires that all fees and charges are reviewed at least annually and should normally be increased by either; the standard rate of inflation, statutory increase or increases in the costs of providing services.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The fees and charges recommended in this report have been reviewed in line with the Corporate Fees and Charges Policy, and budget assumptions approved by Policy, Resources and Growth Committee. The anticipated recurring financial impacts of fee changes will be reflected within service revenue budgets. Where changes meet the standard inflationary increase of 2% applied to all council income budgets (except statutory Penalty Charge Notices) and result in additional contributions toward the cost of services, including overheads and all allowable expenditure, changes to fees and charges can result in the achievement of a net budget saving. Where this is the case, this will be reflected in Integrated Service & Financial Plan proposals for the relevant service and will be incorporated within the revenue budget report to Policy, Resources & Growth Committee and Budget Council. Income from fees and charges will be reviewed as part of the budget monitoring process
- 7.2 There will be costs associated with advertising Traffic Regulation Orders (TROs) for changes to charges within the Transport service which will be met from existing revenue budgets.

Finance Officer Consulted: Gemma Jackson

Date: 04/12/17

Legal Implications:

- 7.3 The council needs to establish for each of the charges imposed both the power to levy charges of that type and, where applicable, the power to set the charge at a particular level. In some cases the amount of the charges is set by Government. In other cases where a figure is not prescribed, the amount that can be charged may be restricted to costs recovery. For discretionary charges such as commercial waste collection, charges can be set at a commercial rate determined by the Council. Special provisions apply in the case of parking charges which are set out below. In all cases, the council must act reasonably and ensure that any statutory formalities which govern the particular charge are complied with.
- 7.4 7.4 The Council is entitled to set parking charges at levels that will enable it to meet its traffic management objectives for example, by managing supply and demand for parking. Under section 55 of the Road Traffic Regulation Act 1984, as amended by the Traffic Management Act 2004, the Council must keep an account of all parking income and expenditure in designated (i.e. on-street) parking spaces which are in a Civil Enforcement Area, and of their income and expenditure related to their functions as an enforcement authority. The use of any surplus income from civil parking enforcement is governed by section 55 of the Road Traffic Regulation Act 1984 as amended. This allows any surplus to be used for transport and highways related projects and expenditure such as supported bus services, concessionary fares and Local Transport Plan projects.

Lawyer Consulted: Elizabeth Culbert

Date: 15/1/18

Equalities Implications:

- 7.5 Management of fees and charges is fundamental to the achievement of council priorities. The council's fees and charges policy aims to increase the proportion of costs met by the service user. Charges, where not set externally, are raised by corporate inflation rates unless there are legitimate anti-poverty considerations.

Sustainability Implications:

- 7.6 There are no direct sustainability implications arising from the recommendations in this report.

Any Other Significant Implications:

- 7.7 There are no other significant implications arising from the recommendations in this report.

SUPPORTING DOCUMENTATION

Appendices:

1. Proposed City Transport (Highways) Fees and Charges 2018-19
2. Proposed City Transport (Parking) Fees and Charges 2018-19
3. Proposed Regulatory Services Fees and Charges 2018-19
4. Proposed Travellers Sites Fees and Charges 2018-19
5. Proposed City Environmental Management Fees and Charges 2018-19

Documents in Members' Rooms

1. None

Background Documents

1. None

Appendix 1 - Proposed City Transport (Highways) Fees and Charges 2018-19

	2017-18	2018-19	
	Actual Charge £	Proposed Charge £	Change %
HIGHWAYS			
Vehicle Crossover Inspection - First inspection	73.50	74.00	0.7%
Vehicle Crossover Inspection - Proceeding to works	97.00	98.00	1.0%
S50 Road Opening Charge – Works on apparatus with an existing licence	176.00	176.00	0.0%
S50 Road Opening Charge – New Licence	479.00	485.00	1.3%
Works on the Highway (installation of ramps etc)	341.00	344.00	0.9%
Temporary Traffic Lights (application and approval of changes to traffic light junctions)	116.00	118.00	1.7%
Oversailing (Permission to move materials/build temporary structures over the public highway)	116.00	118.00	1.7%
Officer time (When needed on site checking traffic management or traffic signals)	47.00	48.00	2.1%
TRAFFIC REGULATION ORDERS - PLANNED (TEMP OR PERMANENT)			
Administration & advertising costs	1,775.00	1,811.00	2.0%
TRAFFIC REGULATION ORDERS - NOTICES (TEMP - EMERGENCY)			
Administration fee & officer time	333.00	340.00	2.1%
SCAFFOLD LICENCE			
Initial 6 weeks	72.00	72.00	0.0%
Renewal subsequent 8 weeks	72.00	72.00	0.0%
Initial 6 weeks for 12m. length along the Public Highway	210.00	210.00	0.0%
Renewal subsequent 8 weeks for 12m. length along Public Highway	210.00	210.00	0.0%
Manual renewal of Scaffolding licence for 8 weeks under 12m		122.00	New
Manual renewal of scaffolding licence for 8 weeks over 12m		382.00	New
SKIP LICENCE			
Returnable Deposit	72.00	72.00	0.0%
Deposit Processing Fees	19.00	19.00	0.0%
1 day Licence Standard Skip	9.00	9.00	0.0%
7 day Licence Standard skip	28.00	28.00	0.0%
28 day Licence Standard Skip	54.00	54.00	0.0%
1 day Licence Large Skip	28.00	28.00	0.0%
7 day Licence Large Skip	54.00	54.00	0.0%
28 day Licence Large Skip	108.00	108.00	0.0%
HOARDING			
Area of Hoarding per sq metre initial 6 week application	25.00	25.00	0.0%
Area of Hoarding per sq metre renewal 8 week application	25.00	25.00	0.0%
BUILDING MATERIALS			
Per week	28.00	33.00	17.9%
Secure Hazardous Waste, Lockable Storage Containers, Temporary offices, Welfare facilities and Asbestos removal, decontamination units. Per square metre	23.00	24.00	4.3%
Crane. Tower cranes, mobile work platforms on the highway.		98.00	New
OBJECTS ON THE HIGHWAY			
TABLES AND CHAIRS, SHOP DISPLAY ETC			
Initial application less than 5 square metres	170.00	173.00	1.8%
Initial application 5 square metres or greater	346.00	353.00	2.0%
Annual renewal fee per square metre	24.00	24.50	2.1%
A-BOARD LICENCE			
New application first year	107.00	109.00	1.9%
Annual renewal fee	74.00	75.50	2.0%
OTHER FEES			
Highway Licence detail changes	28.00	29.00	3.6%
One off promotions per square metre	28.00	29.00	3.6%
Temporary Event Advertising Signs - first 50 (each)	10.00	10.00	0.0%
Temporary Event Advertising Signs - over 50 (each)	5.00	5.00	0.0%
SIGNS			
Brown Tourist signs	181.00	185.00	2.2%
Neighbourhood watch signs	38.00	39.00	2.6%
CULTIVATION LICENCE			
Licence for individuals who wish to cultivate a highway verge or other highway green space adjacent to their property.	34.00	35.00	2.9%

Appendix 2 - Proposed City Transport (Parking) Fees and Charges 2017-18

	2017-18	2018-19	
	Proposed Charge £	Proposed Charge £	Change %
Car parks			
Black Rock			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
3 hours	4.00	4.00	0.0%
4 hours	5.00	5.00	0.0%
9 hours	6.00	6.00	0.0%
High Street			
2 hours	4.20	4.20	0.0%
4 hours	8.40	8.40	0.0%
9 hours	11.00	11.00	0.0%
24 hours	18.20	18.20	0.0%
Quarterly season ticket	780.00	780.00	0.0%
Annual season ticket	2080.00	2080.00	0.0%
King Alfred			
1 hour	1.60	1.60	0.0%
2 hours	2.00	2.00	0.0%
3 hours	3.00	3.00	0.0%
4 hours	4.00	4.00	0.0%
?			
Rottingdean Marine Cliffs			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
11 hours	3.00	3.00	0.0%
Quarterly season ticket	52.00	52.00	0.0%
Norton Road			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	3.20	3.20	0.0%
5 hours	4.20	4.20	0.0%
9 hours	5.00	5.20	4.0%
12 hours	6.00	6.00	0.0%
Annual Season Ticket	780.00	780.00	0.0%
Oxford Court			
2 hours	3.00	3.00	0.0%
4 hours	8.00	8.00	0.0%
9 hours	10.00	10.00	0.0%
24 hours	18.00	18.00	0.0%
Annual season ticket	780.00	780.00	0.0%
Rottingdean West Street			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
3 hours	3.00	3.00	0.0%
The Lanes			
1 hour	2.00	2.00	0.0%
2 hours	6.00	6.00	0.0%
4 hours	13.00	14.00	7.7%
9 hours	20.00	20.00	0.0%
24 hours	32.00	32.00	0.0%

Lost ticket	23.00	23.00	0.0%
Weekend - 1 hour	4.00	4.00	0.0%
Weekend - 2 hours	8.00	8.00	0.0%
Weekend - 4 hours	15.00	15.00	0.0%
Weekend - 9 hours	20.00	20.00	0.0%
Weekend - 24 hours / Lost ticket	25.00	25.00	0.0%
Evenings 18.00 – 24.00	4.50	4.50	0.0%
Night 24.00 – 11.00	5.00	5.00	0.0%
Annual season ticket	2,500.00	2,500.00	0.0%
Reduced Charge Annual Season ticket - Residents permit waiting list 16.00-11.00 Mon-Fri (Zone Z only)	1,500.00	1,500.00	0.0%
London Road			
1 hour	1.50	1.50	0.0%
2 hours	3.00	3.00	0.0%
4 hours	6.00	6.00	0.0%
9 hours	8.00	8.00	0.0%
24 hours	15.00	15.00	0.0%
Lost ticket	15.00	15.00	0.0%
Evenings 1800 - 2400	4.50	4.50	0.0%
Night 24.00 – 11.00	5.00	5.00	0.0%
Lost ticket administration fee	5.00	5.00	0.0%
Weekly	55.00	55.00	0.0%
Annual season ticket	1,200.00	1,200.00	0.0%
Annual season ticket - Reduced Rate for Area Y permit holders and businesses of New England House, City Point or One Brighton	800.00	800.00	0.0%
Reduced charge Annual season ticket - Residents permit waiting list (Zone Y)16.00-11.00 Mon-Fri	420.00	420.00	0.0%
Regency Square			
1 hour	2.00	2.00	0.0%
2 hours	4.50	4.50	0.0%
4 hours	9.00	10.00	11.1%
9 hours	12.00	13.00	8.3%
24 hours / Lost ticket	18.00	18.00	0.0%
Evenings 1800 - 2400	4.50	4.50	0.0%
Night 24.00 – 11.00	5.00	5.00	0.0%
Lost Ticket Administration fee	5.00	5.00	0.0%
Weekly season ticket	60.00	60.00	0.0%
Quarterly season ticket	300.00	300.00	0.0%
Annual season ticket	1,000.00	1,000.00	0.0%
Commercial season ticket annual	1,200.00	1,200.00	0.0%
Reduced Annual Season ticket - Residents permit waiting list 16.00-11.00 Mon-Fri (Zone M)	750.00	750.00	0.0%

Trafalgar Street			
1 hour	3.00	3.00	0.0%
2 hours	6.00	6.00	0.0%
4 hours	9.00	9.00	0.0%
6 hours	10.00	10.00	0.0%
9 hours	12.00	12.00	0.0%
24 hours / Lost ticket	16.00	16.00	0.0%
Weekend - 1 hour	2.50	2.50	0.0%
Weekend - 2 hours	4.50	4.50	0.0%
Weekend - 4 hours	8.00	8.00	0.0%
Weekend - 6 hours	10.00	10.00	0.0%
Weekend - 9 hours	12.00	12.00	0.0%
Weekend - 24 hours / Lost ticket	18.00	18.00	0.0%
Evenings 1800 - 2400	4.50	4.50	0.0%
Night 24.00 – 11.00	5.00	5.00	0.0%
Lost Ticket Administration fee	5.00	5.00	0.0%
Quarterly season ticket	400.00	400.00	0.0%
Annual season ticket	1,200.00	1,200.00	0.0%
Reduced Annual Season Ticket - Residents permit waiting list (Zone Y) 16.00-11.00 Mon-Fri	750.00	750.00	0.0%
On-street (Pay & Display)			
TARIFF ZONE 1			
Zone Y - Central Brighton North			
1 hour	3.60	3.60	0.0%
2 hours	6.20	6.20	0.0%
4 hours	10.40	10.40	0.0%
Zone Z - Central Brighton South			
1 hour	3.60	3.60	0.0%
2 hours	7.00	7.00	0.0%
4 hours	11.00	11.00	0.0%
TARIFF ZONE 2			
Zone Y - Central Brighton North [Cheapside & The Level]			
1 hour	2.00	2.00	0.0%
2 hours	4.20	4.20	0.0%
4 hours	6.20	6.20	0.0%
TARIFF ZONE 3			
Zone M			
1 hour	2.00	2.00	0.0%
2 hours	4.20	4.20	0.0%
4 hours	6.20	6.20	0.0%
TARIFF ZONE 4			
Zone A - Preston Park Station			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.20	0.0%
Zone C - Queen's Park			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.20	0.0%

Zone E - Preston Park Station North			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.20	0.0%
Zone F - Fiveways			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.20	0.0%
Zone G - Hollingbury Road & Ditchling Gardens			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.20	0.0%
Zone H - Kemp Town			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.20	0.0%
Zone J - London Road Station			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.20	0.0%
Zone N - Central Hove			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.20	0.0%
Zone O - Goldsmid			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.20	0.0%
Zone Q - Prestonville			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.20	0.0%
Zone R - Westbourne			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.20	0.0%
Zone T - Hove Station Area			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.20	0.0%

Zone W - Westbourne West / Wish park			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.20	0.0%
Seafront (Pay & Display)			
TARIFF ZONE 1			
Seafront Inner - Madeira Drive (1 Mar - 31 Oct) [West of Madeira Lift]			
1 hour	3.20	3.20	0.0%
2 hours	6.00	6.00	0.0%
4 hours	11.00	11.00	0.0%
11 hours	16.00	16.00	0.0%
Seafront Inner - Marine Parade [West of Burlington Street]			
1 hour	3.20	3.20	0.0%
2 hours	6.00	6.00	0.0%
4 hours	11.00	11.00	0.0%
11 hours	16.00	16.00	0.0%
Seafront Inner - King's Road			
1 hour	3.20	3.20	0.0%
2 hours	6.00	6.00	0.0%
4 hours	11.00	11.00	0.0%
11 hours	16.00	16.00	0.0%
TARIFF ZONE 2			
Seafront Inner - Kingsway [East of Fourth Avenue]			
1 hour	2.00	2.00	0.0%
2 hours	4.20	4.20	0.0%
4 hours	6.20	6.20	0.0%
11 hours	10.40	10.40	0.0%
Seafront Inner - New Steine			
1 hour	2.00	2.00	0.0%
2 hours	4.20	4.20	0.0%
4 hours	6.20	6.20	0.0%
11 hours	10.40	10.40	0.0%
TARIFF ZONE 3			
Seafront Outer - Madeira Drive [East of Madeira Lift]			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.20	4.20	0.0%
11 hours	7.20	7.20	0.0%
Seafront Inner - Madeira Drive (1 Nov - 28/29 Feb) [West of Madeira Lift]			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.20	4.20	0.0%
11 hours	7.20	7.20	0.0%
TARIFF ZONE 4			
Rottingdean High Street			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.20	4.20	0.0%
Madeira Drive Coach Park			
4 hours	9.00	9.00	0.0%
8 hours	16.00	16.00	0.0%

Permits and other			
Residents permits - Full scheme (Zones A,C,E,F,G,H,J,M,N,O,Q,T,Y,Z)			
First permit per household - 3 months (full scheme) (50% discount for Low Emission / 25% increase for high emission)	45.00	45.00	0.0%
First permit per household - 1 year (full scheme) (50% discount for Low Emission / 25% increase for high emission)	130.00	130.00	0.0%
Visitor Permit (Full schemes apart from zones M, Y & Z)	3.00	3.50	16.7%
Visitor Permit (zones M, Y & Z)	3.50	4.50	28.6%
Residents permits - Light touch (Zones U & W)			
First permit per household - 6 months (full scheme) (50% discount for Low Emission)	60.00	60.00	0.0%
First permit per household - 1 year (full scheme) (50% discount for Low Emission)	100.00	100.00	0.0%
Visitor Permit	2.20	2.20	0.0%
Business Permits			
One year (50% discount for low emission / 25% increase for High Emission)	350.00	350.00	0.0%
3 months (50% discount for low emission / 25% increase for High Emission)	100.00	100.00	0.0%
Traders Permits			
One year (50% discount for low emission / 25% increase for High Emission)	700.00	700.00	0.0%
3 months (50% discount for low emission / 25% increase for High Emission)	200.00	200.00	0.0%
Hotel Permits			
Area C (24 hours)	8.00	8.00	0.0%
Area N (1 day)	3.50	3.50	0.0%
School Permits			
3 months	50.00	50.00	0.0%
One year	150.00	150.00	0.0%
Doctors Permits (per bay)	100.00	100.00	0.0%
Electric Vehicles Permit	26.00	26.00	0.0%
Car Club (1 year)	25.00	25.00	0.0%
Professional Carers (1 year)	52.00	52.00	0.0%
Carers Permits (not Professional)	10.00	10.00	0.0%
Dispensations (1 year)	40.00	40.00	0.0%
Waivers (1 day)	10.00	10.00	0.0%
Suspensions			
Suspensions (Daily charge)	40.00	40.00	0.0%
Suspensions - Community Events (Daily charge)	20.00	20.00	0.0%
Administration fees			
Change of CPZ	10.00	10.00	0.0%
Surrender of Permit	10.00	10.00	0.0%
Change of Vehicle	10.00	10.00	0.0%
Replacement Permit	10.00	10.00	0.0%
Issue of resident permit to Blue Badge holder	15.00	15.00	0.0%
Issue of resident permit to Blue Badge holder (low emission)	10.00	10.00	0.0%
Issue of Blue Badge	10.00	10.00	0.0%
Blue Badge Bay Application fee	11.00	11.00	0.0%
Blue Badge Bay - Individual disabled bay	102.00	102.00	0.0%
Zone B & D Permits (Event parking)			
Resident Permit	0.00	0.00	0.0%
Business permit	0.00	0.00	0.0%
Carer	0.00	0.00	0.0%
School Permit	0.00	0.00	0.0%
Resident Visitor (transferable)	0.00	0.00	0.0%
Resident visitor (one day)	2.60	2.60	0.0%
Change of vehicle	10.00	10.00	0.0%
Replacement Permit	10.00	10.00	0.0%

Lining			
Access Protection White Lines (per metre)	12.00	12.00	0.0%
Replacing lining after crossover work (per metre)	12.00	12.00	0.0%
Disabled Bays			
Application Fee	11.00	11.00	0.0%
Individual disabled bay	102.00	102.00	0.0%
TRO for new parking restriction o/s of Controlled Parking Zones			
Administration, advertising costs, officer site visits, signing and lining costs	2,000.00	2,000.00	0.0%
Additional Search Enquiries			
Solicitors and other agency queries per question	40.00	40.00	0.0%

Appendix 3 - Proposed Regulatory Services Fees and Charges 2018-19

	2017-18	2018-19	
	Actual Charge	Proposed Charge	Change
	£	£	%
TRADING STANDARDS			
Buy with Confidence (1-5 Employees)	136.00	139.00	2.2%
Buy with Confidence (6-20 Employees)	204.00	208.00	2.0%
Buy with Confidence (over 21 Employees)	273.00	278.00	1.8%
Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Fees are set by the Health and Safety Executive.			
1 Year	185.00	185.00	N/A
2 Years	243.00	243.00	N/A
3 Years	304.00	304.00	N/A
4 Years	374.00	374.00	N/A
5 Years	423.00	423.00	N/A
Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Fees are set by the Health and Safety Executive.			
1 Year	86.00	86.00	N/A
2 Years	147.00	147.00	N/A
3 Years	206.00	206.00	N/A
4 Years	266.00	266.00	N/A
5 Years	326.00	326.00	N/A
Licence to store explosives where no minimum separation distance or a 0 metres separation distance is prescribed. Fees are set by the Health and Safety Executive.			
1 Year	109.00	109.00	N/A
2 Years	141.00	141.00	N/A
3 Years	173.00	173.00	N/A
4 Years	206.00	206.00	N/A
5 Years	238.00	238.00	N/A
Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed. Fees are set by the Health and Safety Executive.			
1 Year	54.00	54.00	N/A
2 Years	86.00	86.00	N/A
3 Years	120.00	120.00	N/A
4 Years	152.00	152.00	N/A
5 Years	185.00	185.00	N/A
Varying the name of licensee or address of site. Fee set by the Health and Safety Executive.	36.00	36.00	N/A
Transfer of licence. Fee set by the Health and Safety Executive.	36.00	36.00	N/A
Replacement of licence if lost. Fee set by the Health and Safety Executive.	36.00	36.00	N/A
Weights and Measures verification fees officer time per hour	77.00	79.00	2.6%
Weights and Measures verification fees NAWI under 1 tonne	61.00	62.00	1.6%
Weights and Measures verification fees weights over 5kg under 500mg	11.00	11.00	0.0%
Weights and Measures verification fees other weights	9.00	9.00	0.0%
Weights and Measures verification fees liquid fuel first nozzle	122.00	124.00	1.6%
Weights and Measures verifications fees liquid fuel additional nozzle	75.00	77.00	2.7%

Appendix 3 - Proposed Regulatory Services Fees and Charges 2018-19

	2017-18	2018-19	
	Actual Charge	Proposed Charge	Change
	£	£	%
LOCAL AUTHORITY POLLUTION PREVENTION AND CONTROL			
<u>Application Fee:</u>			
Standard process (includes solvent emission activities)		Set nationally by DEFRA	
Additional fee for operating without a permit		Set nationally by DEFRA	
PVRI, SWOBs and Dry Cleaners		Set nationally by DEFRA	
PVR I and II combined		Set nationally by DEFRA	
VRs and other Reduced Fee Activities		Set nationally by DEFRA	
Reduced fee activates: Additional fee for operating without a permit		Set nationally by DEFRA	
Mobile plant (not using simplified permits):		Set nationally by DEFRA	
for the first and second permits			
for the third to seventh applications		Set nationally by DEFRA	
for the eight and subsequent applications		Set nationally by DEFRA	
Note: where an application for any of the above is for combined Part B and waste application, add an extra £297 to the above amounts			
<u>Annual Subsistence Charge:</u>			
Standard process Low		Set nationally by DEFRA	
Standard process Medium		Set nationally by DEFRA	
Standard process High		Set nationally by DEFRA	
PVRI, SWOBs and Dry Cleaners Low/Medium/High		Set nationally by DEFRA	
PVR I & II combined Low/Medium/High		Set nationally by DEFRA	

Appendix 3 - Proposed Regulatory Services Fees and Charges 2018-19

	2017-18	2018-19	
	Actual Charge	Proposed Charge	Change
	£	£	%
Vehicle refinishers and other reduced fees Low/Medium/High		Set nationally by DEFRA	
Mobile plant, for the first and second permits Low/Medium/High		Set nationally by DEFRA	
for the third to seventh applications Low/Medium/High		Set nationally by DEFRA	
eighth and subsequent permits Low/Medium/High		Set nationally by DEFRA	
Late Payment Fee		Set nationally by DEFRA	
the additional amounts in brackets above must be charged where a permit is for a combined Part B and waste installation		Set nationally by DEFRA	
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts:		Set nationally by DEFRA	
<u>Pollution Release and Transfer Register</u>			
Application		Set nationally by DEFRA	
Additional fee for operating without a permit		Set nationally by DEFRA	
Annual Subsistence Low		Set nationally by DEFRA	
Annual Subsistence Medium		Set nationally by DEFRA	
Annual Subsistence High		Set nationally by DEFRA	

Appendix 3 - Proposed Regulatory Services Fees and Charges 2018-19

	2017-18	2018-19	
	Actual Charge	Proposed Charge	Change
	£	£	%
Late Payment Fee		Set nationally by DEFRA	
Substantial Variation		Set nationally by DEFRA	
Transfer		Set nationally by DEFRA	
Partial transfer		Set nationally by DEFRA	
Surrender		Set nationally by DEFRA	
<u>Transfer and Surrender:</u>			
Standard process transfer		Set nationally by DEFRA	
Standard process partial transfer		Set nationally by DEFRA	
New Operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15 (2) of charging scheme)		Set nationally by DEFRA	
Surrender: all Part B activities		Set nationally by DEFRA	
Reduced fee activities: transfer		Set nationally by DEFRA	
Reduced fee activities: partial transfer		Set nationally by DEFRA	
<u>Temporary transfer for mobiles:</u>			
First transfer		Set nationally by DEFRA	
repeat following enforcement or warning		Set nationally by DEFRA	
<u>Substantial Change:</u>			
Standard process		Set nationally by DEFRA	
Standard process where the substantial change results in a new PPC activity		Set nationally by DEFRA	
Reduced fee activities		Set nationally by DEFRA	
OTHER FEES			
Language school inspection	85.00	87.00	2.4%
Information to solicitors	145.00	148.00	2.1%
FOOD PREMISES REGISTER			
Signal page copy	9.00	9.00	0.0%
Copy containing information regarding particular category (by hand)	89.00	91.00	2.2%
Copy containing information regarding particular category (by post)	147.00	150.00	2.0%
Full copy of register (by hand)	274.00	279.00	1.8%
Full copy of register (by post)	292.00	298.00	2.1%
Food Hygiene Rating Scheme (FHRS) re-inspection of premises requested by businesses	145.00	148.00	2.1%
Appendix 3 - Proposed Regulatory Services Fees and Charges 2018-19			
	2017-18	2018-19	
	Actual Charge	Proposed Charge	Change
	£	£	%
ANIMAL WELFARE			
Collection of reclaimed dogs:			
Statutory charge (set by government)	25.00	25.00	N/A
dog warden charges (includes VAT)	27.00	28.00	3.7%
kennelling per day (includes VAT)	27.00	28.00	3.7%
administration charge (includes VAT)	16.00	16.00	0.0%
Vaccination (includes VAT)	25.00	26.00	4.0%
Dog Control Fixed penalty*	80.00	82.00	2.5%
Noise Pollution - Domestic - Fixed Penalty*	100.00	102.00	2.0%
Noise Pollution - Commercial - Fixed Penalty*	500.00	510.00	2.0%
Domestic Animal Boarding	250.00	255.00	2.0%
Commercial Animal Boarding	500.00	510.00	2.0%
Dangerous Wild Animals	250.00	255.00	2.0%
Dog Breeding	500.00	510.00	2.0%
Export Licences	60.00	61.00	1.7%
Pet Shops	500.00	510.00	2.0%
Performing Animals	250.00	255.00	2.0%
Riding Establishments	500.00	510.00	2.0%
Zoo	5,195.00	5,299.00	2.0%
Zoo (with dispensation)	2,887.00	2,945.00	2.0%
HEALTH PROMOTION / EDUCATION			
Training Courses:			
Food Safety Level 2 (previously Basic Food Hygiene)	68.00	69.00	1.5%
Intermediate Food Hygiene	137.00	140.00	2.2%
Food Safety Level 2 retake of exam	30.00	31.00	3.3%
Level 1 course for 10 people	P.O.A	P.O.A	N/A
Level 1 course for 15 people	P.O.A	P.O.A	N/A
ENVIRONMENTAL HEALTH			
Contaminated Land Environmental Information Regulations Request (per hour)	26.00	27.00	3.8%
WID DEFAULT CHARGES			
Environmental Health Manager	90.00	92.00	2.2%
Senior EHO per hour	83.00	85.00	2.4%
EHO/Senior Technical Officer	74.00	75.00	1.4%

Appendix 3 - Proposed Regulatory Services Fees and Charges 2018-19

	2017-18	2018-19	
	Actual Charge	Proposed Charge	Change
	£	£	%
Technical Officer per hour	69.00	70.00	1.4%
Admin staff per hour	40.00	41.00	2.5%
PEST CONTROL			
Call out charge for pest control	50.00	51.00	2.0%
Wildlife Advice Service	50.00	51.00	2.0%
Pest Control Self Help Kits (including postage and packaging)	25.00	26.00	4.0%
Pest Control Self Help Kits (including postage and packaging) including natural chemical	25.00	26.00	4.0%
Air Vent Fitting Service - small (10in x 4in)	23.00	23.00	0.0%
Air Vent Fitting Service - medium (10in x 7in)	25.00	26.00	4.0%
Air Vent Fitting Service - small and medium extra	13.00	13.00	0.0%
Air Vent Fitting Service - large (10in x 9in)	28.00	29.00	3.6%
Air Vent Fitting Service - large extra	14.00	14.00	0.0%
Rats and Mice - Residential (up to 5 visits)	85.00	87.00	2.4%
Rats and Mice - Residential (additional visit)	30.00	31.00	3.3%
Wasps - Residential	65.00	66.00	1.5%
Fleas (1-2 Bedroom property) - residential	80.00	82.00	2.5%
Fleas (3-4 Bedroom property) - residential	100.00	102.00	2.0%
Fleas (5+ Bedroom property) - residential	140.00	143.00	2.1%
Cockroaches (1-2 Bedroom property) - residential	180.00	184.00	2.2%
Cockroaches (3-4 Bedroom property) - residential	240.00	245.00	2.1%
Cockroaches (5+ Bedroom property) - residential	310.00	316.00	1.9%
Commercial per visit rate	65.00	66.00	1.5%
Squirrels in loft service	160.00	163.00	1.9%
Carpet moth treatment (1-2 Bedroom property) - residential	80.00	82.00	2.5%
Carpet moth treatment (3-4 Bedroom property) - residential	100.00	102.00	2.0%
Carpet moth treatment (5+ Bedroom property) - residential	140.00	143.00	2.1%
Mice humane trapping service	270.00	275.00	1.9%
Wasp catchers (include 1 visit each month for 3 months)	150.00	153.00	2.0%
Fox repellent service	50.00	51.00	2.0%
Fasle Widow Spider treatment (1-2 Bedroom property) - residential	80.00	82.00	2.5%
Fasle Widow Spider treatment (3-4 Bedroom property) - residential	100.00	102.00	2.0%
Fasle Widow Spider treatment (5+ Bedroom property) - residential	140.00	143.00	2.1%

Appendix 4 - Proposed Travellers Sites Fees and Charges 2018-19

	2017-18	2018-19	
	Actual Charge	Proposed Charge	Change
	£	£	%
Travellers Transit Site			
Weekly Rent per pitch	66.59	69.18	3.9%
Weekly Service Charges	35.38	35.38	0.0%
Travellers Permanent Site			
Average Weekly Rent per pitch (Average across 12 pitches)	86.24	89.60	3.9%
- Pitch 1 - Size M	83.88	87.15	3.9%
- Pitch 2 - Size M	83.88	87.15	3.9%
- Pitch 3 - Size L	89.80	93.30	3.9%
- Pitch 4 - Size L	89.90	93.41	3.9%
- Pitch 5 - Size L	89.90	93.41	3.9%
- Pitch 6 - Size X/L	96.30	100.06	3.9%
- Pitch 7 - Size X/L	96.30	100.06	3.9%
- Pitch 8 - Size S	80.26	83.39	3.9%
- Pitch 9 - Size S	80.26	83.39	3.9%
- Pitch 10 - Size M	83.88	87.15	3.9%
- Pitch 11 - Size S	80.26	83.39	3.9%
- Pitch 12 - Size S	80.26	83.39	3.9%
Weekly Service Charges	11.43	11.43	0.0%

Appendix 5 - Proposed City Environmental Management Fees and Charges 2018-19

	2017-18	2018-19	
	Actual Charge	Proposed Charge	Change
	£	£	%
Prices include VAT unless stated			
CITY PARKS			
Allotments Rents per square metre - 25% discount to allotment rent for senior citizens, full-time students, unemployed, disabled and community groups	0.3045	0.3168	4.0%
Allotments Waiting List Application	16.00	16.60	3.8%
Dedicated Benches	1,023.00	1,043.50	2.0%
Plaques for dedicated benches - includes engraving of 50 letters. Any additional engraving costs 85p+VAT per letter.	130.00	132.60	2.0%
New Tree Planting - dedicate a tree	314.00	320.30	2.0%
Copy of Tree preservation order (TPO)	34.00	34.70	2.1%
FLYERING LICENCES			
Standard Annual License - Can operate between 07:00 and 19:00	107.00	109.10	2.0%
Premium Annual License - Can operate 24 hours	160.00	163.20	2.0%
Standard 28 Day Licence - Can operate between 07:00 and 19:00	54.00	55.10	2.0%
Premium 28 Day Licence - Can operate 24 hours	81.00	82.60	2.0%
Standard Annual Renewal	75.00	76.50	2.0%
Premium Annual Renewal	160.00	163.20	2.0%
Fringe Badge	28.00	28.60	2.1%
Additional Badge (cost per badge)	28.00	28.60	2.1%
BASEBALL			
Per pitch (Adults & Juniors)	63.00	65.50	4.0%
BOWLS			
Per person per hour - Casual	3.10	3.20	3.2%
Concessionary per hour - Compass Card, Over 65s, unemployed (casual)	2.10	2.20	4.8%
Club session - Outside area club	4.40	4.60	4.5%
Club concessionary session - Compass Card, Over 65s, unemployed, outside area club	3.40	3.50	2.9%
Season ticket - adult attended green	92.60	96.30	4.0%
Season ticket - adult unattended green	80.60	83.90	4.1%
Season ticket - junior	57.80	60.10	4.0%
Hire of woods	3.10	3.20	3.2%
Pavilion - evening committee meetings	32.70	34.00	4.0%
CRICKET			
Adult per match (changing)	62.40	64.90	4.0%
Adult (wicket only)	53.40	55.60	4.1%
Junior (changing)	33.80	35.20	4.1%
Changing facilities	32.70	34.00	4.0%
Junior (wicket only)	28.40	29.50	3.9%
Changing facilities	32.70	34.00	4.0%
Training strip - Aldrington	17.00	17.70	4.1%
Net hire per session (+£20 deposit)	25.70	26.70	3.9%
Nets block booking (charge/occasion) we erect nets [VAT exempt]	15.30	15.90	3.9%
Nets block booking (charge/occasion) they erect nets [VAT exempt]	10.50	10.90	3.8%
STALLBALL, SOFTBALL & ROUNDERS			
First match booked	25.80	26.80	3.9%
Subsequent matches	15.80	16.40	3.8%
NETBALL			
Per match (no changing)	20.80	21.60	3.8%
block booking charge per occasion	12.40	12.90	4.0%
CYCLING			
Preston Park Cycle Track per hour - Club Events	30.00	31.20	4.0%
Preston Park Cycle Track per hour - Commercial Events	50.00	52.00	4.0%
Club season (once a week 2.5hrs for 3 months) [VAT exempt]	165.70	172.40	4.0%
TENNIS			
Adult court per hour	7.90	8.20	3.8%
Junior court per hour (under 18's)	4.10	4.30	4.9%
Concessionary court per hour Compass Card, Over 65s, unemployed	7.40	7.70	4.1%
Junior court per hour weekday before 5 (including summer holidays)	2.10	2.20	4.8%
Concessionary court per hour weekday before 5 (including summer holidays)	3.60	3.70	2.8%
Season ticket	93.10	96.90	4.1%
Junior season ticket	14.20	14.80	4.2%
Club season ticket	31.70	33.00	4.1%
FOOTBALL			
Adult (pitch only)	55.00	57.20	4.0%
Changing facilities	32.70	34.00	4.0%
Junior (pitch only)	15.80	16.40	3.8%
Changing facilities	32.70	34.00	4.0%
Junior training, no requirements	14.70	15.30	4.1%
Full day Junior training with toilets	30.30	31.50	4.0%
5/7-a-side @Preston/Waterhall (per pitch)	44.40	46.20	4.1%

ASTROTURF			
Adults full size (lit)	50.00	52.00	4.0%
Adults full size (unlit)	34.30	35.70	4.1%
Adults 5-a-side (lit)	33.40	34.70	3.9%
Adults 5-a-side (unlit)	23.90	24.90	4.2%
Adults mini (lit)	17.50	18.20	4.0%
Adults mini (unlit)	12.40	12.90	4.0%
Juniors full size (lit)	30.50	31.70	3.9%
Juniors full size (unlit)	21.20	22.10	4.2%
Juniors 5-a-side (lit)	22.50	23.40	4.0%
Juniors 5-a-side (unlit)	16.10	16.80	4.3%
Juniors mini (lit)	15.30	15.90	3.9%
Juniors mini (unlit)	11.00	11.40	3.6%
PAVILIONS			
Pavilion -Casual per day	108.90	113.30	4.0%
Play group Mile Oak per half day [always VAT exempt]	14.70	15.30	4.1%
Table Tennis Mile Oak per evening [VAT exempt]	24.50	25.50	4.1%
Dolphin Playgroup per day [always VAT exempt]	48.80	50.80	4.1%
Table Tennis Hollingbury/Preston Park per evening [VAT exempt]	23.00	23.90	3.9%
RENTS			
Waterhall [Brighton Rugby Club VAT exempt]	3,972.50	4,133.00	4.0%
Patcham Utd (Horsdean pitch + pavilion season)	1,899.30	1,976.00	4.0%
Queens Park tennis club (Clubhouse + Courts)	9,391.60	9,771.00	4.0%
Brighton & Hove Cricket Club - Pitch	732.90	762.50	4.0%
Brighton & Hove Cricket Club - Clubroom	732.90	762.50	4.0%
Rottingdean croquet club	1,110.30	1,155.20	4.0%
MISCELLANEOUS			
Hot Air Ballooning (flat year rate)	300.60	312.70	4.0%
Cross Country (flat rate, no facilities)	34.00	35.40	4.1%
School Sports (Initial 8x100m) [VAT exempt]	69.90	72.70	4.0%
School Sports (overmarking) [VAT exempt]	26.00	27.10	4.2%
CITY CLEAN			
Annual Green Waste Collection	52.00	52.00	0.0%

Subject:	New Bus Shelter requests – Assessment Methodology		
Date of Meeting:	Environment Transport & Sustainability		
Report of:	Executive Director Environment, Economy & Culture		
Contact Officer:	Name:	Owen McElroy	Tel: 01273 293693
	Email:	owen.mcelroy@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 Requests for new bus shelters are received regularly from members of the public and from local ward members. Subject to the availability of funding potential locations are currently assessed according to professional officer opinion based on the relative exposure of the bus stop site and the distance from the nearest sheltered bus stop.
- 1.2 Members have requested a more robust methodology taking into account a wider range of objective factors together with worked examples of the applied methodology to the current list of site requests. This report provides a summary of the proposed assessment methodology.

2. RECOMMENDATIONS:

- 2.1 That committee approves the methodology attached (Appendix A) for the assessment of requests for new bus shelters;
- 2.2 That officers bring back to a subsequent committee for approval the existing (and updated) list of requests with the new methodology applied.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The Public Transport team receive a large number of requests from members of the public and local ward members for new bus shelters at bus stops where no shelter currently exists.
- 3.2 The council has limited financial resources to install new bus shelters and so we have been asked by members to devise a priority and scoring system. This can be applied so that we install shelters where they are most needed and where site conditions make it practical to do so.
- 3.3 Some shelters are sited at particular locations because there is a new building development nearby and, as a condition of the planning process the developer

has provided funds to install a shelter. The priority assessment criteria would not be applied to these developer-funded shelters.

- 3.4 Some shelters are static or digital advertising shelters provided by advertising media contractors as part of their contract with the council. These shelters are not included in this report due to their cost which can be ten times that of non-advertising shelters. This report deals with non-advertising shelters only.
- 3.5 For non-advertising bus shelters we are proposing a two stage assessment process, based on initial criteria, and then on feasibility.
- 3.6 The initial criteria i.e. do we really need a bus shelter at this location(?) takes in to account three factors; relative exposure to the elements of the bus stop site, distance from nearest bus stop that already has a shelter & most popular location in terms of numbers of requests received. We will score each site based on these criteria and the highest-scoring sites would be then be assessed for feasibility.
- 3.7 A Feasibility check to determine if we are actually able to install a bus shelter at this location(?) will be assessed according to; the numbers of users observed boarding at the bus stop and the location characteristics. Feasibility site visits would be conducted by council staff and a representative from Brighton & Hove Buses as they manage bus stop infrastructure and have extremely detailed knowledge of all locations. Feasibility assessments would be conducted, and an installation programme produced, on an annual basis.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 There are many ways in which the council could prioritise requests for new bus shelters. However following a review of the various options available, the method presented in this report is considered the most fit for purpose.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The proposed assessment methodology was circulated to addresses on our usual public transport consultation mailing list for bus service changes. This included local bus operators, Brighton Buswatch and all council members. Comments received were considered in the preparation of this report.

6. CONCLUSION

- 6.1 The methodology presented in this report will ensure a fair and robust assessment is undertaken on each request and will lead to the establishment of a priority list for implementation subject to the availability of funding

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no direct financial implications from the recommendations of this report.

The installation of new bus shelters would need to be added to the capital programme subject to sufficient available budget and approval by Policy, Resources and Growth committee as part of the Targeted Budget Management (TBM) process.

Finance Officer Consulted: Gemma Jackson

Date: 10/01/18

Legal Implications:

- 7.2 The Council must act reasonably and rationally in the exercise of its decision making and the proposals in the report with assist to demonstrate a transparent policy that can be applied fairly in the assessment of requests for new shelters. The Council must not 'fetter' its discretion by applying a rigid or 'one-size-fits-all' policy to all applications without considering the specific facts of each case. Therefore there would be an expectation that each case will be considered to identify whether there are any factors specific to the request which may mean a different approach would be necessary.

Lawyer Consulted: Elizabeth Culbert

Date: 11/01/18

Equalities Implications:

- 7.3 The provision of bus shelters in accordance with identified need will be beneficial to vulnerable bus users such as the elderly and those with disabilities

Sustainability Implications:

- 7.4 None identified directly in relation to this report

Any Other Significant Implications:

- 7.5 None identified directly in relation to this report

SUPPORTING DOCUMENTATION

Appendices:

1. Appendix A: Shelter priority: criteria & process

Documents in Members' Rooms

1. None

Background Documents

1. List of requests for new bus shelter locations (as updated)

Appendix A SHELTER PRIORITY: CRITERIA AND PROCESS

Initial Criteria

1. Relative exposure of the bus stop site
2. Distance from nearest sheltered bus stop
3. Most popular in terms of numbers of requests received

Score each site on a range of 1 to 5 for each of the above three attributes (see below for more detail on scoring)

Total the four scores for each site

The highest-scoring sites would be assessed for feasibility.

Feasibility Assessments

At that stage feasible sites at the top of the list - but with the same score - would be prioritised according to:

- a) numbers of users observed boarding at the bus stop and
 - b) location characteristics.
- See below for more detail on scoring

Feasibility site visits would be conducted by an Engineer, a Public Transport Officer and a representative from Brighton & Hove Buses (who manage bus stop infrastructure and have extremely detailed knowledge of all locations). Where relevant, a representative of any contracted bus operator would also be invited (i.e. to sites on supported bus routes).

Feasibility assessments would be conducted - and an installation programme produced – on an annual basis.

Section 106-funded sites would automatically be fulfilled but could be added to the installation programme.

Scoring Detail for Initial Criteria

Criterion 1:

- 1 point for sites well-protected by other structures – e.g. an integral shop canopy
- 2 points for below average exposure – e.g. high buildings on low-lying street
- 3 points for average exposure – e.g. residential street with houses on both sides
- 4 points would be for relatively high exposure – e.g. no buildings on one side of the street or near the coast or on top of a hill
- 5 points would be for very high exposure – e.g. on top of a hill with no surrounding buildings

Criterion 2: For each site requested, distance from nearest shelter would be measured. Points would then be awarded according to distance, with 5 being locations which are the greatest distance from a bus stop with a shelter.

Criterion 3: Each request received would be counted. Points would then be awarded according to numbers of requests received, with 5 being locations with the most requests.

NB1 A petition shall be counted as one request regardless of the number of signatures.

NB2 Concern has been about the treatment of social media campaigns as for example a twitter feed or a Facebook page may refer to several requests from identified individuals in a local community. Officers will have discretion to add up to 2 points to allow extra weight to the request, "likes" will be disregarded.

Scoring Detail for Sites Identified as Feasible

- a) Each site would be observed during a one hour morning peak and one hour morning off-peak period, and numbers of users counted. They would then be prioritised in order of popularity.
- b) Sites near essential services (e.g. community building, medical centre or hospital), or near sheltered housing or other building with a potentially high concentration of mobility-impaired users, would be given an additional point for each type (i.e. maximum 2 points).

The Council will continue to exercise its discretion to identify whether there are other factors, in addition to those set out above, which may apply to a particular request that may need to be taken into account.

Subject:	Stanmer Park Restoration – procurement of HLF project works and relocation of CityParks depot		
Dates of Meetings:	Environment, Transport & Sustainability Committee 23 January 2018 Policy, Resources & Growth Committee 25 January 2018		
Report of:	Executive Director for Economy, Environment & Culture		
Contact Officers:	Jonathan Dall	01273 295037	
	Rob Dumbrell	Tel: 01273 293007	
	Ian Shurrock	01273 292084	
	Email:	jonathan.dall@brighton-hove.gov.uk	
		rob.dumbrell@brighton-hove.gov.uk	
		ian.shurrock@brighton-hove.gov.uk	
Wards affected:	Hollingdean & Stanmer Portslade North		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 Stanmer Park is an important 18th century landscape with many historical features and buildings. The park is contained within the Stanmer Estate which was purchased by the Brighton Corporation (now BHCC) in 1947.
- 1.2 Stanmer Park is on the Historic England (HE) “At Risk” Register and in need of significant investment together with more coherent management arrangements. The council was successful in securing a development (or Stage 1) grant of £291,400 from the Heritage Lottery Fund (HLF) in December 2015. This was followed by the award of a Stage 2 HLF grant of £3,786,400 in January 2017, for delivery of the project. The HLF gave permission to start work on the project in July 2017. The area of the Park to be improved using this grant is approximately 20 hectares of the 485 hectare estate. This includes the main entrance, formal parkland and walled garden areas.
- 1.3 The CityParks depot must move from its current location in Stanmer Park before restoration works can begin. Temporary moves will take place in summer 2018, followed by a proposed permanent relocation to Hangleton Bottom. The relocation will remove some of the more industrial operations and reduce vehicle movements (up to 150 per day) within the historic park. The decision to fund a move of the depot was approved by Policy and Resources committee in February 2016. The new location was selected from a number of potential sites identified, as the best option in terms of access, utilities and impact on service delivery.
- 1.4 This report summarises the progress made to date, seeks agreement to proceed with tendering and appointment of the main contractor for the HLF project, and

seeks permission to progress the relocation of the CityParks depot to Hangleton Bottom with the necessary competitive tendering and appointment of contractors.

2. RECOMMENDATIONS:

That the Environment, Transport & Sustainability Committee:

- 2.1 Notes the progress made on the Stanmer Park HLF Restoration Project as outlined in this report.
- 2.2 Recommends the report to Policy, Resources & Growth Committee as set out in paragraphs 2.3, 2.4 and 2.5 below.

That the Policy, Resources & Growth Committee:

- 2.3 Approves the relocation of the CityParks depot to Hangleton Bottom.
- 2.4 Recommends to February Budget Council the allocation of up to £400,000 capital resources to address the shortfall of funding identified in relocating the CityParks depot, subject to confirmation of costings as outlined in Table 2.
- 2.5 Grants delegated authority to the Executive Director for Economy, Environment & Culture to:
 - (i) Procure and award a contract for the Stanmer Park HLF Restoration Project, to undertake the works listed in paragraph 3.6 below.
 - (ii) Apply for planning consent for the building of new depot facilities at Hangleton Bottom.
 - (iii) Procure and award a contract(s) for the building of new depot facilities at Hangleton Bottom.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Stanmer Park is a popular, historic country park. It is a significant gateway to the South Downs National Park and has potential to attract more tourism, promote sustainable growth and create new jobs linking in closely with the City's Vision and Values and those of the UNESCO Biosphere.
- 3.2 In January 2014 ETS Committee gave permission to consult on a masterplan in preparation for submission of a funding bid to the HLF. In October 2014 Policy and Resources Committee agreed submission of the Stage 1 Parks for People (PfP) bid to the HLF. In August 2015 the council was awarded £291,400 to develop detailed proposals for restoring the park.
- 3.3 The February 2016 PRG agreed to fund the relocation of the CityParks depot. July 2016 PRG Committee agreed to make a Stage 2 (delivery) bid to the HLF. This was successful, and the HLF awarded a grant of £3,786,400 in January 2017. In July 2017, the HLF gave approval to start on the delivery stage.
- 3.4 The restoration scheme received planning consent in March 2017 from the South Downs National Park Authority (SDNPA).

- 3.5 The CityParks depot must move from its current location in and adjacent to the walled garden, before the HLF project works can begin (see Stanmer projects timeline at Appendix 1). Temporary moves will take place in summer 2018, but work to find a suitable permanent site for the CityParks operational and management team needs to be progressed.

HLF project

- 3.6 The Stanmer Park restoration HLF project will deliver aspects of the masterplan across key areas of the estate encompassing 20 hectares, including the 18th century parkland and approach to Stanmer House, the walled garden and adjacent depot area. The main capital works are as follows (and are shown on the core area masterplan at Appendix 2):

Landscape

- Improvements to the main entrance at Lower Lodges.
- Car parks at Lower Lodges extended and improved.
- New visitors welcome kiosk at the main entrance.
- Repairs to the main drive, and creation of a new “green drive” for pedestrians and cyclists alongside the main drive.
- Removal of incidental car parks from main drive and from in front of Stanmer House.
- Restoration of the Frankland Monument.
- Restoration of historic tree layout.
- Removal of temporary buildings and storage in area north of the walled garden.
- New car parks in an area to north of the walled garden.

Walled garden

- Restoration of the walled garden, including repairs to buildings and perimeter walls.
- Create a new base for Plumpton College in the walled garden including classrooms, public café, toilets, event space, working food production area and nursery sales.

- 3.7 Since receiving approval to start from the HLF in July 2017, the project team has been developing the design in more detail with Plumpton College and the SDNPA. This will lead to the completion of the detailed specifications required for tendering. Assuming a successful outcome from the procurement process, a main contractor should be appointed in summer 2018, with works starting on site in autumn 2018.

- 3.8 The HLF project will also have a number of non-capital outcomes, including:
- Employment of a full time Estate Manager for a minimum of 2.5 years to establish the basis for site-wide management of the park.
 - Working with Plumpton College and community groups based at Stanmer Park, to increase and improve use of the park by the local community and hard to reach groups. Planned activities will include training and learning, physical activities and volunteering opportunities.
 - Introduction of comprehensive controls on parking.

3.9 Table 1 shows the expected costs and funding for the project. The HLF has awarded a grant of £3,786,400 towards delivering the project, which is 66% of the eligible costs of £5,706,430. These costs include capital and non-capital activities. Match funding of the remaining 34% (£1,920,030) will be contributed by the council and project partners, and includes £100,000 from Plumpton College and £53,000 from SDNPA.

Table 1 Summary of costs and funding for Stanmer Park HLF Project

	£'000
Costs:	
Capital works	3,677
Professional fees	507
New staff	247
Activity plan	357
Contingency and inflation	565
Other costs	353
Total HLF Bid Costs	5,706
Enhancements: Plumpton College	1,250
Total Project Costs	6,956
Funding:	
Capital Receipts	1,419
HLF Grant	3,786
Other Contributions & Match Funding*	501
Total HFL Bid Funding	5,706
Enhancement sum: Plumpton College	1,250
Total Project Funding	6,956

*This includes external contributions from partners, contributions in kind and donations

- 3.10 In July 2017, Plumpton College committed additional £1.25m to the project, to enhance the walled garden including provision of a larger café. This will require submission of a variation of planning permission to the SDNPA, which will be processed in parallel with the procurement. This additional funding from Plumpton is not match funding and will be accounted for separately from the grant-eligible costs. However, the main contract will include the works which are being directly funded by Plumpton College. This is for co-ordination reasons. These works will be in the same site area (the walled garden) as HLF-funded works and only one main contractor would be able to operate on the site at one time.
- 3.11 The contract will include all the capital works in the wider landscape and the walled garden. Including the enhancements being funded directly by Plumpton College, the value of the main contract will be approximately £4.9 million. This excludes fees for professional services which have already been procured from Land Use Consultants (LUC).

Relocation of CityParks depot

- 3.12 Following a detailed options appraisal process, a new CityParks depot is proposed to be located in Hangleton Bottom, adjacent to the A293/A27, which will be purpose built to meet the needs of CityParks (see site plan at Appendix 3). The designers are working with the council's Highways team to ensure that any potential traffic issues are addressed in the detailed design before the planning application is submitted.
- 3.13 The new depot, and other facilities proposed, will occupy a small portion of the site. The development will be subject to a full planning application process, due early 2018.
- 3.14 The PRG Committee of February 2016 gave permission, as part of the Stanmer HLF restoration project, to relocate the depot away from Stanmer Park to enhance the historic environment of the park and to reduce vehicle movements in the park. This move was to be funded by the disposal of corporate landlord non-core assets: Hollingbury Barn, Easthill Park garage and piggeries. Following further work to assess the needs of CityParks and design development, it is now apparent that the sale of these properties is unlikely to provide sufficient funds to develop the new site (see Table 2 below). It is therefore proposed that there is an allocation of identified usable capital receipts, to cover the shortfall estimated to be up to £400,000.
- 3.15 There is an expected period of at least nine months between the parks operations moving from their existing office and storage base at Stanmer Park, and moving into the new depot at Hangleton. This has given rise to the need to find suitable temporary accommodation which is fit for purpose.
- 3.16 On a temporary basis, team managers and manual operations staff will share accommodation in the refurbished Stanmer workshop, along with SDNPA staff whose existing base at Stanmer Park will be demolished as part of the restoration project. The longer term proposal is to move SDNPA staff into the Long Barn in Stanmer, once restored. The refurbished office and storage space in the former Stanmer workshop will then be available to let at commercial rates.
- 3.17 There will be a requirement to fund the necessary works to temporarily accommodate staff at Hove Cemetery and the Stanmer Park former workshop, at an estimated cost of £100,000. This is also proposed to be funded from useable capital receipts.

Table 2 Summary of funding for depot relocation

Costs:	£'000
Budget estimate build cost at Hangleton Bottom	605
Budget estimate renovation and enabling works for temporary moves*	100
Fees and contingency associated with build for temporary and permanent sites**	145
Total Cost	850
Funding:	
Proceeds from sale of assets per July 2016 Report***	450
Proposed corporate funding as per Budget Update report 30 November 2017 (Subject to Budget Council Approval)	400
Total Funding	850

*Funding for temporary move costs are spread over two sites: Hove Cemetery Office £10k, Stanmer Workshop £90k. These works will make the buildings more suitable for letting commercially once BHCC and SDNPA staff are permanently housed in new facilities. Costs are based on initial surveys and represent the maximum expected costs, detailed design and development work is under way.

** Contingency also covers anticipated costs for clearance of redundant items, waste materials and unforeseen costs

***The valuation of these assets is market dependent, Hollingbury Barn is due to marketed early 2018, Easthill properties can only be disposed of once the new depot is complete and staff can be relocated (2019).

- 3.18 Sites for temporary relocation of staff will be ready by August 2018. It is anticipated that the new depot will be ready for occupation by July 2019.

Procurement Strategy

- 3.19 The procurement process will be overseen by the council's Procurement Team to achieve the project objectives and will adhere to the council's procurement guidance, Contract Standing Orders (CSOs) and best practice.

HLF project

- 3.20 Stanmer Park is Grade II on the English Heritage Register of Parks and Gardens of Special Historic Interest. The project involves landscape works to the park and restoration of significant Grade II listed buildings and the wall itself within the walled garden. As these are of historical importance it is essential that the procurement process ensures that full control is maintained by the client team over design and construction works at all times. The council appointed LUC in January 2016 to lead the design team which will complete the design process and prepare the tender documentation. It is proposed that a main contractor is procured and appointed to carry out all of the capital works, through an open process where LUC will be responsible for contract administration.

- 3.21 The contract value for the construction appointment will exceed the current financial thresholds for works set by the European Commission and therefore The Public Contracts Regulations 2015 and the CSOs will apply to the procurement of the works contract.
- 3.22 The Council is currently the lead organisation and therefore accepts the risks associated with being the recognised accountable body.
- 3.23 A compliant procurement process should ensure effective competition and therefore secure value for money for the council.
- 3.24 On completion of the detailed design by the team of consultants headed by LUC, it is proposed that the main contractor will be procured and appointed to proceed with the works.
- 3.25 The Procurement Advisory Board confirmed its support of this procurement strategy in March 2017.

Relocation of CityParks depot

- 3.26 The total contract value for the Hangleton Bottom construction including associated fees, as detailed within Table 2, is below the current financial thresholds set by the European Commission for Works and therefore the council's CSOs will apply to the procurement of the works contracts.
- 3.27 The Hangleton Bottom construction will most likely be procured through the City Build Partnership managed by the Property & Design Team subject to ensuring VFM. If an alternative route is chosen this will be subject to the necessary procurement procedures to ensure compliance with the councils CSOs.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

HLF project

- 4.1 The HLF has awarded a grant for the restoration of Stanmer Park and the option of not proceeding to deliver the works is untenable. Stanmer Park is now on the Historic England "At Risk" Register. The council is required to prevent further deterioration to the Park and the buildings and it can be subject to enforcement action from the SDNPA as the planning authority. Failure to proceed on the Stanmer Park restoration project would potentially jeopardise other bids to the HLF.

Relocation of CityParks depot

- 4.2 Alternative locations were considered for CityParks' new depot. These were all judged as being less appropriate than the Hangleton Bottom site for a variety of reasons. These included two sites within Stanmer Park and a site at Wilson Avenue. Hangleton Bottom was favoured due to:
- Ease of access for the rest of the city, being adjacent to the A27 and A293 link road
 - Existing Services
 - Former developed Site

- 4.3 Alternative options for funding of the development have been considered. These include CityParks funding through borrowing, but this would add a future budget pressure for the service which is already seeking to make financial savings.
- 4.4 Failure to relocate the CityParks depot would put the Stanmer Park HLF Restoration Project and funding at risk.

5. COMMUNITY ENGAGEMENT & CONSULTATION

HLF project

- 5.1 Three stages of consultation were carried out to inform the Masterplan for Stanmer Park:
- 2013: People were consulted about how they used the park, what was important to them and what would improve visits. Over 1,500 people responded to this consultation.
 - 2014: Respondents were asked their views on proposed physical improvements to the parkland, uses for Home Farm, restoration of the walled garden and activities they would like to see in the park. Over 1,100 people responded to this consultation.
 - 2016: 500 people responded to the consultation on the developed Masterplan and activity plan.
- 5.2 The consultations showed overwhelming support for the high level proposals and significant interest in some of the proposed uses and activities in the park. Since the start of the project, engagement has taken place with key stakeholders and numerous workshops and meetings have been held on specific aspects of the project, including parking, Stanmer Church, Stanmer Nurseries and Home Farm.

Relocation of CityParks depot

- 5.3 A process of union and staff engagement has commenced. This will confirm who will be moving where and when, and will identify any issues arising from the relocation and the need for temporary relocation.

6. CONCLUSION

- 6.1 The recommendations in this report draw on previous decisions to support the restoration of Stanmer Park and the relocation of the CityParks depot.
- 6.2 The detailed design of the HLF capital works is currently underway and, subject to committee approval, the project team will be ready to start the process of procuring of a main contractor in February 2018.
- 6.3 Providing further capital funding to support the development of a new depot facility at Hangleton Bottom will enhance the capabilities of CityParks to continue to deliver services in as cost effective method as possible.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

HLF project

In January 2017, the HLF awarded a grant of £3,786,400 towards delivering the project cost of £5,706,430. These costs include capital works and non-capital activities. The remaining funding will be met through a combination of contributions from Brighton and Hove City Council, external partners, volunteer contributions and in kind contributions. The council has identified their proportion of the match funding to come from the disposal of a number of surplus assets and these were detailed to Policy & Resources Committee on 11 February 2016.

Relocation of CityParks depot

In July 2016, Policy, Resources and Growth Committee approved the allocation of funds from the sale of assets to fund the depot relocation. Sales of these assets are expected to generate proceeds of £450,000 ring-fenced towards supporting this project. The total anticipated cost of the relocation of the City Parks Depot is £850,000. The Budget Update report of November 2017 identified that up to £400,000 further funding would be required to complete the temporary and permanent moves of CityParks Depot to allow the commencement of the HLF Project. This is subject to approval at Budget Council in February 2018. In the event corporate resources are not made available borrowing of up to £400,000 would be required which would incur financing costs of circa £31,000 pa. No funding to date has been identified to support these potential borrowing costs. The anticipated spend has sufficient contingency to mitigate against increases in build costs or proceeds of the sale of assets being lower than expected.

£100,000 will be used to facilitate the temporary move, bringing existing properties up to commercially lettable standards which will generate rental income once the permanent move of the CityParks depot is completed. It is anticipated that running costs of the new building will be met within existing budgets.

Finance Officer Consulted: Rob Allen

Date: 20/12/17

Legal Implications:

HLF project

- 7.1 The council has a duty to secure continuous improvement in the way in which its functions are exercised having regard to a combination of 'economy, efficiency and effectiveness' (known as the duty of best value).
- 7.2 In accordance with Part 4 of the council's Constitution, the ETS and PRG Committees are the appropriate decision-making bodies in respect of the recommendations set out in paragraph 2 above. In addition, in order to comply

with CSO 3.1, authority to enter into contracts in excess of £500,000 must be obtained by the relevant committee.

- 7.3 The council's legal officers will advise during the procurement process for the works contracts to ensure compliance with all relevant public procurement legislation as well as the CSOs.

Lawyer Consulted: Isabella Sidoli

Date: 19/12/17

Equalities Implications:

HLF project

- 7.4 In preparing the Masterplan for Stanmer Park, a significant number of stakeholders were consulted. The project's Activity Plan sets out a wide range of activities including provision of activities, volunteering and learning opportunities within the themes of horticulture, heritage and fitness. Target audiences will include local communities, schools, young and older people, BAME groups and those with disabilities.

Relocation of CityParks depot

- 7.5 Staff engagement will include investigating any difficulties staff may have regarding the move from Stanmer to Hangleton. Standard council HR procedures will be activated to ensure reasonable steps are taken to accommodate staff members concerns.

Sustainability Implications:

HLF Project

- 7.6 Saving Energy: Conversion of buildings within the project area will be carried out to ensure energy use is kept to a minimum.
- 7.7 Reducing Waste: A waste reduction plan will be produced as part of the process to develop and restore the site.
- 7.8 Sustainable Transport: An outline Sustainable Travel Plan was produced as part of the application to the HLF. This plan will be developed further during the project, to encourage users to consider all means of transport when accessing the park.
- 7.9 Sustainable Materials: Wherever possible construction materials and methods will be sourced with low embodied energy and sourced locally.
- 7.10 Local and Sustainable Food: One of the aims of the project is to develop a food growing operation as part of the ongoing legacy.
- 7.11 Sustainable Water: The project will aim to manage surface water within the estate using sustainable methods of drainage, and will illustrate the importance

of water collection in the history of the estate through interpretation of the historic water catcher.

- 7.12 Land Use and Wildlife: The wider project has produced a Conservation Plan looking at ecological, archaeological and heritage significances across the estate.
- 7.13 Culture & Community: The project aims to nurture a culture of sustainability, community and a sense of place which builds on local heritage, physical and cultural, by engaging with a range of audiences and developing interest in Stanmer, particularly in groups of people under represented on site at present.
- 7.14 Equity & Local Economy: New employment will be developed as part of the project both in the core project and through partner organisations on site.
- 7.15 Health & Happiness: The project and associated activity plan will encourage active, sociable, meaningful engagement and promote good health and well-being.

Relocation of CityParks depot

- 7.16 Saving Energy: Design of buildings within the Hangleton Bottom site will be carried out to ensure energy use is kept to a minimum.
- 7.17 Reducing Waste: A waste reduction plan will be produced as part of the process to develop and restore the site.
- 7.18 Sustainable Transport: Staff will be encouraged to consider all means of transport when accessing the new site.
- 7.19 Sustainable Materials: Wherever possible construction materials and methods will be sourced with low embodied energy and sourced locally.
- 7.20 Land Use and Wildlife: as part of the planning application a phase 1 habitat survey has been produced and will be taken into account to reduce any impacts.

Risk and Opportunity Management Implications:

HLF Project

- 7.21 A risk register for the project is maintained by the project manager and is a requirement of the HLF. The risks and mitigating actions will be considered by the project team and escalated to the project steering group where necessary.

Relocation of CityParks depot

- 7.22 A risk register for the project is maintained by the project manager. The risks and mitigating actions will be considered by the project team and escalated to the project group where necessary.

Crime & Disorder Implications:

- 7.23 The new depot at Hangleton Bottom will contain services which will be staffed 24 hours per day. This will improve the security and oversight of the new facility.

Public Health Implications:

HLF Project

- 7.24 Improvements to Stanmer Park along with a full activity schedule and improved marketing and presence will encourage more people to take advantage of this important heritage site. Offering attractive scenery, gardens and the chance to relax and to volunteer with like-minded people are known to have positive health benefits. Incorporation of improvements for walking and cycling within the project will also encourage more people to become physically active.

Corporate / Citywide Implications:

HLF Project

- 7.25 Stanmer Park represents approximately one third by area of the whole City's parks assets and as such is a citywide and regional resource that has been recognised corporately as requiring a step change in management and investment to secure its long term future. The investment will enhance the park's role as a major destination for visitors to, and residents of, the City.

Relocation of CityParks depot

- 7.26 CityParks currently uses Stanmer Park as a waste transfer site to consolidate material collected from parks and open spaces. Green waste is bulked up to be shredded by contractors and taken to be composted. Metal waste and old machinery from parks is collected in a skip and taken away for recycling. Litter from parks is bulked up before being taken away for disposal.
- 7.27 As well as a planning application, an application will be made to the Environment Agency for a permit to transfer waste, to replace those parks operations currently operated and licensed in Stanmer Park.
- 7.28 Use of Hangleton Bottom as a depot will significantly reduce vehicle movements in Stanmer Park. The new location provides good access for parks staff to maintain parks across the city.

SUPPORTING DOCUMENTATION

Appendices:

1. Stanmer projects timeline
2. Core area masterplan
3. Hangleton Bottom site plan

Background Documents

1. East Sussex, South Downs and Brighton & Hove Waste and Minerals Local Plan. Waste & Minerals Sites Plan February 2017.

Programme Area	2017												2018												2019												2020																					
	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December										
Cityparks Depot re-location - initial high level update before full programme revision																																																										
Preparation & Brief																																																										
Surveys																																																										
Concept Design																																																										
Detailed Design																																																										
Staff Engagement/Cllr Briefings																																																										
Planning application and consents																																																										
Technical Design and Tender Pricing																																																										
Construction + site clearance																																																										
Handover & Closeout																																																										
Surveys re temporary accomodation (I.T. for cemetery)																																																										
Enabling Works for temporary accomodation																																																										
Cityparks relocation																																																										
Cityparks in Temporary re-location																																																										
Stanmer Park restoration - HLF project																																																										
Approvals (complete):																																																										
HLF grant awarded																																																										
Planning consent																																																										
HLF permission to start																																																										
Pre-construction (in progress):																																																										
Design development																																																										
Committee approval to procurement																																																										
Planning variation																																																										
Preparation of tender documents																																																										
Procurement of works																																																										
Capital works (not started):																																																										
Construction period																																																										
Activity programme (in progress):																																																										
Engagement of activity partners																																																										
Delivery of activity plan																																																										
Traditional Agricultural Buildings - initial high level update before full programme revision																																																										
Preparation & Brief																																																										
Surveys																																																										
Concept Design																																																										
Detailed Design																																																										
Planning application and consents																																																										
Technical Design and Tender Pricing																																																										
Construction + site clearance																																																										
Handover & Closeout																																																										
SDNPA Temporary re-location																																																										

Stanmer Workshops sh Hove Cemetery

Until October 2020



Proposals

- | | | | |
|--|--|---|---|
| 1. Lower Lodges entrance enhancements | 8. Resurfacing works to access drive | 15. New access route | 22. Workshop building to service Stanmer Park |
| 2. Car parks extended and improved | 9. Removal of incidental car parks | 16. New car parks in the Patchway | 23. Works to enhance the Patchway |
| 3. Link to University of Sussex | 10. Restoration of the Frankland Monument | 17. Relocation of industrial uses | 24. Overflow car parks for events |
| 4. Cycle hire & visitor hub kiosk | 11. Opening up views towards Stanmer Church | 18. Pedestrianisation of route to Walled Garden | 25. Interpretation of historic Water Catcher |
| 5. Possible internal shuttle bus pick up | 12. Improved setting of Stanmer House | 19. New base for Plumpton College | 26. Timber building for use by volunteers |
| 6. Green Drive - shared use path | 13. Removal of parking outside Stanmer House | 20. Restoration of traditional Walled Garden | |
| 7. Restoration of historic tree layout | 14. Biodiversity improvements to the pond | 21. Re-establishment of orchards | |

Legend

- | | | | |
|----------------------------|-------------------------------|-----------------------------|----------------------------|
| Stanmer Park | Listed Building / Structure | Proposed car parks | Grass Path |
| HLF & Planning Application | House | Proposed overflow car parks | Entrances |
| Woodland & trees | Barn / Office / Greenhouse | Proposed planting & trees | Conservation Area Boundary |
| General Grassland | Pond | Proposed swale & low bank | |
| Mown grass | Road (selected areas repaved) | Public Right of Way - Byway | |
| Gardens | New shared access route | Public RoW - Footpath | |
| Nursery / Vegetable Plots | | | |

B	22.08.16	Lower Lodges Entry car park proposals updated	BS	AW	AW
C	25.07.16	Proposals updated	BS	AW	AW
B	11.05.16	Stage C updates	BS	AW	AW
A	26.02.16	First Issue	BS	AW	AW
Iss	Date	Issue Notes			

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Project
Stanmer Park
Stage II HLF Parks for People Grant
Client
Brighton & Hove City Council
Title
Landscape Proposals
Core Area Masterplan
Scale
1:2500@A1
Status
Stage D & Planning
Job No.
6625
Drawing No.
025
Issue
D



Subject:	Rights of Way Improvement Plan		
Date of Meeting:	23rd January 2018		
Report of:	Executive Director Economy, Environment & Culture		
Contact Officer:	Name:	Chantelle Hoppe	Tel: 01273 290393
	Email:	chantelle.hoppe@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE.

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The Committee are being provided with the draft Rights of Way Improvement Plan [ROWIP] which officers have produced in consultation with the Local Access Forum and other stakeholders.
- 1.2 The plan identifies aims for improved provision for walkers, cyclists, horse riders and those with mobility issues on our rights of way network.

2. RECOMMENDATIONS:

- 2.1 That the committee approve wider consultation on the draft Rights of Way Improvement Plan

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Through the Countryside and Rights of Way Act, 2000 (section 60) the government recognises the value of public rights of way and requires each highways authority to produce a Rights of Way Improvement Plan.
- 3.2 The ROWIP must be reviewed at intervals of not more than 10 years. The last ROWIP was produced in 2007; this is the 10 year review document.
- 3.3 The ROWIP must explain how improvements made by the local authority to the public rights of way network in the area will provide a better experience for the users listed above.
- 3.4 Five main aims have been identified for improving access in and around the city:
 - Improve accessibility for diverse users in Brighton & Hove
 - Make information on the rights of way network and access to green spaces more accessible
 - Improve connectivity to green spaces within the city

- Work with SDNPA and neighbouring authorities to reduce severance and improve access to the National Park and key areas of The Living Coast Biosphere
- Improve the connectivity of the existing rights of way network and access opportunities
(*Priorities, aims and objectives can be viewed in Chapter 7 of the report, p.34*)

3.5 In order to achieve many of these aims it would be necessary to secure funding in addition to current maintenance budgets.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 No alternative options have been put forward at this stage. The document contains a list of aspirational improvements to the rights of way network. This plan sets out objectives and actions in a broad sense. Potential partners and funding opportunities may require a reasonably flexible approach in order to achieve improvements across the network.

5. COMMUNITY ENGAGEMENT & CONSULTATION

5.1 The draft document was circulated to the Local Access Forum. We met in October to discuss their feedback. Their comments have been incorporated into the Plan.

5.2 Internal consultation has been carried out with various departments: Planning, Highways, Sustainability, Tourism, Seafront, Biosphere, Parks Projects and Central Policy.

5.3 Once the Plan is approved by ETS Committee a wider external consultation will take place. This will include organisations: South Downs National Park Authority, Natural England, East and West Sussex County Councils (as our highways neighbours), the National Trust and Sussex Wildlife Trust.

5.4 A public consultation will also be held over a 12 week period – with the ROWIP advertised in two local newspapers.

5.5 Following consultation the ROWIP will be brought back to the ETS Committee for approval.

6. CONCLUSION

6.1 The draft ROWIP has been written in consultation with our Local Access Forum and with advice from other internal departments.

6.2 To progress the further external consultation on the draft ROWIP it is asked that the committee approve the document for wider circulation.

6.3 Once the consultation process is complete the authority can start to implement the Plan to improve our rights of way and access provision.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The consultation costs included in the report recommendations will be met from existing revenue budgets within CityParks.
- 7.2 Projected costs of the various actions outlined have been estimated in Table 1 at the end of the report. Where possible, recommended actions will be carried out using existing staff and resources within CityParks revenue budgets. Recommended actions with higher costs will require additional budgets, therefore external funding will be sought either through funding bids such as The Changing Chalk bid with the National Trust, or through developer contributions (section 106 or Community Infrastructure Levy).
- 7.3 Capital expenditure will require further approval from Policy, Resources and Growth committee as part of the Targeted Budget Monitoring process.

Finance Officer Consulted: Gemma Jackson

Date: 07/12/17

Legal Implications:

- 7.4 Under section 60 Countryside and Rights of Way Act 2000 every local highway authority must review its ROWIP at intervals of not more than ten years. Government Guidance on Local Transport Plans provides that ROWIPs are to be incorporated in to Local Transport Plans to ensure that rights of way are recognised as part of the transport network.
- 7.5 The actions detailed in this report will assist in demonstrating that the Council is complying with its obligations under the Countryside and Rights of Way Act and the Guidance on Local Transport Plans.

Lawyer Consulted: Stephanie Stammers

Date: 5 December 2017

Equalities Implications:

- 7.6 One of the main drivers for the ROWIP is to improve accessibility of the network for all users, including blind and partially sighted people and those with mobility issues. Every improvement will be assessed; adhering to the principals of 'least restrictive access'. Actions include removing obstacles, looking at public transport links to the network, more multi-user paths, and looking at ways to encourage minority groups to access the network (e.g. guided walks).

Sustainability Implications:

- 7.7 Another important driver for the Plan is to contribute towards Highways objectives of reducing carbon emissions through encouraging low carbon / sustainable travel choices – particularly walking and cycling; by improving the infrastructure for walkers and cyclists.

Any Other Significant Implications:

- 7.8 There are many national drivers for improved access to green space. Outdoor activity delivers an estimated £2.2 billion of health benefits in England each year. When green space is used more regularly antisocial behaviour and vandalism are reduced in the area. Improvements to Rights of Way fit with objectives of many national, regional and local strategies e.g. Natural Environment White Paper (2012), South Downs National Park Authority Walking & Cycling Strategy, the Local Transport Plan for Brighton & Hove (2015). *The other strategies the ROWIP helps deliver are outlined in Chapter 2 of the ROWIP (p. 8 – 17).*

SUPPORTING DOCUMENTATION

Appendices:

1. None

Documents in Members' Rooms

1. The Rights of Way Improvement Plan, 2017 (Draft 3)*
2. Appendix Document to the Rights of Way Improvement Plan, 2017*

*(Copies sent to Members and published separately on the Council website)

Background Documents

1. None