



**Brighton & Hove  
City Council**

# Overview & Scrutiny

Title:	<b>Environment &amp; Community Safety Overview &amp; Scrutiny Committee</b>
Date:	<b>23 March 2009</b>
Time:	<b>4.00pm</b>
Venue	<b>Council Chamber, Hove Town Hall</b>
Members:	<b>Councillors:</b> Morgan (Chairman), Janio (Deputy Chairman), Davey, Davis, Drake, Rufus, Smart and Wells
Contact:	<b>Mary van Beinum</b> <b>Scrutiny Support Officer</b> 01273 - 29 - 1062 mary.vanbeinum@brighton-hove.gov.uk

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**AGENDA**

<b>Part One</b>	<b>Page</b>
<b>52. PROCEDURAL BUSINESS</b>	<b>1 - 2</b>
<b>53. MINUTES OF PREVIOUS MEETING</b> Minutes of the meeting held on 26 January 2009.	<b>3 - 8</b>
<b>54. CHAIRMAN'S COMMUNICATIONS</b>	
<b>55. PUBLIC QUESTIONS</b>	
<b>56. LETTERS FROM COUNCILLORS/ NOTICES OF MOTION REFERRED FROM COUNCIL</b>	<b>9 - 10</b>
<b>57. DISCUSSION WITH COUNCILLOR DEE SIMSON CABINET MEMBER FOR COMMUNITY AFFAIRS, INCLUSION AND INTERNAL RELATIONS</b>	
<b>58. PERFORMANCE IMPROVEMENT REPORT QUARTER 3</b> Report of the Director of Strategy and Governance. <i>Contact Officer: Lisa Shaw Tel: 291131</i> <i>Ward Affected: All Wards;</i>	<b>11 - 46</b>
<b>59. PARKING CONTROL</b> Report of the Director of Environment <i>Contact Officer: Christina Liassides Tel: 01273 - 29 - 2036</i> <i>Ward Affected: All Wards;</i>	<b>47 - 68</b>
<b>60. OFFICIAL FEED AND FOOD CONTROLS SERVICE PLAN 2009 - 2010</b> Report of the Director of Environment <i>Contact Officer: Nick Wilmot Tel: 29-2157</i> <i>Ward Affected: All Wards;</i>	<b>69 - 100</b>
<b>61. HEALTH AND SAFETY ANNUAL SERVICE PLAN 2009 - 2010</b> Report of the Director of Environment <i>Contact Officer: Roy Pickard Tel: 29-2145</i> <i>Ward Affected: All Wards;</i>	<b>101 - 114</b>
<b>62. SHOREHAM HARBOUR JOINT AREA ACTION PLAN</b>	<b>115 -</b>

## ENVIRONMENT & COMMUNITY SAFETY OVERVIEW & SCRUTINY COMMITTEE

Report of the Director of Environment **140**

*Contact Officer:* Mike Holford *Tel:* 29-2501

*Ward Affected:* All Wards;

### **63. ALLOTMENTS **141 - 144****

Report of the Director of Environment

*Contact Officer:* Tim Read *Tel:* 29 - 0393

*Ward Affected:* All Wards;

### **64. ESCOSC AND SCRUTINY SEMINAR **145 - 148****

Report of the Director of Strategy and Governance

*Contact Officer:* Mary van Beinum *Tel:* 01273 291062

*Ward Affected:* All Wards;

### **65. ECSOSC WORK PLAN **149 - 154****

### **66. ITEMS TO TAKE FORWARD TO CMM, CABINET OR COUNCIL**

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

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For further details and general enquiries about this meeting contact Mary van Beinum, (01273 - 29 - 1062, email [mary.vanbeinum@brighton-hove.gov.uk](mailto:mary.vanbeinum@brighton-hove.gov.uk)) or email [scrutiny@brighton-hove.gov.uk](mailto:scrutiny@brighton-hove.gov.uk)

Date of Publication - Friday, 13 March 2009



## **To consider the following Procedural Business:-**

### **A. Declaration of Substitutes**

Where a Member of the Commission is unable to attend a meeting for whatever reason, a substitute Member (who is not a Cabinet Member) may attend and speak and vote in their place for that meeting. Substitutes are not allowed on Scrutiny Select Committees or Scrutiny Panels.

The substitute Member shall be a Member of the Council drawn from the same political group as the Member who is unable to attend the meeting, and must not already be a Member of the Commission. The substitute Member must declare themselves as a substitute, and be minuted as such, at the beginning of the meeting or as soon as they arrive.

### **B. Declarations of Interest**

- (1) To seek declarations of any personal or personal & prejudicial interests under Part 2 of the Code of Conduct for Members in relation to matters on the Agenda. Members who do declare such interests are required to clearly describe the nature of the interest.
- (2) A Member of the Overview and Scrutiny Commission, an Overview and Scrutiny Committee or a Select Committee has a prejudicial interest in any business at meeting of that Committee where –
  - (a) that business relates to a decision made (whether implemented or not) or action taken by the Executive or another of the Council's committees, sub-committees, joint committees or joint sub-committees; and
  - (b) at the time the decision was made or action was taken the Member was
    - (i) a Member of the Executive or that committee, sub-committee, joint committee or joint sub-committee and
    - (ii) was present when the decision was made or action taken.
- (3) If the interest is a prejudicial interest, the Code requires the Member concerned:-
  - (a) to leave the room or chamber where the meeting takes place while the item in respect of which the declaration is made is under consideration. [There are three exceptions to this rule which are set out at paragraph (4) below].
  - (b) not to exercise executive functions in relation to that business and
  - (c) not to seek improperly to influence a decision about that business.

- (4) The circumstances in which a Member who has declared a prejudicial interest is permitted to remain while the item in respect of which the interest has been declared is under consideration are:-
- (a) for the purpose of making representations, answering questions or giving evidence relating to the item, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise, BUT the Member must leave immediately after he/she has made the representations, answered the questions, or given the evidence,
  - (b) if the Member has obtained a dispensation from the Standards Committee, or
  - (c) if the Member is the Leader or a Cabinet Member and has been required to attend before an Overview and Scrutiny Committee or Sub-Committee to answer questions.

**C. Declaration of Party Whip**

To seek declarations of the existence and nature of any party whip in relation to any matter on the Agenda as set out at paragraph 8 of the Overview and Scrutiny Ways of Working.

**D. 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 2 of the Agenda states in its heading the category under which the information disclosed in the report is confidential and therefore not available to the public.*

*A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls.*

**BRIGHTON & HOVE CITY COUNCIL**

**ENVIRONMENT & COMMUNITY SAFETY OVERVIEW & SCRUTINY COMMITTEE**

**4.00PM 26 JANUARY 2009**

**COUNCIL CHAMBER, HOVE TOWN HALL**

**MINUTES**

**Present:** Councillors Morgan (Chairman); Janio (Deputy Chairman), Davey, Davis, Drake, Rufus and Smart

**PART ONE**

**41. PROCEDURAL BUSINESS**

**41a Declarations of Substitutes**

There were none.

**41b Declarations of Interests**

There were none.

**41c Declaration of Party Whip**

There were none.

**41d Exclusion of Press and Public**

In accordance with section 100A(4) of the Local Government Act 1972, it was considered whether the press and public should be excluded from the meeting during the consideration of any items contained in the agenda, having regard to the nature of the business to be transacted and the nature of the proceedings and the likelihood as to whether, if members of the press and public were present, there would be disclosure to them of confidential or exempt information as defined in section 100I (1) of the said Act.

**RESOLVED:** That the press and public be not excluded from the meeting.

**42. MINUTES OF THE PREVIOUS MEETING**

42.1 At minute 32.1 the meeting heard that the report on the draft London Road Supplementary Planning Document had been delayed and would now be considered by the Culture Tourism and Enterprise Overview and Scrutiny Committee.

42.2 Under item 35 – Street Lighting, the Committee agreed it would be helpful to circulate the report and extract from the minutes to all councillors for information.

42.3 **RESOLVED** – That the minutes of the meeting held on 10 November 2008 be approved and signed by the Chairman.

#### **43. CHAIRMAN'S COMMUNICATIONS**

43.1 The Chairman introduced the new Head of Overview and Scrutiny, Tom Hook, who said he looked forward to working with Members and officers in developing scrutiny at Brighton & Hove.

43.2 Councillor David Smart who was serving on the scrutiny panel on Older People and Community Safety, said that a first scoping meeting had been held and a second was planned for 20<sup>th</sup> March. Dates for meetings in public had also been agreed. Councillor Smart noted that a number of older people's concerns about public transport issues had been raised at the Panel's scoping meeting.

43.3 The Chairman welcomed the AD, CityClean and Head of Waste Operations to the meeting, to discuss waste and recycling collection.

#### **44. PUBLIC QUESTIONS**

There were none.

#### **45. LETTERS FROM COUNCILLORS/NOTICES OF MOTION RECEIVED FROM COUNCIL**

There were none.

#### **46. LOCAL AREA AGREEMENT DELIVERY: QUARTER TWO: 2008 - 2009**

46.1 The Performance Analyst introduced the report and said that action plans were available for performance denoted as significantly off target against national indicators for example NI 47 (people killed or seriously injured in road traffic accidents) and L7 (arson incidents). Data for Quarter 3 would be reported to the next meeting of the Committee.

46.2 Committee asked for year-by-year trends and action plan relating to NI 47 to be circulated.

46.3 The AD Public Safety said that there were good working relationships with the fire and rescue services and there were no general concerns about arson although a possible spate of incidents was being investigated. The method of calculation of performance was now clarified such that the calculation would likely show performance to be on target. How this had happened, would be reported to the Committee.

46.4 Questioned about the NI 167 target on congestion, for which baseline and target were both 3 minutes per mile, the Head of Transport Planning and Policy said that even maintaining journey times at a baseline level would be a challenge because of the government's forecast of rising traffic levels.



46.5 The Assistant Director Public Safety confirmed that NI 40 referred to the number of known drug users in effective treatment for at least 12 weeks.

46.6 At report paragraph 3.8, the AD Cityclean said there had been massive changes in the October 2008 restructuring of the refuse collection rounds, with three fewer crews; and problems, as expected, had taken some time to resolve. During a usual week there are 120,000 household waste collections and ordinarily no more than about 0.04% or 48 of these are missed. The number rose considerably during the October changes. There were 1,900 reported missed collections between October – 19 January and this number is continuing to decrease although there had been continuous problems in North Woodingdean, Queen's Park and Hollingbury, Patcham and parts of Preston Park which were being addressed.

46.7 Regarding collection rounds for recycling; there would be phased changes starting in February and some disruption to be expected over a period of around three months. There would at first be five fewer collection crews, out of nineteen, then followed by one person being removed from each recycling collection vehicle.

46.8 Replying to questions about the details of the changes, the Assistant Director said she was confident about the plans which had been developed and that the changes had been agreed with the GMB. Moving to just two waste compartments per vehicle – glass and co-mingled – would allow for faster rounds. A recycling campaign will be launched in Summer..

46.9 The Committee congratulated and thanked the officers on achieving the changes and asked for an update to the next meeting.

46.10 **RESOLVED** – (1) that the Committee notes progress against the Local Area Agreement and the main areas of concern within the delivery plan.

(2) that an update be requested to the next Committee meeting and the NI 47 action plan be provided to Committee Members

## **47. LOCAL TRANSPORT PLAN PROGRESS REPORT 2008**

47.1 The Head of Transport Planning and Policy and the Public Transport Manager introduced the report that had been requested following the Local Transport Plan Progress report to the previous ECSOSC meeting.

47.2 The Head of Transport Planning and Policy was asked about the future of the Rapid Transport System [report paragraph 3.7e)] and confirmed that the Regional Transport Board and South East Regional Assembly, meeting the previous week, had agreed to maintain support for the Rapid Transport System (rts) but since progress had been slower than anticipated, the planned start date would now be during 2011/2012, rather than 2010/2011. A resubmission of proposals would take into account a new approach to park and ride.

47.3 The Council would work with neighbouring authorities and partners to develop a scheme to include Shoreham Harbour, possibly extending westwards and east towards Newhaven.

47.4 A satisfactory business case would need to include costs of proposals and consideration of alternative options. Discussions on park and ride were continuing.

47.5 Answering questions the Public Transport Manager outlined some of the practical constraints on the bus routes' networks and frequencies and possible implications of extending or diverting a bus route. He described the partnership working with the bus operators, who provided 97% of bus services in the City on a commercial basis. He described the range of processes for consultation with users, and the tendering process and operation of the supported bus services.

47.6 The Committee asked for more information on park and ride policy and funding options, and agreed that they would wish to have an involvement in developing policy.

47.7 Councillor Smart, who served on the Older People and Community Safety scrutiny panel was concerned especially about provision for older people and their use of services after dark.

47.8 It was suggested that a more detailed scrutiny activity might be needed. The Chairman said this would be considered under the Committee's 'Work Plan;' Item 50 on this agenda.

47.9 **RESOLVED** – (1) that the report be noted

(2) that the Committee consider whether further scrutiny activity is needed.

#### **48. COMMUNITY SAFETY CRIME REDUCTION AND DRUGS STRATEGY 2008 - 2011**

48.1 The Head of Community Safety introduced the update on the 2008 – 2011 Community Safety, Crime Reduction and Drugs Strategy, which was the third that had been produced. It did not yet include two key priorities: reduction in alcohol-related harm; and reducing numbers of Children and Young People victims and offending by Children and Young People. There had been a great deal of progress against the Strategy as agreed, and detailed action plans were in place.

48.2 The Strategy was now a statutory document that the local authority had a responsibility to produce and deliver in partnership with key organisations. It would be refreshed annually, being considered by the Cabinet Member for the Environment and approved by full Council. Performance was being monitored by the Crime and Disorder Reduction Partnership (CDRP) and RAP/DAAG the Responsible Authorities' Partnership/ Drug and Alcohol Action Group.

48.3 The meeting heard that a poster on safety in parks would shortly be launched as part of a wider communications strategy which aims to reduce fear of crime through advising the public of successful action by the CDRP.

48.4 It was generally felt that the perception of crime and safety was a particularly important issue to communicate, especially regarding older people. The Assistant Director, Public Safety said if wished, Councillors could receive further details to help reinforce the message, through this committee or via the Community Safety Forum.

48.5 Members discussed the classification of cannabis as a Class B drug and welcomed the additional park rangers and area wardens. The work of the Women's Refuge Project was also praised.

48.6 Members were pleased that the LGBT officer was now in post and asked Officers to include reference to LGBT groups, within the 'main partners' text box (Strategy page 40). in the current review of the Strategy.

48.7 **RESOLVED** – that an update be requested on the outstanding provisions of the Police and Justice Act 2006, relating to scrutiny of crime and disorder.

**49. REVIEW OF CABINET MEMBER FUNCTIONS FOR COMMUNITY SAFETY**

49.1 The Committee noted that the Cabinet on 15 January had agreed to the transfer of Community Safety functions to the Cabinet Member for Community Affairs, Inclusion and Internal Relations.

49 **RESOLVED** – that the report be noted and the portfolio holder, Councillor Dee Simson, be invited for a discussion of the role and joint working between scrutiny and the Executive.

**50. ECSOSC WORK PLAN**

50.1 There was a discussion about whether there was a need for further scrutiny action on buses or transport issues more generally within the City. Some Members felt that a seminar would be useful, for further information and to bring forward a range of views.

50.2 The Committee asked for a scoping paper to the March meeting, with a view to holding an event before the June meeting.

50.3 **RESOLVED** - that a scoping report be requested to the next meeting.

**51. ITEMS TO BE TAKEN FORWARD TO CABINET MEMBER, CABINET OR COUNCIL MEETING**

51.1 Members noted that as agreed the report on street lighting to the 10 November ECSOSC meeting and extract from the minutes would be forwarded to all Members for information.

The meeting concluded at 6.00pm

Signed

Chair

Dated this

day of



Cllr Warren Morgan  
Chair, Environment & Community Safety Overview & Scrutiny  
Committee  
Brighton & Hove City Council  
King's House  
Grand Avenue  
Hove BN3 2LS

17 February  
2009

Dear Warren

### **Request for scrutiny on roadworks**

Over the last year, the city's streets have seemingly disappeared under a never-ending barrage of cones, diggers and lane closures. The maintenance and renewal of essential utility services is welcome and necessary, but the resulting roadworks cause frustration and delay for bus users, motorists and other road users.

They may dissuade visitors from coming to the city centre, with knock-on effects for local businesses and the city's economy; the administration made the temporary removal of roadworks from the city centre during Christmas the centrepiece of its recession-fighting strategy.

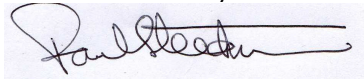
Residents' frustrations with the unceasing roadworks are driven in part by the perception that the Council is not doing enough to co-ordinate works in a strategic manner. I would therefore like to request a report to the committee into the Council's policies and processes for managing the roadworks on our streets. Seeking out best practice from other authorities, among the questions that such a report might examine are:

- Is the Council using the fullest powers available to us under the relevant legislation (including the Traffic Management Act 2004 and related regulations) to co-ordinate the activities of different utility companies and the Council's own highway maintenance?
- Is the Council using all the powers available to it to penalise companies whose works over-run?
- Does the Council use the opportunities provided by digging up roads for one service to renew other services or insert additional ones – such as broadband cabling, pipework for future district heating schemes or electrical wiring for private wire networks for future low-carbon CHP energy production?
- Is high-quality, easily-accessible information in appropriate formats available to the public on planned roadworks?

## Agenda Item 56

I hope that you and the committee feel able to accommodate my request in your work programme.

Yours sincerely

A handwritten signature in black ink, appearing to read "Paul Steedman", is written over a light blue rectangular background.

Councillor Paul Steedman

# **ENVIRONMENT AND COMMUNITY SAFETY OVERVIEW AND SCRUTINY COMMITTEE**

## **Agenda Item 58**

Brighton & Hove City Council

**Subject:** Performance Improvement Report – Quarter 3  
**Date of Meeting:** 23 March 2009  
**Report of:** Director of Strategy and Governance  
**Contact Officer:** Name: Lisa Shaw Tel: 29-1131  
E-mail: Lisa.shaw@brighton-hove.gov.uk  
**Wards Affected:** All

### **FOR GENERAL RELEASE**

#### **1. SUMMARY AND POLICY CONTEXT:**

1.1 There are two main elements to this report:

- Progress against aspects of the Local Area Agreement (for which the Environment Directorate are responsible).
- Progress against a number of National Indicators (assessed through the Comprehensive Area Assessment Framework) to provide committee with a fuller picture of progress.

1.2 The performance improvement report for Quarter 3 of 2008/09 tracks progress against key actions and milestones to provide members with an indication of progress against performance indicators. ECSOSC are invited to use this information to check progress, and, where necessary, recommend additional action or reporting.

1.3 Colours provide the direction of travel at the time of reporting. Red indicates performance is significantly off target; amber indicates progress against milestones is unknown or uncertain; green points to progress being at or better than the target.

#### **2. RECOMMENDATIONS:**

2.1 (1) That the committee are updated on progress against key indicators within the Local Area Agreement and other indicators within the National Indicator Set.

- 2.2 (2) That the committee reflects upon the detail in the report and requests a year one update report to be brought to committee after June 2009.

### **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 This report includes data up to December 2008, where available. However, many of the indicators use annual data that will not be available until after March 2009 and for this reason there are a number of gaps within the data.
- 3.2 The first year of the three year Local Area Agreement (2008-11) comes to an end in March 2009, in preparation for 2009/10 refreshed targets and data will be submitted to the Government Office of the South East this month.
- 3.3 The new Comprehensive Area Assessment (CAA) Framework has been issued for implementation from April 2009. CAA represents a fundamental change in the way the council and its partners are assessed moving away from solely focusing on past performance of the council towards a forward looking assessment of our prospects for future success against our objectives. It comprises two main elements; the Area Assessment and the Organisational Assessment.

#### Overview of progress against key performance indicators

- 3.4 There are 17 indicators included within the Local Area Agreement for which the Environment Directorate and associated partnerships are responsible for. Out of these, 6 are currently 'grey' as there is no data to show the direction of travel against these.
- 3.5 There are 7 indicators included within the Local Area Agreement (Environment Directorate aspects) that are 'green' and are on track or exceeding targets set. For example, the numbers of drug users in effective treatment (NI 40) is on track for exceeding the target set for March 2009, this indicator tracks the reduction in harm caused by the misuse of drugs. An increase highlights positive performance. Similarly, the numbers of young people who receive their first substantive outcome from the youth justice system (NI 111) are well below the target for March 2009. A reduction highlights positive performance.
- 3.6 There are 2 indicators in the Local Area Agreement which are currently not on track for meeting targets, these are: the reoffending rate of prolific and priority offenders (NI 30) and the numbers of people killed and seriously injured in road traffic accidents (NI 47). The action plans for these have been included within the performance report and commentary on why they are not on target and remedial actions in place to improve performance.



- 3.7 Section 2 of the attached report summarises the national indicators (which are not included with the LAA) for which the Environment Directorate are responsible. Where data is available an indication of progress has been given, although in many cases data is not available until after March 2009. This section will become more comprehensive towards the end of 2008/09 and into 2009/10. The National Indicators within this section are a statutory obligation and are taken into account in the new Comprehensive Area Assessment Framework.

#### **4. CONSULTATION**

- 4.1 None

#### **5. FINANCIAL & OTHER IMPLICATIONS:**

##### Financial Implications:

- 5.1 Evidence of performance against the National Indicators and delivery of Value for Money will be key elements of the Comprehensive Area Assessment. Successful achievement of the LAA outcomes 2008-2011 will attract performance reward grant payable in 2011/12 and 2012/13.

*Finance Officer Consulted: Patrick Rice*

*Date: 11 March 09*

##### Legal Implications:

- 5.2 The report sets out information as to how the council are performing in respect of local and national indicators and Local Area Agreement targets. Individual reports presented to Cabinet, CMMs and Project Boards relating to specific projects and proposals always include legal implications and it is not considered necessary to reproduce that advice here, given the context of the report.

*Lawyer Consulted: Bob Bruce*

*Date: 9 March 09*

##### Equalities Implications:

- 5.3 The proposed new performance management framework aims to incorporate monitoring of progress against equalities and inclusion outcomes in the city.

##### Sustainability Implications:

- 5.4 The proposed new performance management framework aims to incorporate monitoring of progress against sustainability outcomes in the city.

##### Crime & Disorder Implications:

- 5.5 Reducing crime and disorder is a central theme of the Local Area Agreement and monitoring progress against these outcomes is a key element of the proposed new performance management framework.

Risk and Opportunity Management Implications:

- 5.6 The management of performance is important and contributes to avoiding the risk that the councils improvement priorities will not be delivered. Progress against performance indicators informs our risk and opportunity management assessments.

Corporate / Citywide Implications:

- 5.7 TMT have a performance focus session each month, this is recognised as good practice and allows for both a quarterly overview of the organisations performance against the LAA and more spotlighted discussions on areas that require additional discussion. These discussions will feed into the service planning timetable and establishment of a new Corporate Plan in the future. This is an essential part of the council's performance management framework, providing the link between the new 3 year Corporate Plan and annual directorate and Team plans.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Quarter 3 Performance Improvement Report for Environment and Community Safety Overview and Scrutiny Committee

### **Documents In Members' Rooms**

1. None

### **Background Documents**

1. None

Environment and Community Safety Overview and Scrutiny Committee  
**Performance Improvement Report Quarter 3 2008**

## **CONTENTS**

### **Definitions of Performance Rating**

#### **1.0 Local Area Agreement Indicators - Summary**

##### **1.1 Reducing crime and improving safety**

###### **1.1.1 Action Plans for those areas of concern**

##### **1.2 Strengthening communities & involving people**

##### **1.3 Promoting resource efficiency & enhancing the environment**

##### **1.4 Promoting sustainable transport**

#### **2.0 National Indicators and other measures**

##### **2.1 Waste, Recycling and Street Cleansing**

##### **2.2 Planning**

##### **2.3 Transport**

#### **3.0 The New Performance Management Framework - Summary**

## Definitions of performance rating

Direction of travel incorporates an assessment of both performance against target and progress against the milestones in the delivery plan as follows:

● <b>GREEN</b>	Performance is good
●/● <b>AMBER/GREEN</b>	Performance is off target but progress against delivery plan milestones is on track to deliver good performance
● <b>AMBER</b>	Performance is off target and progress against delivery plan milestones requires close monitoring
● <b>RED</b>	Performance is significantly off target
● <b>GREY</b>	No judgement possible (Targets may be missing or it is the baseline year for an indicator)

An indicator could be off target but if there is evidence the delivery of the planned actions will enable performance to reach the level targeted it will be colour coded AMBER/GREEN

## 1.0 Local Area Agreement (LAA) Indicators – Summary




This section summarises the key indicators chosen to be monitored through the LAA

### 1.1 Reducing crime & improving safety

LAA outcome	Baseline	08/09 target	Quarter 1 (Apr-June 08)	Quarter 2 (July-Sept 08)	Quarter 3 (Oct-Dec 08)	Direction of travel	Lead Directorate
<p><b>NI 17 Perceptions of anti-social behaviour</b></p> <p><i>Rationale – To measure perceptions of anti-social behaviour in the area. Anti-social behaviour is a priority for the Government and local authorities are a key partner in tackling it</i></p>	36% (City views proxy)	32.5%	Not available	Not available	Not available  (awaiting Place Survey results)	● <b>GREY</b>	Environment
<p><b>NI 30 Re-offending rate of prolific and priority offenders</b></p> <p><i>Rationale – To monitor performance in reducing the level of offending by prolific and priority offenders</i></p>	285 convictions  (83 people in cohort)	208 convictions (27% reduction)	269 convictions (12 months to June 08 - 6% reduction)	262 convictions (12 months to Sept 08 - 8.1% reduction)	Not available	● <b>RED</b>  See action plan (section 1.1.1)	Environment
<p><b>NI 32 Repeat incidents of domestic violence</b></p> <p><i>Rationale – This indicator will be delayed until the support arrangements measured by it are</i></p>	New indicator	Baseline year	Not available	Not available	Not available	● <b>GREY</b>	Environment

LAA outcome	Baseline	08/09 target	Quarter 1 (Apr-June 08)	Quarter 2 (July-Sept 08)	Quarter 3 (Oct-Dec 08)	Direction of travel	Lead Directorate
<i>further rolled out across the country</i>							
<p><b>NI 38 Drug-related (Class A) offending rate</b></p> <p><i>Rationale – This indicator is still under development, once finalised it will measure performance tackling drug misuse and the contribution towards an overall reduction in crime and reoffending</i></p>	New indicator	Baseline year	Not available	Not available	Not available	● GREY	Environment
<p><b>NI 40 Drug users in effective treatment</b></p> <p><i>Rationale – To drive a reduction in the harm caused by the misuse of drugs</i></p>	1152	1164	Not available	981 (May 08)	1131 (up to Sept '08)	● GREEN	Environment
<p><b>NI 47 People killed or seriously injured in road traffic accidents</b></p> <p><i>Rationale – To reduce the number of people killed or seriously injured in road traffic accidents</i></p>	165	159 (-3.6%)	Not available	Not available	Not available until Apr 2009	● RED See action plan (section 1.1.1)	Environment/ ESFRS
<p><b>NI 111 First time entrants to the Youth Justice System</b></p> <p><i>Rationale – The number of young people who receive their first substantive outcome from the youth justice system. To measure and improve performance in preventing youth</i></p>	497 (PNC data - 2007/08)	472 (- 5%)	95	149	187 (up to Dec 08)	● GREEN	Youth Offending Team

LAA outcome	Baseline	08/09 target	Quarter 1 (Apr-June 08)	Quarter 2 (July-Sept 08)	Quarter 3 (Oct-Dec 08)	Direction of travel	Lead Directorate
<i>offending</i>							
<p><b>L 5 Specialist support to victims of a serious sexual offence (NI 26)</b></p> <p><i>Rationale – The survey method and questions are still under development. When in place it will measure the effectiveness in commissioning support services, raising awareness of services available in the community and encouraging victims to come forward</i></p>	New indicator	Baseline year	Not available	Not available	Not available	● <b>GREY</b>	Environment
<p><b>L 6 Assault with injury crime rate (NI 20)</b></p> <p><i>Rationale – To measure the rate of assault crimes, and act as a proxy measure for alcohol related violent crimes</i></p>	2,191	2,081 (-5%)	668 (June 08)	1048 (Sept 08)	1514 (Dec 08)	● <b>GREEN</b>	Environment
<p><b>L 7a Arson incidents (NI 33) – primary fires</b></p> <p><i>Rationale – To measure the levels of arson incidents, good performance would see a decrease</i></p>	246	221	54 (June 08)	103 (Sept 08)	149 (Dec 08)	● <b>GREEN</b>	ESFRS
<p><b>L 7b Arson incidents (NI 33) – secondary fires</b></p>	390	351	164 (June 08)	213 (Sept 08)	266 (Dec 08)	● <b>AMBER</b>  See action plan	ESFRS

LAA outcome	Baseline	08/09 target	Quarter 1 (Apr-June 08)	Quarter 2 (July-Sept 08)	Quarter 3 (Oct-Dec 08)	Direction of travel	Lead Directorate
						(section 1.1.1)	
<b>L 8 Number of police recorded LGBT hate crimes and incidents</b>  <i>Rationale – To achieve an increase in reports to police to reflect increased public confidence, community engagement and increased opportunities for reporting</i>	184	193 (+5%)	52	89 (Oct 08)	101 (Dec 08)	 <b>AMBER</b>  See action plan (section 1.1.1)	Environment
<b>L 9 Number of police recorded racist and religiously motivated crimes and incidents</b>  <i>Rationale – To see a reduction in the levels of incidents</i>	554	526 (-5%)	102	226 (Oct 08)	268 (Dec 08)	 <b>GREEN</b>	Environment
<b>L 10 Number of police recorded total sexual offences</b>  <i>Rationale – To see an increase in the levels of reporting to reflect increase opportunities and community engagement</i>	283	297 (+5%)	77	201 (Oct 08)	280 (Dec 08)	 <b>GREEN</b>	Environment



### 1.1.1 Local Area Agreement Action Plans for those Areas of Concern

NI 30	Re-offending rate of prolific and priority offenders	Baseline	2008/09 target	Latest Result	Status
		285 convictions	208 convictions (27% reduction)	262 convictions (8.1% reduction)	● <b>RED</b>
Actions		Milestones	Progress	By when	Lead officer
Sustain delivery of the Priority & Prolific Offender Project against national good practice, incorporating work which: deters young first time offenders, prevents young people from becoming repeat offenders, provides prompt and effective investigation of adults and swift recall to prison upon re-offending. Seek to rehabilitate and resettle through improved status and personal		PPO Steering Group to reallocate resources in response to any feedback from operational managers around barriers to progress. (Indicator: % of PPOs with named keyworkers)  Extend PPO Project to include all prolific offenders who commit crimes other than acquisitive crimes and establish delivery arrangements across CDRP partners .	Scheme now extended to include a wider group of priority and prolific offenders than the defined cohorts who were included within the original LPSA funded scheme. Savings within agreed budget for this year have been allocated to a Restorative Justice scheme aimed at reducing re-offending by young people who are already within the youth criminal justice system and to a rent in advance and deposit scheme for those adult offenders for whom homelessness upon release from prison is most likely to cause re-offending. Some resources also to fund communications work about successes in order to help reduce fear of crime and improve perceptions.	Quarterly	PPO Co-ordinator / C.I Ian Pollard, Nick Smart, Probation Nigel Andain, Youth Offending Team Mike Pattinson, CRI

21

<p>circumstances of offenders in the areas of housing, health (including drug treatment), education, training and employment</p>		<p>Important factors in reducing offending by PPOs relate to their having an assigned keyworker and them engaging in drug treatment where drug use is a motivator in their offending. In October there were 48 PPOs currently being worked with. 45 of these PPOs had a named keyworker assigned. Of these 48 PPOs, 41 were in need of drug treatment, 71% of whom were actually engaged in treatment</p>		
<p>Provide a full range of protective and preventative interventions to reduce risk factors of young people re-offending, specifically to those meeting ‘Deter’ criteria (as defined by the Youth Justice Board)</p>	<p>Include those meeting deter criteria in the monthly Management of Serious Harm (MoSH) meeting agenda</p> <p>Explore use of a risk matrix to identify additional support provided to Deter cohort</p> <p>Agree aftercare package with TYSS for high risk young people ending an order with the YOT</p> <p>Undertake evaluation of interventions through service user group</p> <p>Sustain delivery of Prevent and Deter</p>	<p>Given the development of the TYSS with its focus on crime prevention it has been agreed that the Prevent strand will take its referrals from the police via the new diversionary project (targeting pre-reprimands). The Deter strand (re-offending) will focus on those young people who are at high risk of re-offending via intensive casework and developing project work (arts and music) to better engage those young people</p> <p>A service user group has been created. It has met twice with up to six young people attending each meeting</p>	<p>31st Oct 08</p> <p>31st Oct 08</p> <p>30th Nov 08</p> <p>31st Dec 08</p> <p>Quarterly</p>	<p>YOT– Jim Park</p> <p>YOT – Nigel Andain</p> <p>YOT – Nigel Andain</p> <p>YOT – Jo Bates</p> <p>Gillian</p>

	initiatives within the YOT, Challenge & Support and Targeted Youth Support initiative across the City	Re-offending figures for the YOT are measured against a baseline for Jan to March 2005 where a 12 month overall rate of 38% was measured. For the first quarter of 2008/9 there is a reduction of two percentage points in the number from the cohort reoffending.		Cunliffe/Linda Beanlands CYPT and PCST
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**Remedial action notes:** This indicator is showing an 8.1% reduction as opposed to the target of 14% (for the 12 months running up to September 08 - 15 more convictions than the target). As soon as this data was available it was discussed in detail at the multi-agency PPO steering group and steps put in place to redirect resources to bring about improvements in performance. This approach will come into effect during the rest of 2008/09 and into 2009/10 and will include increasing engagement with 'lower risk' as well as 'higher risk' PPOs and work with the Court system to explore ways to improve effectiveness.

23

NI 47	People killed or seriously injured in road traffic accidents	Baseline	2008/09 target	Latest Result	Status
		165	159 3.6% reduction	Not available until May 2009	<span style="color: red;">●</span> <b>RED</b>
Actions		Milestones	Progress	By when	Lead officer
Targeted programme of road safety engineering measures to address the		Ongoing development and delivery of individual casualty reduction schemes at 26 sites.	Current programme is ongoing. Changes in the methodology for prioritising casualty reduction sites to overcome difficulties	Apr 11	Road Safety Team

highest priority locations where significant numbers of collisions/casualties occur, to maximise reductions in the number and severity of people injured		encountered in addressing some of the 26 identified sites are currently being explored.		
Development of Speed Management Strategy	Subject to timescale to be agreed with partners in Sussex Safer Roads Partnership	Agreed a course of action with Sussex Police Traffic Management Office to develop SM Strategy.	To be confirmed	Road Safety Team Sussex Safer Roads Partnership
Review of speed limits	Completion of review and implementation of necessary changes.	Consultancy engaged to carry out review and prepare recommendations by March 2009.	Dec 11	Road Safety Team
Promotion of road safety campaigns and publicity	Participation/promotion dependent on various campaign dates	Promotional and publicity work is ongoing but has been at a minimal level due to staff vacancy. New officer appointed to take post in November 2008.	Apr 11	Road Safety Team
Undertake Road Safety education, with a particular focus on schools, including Bikeability Training and Child Pedestrian Training	To complete Bikeability training of all Year 5 and 6 pupils in LEA schools. Continuation of Child Pedestrian Training in schools (20 (1200 children) per year	The bikeability milestone, which must have been set by my predecessor, is, in my opinion, flawed. We may be able to offer bikeability training to all LEA schools but we cannot force reluctant schools to take up the offer.	Apr 10	Road Safety Team

		In 2007 child pedestrian training was delivered to 1297 children at 20 of the city's schools.		
Fair enforcement of road traffic law to ensure that all road users abide by regulations/legislation	Ongoing programme of Police enforcement initiatives		Apr 11	Inspector Phil Clarke - Sussex Police Road Policing Unit Hove

25

**Remedial action notes:** Whilst no data will be available until the end of the financial year, road safety is one of the four key themes of the current LTP and the road safety strategy is based on a three pronged approach – engineering, education and enforcement. We have developed a list of priority sites across the city that experiences a high number of accidents and this list forms the basis for engineering based road safety projects. Work is currently underway in North Street which, when complete, should significantly reduce accidents involving pedestrians (this area is top of the priority sites listing for accidents in the city). This project consists of a comprehensive package of engineering and supporting ‘softer’ measures that include an education and publicity strategy to increase and improve road safety awareness and reduce and prevent future casualties. In addition we have commissioned a citywide speed limit review for the entire A and B road network. This is expected to be completed by the end of this financial year with a view to extending the review to all class C roads. These projects, once implemented, should help the council to achieve the target of 3.6% reduction.

L7	Reducing arson incidents (NI 33) (Per 10,000 population)	Baseline	2008/09 target	Latest Result	Status
		Primary Fires	246	221	149 (Dec)
	Secondary Fires	390	351	266 (Dec)	● AMBER
Actions	Milestones	Progress		By when	Lead officer
Reduce the number of deliberate primary and secondary fires per 10,000 population to 8.79 in 2008/09, 7.92 in 2009/10 and 7.12 in 2010/11.	<p>Q1 - 41 primary fires (1.63 per 10,000 population) and 124 secondary fires (4.93 per 10,000 population)</p> <p>Q2 - 62 primary fires (2.47 per 10,000 population) and 89 secondary fires (3.54 per 10,000 population)</p> <p>Q3 - 46 primary fires (1.83 per 10,000 population) and 53 secondary fires (2.11 per 10,000 population).</p> <p>This gives a total for Q1, Q2 and Q3 of 149 primary fires (5.93 per 10,000 population) and 266 secondary fires (10.58 per 10,000 population).</p>	<p>We are on course to meet our target for primary fires but not quite on track for meeting the secondary fire target. . We are unsure at this stage if previous years trends will be followed with regard to reduction in secondary fires in the second half of the year so feel an amber flag is appropriate</p> <p>However, we will continue to work with relevant partners to continue to reduce the number of deliberate fires set across the city.</p>		End of March 09	Keith Ring, ESFRS
Work with the East Sussex Fire & Rescue Service Arson Reduction Team to proactively identify those	Schools offered a free joint arson audit inspection where a Crime Prevention Officer and Fire Officer attend together, a report is then	<p>These points are all part of a continual process.</p> <p>No incidents of arson in schools during the</p>		Ongoing	Keith Ring, ESFRS

<p>premises at risk and work with occupiers to reduce risk.</p>	<p>produced giving advice on arson prevention. Self-assessment forms are available here for schools to use to carry out their own audit.</p> <p>Crimestoppers Arson Alert boards are deployed at significant arson incidents, requesting information.</p> <p>The team support high visibility patrols in areas of increased risk.</p>	<p>current year.</p> <p>No real major response</p> <p>Early notification of patterns/trends to Police by FRS has prompted patrols in problems areas and this has reduced the numbers of secondary fires. Numbers of convictions not known.</p>		
<p>Improved, pro-active monitoring of cases of deliberate fire-setting.</p>	<p>Identification of trends and work with partners to reduce the incidents of deliberate fire setting.</p>	<p>Software improvements have enabled greater interrogation of data that permits the identification of patterns and trends of types of fires, premises and room involved, cause of fire and history of events.</p>	<p>Ongoing</p>	<p>Keith Ring, ESFRS</p>
<p>Work with the police to identify those locations that are susceptible to cases of deliberate fire setting and provide the police with timely data on incidents so that they can</p>	<p>Good working relationships with local police permits exchange of timely information on incidents and this leads to increased police activity in area.</p>	<p>Early notification of patterns/trends to Police by FRS has prompted patrols in problem areas and this has reduced the numbers of secondary fires.</p> <p>Numbers of convictions not known - mostly police caution given to offenders</p>	<p>Ongoing</p>	<p>Keith Ring, ESFRS</p>

target specific areas.				
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<b>L8</b>	<b>Number of police recorded LGBT hate crimes and incidents</b>	<b>Baseline</b>	<b>2008/09 target</b>	<b>Latest Result</b>	<b>Status</b>
		184	193(+5%)	101 (Dec)	● AMBER
<b>Actions</b>	<b>Milestones</b>	<b>Progress</b>		<b>By when</b>	<b>Lead officer</b>
Achieve a 5% increase in reports to police to reflect increased public confidence	Complete strategic assessment/analysis in order to clarify if reduced reporting is an accurate reflection of crime/incident levels	There has been continued engagement with the LGBT community, and feedback via the LGBT press regarding reporting and specific community safety concerns. There is continuing participation with the LGBT casework panel dealing with hate crime cases and LGBT housing and support working group around the issues of safety and the need to encourage reporting.		November 2008	Insp' David Derrick PCST & Anti Victimisation Initiative
Improve community engagement and increase opportunities for reporting	Develop networks and joint working arrangements with LGBT organisations in the City	There has been a third party reporting form developed which is currently being consulted on with community and partners, this has been developed for use by LGBT Switchboard who will use it to take third party reports . By utilizing a trusted LGBT community partner and publicising the service we hope this will		Ongoing	As above



		improve the trust and confidence in the criminal justice service and also improve access to reporting mechanisms.		
Respond to the needs of marginalized and vulnerable groups within the LGBT population	Ongoing work to target initiatives which are appropriate to circumstances of particular groups	<p>There is ongoing outreach being conducted with LGBT community groups who provide services to marginalised and excluded individuals and groups. This includes targeted work with: the Trans community; Mental Health service users and professionals; HIV+ men with engagement with the Terrance Higgins Trust; and users of public sex environments.</p> <p>PCST and Sussex Police have worked with the University of Brighton on the Count Me In 2 study of the city’s LGBT population. This has included both funding and participation on various groups conducting new analyses of the data specifically relating to the safety concerns of specific marginalised groups. This included the recently launched mental health report and the reports on bi and trans people which are soon to be launched. The data has been used to target preventative work, and input to assessment of trust and confidence/fear of crime; as well as providing an evidential base for developing 3rd party reporting initiatives.</p>		As above

<p>Sustain delivery of advice and support for victims/survivors ensuring effective communication of successful outcomes</p>	<p>Ongoing work by LBGT Liaison Officer and Community Safety Officer</p>	<p>There has been an ongoing supported victim-based casework offered to identified LGBT victims of hate crime the LGBT Liaison Officer. This has been supplemented by a new initiative by LGBT Switchboard which offers free and immediate counselling support to victims of LGBT hate crime. Analysis of data from this pilot project has shown a positive impact on attrition rates.</p>	<p>Ongoing</p>	<p>As above</p>
<p>Sustain LGBT anti-bullying and other work to address the safety needs of LGBT school age children and young people</p>	<p>Education and support programmes delivered within schools and through Targeted Youth Support (TYS) Initiative</p>	<p>Representatives from the criminal justice services continue to engage with the LGBT Anti-bullying Working Group and contribute to its action plan. This has recently included the publication and distribution of a resource to young people’s workers which assists them in challenging homophobic language. There has also been extended training to teachers and support staff</p>	<p>Ongoing</p>	<p>CYPT / Personal, Social, Healthy Schools and TYS Teams</p>

**Remedial action notes:** Although an increase target was set in view of the level of underreporting of LGBT motivated incidents apparent from the Count Me In 2 survey, recorded crimes and incidents has fallen steadily during the year. Work in 2008/09 has included the planning of courses to begin in February 2009 targeted at marginalised LGBT groups (including LGBT youth, HIV+ men, Bi, Trans and those with mental health needs) and the development of 3rd party reporting forms. These and other activities should result in increased rates of reporting to the police

## 1.2 Strengthening communities and involving people

LAA outcome	Baseline	Target 08/09	Q1 and Q2 (Apr-Sept 08)	Quarter 3 (Oct-Dec 08)	Direction of travel	Lead Directorate
L 18 Adult participation in sport (NI 8)  <i>Rationale – Measures the percentage of the adult population participating in sport or active recreation for at least 30 minutes on 3 days per week</i>	25.1% (Active People Survey 05/06)	To be set at review in 2009	Not available	22.2% (Active People Survey 2 07/ 08) 08/09 result will be released in Nov 09	● <b>AMBER</b>  (Statistically no significant change from baseline)	Environment

### Progress

A range of participatory sports events e.g. Take Part festival of sport, Active for Life sessions, Health Living Day, Under 21 World Volleyball Championships and Get Moving (mental health) day have been held in order to encourage participation in sporting activities.

### 1.3 Promoting resource efficiency & enhancing the environment

LAA outcome	Baseline	Target 08/09	Q1 and Q2 (Apr-Sept 08)	Quarter 3 (Oct-Dec 08)	Direction of travel	Lead Directorate
NI 195 (c) Improved street and environmental cleanliness - levels of graffiti  <i>Rationale – To reduce unacceptable levels of graffiti as part of the Governments ‘Cleaner Safer Greener Communities’ Work.</i>	9%	8%	Q1 - 4% Q2 - 5%	5%	● <b>GREEN</b>	Environment

#### Progress

There has been increased community involvement and partnership working to clear areas and enforcement against criminal damage. Good progress with adopt-a-box scheme with 57 adoptions so far. Target of 8% is being exceeded by 5% unsatisfactory streets (lower percentage highlights good performance).

### 1.4 Promoting sustainable transport

LAA outcome	Baseline	Target 08/09	Latest result	Direction of travel	Lead Directorate
NI 167 Congestion – average journey time per mile during the morning peak  <i>Rationale – To monitor the level of congestion over time to give an indication of how well the road network is managed, and the effectiveness of any measures taken to cut congestion</i>	3 min per mile	3 min per mile	Not available until end of year	● <b>GREY</b>	Environment
NI 175 Access to services and facilities by public transport, walking and cycling  <i>Rationale – To foster social inclusion by ensuring access to services by non-private modes of transport such as bus travel, walking and cycling. It aims to ensure that all households have access to frontline healthcare services within 30 minutes by public transport</i>	91%	92%	Not available until end of year	● <b>GREY</b>	Environment

33

#### Progress

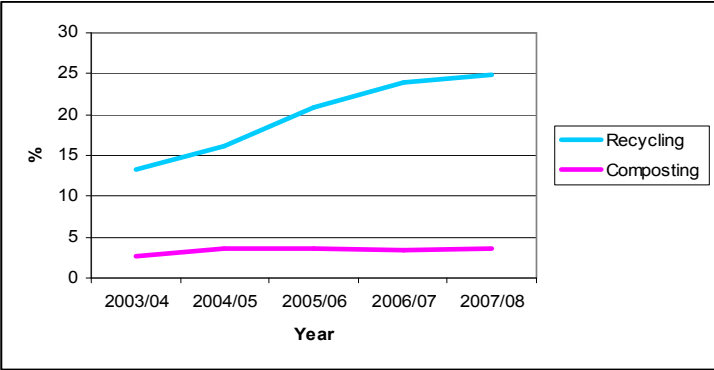
- NI 167 – this is a completely new indicator and the target is based on there being no increase in the average morning peak hour journey time on 5 key strategic routes entering the city centre. Latest results are not available until 2009.
- NI 175 – This national indicator supersedes ltp1 and is a stretched target that now seeks to increase the proportion of the population that are within 10 minutes of a doctors surgery (using public transport and walking). Data is not yet available to monitor the first year’s progress.

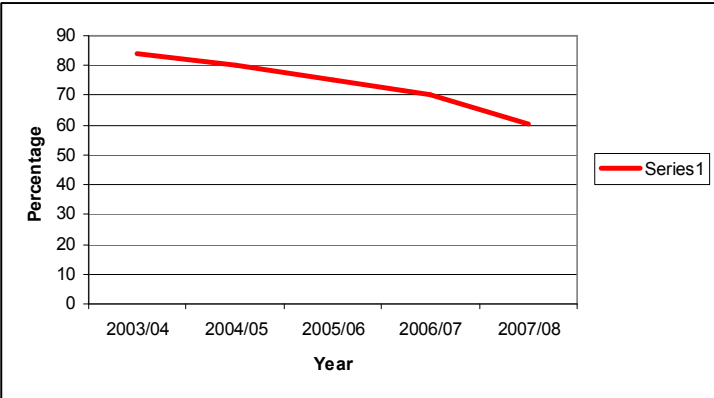
## 2.0 National Indicators (by subject)

This section provides an overview of the national indicators for which the Environment Directorate and the associated partnerships are responsible for. The National Indicator Set was first introduced in April 2008 (replacing BVPIs) and runs alongside the financial year (ends 31 March). This year is subject to transitional arrangements and in many places there are gaps in data, most of the indicators are reported on an annual basis and will be available after March 2009. Where possible an indication of direction of travel has been given, although because there are no historical data for the NIS, direction has been drawn from some of the old BVPIs. This section will be developed over-time and will become more comprehensive.

### 2.1 Waste, Recycling and Street Cleanliness

	National Indicator	Latest result	Comments
NI 191	Kg of Residual household waste produced per household	<b>462 kg/hh</b> (April 08-Dec 08)  <u>Note:</u> Data up to Dec 08 so not yet a full year (full year ending March 09)	<ul style="list-style-type: none"> <li>This is the first year of reporting kg of waste collected per household. This indicator is reported on an annual basis - we have data provided on a monthly basis.</li> </ul>
NI 192	Percentage of household waste sent for reuse, recycling and composting	<b>28.8%</b> (April 08-Dec 08)  <u>Note:</u> Data up to Dec 08 so not yet a full	<ul style="list-style-type: none"> <li>This is the first year of reporting NI 192. This indicator is reported on an annual basis - we have data provided on a monthly basis to give an indication of direction.</li> <li>As a proxy – The graph below presents trends of recycling and composting since 2003 (BVPI 82 a&amp;b). Levels of recycling and composting have been increasing</li> </ul>

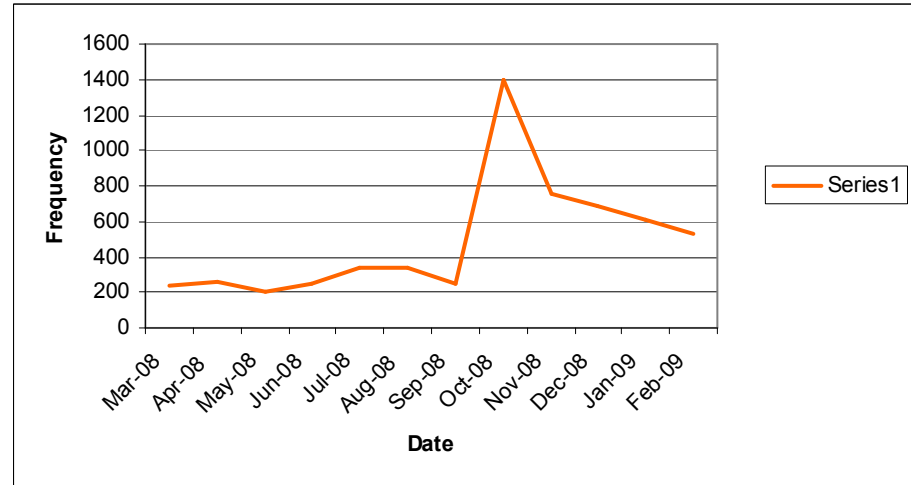
		<p>year (full year ending March 09)</p>	<p>year-on-year since 2003.</p>  <table border="1"> <caption>Recycling and Composting Trends (2003/04 - 2007/08)</caption> <thead> <tr> <th>Year</th> <th>Recycling (%)</th> <th>Composting (%)</th> </tr> </thead> <tbody> <tr> <td>2003/04</td> <td>13</td> <td>3</td> </tr> <tr> <td>2004/05</td> <td>16</td> <td>4</td> </tr> <tr> <td>2005/06</td> <td>21</td> <td>4</td> </tr> <tr> <td>2006/07</td> <td>24</td> <td>3.5</td> </tr> <tr> <td>2007/08</td> <td>25</td> <td>3.5</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Good performance would see an increase since 07/08 result of 28.4% - we are at the same level at the moment.</li> </ul>	Year	Recycling (%)	Composting (%)	2003/04	13	3	2004/05	16	4	2005/06	21	4	2006/07	24	3.5	2007/08	25	3.5
Year	Recycling (%)	Composting (%)																			
2003/04	13	3																			
2004/05	16	4																			
2005/06	21	4																			
2006/07	24	3.5																			
2007/08	25	3.5																			
<p><b>NI 193</b></p>	<p>Percentage of municipal waste landfilled</p>	<p><b>50.8%</b> (April 08-Dec 08)</p> <p><u>Note:</u> Data up to Dec 08 so not yet a full year (full year ending March 09)</p>	<ul style="list-style-type: none"> <li>• This indicator is reported on an annual basis - we have data provided on a monthly basis to give an indication of direction.</li> <li>• The graph below presents trends in the percentage of household waste sent to landfill since 2003 (BVPI 82d). Waste to landfill has been decreasing since 2003, due to increased diversion through recycling, composting and energy from waste.</li> </ul>																		

			 <ul style="list-style-type: none"> <li>The lower the percentage, the better. In 07/08 waste to landfill was at 60%.</li> </ul>
<p><b>NI 195</b></p>	<p>The percentage of relevant land and highway that is assessed as having deposits of litter, detritus, graffiti and fly-posting that fall below an acceptable level.</p> <p>A – Improved street cleanliness- litter</p> <p>B - Improved street cleanliness- detritus</p> <p>C – Improved street cleanliness- Graffiti</p> <p>D - Improved street cleanliness- fly-posting</p>	<p>(Sept 08-Dec 08)</p> <p><b>5%</b></p> <p><b>13%</b></p> <p><b>5%</b></p> <p><b>5%</b></p>	<ul style="list-style-type: none"> <li>This is the first year of reporting NI 195. This indicator is reported on an annual basis - we have data provided on a 3 monthly basis to give an indication of direction.</li> <li>Good performance is recognised by lower percentage scores.</li> <li>The levels of unacceptable highway cleanliness is decreasing, this is especially true for levels of graffiti in the city.</li> </ul>



<p><b>NI 196</b></p>	<p>Improved street cleanliness (Fly-tipping)</p>	<p>Figure available at the end of the year (March 09)</p>	<ul style="list-style-type: none"> <li>This is the first year of reporting NI 196 and it is an annual indicator that will be available at the end of the financial year.</li> </ul>																										
<p>Number of missed <b>recycling</b> collections - monthly</p>		<p><b>588</b> (in Feb 09)</p>	<ul style="list-style-type: none"> <li>This is not a statutory indicator but is tracked at the request of Environment and Community Safety Overview and Scrutiny Committee.</li> <li>The graph below shows trends in the number of missed recycling collections from March 08 to Feb 09</li> </ul> <div data-bbox="1032 544 1935 1034" data-label="Figure"> <table border="1"> <caption>Frequency of missed recycling collections</caption> <thead> <tr> <th>Date</th> <th>Frequency</th> </tr> </thead> <tbody> <tr><td>Mar-08</td><td>200</td></tr> <tr><td>Apr-08</td><td>330</td></tr> <tr><td>May-08</td><td>160</td></tr> <tr><td>Jun-08</td><td>140</td></tr> <tr><td>Jul-08</td><td>180</td></tr> <tr><td>Aug-08</td><td>140</td></tr> <tr><td>Sep-08</td><td>120</td></tr> <tr><td>Oct-08</td><td>150</td></tr> <tr><td>Nov-08</td><td>120</td></tr> <tr><td>Dec-08</td><td>150</td></tr> <tr><td>Jan-09</td><td>280</td></tr> <tr><td>Feb-09</td><td>588</td></tr> </tbody> </table> </div> <ul style="list-style-type: none"> <li>Recycling rounds were restructured in February 2009; it is clear from the graph above that the number of missed recycling collections increased in line with the restructure.</li> </ul>	Date	Frequency	Mar-08	200	Apr-08	330	May-08	160	Jun-08	140	Jul-08	180	Aug-08	140	Sep-08	120	Oct-08	150	Nov-08	120	Dec-08	150	Jan-09	280	Feb-09	588
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<p>Number of missed <b>refuse</b> collections - monthly</p>		<p><b>535</b> (in Feb 09)</p>	<ul style="list-style-type: none"> <li>This is not a statutory indicator but is tracked at the request of Environment and Community Safety Overview and Scrutiny Committee.</li> <li>The graph below shows trends in the number of missed refuse collections from</li> </ul>																										

March 08 to Feb 09



- It is clear from the graph above that the number of missed refuse collections increased during the restructure of rounds (October 08) and has been decreasing since.

## 2.2 Planning

	National Indicator	Latest result	Direction of travel
<b>NI 157 a</b>	Processing of planning applications – % major applications determined within 13 weeks	80% (Apr-Dec 08)	<ul style="list-style-type: none"> <li>• National target – 60%</li> </ul>
<b>NI 157 b</b>	Processing of planning applications – % minor applications determined within 8 weeks	43.2% (Apr-Dec 08)	<ul style="list-style-type: none"> <li>• National target – 65%</li> </ul>
<b>NI 157 c</b>	Processing of planning applications – % other applications determined within 8 weeks	58.7% (Apr-Dec 08)	<ul style="list-style-type: none"> <li>• National target – 80%</li> </ul>

## 2.3 Transport and Highways

	National Indicator	Latest result	Direction of travel
<b>NI 48</b>	Children killed and seriously injured in road traffic accidents	Figure available March 09	<ul style="list-style-type: none"> <li>• This was previously collected as BVPI 99b, in 2007/08 there were 17 children killed and seriously injured in road traffic accidents, the target for 07/08 was 14.</li> </ul>

<b>NI 168</b>	Principal roads where maintenance should be considered	Figure available March 09	<ul style="list-style-type: none"> <li>In previous years this information was collected through the old BVPI 223. Performance at the end of 07/08 was at 11% of principal roads where maintenance should be considered. This is not comparable to previous years due to a change in methodology.</li> </ul>
<b>NI 169</b>	Non-principal roads where maintenance should be considered	Figure available March 09	<ul style="list-style-type: none"> <li>In previous years this information was collected through the old BVPI 224a. Performance at the end of 07/08 was reported as 17% of non-principal roads where maintenance should be considered. Due to a change in the methodology this figure was amended to 8% and is therefore not comparable to previous years.</li> </ul>
<b>NI 177</b>	Local bus and light rail passenger journeys originating in the authority area	Figure available April 2009	<ul style="list-style-type: none"> <li>Before the introduction of the National Indicator Set this indicator was reported under BVPI 102 – generally performance is good and in 07/08 exceeded the target.</li> </ul>
<b>NI 178</b>	Bus services running on time	Figure available April 2009	<ul style="list-style-type: none"> <li>This is a new indicator and 08/09 is a baseline year.</li> </ul>

## 2.4 Crime and community safety

	National Indicator	Latest result	Direction of travel
<b>NI 15</b>	Most serious violent crimes per 1000 of the population	0.5 (120 in total up to January 09)	<ul style="list-style-type: none"> <li>08/09 target set is – 124 (at the end of March 08)</li> </ul>
<b>NI 16</b>	Serious acquisitive crime	15.1	<ul style="list-style-type: none"> <li>There are no targets set for this indicator</li> </ul>

	rate per 1000 of the population	(3825 in total up to January 09)	
<b>NI 18</b>	Rate of proven re-offending by adults under probation supervision	No data available yet	<ul style="list-style-type: none"> <li>• Awaiting data</li> </ul>
<b>NI 21</b>	Dealing with local concerns about ASB and crime issues by the local authority and police	Data from Place Survey not yet available	<ul style="list-style-type: none"> <li>• Data relating to this indicator will be taken from the recent Place Survey (satisfaction survey) that took place in 2008.</li> </ul>
<b>NI 22</b>	Perceptions of parents taking responsibility for the behaviour of their children in their area	Data from Place Survey not yet available	<ul style="list-style-type: none"> <li>• See above</li> </ul>
<b>NI 23</b>	Perceptions that people in the area treat one another with respect and consideration	Data from Place Survey not yet available	<ul style="list-style-type: none"> <li>• See above</li> </ul>
<b>NI 27</b>	Understanding of local concerns about ASB and crime issues by the police and the local authority	Data from Place Survey not yet available	<ul style="list-style-type: none"> <li>• See above</li> </ul>
<b>NI 28</b>	Serious knife crime rate per 1000 population	No data available yet	<ul style="list-style-type: none"> <li>• Awaiting data</li> </ul>
<b>NI 29</b>	Serious number of gun crimes per 1000 population	No data available yet	<ul style="list-style-type: none"> <li>• Awaiting data</li> </ul>
<b>NI 34</b>	Number of domestic homicides per 1000	No data available yet	<ul style="list-style-type: none"> <li>• Awaiting data</li> </ul>

	population		
<b>NI 41</b>	Perceptions of drunk or rowdy behaviour as a problem	Data from Place Survey not yet available	<ul style="list-style-type: none"> <li>Data relating to this indicator will be taken from the recent Place Survey (satisfaction survey) that took place in 2008.</li> </ul>
<b>NI 42</b>	Perceptions of drug use or drug dealing as a problem	Data from Place Survey not yet available	<ul style="list-style-type: none"> <li>Data relating to this indicator will be taken from the recent Place Survey (satisfaction survey) that took place in 2008.</li> </ul>

## 2.5 Enforcement

	National Indicator	Latest result	Direction of travel
<b>NI 182</b>	Satisfaction of businesses with local authority regulation services	Figure available Apr 2009	<ul style="list-style-type: none"> <li>Satisfaction is monitored as standard practice within Environmental Health and Trading Standards – information for this indicator will be available April 09.</li> <li>The methodology for calculating this indicator required the satisfaction surveys used to be reworded – this has been implemented. It also requires the use of a sample – at present 100% of customers are surveyed.</li> </ul>
<b>NI 183</b>	Impact of local authority trading standards services on the fair trading environment	Figure available Apr 2009	<ul style="list-style-type: none"> <li>This is a new indicator</li> </ul>

<b>NI 184</b>	The percentage of food establishments in the area which are broadly compliant with food hygiene law	Figure available Apr 2009	<ul style="list-style-type: none"> <li>This is a new indicator</li> </ul>
<b>NI 190</b>	Achievements in meeting standards for the control of animal health	Figure available Apr 2010	<ul style="list-style-type: none"> <li>This indicator was deferred in 08/09 and will be live from April 2009, for reporting in March 2010</li> </ul>

## 2.6 Parks

	National Indicator	Latest result	Direction of travel
<b>NI 197</b>	Improved local biodiversity – proportion of local sites where positive conservation management has been or is being implemented	Not available	<ul style="list-style-type: none"> <li>The methodology for this indicator requires the set up of Local Sites, a Local Sites Partnership and the development of management action plans for each local site</li> </ul>

### **3.0 The Performance Management Framework – Comprehensive Area Assessment, Local Area Agreement, National Indicator Set**

From April 2009 a new assessment framework for councils and their partners will come into effect. The Comprehensive Area Assessment (CAA) replaces the Comprehensive Performance Assessment (CPA), and will bring together the work of seven inspectorates to provide an overview of how successfully local organisations are working together to deliver improvement against local priorities.

CAA represents a fundamental change in the way the council and its partners are assessed moving away from solely focusing on the past performance of the council towards a forward looking assessment of our prospects for future success against its objectives. It comprises of two main elements; the Area Assessment and the Organisational Assessment.

The Area Assessment is a qualitative assessment of prospects for future improvement and will focus on, but not be constrained by, a review of progress with the Local Area Agreement (LAA).

An Organisational Assessment will be conducted for each of the four main organisations in the area: the council, the police, the Primary Care Trust and the Fire and Rescue Service. The council's assessment will cover the following areas: managing finances, governing the business, managing resources and managing performance.

The managing performance theme will look at how effective the organisation is at:

- identifying and delivering priority services, outcomes and improvements
- providing the leadership, capacity and capability it needs to deliver future improvements
- contributing to improving wider community outcomes, including those set out in the LAA
- tackling inequality and improving outcomes for people in vulnerable circumstances



## Performance Report – Quarter 3

The new local performance framework was set out in the Local Government White Paper *Strong and Prosperous Communities* in 2006. The two key elements of the framework are the LAA and the National Indicator Set (NIS).

The LAA forms the heart of the new performance framework. It sets out the agreement between central government and local authorities and their partners to improve services and the quality of life in a place. Brighton and Hove's LAA (2008-2011) comprises 35 negotiated targets, 16 statutory education and early years targets and a set of local indicators. The LAA Delivery Plan sets out a detailed improvement action plan for each indicator and identifies lead responsibilities and time-scales. The Local Strategic Partnership monitors the LAA Delivery Plan six monthly.

The National Indicator Set (NIS) was published as part of the Comprehensive Spending Review 2007. This is a set of 198 outcome focused indicators that replace Best Value Performance Indicators (BVPIs). The NIS includes indicators for which partner organisations have lead responsibility such as mortality and crime rates. Whilst all target commitments are contained in the LAA, outcomes across the NIS are expected to improve.

The Corporate Plan 2008-2011 was developed alongside the LAA and sets out the priorities for the council. It uses measures drawn from the NIS, where appropriate, to track progress.



# **ENVIRONMENT AND COMMUNITY SAFETY OVERVIEW AND SCRUTINY COMMITTEE**

## **Agenda Item 59**

Brighton & Hove City Council

<b>Subject:</b>	<b>Parking Control</b>		
<b>Date of Meeting:</b>	<b>23 March 2009</b>		
<b>Report of:</b>	<b>Jenny Rowlands, Director of Environment</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Christina Liassides</b>	<b>Tel:</b> <b>292036</b>
	<b>E-mail:</b>	Christina.liassides@brighton-hove.gov.uk	
<b>Key Decision:</b>	<b>Yes/No</b>	Forward Plan No. 7 <i>Digit Ref:</i>	
<b>Wards Affected:</b>	All		

### **FOR GENERAL RELEASE**

#### **1. SUMMARY AND POLICY CONTEXT:**

- 1.1 This report sets out Brighton & Hove City Council's agreed strategy and policies for parking schemes. Other forms of parking controls, such as double yellow lines, single lines or designated bays such as disabled bays, are usually installed in response to individual issues, such as safety concerns on junctions and are not utilised as an area-wide form of parking control.
- 1.2 This report is separate to information about the enforcement aspect of parking schemes; it sets out what happens in order for a parking scheme to be considered and implemented.
- 1.3 The strategy, principles and policies have been approved by members and put in place over several years based on national legislation and guidance, expanding and up-to-date experience of parking issues and professional officer opinion.
- 1.4 As a result, the council has built up an extremely comprehensive level of guidance and policy which enable Brighton & Hove City Council to act consistently with regard to the introduction and enforcement of parking controls.

#### **2. RECOMMENDATIONS:**

- 2.1 To note the report and attached appendices and to make any recommendations arising out of this.
- 2.2 That Members consider the draft policy at Appendix E and make comments to be taken into account by the Cabinet Member.

### **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 Parking schemes seek to maximise the available on-street parking space whilst ensuring that safety and traffic flows are not compromised. This is achieved by careful design which balances the needs of vehicle users in a specific area – residents, commuters, visitors, amenity users, shoppers – and encourages turn-over of vehicles using the available space.
- 3.2 Like many historical cities, Brighton & Hove is mainly comprised of streets that were not originally designed for motorised vehicles, which now need to accommodate increasing car ownership alongside high density living (e.g. houses converted to flats). The available on-street road space is geographically and topographically limited and comes under competing pressures from through traffic and parked vehicles. There is very little off-street parking in many areas of the city, particularly the more central areas.
- 3.3 Parking schemes can only work within the available road space, so they cannot create “extra” space within historically narrow streets. However, their main benefit is the regulation of the space, which maximises turn-over of vehicles, gives priority to residents and tackles illegal or inconsiderate parking.
- 3.4 An area is only considered for the parking scheme consultation timetable if there has been enough representation from residents, ward councillors and others within the area asking for parking controls. This usually happens when the available road space is no longer sufficient for all the competing parking needs. The council does not impose schemes on areas – schemes are only introduced after careful consultation through several stages and if the consultation returns a negative vote, the council will not proceed with a scheme.
- 3.5 Inevitably, a scheme in one area may displace vehicles to an adjacent area. This, combined with increased car ownership, the historical limitations within the city and additional generators of parking need such as new developments, have led more areas across the city to petition for schemes.
- 3.6 There are now 13 controlled parking zones in Brighton & Hove, with a further 2 under consultation and another 2 areas being investigated. The earliest forms of paid controlled parking began in the Brighton Old Town in the 1960s. Brighton & Hove was one of the first authorities to introduce Decriminalised Parking Enforcement in July 2001 and proceeded to introduce parking zones with consistent controls and tariffs, starting in Central Hove.
- 3.7 In 1997, Brighton & Hove City Council agreed a policy which set out the criteria for Residents Parking Schemes. This includes the need to consider areas on a sequential basis, where there is the greatest parking demand and where the majority of residents are in favour. Schemes must also be self-financing and incorporate a mix of resident-only and shared or separate pay & display bays. (See Appendix A)

- 3.8 In July 2004, a strategy on residents' (controlled) parking schemes was presented to Environment Committee, and a report on parking charges was presented to Policy & Resources Committee. These reports set out the importance of consistency in all zones and outlined the types of permits available and the criteria for issuing these. (See Appendix B). The Environment Committee report contained a timetable of areas requesting schemes.
- 3.9 In May 2005, Environment Committee agreed the council's policy for issuing permits.
- 3.10 In December 2005, a report was presented to and agreed by Environment Committee outlining the areas requesting schemes and laying out the priority timetable. At this stage, every parking scheme was undergoing a review/extension after 6 months of operation, which could take a year to two years.
- 3.11 A long-standing aim of the council was to review the central Brighton area, where there were 8 zones of differing sizes with different operational regulations, and to replace voucher parking with Pay & Display. Additionally, a main aim was to review the Area H (Royal Sussex Hospital) scheme. These were major undertakings during 2005-07 that have resulted in noticeable improvements for residents and visitors particularly in the central city area.
- 3.12 During this time, it became apparent that the timetable for other schemes was slipping, and that the consequence of reviewing every newly established scheme was resulting in incremental extensions in some areas which took resources away from other geographical areas that had been on the list for some time. It also became apparent that small incremental extensions, especially light-touch schemes, caused knock-on displacement effects to adjacent neighbourhoods that were not on the agreed timetable and for which there were no allocated resources.
- 3.13 As a result, a new strategy was presented to and agreed by Environment Committee in November 2006, as part of the consideration of the Central Brighton review. This strategy removed the requirement to review all new/existing schemes on a regular basis, and re-constituted the timetable to take into account bigger geographical areas, with the aim of minimising incremental displacement.
- 3.14 A further review in January 2008 was undertaken by Environment Committee following representation from residents in areas of the city that were suffering the greatest parking pressures and conflicts. This report analysed the parking capacity in four main areas, summarised parking scheme strategy and policy to date and set out a new timetable. An important factor was ensuring that adequate resources were devoted to each area and that timescales allowed for extensive consultation. (See Appendix C).
- 3.15 Environment Committee also agreed the use of consultants to increase capacity and bring all areas forward as much as possible. A copy of the agreed timetable is attached at Appendix D.

- 3.16 In March 2008, Environment Committee considered and agreed a report on the Preston Park station/Stanford ward/Preston Park Avenue areas under consultation. This report explored the problematic issues arising from “light” touch schemes and extensive single yellow line controls, principally the displacement effect for any vehicles except residents’, and proposed that no further such schemes were introduced in the city. (See Appendix E).
- 3.17 The existing “light” touch schemes (Area U near Queen’s Park and Area W in Hove) will be reviewed with a view to converting these to full shared schemes. The reviews will take place as part of the Hanover/Elm Grove/Queen’s Park work starting in 2009 and as part of the Portslade/West Hove work starting in 2010.
- 3.18 A new policy has been drawn up drawing on the various elements agreed by Committee over the last few years, and on professional officer expertise built up during 8 years of in-house delivery of schemes. The policy is attached at Appendix F for consideration by this Panel. This policy is still in draft form. The aim is to present the next batch of Highway policies, including this one, to Cabinet or Cabinet Member meeting in September 2009.

## **Budget**

- 3.19 The cost of all the consultation, physical works and consultancy for parking schemes are borrowed against future income.
- 3.20 The approximate total cost per scheme is £730,000. This is based on a geographical area roughly the size of most existing schemes, and includes all data surveys, public consultation, consultants’ costs, preparation and advertising of relevant documents, signage, lining and Pay & Display machine purchase and installation. For example, the cost of a Pay & Display machine is £3,500.
- 3.21 Approximate repayment costs, based on an estimated £730,000 per scheme, would be £130,000 per year per scheme over 7 years. As the council works on at least 2 schemes per year at the moment, the minimum repayment costs per year are £260,000 if the schemes are agreed. In 2009/10, 4 potential schemes will be in various stages of progress.
- 3.22 There are ongoing costs once a parking scheme is in place. These include the running and maintenance of each scheme – for example, P&D tickets cost £2,000 per annum to provide, whilst signing and lining needs to be regularly maintained or refreshed. Permits are issued annually and there are printing and staffing costs associated with these.
- 3.23 For a scheme to work effectively it needs robust enforcement. Enforcement has an estimated total cost of £3.7 million per year for all the schemes. Permit income is estimated at £3.6 million for the coming year.

- 3.24 Permit income is just one small part of the income received from parking schemes. Additional income from Pay & Display machines and Penalty Charge Notices all contribute towards the overall cost of the parking schemes. "Light" touch schemes cost more to implement and enforce than they generate in revenue.
- 3.25 Any surplus from parking schemes is 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. This states that Civil Parking Enforcement surplus may only be used for specific purposes, such as off-setting the costs of providing council on or off street parking or for the purposes of highway, road, local amenity or environmental pollution improvement projects.

#### **4. CONSULTATION**

- 4.1 Each individual parking scheme is implemented after staged consultation within the local area, including the formal Traffic Regulation Order.
- 4.2 Parking strategy and policies have been presented to Policy & Resources and Environment Committee on a regular basis.

#### **5. FINANCIAL & OTHER IMPLICATIONS:**

##### Financial Implications:

- 5.1 Revenue:  
There are no direct financial implications associated with this report. The full cost of advertising traffic regulation orders and amending lining and signing for existing parking schemes is met within existing revenue budgets. The financial impact of revenue from any proposed new schemes is included within the budget for the appropriate year

##### Capital:

There are no direct capital implications associated with this report. New parking schemes are funded through unsupported borrowings with approximate repayment costs of £130,000 per scheme over 7 years.

*Finance Officer Consulted: Karen Brookshaw Date: 18/02/2009*

##### Legal Implications:

- 5.2 In contemplating new and in the revisions of existing schemes as well as the provision of other forms of parking controls the Council's powers and duties under the Road Traffic Regulation Act 1984 must be exercised to secure the expeditious, convenient and safe movement of all types of

traffic, the provision of suitable and adequate parking facilities on and off the highway and any other matters appearing relevant to the council.

At this stage there does not appear to be any human rights implications but in the event that any are identified when the strategies, principles and policies in this report are implemented they will be dealt with in a subsequent report.

*Lawyer Consulted: Stephen Dryden*

*Date: 18/02/2009*

#### Equalities Implications:

- 5.3 The provision of robust parking enforcement provides more opportunities for Blue Badge holders to find convenient parking spaces. The easing of pressure on road space will also benefit those who walk, cycle and travel by bus.

#### Sustainability Implications:

- 5.4 This scheme accords with the Council's Sustainable Transport Strategy by balancing the needs of all sections of the community and giving priority to residents whilst ensuring management of available spaces for other vehicle users.

#### Crime & Disorder Implications:

- 5.5 The provision of improved and consistent parking controls and enforcement reduces the incidence of illegal parking.

#### Risk & Opportunity Management Implications:

- 5.6 There is a risk of displacement to nearby non-controlled areas when new schemes are introduced.
- 5.7 There is a risk that schemes will not be delivered to schedule, particularly if resources are diverted away from the agreed timetable.

#### Corporate / Citywide Implications:

- 5.8 The council is committed to reducing pollution and congestion around the city. Improved and consistent parking controls and enforcement help address some of these issues within the city.



## **6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 This report supplies an overview to current parking controls and enforcement, and presents the revised draft Parking Scheme Assessment policy for consideration. Alternative options are therefore not applicable.

## **7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 The revised draft policy summarises all previous policies and strategy. ECSOSC is an important part of the consultation process.

### **SUPPORTING DOCUMENTATION**

#### **Appendices:**

1. Appendix A – BHCC Policy HP 4-15: Resident Parking Schemes Assessment and Charges
2. Appendix B – section from Environment Committee 1 July 2004 – Development of Residents' Parking Schemes
3. Appendix C –summary of parking scheme strategy from Environment Committee 24 January 2008 – Parking Scheme Implementation Overview
4. Appendix D – current timetable as approved by Environment Committee 24 January 2008
5. Appendix E – section on light-touch parking schemes from Environment Committee 20 March 2008
6. Appendix F – draft new policy on Resident Parking Schemes Assessment

#### **Documents In Members' Rooms**

1. None

#### **Background Documents**

1. Environment Committee – 1 July 2004 – Development of Residents' Parking Schemes
2. Policy & Resources Committee – 21 July 2004 – Review of Parking Charges & Methods of Payment
3. Environment Committee – 8 December 2005 – Review of Parking Programme
4. Environment Committee – 26 November 2006 – Central Brighton On Street Parking Review
5. Environment Committee – 24 January 2008 – Parking Scheme Implementation Overview
6. Environment Committee – 20 March 2008 – Parking Schemes Initial Consultation Results



**HIGHWAYS AND TRANSPORTATION**  
**POLICY STATEMENT**

<b>RESIDENTS PARKING SCHEMES – ASSESSMENT AND CHARGES</b>	<b>HP4/15</b>
-----------------------------------------------------------	---------------

<b>Objective</b>
To establish the principles governing the assessment and financing of Residents Parking Schemes.

**Policy**

1. New areas will be considered only when adequate enforcement is available.
2. New areas will be considered on a sequential basis in and adjacent to areas of greatest parking demand and conflict.
3. A new area will only be installed as part of a controlled parking zone or other comprehensive parking controls.
4. A new area will be recommended for funding provided there is a majority of residents of that area in favour of such a scheme following a public consultation.
5. Isolated areas will be considered only around a major generator of parking – e.g. Railway Station, Hospital.
6. Schemes may be of separate\* or shared\*\* nature.
7. Residents Parking Schemes shall be self-financing.
8. Residents Parking Schemes shall be subject to regular review.
9. The number of permits sold may exceed the number of spaces available.

Note: \* A “separate” scheme is one where parking places are provided for use only by Permit Holders during the hours of operation of the scheme.

\*\* A “shared” scheme is one where Permit Holders and non-Permit Holders may use the same parking spaces but the latter are subject to a time limit during the hours of operation of the scheme.

**Supporting Information**

Experience has shown that Resident Parking Schemes will not be successful unless they have majority support and are adequately enforced.

**References**

Date of Approval: 23 October 1997

Review By: Within 5 Years





## APPENDIX B

### FROM JULY 2004 ENVIRONMENT COMMITTEE REPORT: DEVELOPMENT OF RESIDENTS PARKING SCHEMES

#### PROPOSED CHANGES TO OPERATION OF ALL EXISTING AND NEW RESIDENTS' PARKING SCHEMES [RPSs] IN BRIGHTON AND HOVE

Proposed change*	Summary comment
<p>All schemes should be 'shared' and include mixed provision where some bays are for permit holders only, and most other bays are for permit holders and time-limited paid parking.</p>	<p>Provides greater flexibility for residents and businesses by catering for changing demands at different times of day. Change will apply primarily to existing schemes in city centre.</p> <p>Exclusive but short-stay permit schemes could be considered for schemes in purely residential areas and some distance from any significant parking attractor. Exclusive short-term paid parking would apply in retail and business areas.</p>
<p>All on-street parking within RPSs should be charged.</p>	<p>To remove small pockets of centrally located free parking. Confusion caused by numerous different charges should also be addressed.</p>
<p>Schemes should be as large as possible without encouraging internal commuting.</p>	<p>Introduces more efficient enforcement, greater flexibility in use of spaces and less confusion over level of charges - includes aggregation of 8 existing zones in central Brighton into 2 new zones.</p>
<p>Payment for non-permit on-street parking should be by pay and display machine.</p>	<p>More easily understood system that is preferred by public and could also accept credit cards. Provides better all-day access for payment than vouchers, which are also more time-consuming for attendants to enforce.</p>
<p>Underlying RPS restriction times should be 'No waiting at any time' Monday to Sunday.</p>	<p>All parking schemes are covered by a blanket (or underlying) Traffic Regulation Order [TRO] that restricts parking. Spaces are then created within the TRO as an 'exception' to</p>

## APPENDIX B

### FROM JULY 2004 ENVIRONMENT COMMITTEE REPORT: DEVELOPMENT OF RESIDENTS PARKING SCHEMES

Proposed change*	Summary comment
	<p>this restriction, making the legal administration and management of schemes much easier.</p> <p>With 7-day a week retail activity and 24-hour a day activities primarily in the city centre, the change will help protect loading spaces, key corridors, vehicle accesses and visibility at junctions.</p>
Permit and shared bays should operate 7 days, 9am to 8pm.	Reduces the 10 or so current operational times to a single period, reducing confusion.
Disabled badge holders would not be allowed to park in exclusive resident permit bays, but those living in the area would be able to buy a permit for an administrative cost.	Reduces pressure on exclusive resident permit bays, particularly in more central areas. Blue badge holders will still be able to park for limited periods on yellow lines and unlimited in shared bays.
Resident visitor permits should be available in all areas.	Removes small areas where permits are not available – primarily central Brighton.
A limit of one resident permit per household should be introduced in those areas where there is a waiting list.	Overcomes inequity whereby several permits may be available to one household and some (such as new homeowners) may have none. Requires appropriate and consistent approach to phasing out of existing multiple-permit households. Will primarily apply to central area.
Limited business permits should be available in all areas.	To be linked to introduction of limit on resident permits, and limited to one per business based on demonstration of essential need.
Parking should be marked as continuous strips, where appropriate.	Provides opportunity to make more permits available than individual bay markings would allow.
All schemes should include provision of at least one secure motorcycle bay in each street.	Gives greater priority to motorcyclists than currently exists.



### **FROM JULY 2004 ENVIRONMENT COMMITTEE REPORT: DEVELOPMENT OF RESIDENTS PARKING SCHEMES**

\* - The principles underpinning these changes will be applied generally, as not all of the proposed changes may be appropriate in some areas. Consideration of local needs and circumstances will remain an important factor in the development of parking schemes. The introduction of revised and new schemes would continue to be subject to public consultation.



### ENVIRONMENT COMMITTEE JANUARY 2008: PARKING SCHEME IMPLEMENTATION OVERVIEW

#### Criteria and principles governing inclusion in parking scheme timetable

*From Environment Committee 8 December 2005 – Review of Parking Programme for 2006 onwards:*

- 3.1 These [areas identified on the list] have resulted from the outcome of the review process for individual areas, which also covers displaced vehicles in adjacent areas, or the need to tackle conflicting demands for parking spaces such as those generated by any combination of different requirements e.g. residents, offices, shops, and train stations.

*From Environment Committee 26 November 2006 –Central Brighton on-street parking review:*

- Other parking issues elsewhere in the City have led officers to re-consider the way that residents parking schemes are progressed.
- Predominantly residential areas of the city that are less central require a more complex, joined-up approach to get the right scheme in place and to avoid displacement issues.
- Learning from experiences of the last year, a revised timetable has been drawn up which looks at bigger, joined-up schemes, taking into account the impact on a whole area, rather than the smaller and more isolated schemes that were originally proposed.
- For example, Preston Park station review is now joined with Reigate Road area and Shirley Drive area. This will involve major consultation, and careful design of different types of scheme for each different section's requirements. However, this will also mean that no one section will suffer from displacement by another whilst having to wait years for this to be rectified.
- Officer and contractor capacity is limited, so need to be directed in a focused way. With this approach, the team can work on the complexities of each area, only carrying out "one" scheme at a time, but covering much larger areas.

*From the Sustainable Transport operational policy document – Residents' Parking Schemes – Assessment:*

### ENVIRONMENT COMMITTEE JANUARY 2008: PARKING SCHEME IMPLEMENTATION OVERVIEW

1. New areas will be considered only when adequate enforcement is available.
2. New areas will be considered on a sequential priority basis in and adjacent to areas of greatest parking demand and conflict.
3. A new area will only be installed as part of a controlled parking zone or other comprehensive parking controls.
4. A new area will be recommended for funding provided there is a majority of respondents of that area in favour of such a scheme following a public consultation.
5. Isolated areas will be considered only around a major generator of parking – e.g. Railway Station, Hospital.
6. Schemes may be of separate\* or shared\*\* nature.
7. Residents' Parking Schemes shall be self-financing.
8. The number of permits sold may exceed the number of spaces available.

Note:

\* A "separate" scheme is one where parking places are provided for use only by Permit Holders during the hours of operation of the scheme.

\*\* A "shared" scheme is one where Permit Holders and non-Permit Holders may use the same parking spaces but the latter are subject to a time limit during the hours of operation of the scheme.

CURRENT TIMETABLE AS AGREED BY ENVIRONMENT COMMITTEE IN JANUARY 2008

	Year	2007				2008				2009				2010				2011				2012			
		Quarter				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Priority	Area																								
1	Preston Park station/Stanford/Preston Park Avenue	██████████																							
2	London Road station area/Area H extension					██████████																			
3	Hanover/Elm Grove/St Luke's Review/Queen's Park Review									██████████															
4	West Hove/Portslade station													██████████											



## ENVIRONMENT COMMITTEE MARCH 2008 – PARKING SCHEMES INITIAL CONSULTATION

### Excerpt from report regarding extensive lining controls and “light” touch schemes

4.1.1 Officer recommendation is not to extend any single yellow lines as a form of blanket on-street parking restriction. In addition, officer recommendation is that the existing single yellow lines are converted to a proper parking scheme and included with the other Stanford ward areas requesting a scheme.

4.1.2 This is because single yellow lines when used as extensive parking restrictions cause the following problems:

- They can stop residents parking on their own street. Single yellow lines can cause serious problems for residents who have no off-street parking and cannot always be available to move their car twice a day. For example, shift workers or those who do not use their car regularly every day for purposes such as driving to work.
- They can cause serious displacement to other areas. Single yellow lines completely deter commuters from the area but because no alternative parking options (such as Pay & Display) are provided, the commuter vehicles are likely to move to an adjacent area, thus repeating the parking problems in the next neighbourhood.
- As individual schemes, they are not financially viable. The council needs to enforce this nearly as often and with as much resources as a full scheme, but does not receive any income from residents or Pay & Display to support this.
- They can be confusing to visitors and people new to the area, and confusing to enforce. Because the restrictions are confusing, non-residents tend to avoid these areas and park elsewhere, thus increasing displacement to neighbouring streets.

4.1.3 For similar reasons, officer recommendation is to provide full parking schemes where possible. “Light” touch schemes, which allow resident parking only for 2 hours a day, also have problematic effects:

- They can cause serious displacement to other areas. The residents’ only hours completely deter commuters from the area but because no alternative parking options (such as Pay & Display) are provided, the commuter vehicles are likely to move to an adjacent area, thus repeating the parking problems in the next neighbourhood.

**ENVIRONMENT COMMITTEE MARCH 2008 – PARKING SCHEMES INITIAL CONSULTATION**

- As individual schemes, they are not financially viable. The council needs to enforce this nearly as often and with as much resources as a full scheme, but does not receive any income from Pay & Display to support this.
- They can be confusing to visitors and people new to the area, and confusing to enforce. As above, any non-residents (not just commuters) tend to avoid these areas and park elsewhere, thus increasing displacement to neighbouring streets.



# **ENVIRONMENT AND COMMUNITY SAFETY OVERVIEW AND SCRUTINY COMMITTEE**

## **Agenda Item 60**

Brighton & Hove City Council

**Subject:** Official Feed and Food Controls Service Plan 2009/10  
**Date of Meeting:** 23 March 2009 Overview and Scrutiny Commission  
26 March Environment Cabinet Member Meeting  
23 April Cabinet Meeting  
30 April Council  
**Report of:** Director of Environment  
**Contact Officer:** Name: Nick Wilmot Tel: 292157  
E-mail: Nick.wilmot@brighton-hove.gov.uk  
**Wards Affected:** All

### **FOR GENERAL RELEASE**

#### **1. SUMMARY AND POLICY CONTEXT:**

- 1.1 To agree the Official Feed and Food Controls Service Plan previously known as Food Law Enforcement Service Plan required by the Food Standards Agency.

#### **2. RECOMMENDATIONS:**

- 2.1 That the members commend the Official Feed and Food Controls Service Plan 2009/2010, as set out in Appendix A of the report, to Environment Cabinet members to be reserved to Full Council.

#### **3. RELEVANT BACKGROUND INFORMATION/IMPLICATIONS**

The Food Standards Agency's Framework Agreement on Local Authority Food Law Enforcement requires the production and publication of a service plan. Every local authority is required to develop an annual food enforcement service plan, which provides the basis on which local authorities are monitored and audited by the Food Standards Agency.

To ensure local transparency and accountability, it is a requirement that the Official Feed and Food Controls Service Plan is submitted to the relevant member forum for approval.

The attached plan (Appendix A) is an integral part of the organisation of the food service within Environmental Health & Licensing and Trading Standards. Both services come within the Public Safety Division. As a result of this close relationship a joint service plan is submitted. This reduces duplication, improves the effectiveness of service delivery and meets the monitoring requirements of the Food Standards Agency.

In accordance with the Standard outlined in the Framework Agreement the food service should be a mix of enforcement, intelligence based work, investigation and education. It is planned that a performance target of the completion of 98% of programmed food safety interventions of risk category A to D premises, the employment of an alternative enforcement strategy in respect of low risk premises (category E and F) and 90% of complaints responded to within 5 days are met.

In addition, areas of current good practice, and opportunities for further improvement, have been identified, both in Food Safety and Food Standards, in section 6.3 of the Service Plan. The targeting of resources to these areas of work aims to provide a balanced mix of services, which is most likely to benefit both the business sector, consumers and other stakeholders. In line with the amendment to the Food Safety Code of Practice in June 2008 the service will continue to focus enforcement action on the poorer performing businesses.

#### **4. CONSULTATION**

The Lead Councillor and opposition spokesperson have been consulted. A Senior Lawyer and Senior Finance Officer have also been consulted regarding the legal and financial implications. This integrated report covers Food Safety and Food Standards, has been produced after close consultation and joint working between the relevant officers of Environmental Health & Licensing and Trading Standards.

#### **5. FINANCIAL & OTHER IMPLICATIONS:**

##### **5.1 Financial Implications**

###### Food Safety

The projected budget for 2009/2010 providing the food safety service within Environmental Health is detailed below. The staffing figures include a figure to cover the appropriate proportion of the Head of Environmental Health & Licensing and administrative support:-

	Food Safety	Infectious Disease
Staffing	616,770	52,550
Transport	13,260	1,090
Supplies and Services	<u>11,030</u>	<u>1,440</u>
Total	<u>641,060</u>	<u>55,080</u>

### Food Standards

It is difficult to detail the time spent on the food standards function as it is carried out during a comprehensive inspection. Time monitoring is not currently used to apportion time to the food function. It is estimated that the resources are allocated as follows:

#### Inspection, complaints and advice

Staffing	
Management	£ 2950
Food Team	<u>£27450</u>
Total	<u>£30400</u>

Sampling	
Purchases	£1000
Supplies	<u>£12000</u>
Total	<u>£13000</u>

Total	<u>£43400</u>
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*Finance Officer consulted: Karen Brookshaw Date: 2<sup>nd</sup> February 2009*

## 5.2 Legal Implications

The Food Standards Agency under The Framework Agreement on Local Authority Food Law Enforcement that incorporates the latest guidance, places a requirement on local authorities to develop and submit a service plan. Local authorities are audited and assessed by the Food Standards Agency on the basis of their food law enforcement service as provided for in their Service Plans. The Council's Commercial Enforcement Policy (currently being amended) gives due regard to the Human Rights Act 1998 in respect of the Council's enforcement powers under food safety laws. The Food Safety Act 1990 (Code of Practice) places a requirement on local authorities to operate an inspection rating scheme, which determines frequency of intervention of food premises. The Council's Service Plan 2009/2010 identifies the planned number of interventions for that period. The Council's Constitution requires the adoption of the Official Feed and Food Controls Service Plan be reserved to full Council.

*Lawyer consulted: Liz Culbert*

*Date 11<sup>th</sup> February 2009*

5.3 Equalities Implications:

See 2.4 of appendix 1 for profile of food premises registering with the food service during the year 2007/2008. The service is mindful of the greater assistance food business operators require where their first language is not English. Written information, translation and interpreting services are employed where necessary to assist businesses to comply with regulatory requirements.

5.4 Sustainability Implications:

Liaison with relevant agencies in connection with local food initiatives, including the Brighton & Hove Food Partnership

5.5 Crime & Disorder Implications:

None

5.6 Risk and Opportunity Management Implications:

SMART target for the food safety service is (98%of due interventions achieved x 0.3 + 90 %of broadly compliant premises x 0.7)

5.7 Corporate / Citywide Implications:

None

## **SUPPORTING DOCUMENTATION**

### **Appendix 1 Official Feed and Food Controls Service Plan 2009/2010**

# **Brighton & Hove City Council**

## **Official Feed and Food Controls Service Plan 2009/2010**

### **1. Service Aims and Objectives**

#### **1.1 Aims and Objectives**

Within Brighton & Hove City Council the food service function is enforced by Environmental Health & Licensing and Trading Standards. Both sections come within the Public Safety Division of the Environment Directorate.

The Environmental Health & Licensing service is primarily concerned with protecting and improving public health and the environment across the City. Within this service, the Food Safety Team works to ensure the safety of food prepared and sold. This is achieved by carrying out a programme of interventions at food businesses, sampling and investigating complaints. In addition, the Team aims to respond promptly to requests for advice from both businesses and members of the public. Wherever practicable, links are formed with the business community and all relevant professional groups with the objective of increasing and promoting food safety awareness.

The overall objective of the service is to provide a comprehensive food safety service to consumers and the business community, with a considered balance between enforcement, investigation, advice and education.

The purpose of the Trading Standards service is to provide a comprehensive range of enforcement and advisory services to the community within a statutory framework. Its aim is to contribute, in conjunction with other agencies, to the development of a safe, fair and equitable trading environment for all consumers, by means of advice, information, education and enforcement.

In respect of food standards the aims are to: -

- Accurate and informative labelling of food
- That compositional standards of food are maintained

The objectives being: -

- To carry out risk based and intelligence led activities
- To undertake screen testing and food sampling to reflect identified areas of concern.
- To respond appropriately to food complaints and initiate proportionate action.
- Respond to trader requests in a timely manner
- To educate the public on compositional and labelling issues to improve eating habits

## 1.2 Links to Corporate Objectives and Plans

The City Council's core priorities published in the summer of 2008 have five priorities:

- *protect the environment while growing the economy;*
- *better use of public money;*
- *reduce inequality by increasing opportunity;*
- *fair enforcement of the law;*
- *open and effective leadership.*

The feed and food service has strong links in with these priorities. In particular the service objective to provide advice, education and enforce relevant standards in the food industry is key to protecting the environment while growing the local economy. The service recognises the impact of current economic conditions on all businesses. Wherever practical, assistance and guidance is offered to ensure feed and food businesses comply with legal requirements and do not pose an undue risk to public health or the environment.

The service reduces inequality by funding training and coaching to small and medium businesses that may otherwise struggle to comply with legal requirements. Where English is not the first language, interpretation and translation services are provided.

The Official Feed and Food Control Service Plan is part of the corporate annual planning and development process.

In line with the core priorities and central Government's better regulation agenda, the Environmental Health service is currently consulting on a revised Enforcement Policy. This revised policy will provide the cornerstone for fair and open enforcement.

The service reports on two key national indicators:

### **NI 182 – Satisfaction of businesses with local authority regulation services.**

This indicator measures whether businesses think they have been treated fairly and helpfully by local authority regulators. The aim is to inspire local authorities to recognise the important contribution regulatory services make to local and national priorities, and encourage regulatory services to recognise their own role in supporting local business.

### **NI 184 – Food establishments in the area which are broadly compliant with food hygiene law.**

This indicator monitors the level of compliance of local businesses using information collected by the Food Standards Agency (FSA). The indicator uses information on business compliance standards for structure, operational hygiene and management controls, and brings the data together within an overall 'broad compliance' measure.

Measurement and performance against NI 184 is detailed in 6.1 of this plan.

The food service also has links with other National Indicators:

**NI 53 Prevalence of breastfeeding at 6 – 8 weeks from birth**

See under 3.8

**NI 55 Obesity among primary school age children in Reception Year**

See under 3.8 & 3.9

**NI 56 Obesity among primary school age children in Year 6**

See under 3.8 & 3.9

**NI 120 All-age all cause mortality rate** – The whole service.

**NI 122 Mortality from all cancers at ages under 75** – See under 3.8 & 3.9

## **2. Background**

### **2.1 Profile of the Local Authority**

Brighton & Hove is a unitary authority on the south coast of England. It is approximately 50 miles from London. Bounded by the English Channel to the south and the South Downs to the North, it covers an eight-mile stretch of seafront and extends inland for approximately five miles.

Key Statistics from the 2001 Census:

Resident Population	247,817
Number of households	114,479
Average household size	2.09
Area (hectares)	8,267
Density (residents/hectare)	30 per ha

#### **Ethnicity**

White	94.2%
Mixed	1.9%
Asian or Asian British	1.8%
Black or Black British	0.76%
Chinese	0.53%
Other	0.65%
Total non-white	5.8%

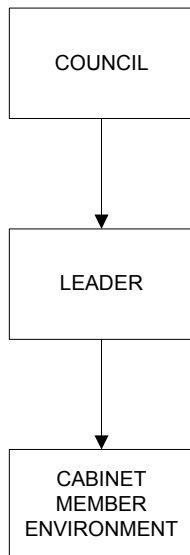
Figures from the Economic Impact Assessment Study for 2005 showed that eight million people visit Brighton & Hove each year. The value of tourism to the economy is estimated at £388 million per annum, supporting 13,000 jobs. The city boasts 4293 bedrooms, offering a bed stock of approximately 10,000. There are a large variety of hotels, many food retailers, and over 400 restaurants serving cuisine from around the world. The VisitBrighton Visitor

Survey 2007 identified that 70% of visitors put going to a restaurant or place to eat as one of the most popular activities to do in Brighton & Hove.

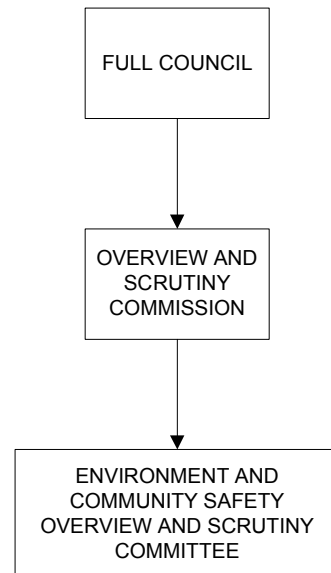
## 2.2 Organisational Structure

The Environmental Health & Licensing and Trading Standards sections come within the Public Safety Division of the Environment Directorate. Brighton & Hove City Council has a cabinet style structure with the Public Safety Division under the responsibilities of the cabinet member for Environment. The service reports to the Environment and Community Safety Overview Scrutiny Committee. Relevant structures are detailed below.

### CABINET STRUCTURE

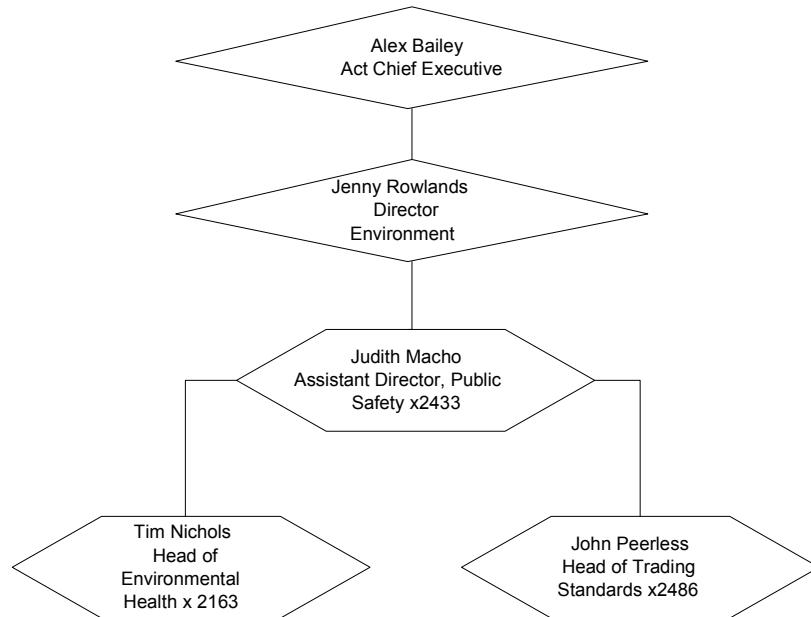


### COMMITTEE STRUCTURE





## PUBLIC SAFETY DIVISON



The Head of Trading Standards is responsible for the food standards function. In conjunction with the food officers an Inspection and sampling programme is established to ensure that specific targets are met or areas of concern are identified and/or addressed.

A formal arrangement is in place with the Health Protection Agency's Food Water & Environment laboratory based at the Ashford, Kent for the analysis of samples that require microbiological examination.

The Public Analyst contract is currently out to tender. This process is being led by West Sussex County Council and includes East Sussex CC. The aim is to reduce duplication and costs and improve service delivery. It is intended that one Public Analyst will be appointed by May 2009. £12000 is currently allocated for Sample Analysis. The focus of the contract remains composition and labelling plus some chemical contamination.

The entomologist from a local natural history museum assists with insect identification.

### **2.3 Scope of the Feed and Food Service**

A specialist Food Safety Team within Environmental Health carries out the food safety function. The work of the team includes the following:-

- Inspecting food premises;
- The investigation of food safety complaints;
- Food poisoning investigations when linked to a premises;
- Investigating infectious disease notifications;
- Microbiological food sampling;
- Food safety training;
- Responding to requests for advice;
- Initiatives relating to working with the community and businesses;
- Taking appropriate steps to publicise and act upon national food alerts;
- Publicising the food hygiene standards of local businesses.

The food standards function is carried out by Trading Standards Officers in the Business Support Team. The work of the team includes the following: -

- Risk based enforcement activity
- Complaint investigation
- Food Analysis and investigation
- Service Requests from businesses
- Education programmes
- Reacting to Food Alerts

Food Standards work is undertaken in conjunction with work on other areas of Trading Standards law. For instance, a programmed food visit will also include giving advice about other matters such as prices, business names and weights and measures. In this way a comprehensive visit is undertaken so as to minimise any inconvenience caused to the general day-to-day running of the business.

Trading Standards are responsible for enforcing relevant legislation in respect of imported feedstuff, whilst Environmental Health & Licensing enforce relevant legislation controlling imported food of non-animal origin and products of animal origin.

## **2.4 Demands on the Feed and Food Service**

### **Food Safety**

As at February 2009 there were 3053 food businesses registered with the Council. These premises are broken down into the following profile:-

4	Primary Producer
30	Manufacturer/Processor
1	Importer/Exporter
37	Distributors/Transporters
635	Retailers
2283	Restaurants and other Caterers
63	Manufacturers mainly selling by retail
3053	TOTAL

Three food businesses are approved under Regulation (EC) 853/2004 for specific dairy, fish and meat products processing.

The nature of the City causes a considerable seasonal variation in the department's workload. Some businesses only open during spring, summer or school holidays so the intervention programme has to be tailored to meet these service needs. There is a dramatic increase in the number of visitors in the spring and summer and this increases the volume of requests for service, enquiries and other reactive work. Outdoor events such as music events, festivals, markets such as French markets, farmers' markets, open-air concerts and funfairs also add to the seasonality of the workload.

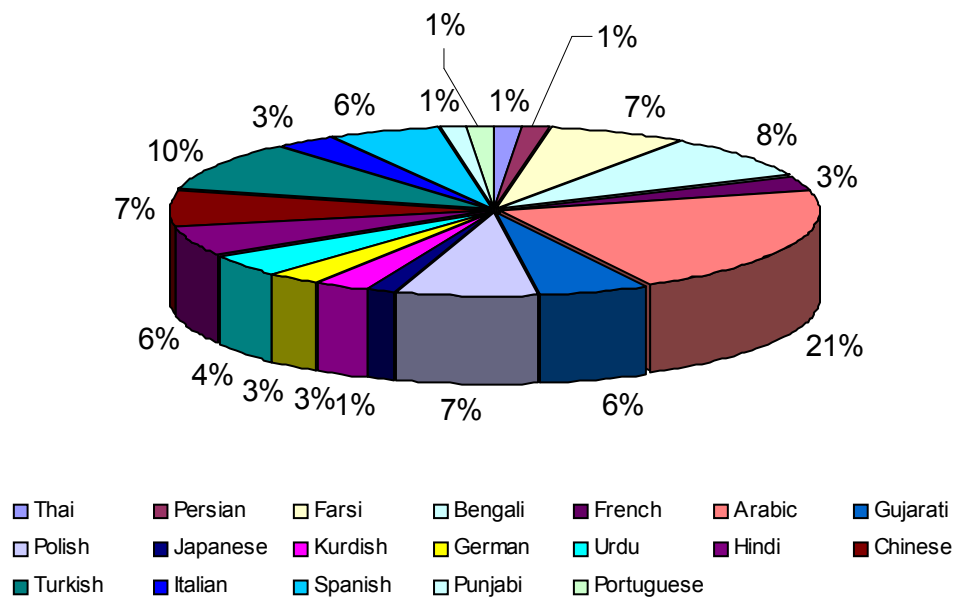
**Food Standards**

Premises data is captured on Uniform and therefore the premises profile is the same but as the risk assessment is based on the LACORS scheme the individual premises have a different inspection frequency for Food Standards. As of the 1<sup>st</sup> January 2007 2230 premises were considered to have an inspectable risk for Food Standards work. It has been noted that there is a high turnover of new premises requiring food standards advice.

**Access to services**

When businesses apply to register as a food business they are asked if they would like information in another language in addition to English. Of the 462 businesses who register in the year 2007/2008, 71 (15.4%) said they would like information in other languages. See below for a breakdown of the languages requested.

**Request for Information in Languages Other Than English  
2007 / 2008**



In addition to having a number of key food safety advice leaflets in a variety of languages, the service has the capacity to have any leaflet, letter or other document translated as required. Wherever possible, opportunities are taken to provide information about services to ethnic communities. Food safety training courses have been staged in languages other than English including Bengali, Cantonese, Thai and Turkish which have proven to be successful and popular with traders. Where necessary, interpreters accompany officers on planned interventions. Where necessary, officers can access *thebigword* On-Call Language Service translation service by telephone when carrying out visits.

Service users are able to access the service by visiting either of the two City Direct Advice Centres situated in central Brighton, open between 9am and 4:30pm Monday to Friday and central Hove, opening hours 8:45am to 4:30pm on weekdays. Remote access to council services is facilitated through 'self-help' in 25 locations across the city including all the main council offices, libraries, leisure centres and some schools. General telephone calls are fielded via a Call Contact Centre on (01273) 292161. Advice can also be accessed via the council's web site, [brighton-hove.gov.uk](http://brighton-hove.gov.uk), or by email to [ehl.food@brighton-hove.gov.uk](mailto:ehl.food@brighton-hove.gov.uk).

Food Standards complaints are initially received by Consumer Direct South East. There is a referral protocol with them regarding food issues requiring enquiries to be sent to Trading Standards within 24 hours.

The Food Safety Team operate a Food Safety Hotline where businesses and consumers can obtain immediate advice from a food safety officer, during office hours. Senior food competent Environmental Health staff provide cover for an out of hours service to respond to food safety emergencies and incidents.

New food businesses registering with the service are provided with a detailed information pack and offered a one to one advice meeting to assist with compliance with food safety legislation.

## **2.5 Regulation Policy**

In 2008, Brighton & Hove City Council adopted a new corporate Enforcement Policy in line with the national Compliance Code for Enforcers. This provides and overarching policy for all regulatory services provided by Brighton & Hove City Council. To bring the Environmental Health services in line with this corporate policy, a draft service Enforcement Policy is being consulted on at the time of preparation of this plan. The draft policy has been developed in line with the national Compliance Code, Statutory Codes of Practice and relevant guidelines issued by Central Government departments and co-ordinating bodies. A final draft is due to be considered by the cabinet member for Environment in March 2009. As with previous policies, the finalised Environmental Health Enforcement Policy will be posted on the council's website.

Any breaches of food law noted in businesses where Brighton & Hove City Council has an interest, either as proprietor or responsibility for structural repair, are brought to the attention of the Chief Executive without delay.

### 3 Service Delivery

#### 3.1 Interventions at Food and Feedingstuffs Establishments

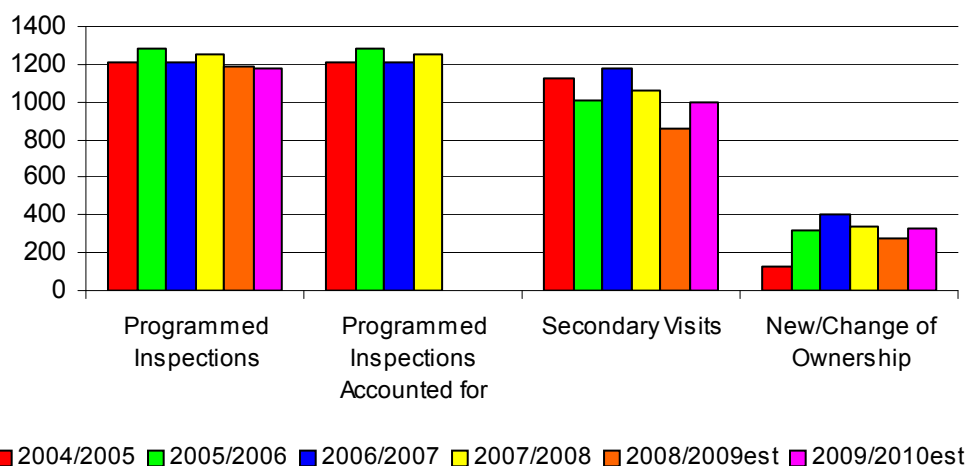
##### Food Safety

Each food and feed enforcement service must document, maintain and implement a food hygiene intervention programme that covers all relevant premises in the area. This section details the programme for 2009/2010.

The level of achievement in food safety intervention-based activity over the past four years is shown in the chart below along with estimates for completion of the current year 2008/2009 and 2009/2010.

The revised Food Safety Code of Practice published in June 2008 gave local authorities flexibility to introduce a mixture of interventions. Implementation of an intervention-based programme enables services to reduce the level of burden on compliant businesses and focus more resources on those with poorer standards. See detailed in 3.1.4 below the approach to be adopted by the food safety service for the year 2009/2010.

**Chart of Intervention-Based Activity 2004-2010**



See tables 3.1.1 and 3.1.3 for further details.

The service follows a risk-based approach when implementing the local food safety intervention programme. It aims to deal with a minimum of 98% of businesses due for intervention in the year 2009/2010 in accordance with the Food Safety Code of Practice as detailed in 3.1.4 below. Table 3.3.1 gives details of performance against target since 2004 and estimates the number of planned interventions for the years 2008/2009 and 2009/2010. The target is set at 98 % to take account of possible service or operational problems such

as a turnover of staff at the end of the year, emergencies or difficulties contacting seasonal or home caterers.

Year	04/05	05/06	06/07	07/08	08/09est	09/10est
Programmed Interventions	1209	1283	1208	1255	1193	1173
Accounted for	1205	1282	1208	1248		
Target %	98 A-D	98 A-D	98 A-D	98 A-D	98 A-D	98 A-D
Achieved%	99.7 A-D	99.9 A-D	100 A-D	99.4 A-D		

Table 3.1.1 Achievement of Planned Food Safety Inspection/Intervention Programme 2004-10.

The Food Safety Code of Practice contains a mechanism for risk rating each businesses based on factors such as:- if open high risk-food is handled, prepared or cooked; size of the business; any high-risk operations are undertaken; number of customers; vulnerability of the customers to illness; standards of hygiene; condition of the structure and confidence in management. By scoring all of these factors, an overall risk rating of A to E is arrived at. Category A premises are the highest risk and E the lowest. As category E premises tend to present a minimal risk due to the limited types of food they deal with and/or they cater for a limited number of people, they are monitored differently.

In line with the Food Safety Code of Practice, an alternative enforcement strategy was introduced for maintaining surveillance of the low-risk, category E premises in 2004. Introduction of this strategy enabled the service to provide greater focus on higher risk category A to D premises.

The alternative surveillance of low-risk businesses follows a structured documented procedure. The strategy employs postal questionnaires, sample inspections to check the validity of the information gained and follow up inspections where either the information returned leads to the conclusion that an intervention is necessary or no information is returned. Table 3.1.2 below shows the number of premises dealt with by this alternative method since 2004.

Table 3.1.2 shows a more than doubling of the numbers of businesses for the year 2007/2008 on the previous year. The increase came about as a result of guidance from the FSA that childminders who provide food as part of their service should be requested to register as a food businesses. Childminders that provide limited food, such as biscuits and drinks, or are responsible for a limited number of children, have been included in the alternative surveillance strategy. The influence of this has carried on in to 2008/2009. The number due in 2009/2010 represents those already risk rated and does not include the influence of new childminder registrations.

Year	04/05	05/06	06/07	07/08	08/09 est	09/10 est
Number of premises	119	107	131	285	243	188

Table 3.1.2. Number of Premises dealt with under alternative strategy.

The planned food safety interventions programme for the year 2009/2010 as at February 2009 is:-

Risk Category of Premises	Number of Interventions Due
A	8
B	123
C	804
D	238
Total	1173
Low-risk premises to be dealt with Under alternative strategy	188

It is the intention of the service to carry out interventions at a minimum of 98% of the 1173 high-risk (A –D) premises due during the year as above. The three product-specific premises approved under Regulation (EC) 853/2004 will receive interventions within the risk rated programme as necessary.

The Food Safety Code of Practice published in June 2008 encourages food enforcement services to provide greater focus on the outcomes of activities rather than the traditional approach of reporting on activity alone. From the year 2008/2009, local authority performance will be monitored by the FSA through the Local Authority Enforcement Monitoring System (LAEMS). The new key performance indicator will be:-

$\% \text{ of due interventions achieved} \times 0.3 + \% \text{ broadly compliant premises} \times 0.7$

In addition to achieving 98% of the intervention due the service will aim to achieve a target of 90% of premises broadly compliant. The overall target will therefore be:-  $(98\% \times 0.3) + (90\% \times 0.7) = 92.4 \%$

As at January 2009 the level of 'broadly compliant' businesses stands at 92% of all food businesses. This measure has been greatly influenced by the 'Scores on the Doors' scheme which has driven up food safety standards. It is envisaged that this improvement will be sustained.

### 3.1.1 Secondary Interventions

The main purpose of secondary interventions is to monitor food business that fail to comply with significant statutory food hygiene requirements, or where directly required by Regulation. Failure could include:-

- Failure to comply with a single requirement that compromises food safety, public health or prejudices consumers;
- Failure to comply with a number of requirements that, taken together, indicate ineffective management; or
- Service of a hygiene emergency prohibition notice or order.

When considering both the need for and timing of a secondary intervention, consideration is given to the seriousness of any failing, history of the

business, confidence in management and the likely effectiveness of this action when compared to any other enforcement option.

Secondary interventions are categorised as those that are not primary interventions but include:-

- Additional interventions of establishments that are subject to product-specific food hygiene regulations;
- Sampling visits;
- Visits to check on the progress of measures required after a previous intervention;
- Visits to investigate food and food premises complaints;
- Visits to discuss implementation of Hazard Analysis of Critical Control Points based system;
- Visits involving training of food handlers;
- Inspections of premises to assess a licence.

### 3.1.2 Interventions at New Businesses/Change of Ownership

Where the service becomes aware that ownership of a food business has changed or a new business has commenced, it aims to undertake an intervention within 28 days of the business starting trading.

The purpose of the intervention is to establish the scope of the business, gather and record information, determine if food sampling or swabbing is necessary, identify food safety breaches, determine relevant enforcement action to be taken by the food service, communicate this to the business and evaluate risk rating score. Based on the last five years data, it is predicted that there will be 333 new businesses or changes of ownership in 2009/2010. It is unclear how the current economic conditions will affect the number of new businesses or changes of ownership.

### 3.1.3 Monitoring of Vacant Premises

Where food premises fall vacant, arrangements are made to monitor activity at the premises. When new businesses open, it is important that support and guidance on food safety issues are given at an early stage.

Year	04/05	05/06	06/07	07/08	08/09est	09/10est
Secondary inspections	1127	1013	1180	1060	855	1000
New Premises or Change in Ownership	131	317	399	336	300	333

Table 3.1.3 Estimate of secondary inspections & new businesses inspections for 2009/2010 based on data since 2004.

The estimation of the number of staff required to carry out the programme of inspections plus other visits as estimated above is 8 full time equivalents. Resources required to undertake secondary visits generated by complaints, enquiries or to undertake sampling are included in the appropriate part of this plan.



### **3.1.4 Intervention Plan 2009/2010**

The Food Safety Code of Practice suggests a sliding scale of interventions, with the better performing businesses requiring a lesser level of intervention.

The practical use of interventions in the Brighton & Hove area is heavily influenced by the local 'Scores on the Doors' scheme. All high-risk food businesses operators scoring less than the maximum five stars must be given the opportunity to improve their score. Establishments may only be rescored if the intervention used is an audit, inspection or part audit/inspection. The service therefore plans to:-

- inspect all high-risk food premises scoring less than five stars;
- carry out inspections or another official control ie audit, monitoring, surveillance, verification or sampling as appropriate of all other high-risk establishments;
- carry out an either an official control or other control ie education, advice and coaching or information and intelligence gathering including sampling where the analysis is not carried out by an official laboratory at category D establishments;
- Continue with Alternative Enforcement Strategy for category E establishments.

All official controls must include a visit to the food premises, have appropriate accompanying documentation and a measurable outcome. The risk rating score of the business may be revised in the case of the first two interventions only.

#### **Food Standards**

The LACORS system requires high-risk premises to be visited each year, medium risk every two years and low risk every five years. This means that 24 high risk, 284 medium risk and 324 low risk premises should be visited each year.

If the revised Code of Practice is not in place by April the target for 2008-9 will be to visit

100% High    40% of those medium    risk premises liable to inspection

There is no commitment to visit low risk premises but an alternative enforcement strategy is to be devised.

Approximately 5% of inspections require a follow-up visit. Officers do not work exclusively on the food function. Follow up visits will be made to all premises when a non-compliance is detected and formal action is contemplated.

Three officers make up the food team. They are all part time basis and their time is equivalent to 1.37 FTE. About 50% of their time is spent on the food function.

The following intervention programme will be implemented.

### **New Businesses**

All new businesses will be inspected within 56 days of being identified. The initial visit will be to establish the scope of the businesses activity, identify its compliance with food standards legislation and to determine the level of support required. An intervention programme will be designed to reflect the businesses needs and reviewed after one year..

### **High Risk Premises**

All premises will be assessed to determine the most appropriate intervention method for them. Premises with good management control, no history of contraventions or complaints will be advised that they will be the subject of a 'light touch' approach and will only be inspected if they change their product range or complaints are received.

### **Poorer performing High Risk Premises**

These premises will be inspected every year but may be the subject of additional interventions depending on their compliance.

### **Medium Risk premises**

These premises will receive an intervention at two yearly intervals. These interventions will alternate between comprehensive inspections, and a mix of sampling visits, complaint visits or other monitoring or surveillance. At least 50% of the premises liable to an inspection will be subject to a comprehensive visit.

### **Low risk premises**

A programme of interventions will be based on the intelligence received about the individual premises.

## **3.2 Feed and Food Complaints**

### **Food Safety**

It is the policy of this Authority to respond promptly to all requests for advice from business. It is the target of the service to respond to 90% of planning application consultations within 10 days, and all other demand driven work within 5 days.

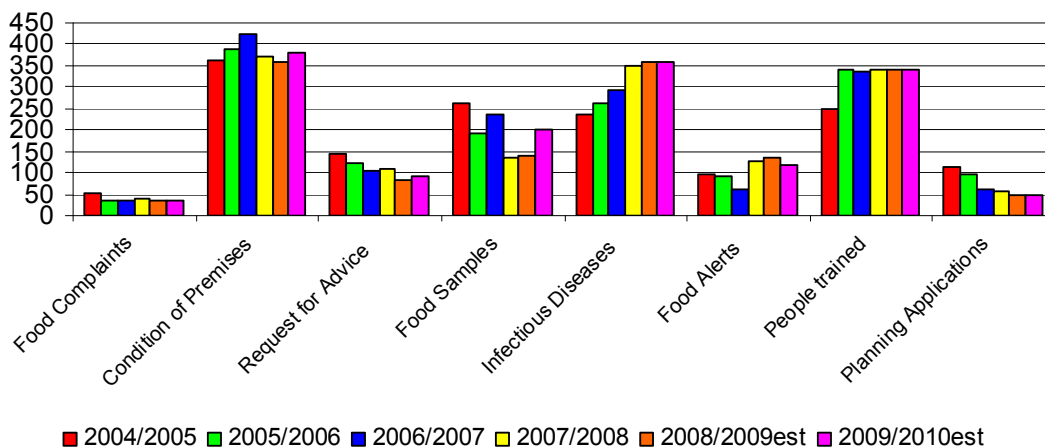
<b>Year</b>	<b>04/05</b>	<b>05/06</b>	<b>06/07</b>	<b>07/08</b>	<b>08/09 est</b>	<b>09/10est</b>
Within target %	95.4	97	96.6	97	96	

Table 3.2 Percentage of Demand Driven Work within Target

All food complaints received are investigated in accordance with the council's Enforcement Policy and documented procedures. See below for a chart showing the pattern of demand driven work since April 2004 and estimates for

the years 2008/2009 and 2009/2010. The source figures for this chart are contained in tables within the relevant part of the plan.

**Chart of Demand Driven Work 2004-2010**



See tables 3.2.1, 3.4.1, 3.4.3, 3.5.1, 3.6 and 3.8 for the source of data.

Year	04/05	05/06	06/07	07/08	08/09est	09/10 est
Food Complaints	51	35	37	41	35	35
Condition of Premises	361	391	422	370	360	380

Table 3.2.1 Estimate of Number of complaints 2008/2009 and 2009/2010 based on data from 2004 onwards.

It is estimated that 1.5 Full Time Equivalent officers will be required to meet this level of complaints.

### **Food Standards**

It is the policy of this Authority to respond promptly to all food complaints and to carry out enquiries in accordance with the complaints' procedure.

Level of Complaints:					
2003	2004	2005	2006	2007	2008
79	64	170	183	253	295

### **3.3 Home Authority Principle and Primary Authority Principle**

Brighton & Hove Council fully supports the LACORS Home Authority principle, and has entered into six formal and 18 informal arrangements with businesses whose operational activity extends outside of the city.

### **3.4 Advice to Businesses**

#### **Food Safety**

The service follows a policy of graduated enforcement in assisting businesses to comply with legal requirements. The key first step of this approach is to provide advice and information to businesses. Contact is made with new or

potential businesses through the provision of new business information packs and via the development control planning process.

In addition to this, advice is given by an officer when carrying out interventions, making an officer available for one to one advice sessions and having a duty hotline service covering office opening hours.

Advice and information is also available through the council's website.

Year	04/05	05/06	06/07	07/08	08/09est	09/10est
No of Requests	153	121	105	108	85	90
Planning Applications	120	98	59	55	50	50

Table3.4.1 Showing number of requests received since 2004 and estimates for 2008/2009 and 2009/2010

It is estimated that 0.5 Full Time Equivalent Officer is required to meet this estimated demand.

The Authority is committed to good liaison arrangements with proprietors of food businesses, to encourage effective two-way communication and to provide information and training on legislation and good practice.

Part of the consultation for the revised Environmental Health Enforcement Policy was facilitated by the Brighton & Hove Businesses Forum.

During the process of preparing to launch the 'Scores on the Doors' scheme in October 2007, a series of open fora were arranged with food businesses. These took the form of a short presentation at food businesses by team members to invited traders, followed by a question and answer session.

A Food & Safety newsletter is produced twice a year, which informs proprietors of new legislation, advice on good practice, and general items of interest. This is widely distributed throughout the city and sent out with intervention reports.

### **Food Standards**

Requests by businesses for advice are recorded as Service Requests. There has been a significant increase in the number of requests for advice in 2007.

#### Level of Service Requests

2003	2004	2005	2006	2007	2008
24	30	28	32	150	192

## **3.5 Feed and Food Sampling**

### **Food Safety**

The service participates in national sampling initiatives organised by LACORS, countywide programmes co-ordinated by the Chartered Institute of

Environmental Health (CIEH) Sussex Food Liaison Group, local Health Protection Agency (HPA) and those instigated by the FSA. The sampling programme includes food or food-contact surfaces at approved premises, food manufacturers, and manufacturers selling mainly by retail as well as caterers and retailers. Samples of food and swabs of food-contact surfaces are also taken as part of routine work and when investigating specific issues at food premises.

During 2008/2009, the service took part in national food sampling programmes:-

1. Speciality meats from markets and delicatessens from April 2008 to March 2009;
2. Egg mix and environmental samples from restaurants and takeaways, six month study May to October 2008;
3. Ready-to-eat shelled nuts from retail premises, six month study October 2008 to March 2009.

In addition to these nationally agreed programmes, the service took part in local Sussex wide sampling programmes.

1. Egg mix and environmental sampling to include extra swabs of food- or hand-contact surfaces in conjunction with 2 above (e.g. fridge handles, reusable food containers etc).
2. Imported ready-to-eat foods from outside the EU (e.g. dried fish, frozen prawns etc).
3. Environmental swabs, cleaning cloths, cooked meats and ready-to-eat foods from butchers'.

Results were analysed as part of each of the programme. No unsatisfactory results were obtained.

The national topics set for 2009/2010 by LACORS/HPA had yet to be set at the time of preparing this plan.

The CIEH Sussex Food Liaison Group has yet to finalise countywide studies but are considering a shopping basket of foods, possible subjects being roast meats, cooked rice, takeaway foods including salads and sandwiches, ice for drinks, food contact surface swabs, spicy sauces, dips and pick & mix sweets. It is envisaged that at least one of the studies will include an element of imported food.

An Environmental Health Officer within the Food Safety Team is responsible for organising and co-ordinating food safety sampling: it is estimated 0.25 Full Time Equivalent officer will be required for this service.

Year	04/05	05/06	06/07	07/08	08/09est	09/10est
No. of samples	264	194	237	137	140	200

Table 3.4.3 Number of Food Safety Samples Submitted for Analysis 2004-2008 & estimate for 2008/2009 and 2009/2010.

Arrangements are in place with the local Health Protection Agency laboratory for the analysis of samples that require microbiological examination. The allotted cost for sampling for the financial year 2008/2009 was £11,238.

As at the beginning of February 2009, the allocation for the year 2009/2010 had not been confirmed.

### **Food standards**

Food Standards work is performed during a comprehensive inspection of the premises and generally linked to the metrology function. One part time Fair Trading Officer and two part time retired Trading Standards Officers undertake the food standards programme and deal with enquiries from consumers and businesses. The percentage of Officer time devoted to these functions has already been described earlier in this document. The food standards function equates to approximately 0.625 FTE.

There is a budget of £12,000 to facilitate a contract with the appointed Public Analyst for the purposes of food analysis. Sampling will be initiated to reflect perceived or identified problem areas but it is intended that we will be involved in at least one FSA led initiative, two regional projects, and two local projects. Sampling is undertaken in accordance with documented procedures and in accordance with the Codes of Conduct produced under the provisions of the Food Safety Act. A further £1000 is allocated for sample purchases.

### **Food Sampling Plan 2008/2009**

<u>MONTH</u>	<u>PROJECT</u>
April to June	FSA Imported Food Activity
TBC	Intel led Regional activity
TBC	Intel led Regional activity
TBC	Intel led local activity.
TBC	Intel led local activity.
Year long	Spirits Sampling as a part of the inspection programme
Year long	Home Authority Sampling

The national initiative is fully funded and takes account of potential problems requiring further investigation. The cost for the regional and local projects will be set to allow for contingencies, such as, complaints and reacting to food hazard warnings.

### **Control and Investigation of Outbreaks and Food-related Infectious Disease**

Specific infectious diseases are notifiable to the local authority. The department investigates these cases in an attempt to identify the cause of illness and any practical measures to control potential outbreaks. See below for the number of cases investigated from 2004 to 2008 and an estimate of

the numbers expected for the current year and 2009/2010. Investigations of outbreaks must commence as soon as practical. In individual notifications, the investigation has to commence within 5 days. It is estimated that 0.5 FTE officer will be required to meet this level of complaints.

Year	04/05	05/06	06/07	07/08	08/09est	09/10est
No. of reports	234	264	294	348	360	360

Table 3.5.1 Estimate of Number of notifications for 2008/2009 & 2009/2010 based on data from 2004 onwards.

The number of notifications included in table 3.5.1 has been corrected to discount those illnesses not associated with food such as mumps, measles and hepatitis. Table 3.5.2 below shows the number of *Campylobacter* and *Salmonella* cases notified from 2004 onwards. The number of *Campylobacter* confirmed notifications have increased in recent years, whilst the number of *Salmonella* cases reported are predicted to fall for the year 2008/2009. Due to the number of variables involved, it is unsure if these patterns will continue. The FSA has the reduction in incidents of these two food poisoning bacteria as a national core aim.

Year	04/05	05/06	06/07	07/08	08/09est	09/10est
Campylobacter	136	124	174	220	220	220
Salmonella	68	61	71	70	40	60

Table 3.5.2 Estimate of Number of specific notifications for 2008/2009 & 2009/2010

### 3.7 Feed/Food Safety Incidents

An out of hours emergency service is staffed by senior staff who are suitably authorised to carry out the full range of food safety functions including responding to emergency food safety incidents.

Information regarding national food safety alerts, such as product recalls from the FSA, are received during office hours via the national alert system.

The Environmental Health Manager (Food Safety) and senior staff within the food safety team are registered on the rapid alert system to receive food alerts through a text message scheme direct to their mobile phones. The information contained in the food incidents is distributed and acted on as deemed necessary.

Year	04/05	05/06	06/07	07/08	08/09est	09/10
Food Alerts	94	92	60	127	135	120

Table 3.6 Estimate of Food Alerts for 2008/2009 & 2009/2010 based on data from 2004 onwards.

The large increase of alerts for 2009/2010 is due to increased notifications about product recalls for food allergy reasons. It is expected that this elevated level will be sustained. During the year 2008/2009, there was an additional increase due to alerts linked to Melamine contamination of milk products from China. It is anticipated that this level of service can be absorbed as part of the reactive work staffing estimate.

### **3.8 Liaison with Other Organisations**

#### **Food Safety**

There are a number of arrangements in place with other professions and local authorities to promote consistency: -

- The Environmental Health Manager (Food Safety) attends the Sussex Food Liaison Group, where common approaches to food safety legislation, promotion of best practice and training needs across the whole county are discussed and agreed.
- A Senior Environmental Health Officer in the Food Safety team represents the service at the Chartered Institute of Environmental Health Sussex Food Study Group. This group discusses common food safety delivery problems and develops joint procedures and practices for food safety issues.
- The Food Safety Team has regular liaison meetings and agreed working arrangements with Educational Services and catering contract supervisors to ensure consistent enforcement within schools.
- The service joint funds a Senior Health Development Adviser post with Brighton & Hove City PCT to promote healthy options in local food businesses and take forward initiatives such as increasing breastfeeding in restaurants.
- In 2008, the service launched the Healthy Choice Award to promote healthy menu options in eateries.
- Officers have liaised with the Corporate Health & Safety Division to develop a Food Safety Management System for the council.
- An officer from Environmental Health & Licensing attends the District Control of Infection Committee co-ordinated by the Community Consultant in Disease Control that reviews procedures and agrees communicable disease outbreak and food poisoning control measures.
- The authority is a member of the Brighton & Hove Food Partnership. The partnership includes representatives from local business and community groups, community workers and members of the Sustainability Commission. The partnership raises awareness of food producers in supporting health, the economy and the environment increasing access to nutritious, safe, affordable food and providing a network for information exchange.
- A liaison arrangement is in place with Sussex Career Services and local schools to enable teachers and students from Brighton & Hove to come into the department and gain work experience.
- This authority participates in a variety of Best Value benchmarking exercises in conjunction with other councils, and the Sussex Chief Officers' group including the Sussex Inter Authority Agency Audit.
- Administrative arrangements are in place whereby the Food Safety Team is advised of all Planning Applications and Building Control applications relating to food premises in the city.

This work is accounted for in the reactive work estimate of resources required.



## **Food Standards**

We work closely with 19 other Trading Standards Services in the southeast that together make up Trading Standards South East (TSSE). Activities include liaison on all trading standards issues, coordinated activities, sampling and advice projects and sharing of information via the TSSE intranet.

Trading Standards attends the Sussex Food Liaison Group, and will be involved in joint food standards and food safety activity across the whole County.

Trading Standards Liaise closely with Food Safety regarding healthy eating issues and support the Food Partnership activity wherever possible.

## **Feed and Food Safety and Standards Promotional Work, and Other Non-Official Controls Interventions**

The service organises a number of food hygiene training courses per year. The Food Safety Training Activity January 2008 to December 2008 and total numbers of people trained are given below.

Type of Course	Number of Delegates
CIEH Level1 Award in Food Safety in Catering Awareness	86
CIEH Level 2 Award in Food Safety in Catering	219
TOTAL	305

Year	2004/05	2005/06	2006/07	2007/08	2008/09est	2009/2010est
No. Trained	250	341	337	340	340	340

**Table3.8 Total Training Undertaken Since 2004**

12 CIEH Level 2 Awards in Food Safety in Catering and 3 CIEH Level 1 Awards in Food Safety in Catering have already been scheduled for 2009/10.

The service is now in a position to offer the new qualification CIEH Level 3 Award in Implementing Food Safety Management Procedures designed specifically to assist food businesses to comply with requirements introduced in 2006.

In addition to this training, the service has allocated funds to arrange free training for the poorer performing businesses to help them comply with the legal requirement to introduce a documented system of food safety control measures. This builds on the work carried out from October 2005 to March 2007 training businesses on the 'Safer Food Better Businesses' system. 60 businesses attended workshops and associated 1-2-1 training sessions mounted during 2007/2008 and 55 attended similar training during 2008/2009.

Staff from the Food Safety Team work closely with the Brighton & Hove Primary Care Trust to encourage the promotion of healthy eating options by

food businesses. The authority has been involved in raising awareness of food safety in schools by promoting and organising a food safety school poster competition as part of National Food Safety Week.

Officers of the Food Safety Team have given hygiene training sessions at a number of schools, and taken part in the week long 'Safety in Action' promotion event. The Team has also taken part in multi agency training workshops for small guesthouses.

Two Food and Safety newsletters are produced per year. The newsletters carry articles and information for businesses and members of the public. A copy is posted on the web site and sent out with correspondence.

For the past four years the Food Safety Team has been invited to have an information stand at the Chinese New Year celebration event at Hove Town Hall.

#### **4. Resources**

##### **4.1 Financial Allocation**

###### Food Safety

The 2009/2010 projected budget for the food safety service within Environmental Health & Licensing is detailed below. The staffing figures include a figure to cover the appropriate proportion of the Head of Environmental Health and administrative support and management time: -

	Food Safety	Infectious Disease
Staffing	£ 616,770	£ 52,550
Transport	13,260	1,090
Supplies and Services	<u>11,030</u>	<u>1,440</u>
Total	£ <u>641,060</u>	£ <u>55,080</u>

These figures are provisional as at the time of preparing this plan the 2009/10 budget had not been set.

###### Food Standards

It is difficult to detail the time spent on the food standards function as it is carried out during a comprehensive inspection. Time monitoring is not currently used to apportion time to the food function. It is estimated that the resources are allocated as follows:

Inspection, complaints and advice	
Staffing	
Management	£ 2950
Food Team	<u>£27450</u>
Total	£ <u>30400</u>
Sampling	
Purchases	£ 1000
Supplies	<u>£12000</u>
Total	<u>£13000</u>
Total	<u>£43400</u>

## 4.2 Staffing Allocation

### Food Safety

Establishment of the Food Safety Team for the year 2009/2010 is 11.8 full time equivalent field officers plus two full time equivalent administrative Technical Support Officers and management, broken down as follows:-

- 1 x Environmental Health Manager
- 2 x Senior Environmental Health Officers
- 5.8 x Environmental Health Officers
- 2 x Senior Technical Officers
- 1 x Technical Officer

Officers and external contractors have to comply with strict guidelines governing qualifications and competencies before they are permitted to undertake food safety duties. The Senior Technical Officers hold Higher Certificates in Food Premises Inspection and are able to inspect all risk categories of food businesses. All Environmental Health Officers are qualified to undertake inspections of all risk categories of food businesses.

Five officers within the other Environmental Health & Licensing teams retain competencies to undertake food safety inspections. All food competent officers must undergo a minimum of 10 hours food safety training per year to retain their authorisation to undertake food safety inspections. In addition to the competencies and qualifications required by the Food Safety Code of Practice, officers engaged in food safety inspections must have undergone additional 'Scores on the Doors' consistency training.

The establishment has increased by one on the 2007/2008. Resources were transferred in January 2009 to the Food Safety Team to service the investigation and control of infectious diseases.

## **Food Standards**

The Inspection and Sampling team is responsible for Food Standards Inspection. The proportion of time allocated to this function is estimated as follows

Support	0.05
Management	0.05
Food Staff	0.625
<b>Total</b>	<b>0.635 FTE</b>

### **4.3 Staff Development Plan**

The Authority has a structured appraisal and development system. During staff appraisals, individual training needs and any gaps in competence are identified. The information is used to produce individual training and development plans for each officer for the coming year. Brighton & Hove City Council was awarded accreditation to Investors in People in early 2009.

The Food Safety Team also has team meetings every six weeks. Any training needs of the service as a whole are identified and discussed at these meetings.

Through this system, the service ensures that all food competent officers receive sufficient good quality focused food safety training to comply with relevant codes of practice and professional membership schemes.

## **5.0 Quality Assessment**

### **5.1 Quality Assessment and Internal Monitoring**

#### **Food Safety**

The service has a documented procedure relating to food safety duties. Internal audits are carried out to ensure compliance with these procedures. The service is accredited to ISO 9001 and externally audited by the British Standards Institute.

The service actively seeks the views of businesses by giving out post-inspection questionnaires to traders inspected. In 2007/2008, 210 businesses returned the questionnaires. The key findings of these returns were:-

- 98% of respondents were either very satisfied or satisfied that Brighton & Hove City Council had done all that it could to help deal with their premises inspection.
- 100% of respondents understood the purpose of the visit to their premises.
- 98% found the information given to them by the visiting officer easy or very easy to understand.

Similar high levels of satisfaction were recorded from questionnaires returned in the previous four years.

In the future, this post-inspection survey will be incorporated in Brighton & Hove City Council's return in respect of national performance indicator NI 182 'Satisfaction of Businesses with Local Authority Regulatory Services'.

The Environmental Health & Licensing department has volunteered to take part in the national Regulatory Services Peer Challenge. During 2009, a team of staff will carry out a self-assessment of the department. The review findings will be assessed by an external Peer Challenge team who will identify areas of best practice and those where improvement may be necessary. The associated action plan will be acted on by the management team.

## **Food Standards**

We aim to continually improve the level of service provided. Procedures are implemented and reviewed where necessary to incorporate identified improvements.

## **6. Review**

### **6.1 Review Against the Service Plan.**

#### **Food Safety**

In addition to the quality checks detailed in 5.1, performance is reviewed against the service plan by comparing the number of interventions achieved against the number programmed. Monthly statistical reports are produced so that performance can be closely monitored and managed through the year, and any problem areas promptly identified and resolved through management reviews, team meetings and monthly one to one's between field staff and their line manager.

Official Food and Food Controls Service Plans are produced and reviewed on an annual basis by management review, consideration by the Environment and Community Safety Overview and Scrutiny Committee and Full Council.

In the year 2007/2008, 99.4% of the programmed food safety interventions were accounted for. This included interventions carried out and businesses that ceased trading before they could receive their planned intervention. In addition, 336 interventions were undertaken of new businesses or premises that had changed ownership. Last year's service plan predicted that a total of 1193 food safety interventions would take place in 2008/2009. To the end of January 2009, 209 inspections of new businesses were undertaken and the service is on target to achieve the goal of carrying out interventions in at least 98% of the businesses due.

The level of enforcement has been maintained in 2008/2009 with four successful prosecutions and three simple cautions being completed by the end of February 2009. The prosecutions attracted total fines of £ 12,550 and costs of £ 16,753.

It is estimated that 1070 primary food safety interventions will be undertaken, this will include at least 98% of the food safety intervention programme, and 300 inspections of new premises or premises where the ownership has changed.

Charts in section 3 give a detailed break down of service activity to from April 2004 to March 2008 and an estimation of the activity for the remainder of the current and coming year.

As at the end of December 2008, 92.4% of the food establishments in the city were graded 'broadly compliant' or better with food hygiene law, see 1.2 of this plan for further guidance on this outcome measure, NI 184.

### **Food Standards**

Service reviews are carried out on a quarterly basis to check that our inspection programme is on target and to ensure that projects are being completed in the agreed timescale.

The Service Reviews indicate that we are on target to achieve our interventions programme. We undertook an additional Screening project on GM Foods in the Autumn.

During staff 1:1's, each officer's performance is monitored, to identify good performance and any areas of improvement.

Complaints are responded to within the stated timescales. Since 2005 there has been a 73% increase in food complaints. We believe that is due to the transfer of calls to Consumer Direct South East.

The number of requests from businesses has increased 500% since 2006. Increasing voluntary contacts is a key area for improvement and this statistic seems to show that our focus on business support is working.

## **6.2 Identification of Any Variation from the Service Plan**

### **Food Safety**

The service intended to use the flexible intervention approach introduced in the draft Food Safety Code of Practice issued in early 2008. The intervention programme published in the 2008/2009 service plan stated that the service would:-

- Inspect poorer performing establishments ie those less than 'broadly compliant';

- Inspect category A & B establishments;
- Inspect the 50% poorer performing category C & D establishments;
- Carry out interventions where due at the 50% better performing category C & D establishments that were broadly compliant;
- Alternative enforcement strategy for category E establishments.

However, the final Code of Practice published in June 2008 stated that in order to re-rate a food establishment, an inspection or audit should take place. The service is mindful to give all food establishments not graded with five stars under its 'Scores on the Doors' system the opportunity to obtain the maximum score. During 2008/2009, the service therefore carried out inspections of all category A-C premises not scoring five stars. Interventions were used for those scoring five stars or category D. As at the time of preparing this plan this activity was underway and no management information was available.

### **Food Standards**

There was no significant variation from the plan except that one project was not completed.

## **6.3 Areas of Improvement**

### **Food Safety**

The food safety service is provided by a specialist Food Safety Team as opposed to a generic Environmental Health & Licensing team providing other functions. This approach has continued to provide a high quality service and give opportunities to officers to develop areas of expertise linked to project work for service improvements. Examples of planned and ongoing improvements include: -

- The draft departmental Enforcement Policy to comply with the national compliance code is currently being consulted on. It is hoped that a revised policy can be agreed in March 2009.
- The Food Safety service along with the other services under the Head of Environmental Health & Licensing is planning to carry out a self-assessment under the national Regulatory Services Peer Challenge. This review will take place during 2009 and identify areas for improvement. Any relevant areas for improvement will be acted on as appropriate.

Additional project areas and associated staff training and development requirements are identified through team meetings and the appraisal scheme.

### **Food Standards**

Advancements have been made in the delivery of food law enforcement. There are many examples of joined up working and cooperation where

coordinated sampling programmes and officer training feature highly. However there are still areas for improvement. They are as follows:

- Improved use of the Environmental Health newsletter to provide businesses with information.
- Increasing the number of voluntary contacts by businesses
- Developing the access to on line business advice.
- Better publicity for the healthy eating education message.
- Developing links with the schools
- Increasing and maintaining the competency and professional development of food officers.
- Establishing consumer concerns and reflect in local activity.



# ENVIRONMENT CABINET MEMBERS MEETING

## Agenda Item 61

Brighton & Hove City Council

**Subject:** Health & Safety Annual Service Plan 2009/10  
**Date of Meeting:** 23 March 2009 Overview and Scrutiny Commission  
26 March Environment Cabinet Member Meeting  
23 April Cabinet Meeting  
30 April Council  
**Report of:** Director of Environment  
**Contact Officer:** Name: Roy Pickard Tel: 292145  
E-mail: roy.pickard@brighton-hove.gov.uk  
**Wards Affected:** All

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 The Health & Safety Annual Service Plan required under the Health & Safety at Work Act etc 1974 Section 18 standard is part of the Council's Policy Framework on which Environment Cabinet Members and stakeholders are normally consulted before final proposals are formulated.

#### 2. RECOMMENDATIONS:

- 2.1 That the members commend the Health & Safety Annual Service Plan 2009/2010, as set out in Appendix of the report, to Environment Cabinet members to be reserved to Full Council.

#### 3. RELEVANT BACKGROUND INFORMATION/IMPLICATIONS

The Health & Safety Annual Service Plan is a statutory document required under guidance issued by the Health and Safety Executive (HSE), Section 18 Standard. The Annual Service Plan for this year reviews 2009-10 and details the aims and objectives for the enforcement of health & safety as a function of the Health & Safety Team.

To ensure local transparency and accountability, it is a requirement that the Health & Safety Service Plan is submitted to the relevant member forum for approval.

The attached plan (Appendix A) sets out the arrangements for enforcement' under Section 18 of Health & Safety at Work etc Act 1974 (HSWA). The primary purpose of the HSWA is to control risks from work activities. The role of the Local Authority is to ensure that duty holders manage and control these risks and thus prevent harm to employees and to the public.

In accordance with the Standard the Health & Safety Service should provide a range of risk-based interventions would include planned general inspections, planned enforcement initiatives, investigation of accidents, investigation of complaints, advice, training and advisory activity, visits to new premises, revisits to check and enforcement, Safety and Health Awareness Days etc;

In addition, partnership working, the night time economy, supporting small and medium sized enterprises and working with Brighton & Hove's diverse communities are identified as areas we wish to focus on this year ensuring we reflect local and regional priorities.

#### **4. CONSULTATION**

4.1 The Lead Councillor and opposition spokesperson have been consulted. A Senior Lawyer and Senior Finance Officer have also been consulted regarding the legal and financial implications. The service plan will be part of a rigorous consultation process in March 2009 involving members of the public, employers, employees, internal and external stakeholders and other agencies. It must be a published document and is also available on the Council's website.

#### **5. FINANCIAL & OTHER IMPLICATIONS:**

##### **5.1 Financial Implications**

###### Health & Safety

The projected budget for 2009/2010 providing the Health & Safety service within Environmental Health is detailed below. The staffing figures include a figure to cover the appropriate proportion of the Head of Environmental Health & Licensing and administrative support:-

	Health & Safety
Staffing	264, 700
Transport	1,490

Supplies and Services	11,600
Total	277,790

*Finance Officer consulted: Karen Brookshaw*

## 5.2 Legal Implications

The Section 18 Standard applies to all Local Authorities in relation to its enforcement activities.

The S18 Standard sets out the requirements with which the Local Authority will eventually be obliged to comply with in making 'adequate arrangements for enforcement'. It has been given legal effect as Health & Safety Commission guidance to Local Authorities under section 18(4)(b) of HSWA (section 18 guidance). HSWA requires Local Authorities to perform their duties as enforcing authorities in accordance with Section 18 guidance. However, although the Standard will have effect from 1st April 2008, it does not require immediate full compliance with its requirements. Instead, both LAs and FOD are required:

- from 1st April 2008, to work towards compliance with the requirements of the Standard, and
- from 31st March 2011, to comply fully with all the requirements of the Standard.

The Council's Commercial Enforcement Policy (currently being amended) gives due regard to the Human Rights Act 1998 in respect of the Council's enforcement powers under Health & Safety laws. The Council's Constitution requires the adoption of the Health & Safety Annual Service Plan be reserved to full Council.

*Lawyer consulted: Liz Culbert*

## 5.3 Equalities Implications:

An Equalities Impact Assessment will be completed as part of the consultation process. The section on communities in the service plan recognises little is known about the needs of the LGBT business community and BME business community in terms of health & safety. These communities will be targeted as part of the teams work programme in 2009/10 to understand there needs better.

## 5.4 Sustainability Implications:

None

5.5 Crime & Disorder Implications:  
None

5.6 Risk and Opportunity Management Implications:  
*None*

5.7 Corporate / Citywide Implications:  
None

## **SUPPORTING DOCUMENTATION**

### **Appendix 1 Health & Safety Annual Service Plan 2009/2010**

## Brighton & Hove City Council – Service Plan - Health and Safety at Work – 2009/10

Overall **Aim** of the Service:

“To enforce the law fairly with better use of public money, protecting the environment while growing the economy.”

“To work with others to protect people's health and safety by ensuring risks in the changing workplace are managed properly.”

Our key delivery **priorities** are:

- To manage the risk in high risk, poor performing and/or rogue trader businesses reducing the flows on incapacity benefits from employment
- Investigating major injury incidents and fatalities.
- Responding to enquiries
- Promoting sensible risk management
- Work with business to achieve compliance with the law without increasing financial burdens

Local Priorities:

- Reduce health & safety concerns in the night time economy sector.
- Supporting small & medium sized enterprises
- Helping communities
- Partnership working
- Healthy Work places

Key National Indicators:

N1 173 Flows on to capacity benefits from employment – indirect

N1 182 Satisfaction of business with local authority regulatory services - direct

Delivery of Fit3 Program.

- Asbestos Duty to Manage (DTM)  
The objective is to reduce exposure of workers in high risk groups, including maintenance workers (and associated trainee/apprentices) and licensed workers.
- Violence at Work  
The objective is to increase awareness and improved management of work related violence in retail and hospitality businesses and other high street premises.
- Vulnerable Workers.  
The objective is to reduce and minimise the level of risk, injury and ill health experienced by migrant workers.
- Stress at work  
The objectives are a reduction in the incidence of ill health due to work related stress through preventative management action, as well as other health & safety risks
- Slips and trips

Reducing slips and trips in the food/drink manufacture, food, retail, hotels/catering. Care homes. The objective is to reduce the incidence of slips and trips major injuries by 5%.

- Noise in the music and entertainment industry:  
Promotion of 'sound advice' (industry led guidance) with a range of duty holders (e.g. nightclubs, pubs etc). The objective is to increase awareness of risks associated with noise in specific premises; implementation of effective controls and recognition of the importance of worker involvement.
- Construction engagement  
The objective is to increase awareness of CDM duties among construction clients subject to LA enforcement. To improve standards of compliance with the workplace regulations in newly constructed or refurbished workplaces subject to LA enforcement.
- Musculoskeletal Disorders  
The objective is to continue to target areas with high risk of handling injuries and consequent ill health. To raise awareness of ULDs and promote use of the tool for assessing repetitive injuries and a reduction in manual handling injuries in health & social care, try handling etc.

### **Our Achievements: 2008/09 – 'Selling our story' –Review of the 2008/09 Service plan**

The team's achievements in 2008/09 were:

- Completion of 145 high risk planned general inspections. 100% of programme.
- Responded to 600 service requests.
- Reviewed 300 accident notifications and investigated as necessary.
- Scrutinised 100 new and varied licence applications & planning applications.
- Participated in the Sussex Liaison Health & Safety Group Asbestos project that included letter drop to 100 businesses in Brighton & Hove and inspection of those businesses over 2 days
- Business enterprise exhibition – 70 business contacts made and information and advice given.
- Ensured that the City's outdoor events ran safely and included advice and assistance given to Big Beach Boutique 4, Loop, TBA, Burning of the Clocks, Pride, Chinese State Circus and the Brighton Festival
- Noise in the entertainment industry – project involving a record breaking DJ and 10 Venues.
- Talk and advice given to your students at a music college regard noise in the entertainment industry.
- Participating in the Sussex flexible warranting scheme.
- Research carried out by the Health & Safety laboratory and Brighton & Hove City Council on identifying the health & safety needs of accommodation & entertainment providers in Brighton & Hove

## Ensuring Quality

To ensure that the service we offer to residents and businesses is of high quality we will ensure that:

- All officers carrying out enforcement work are appropriately authorized, according to their ability, qualifications, expertise and experience.
- That officer's competence is continually assessed and that we support officers to develop their skills.
- That we will ask for feedback from business and residents on the quality of the service we provide and strive to continually improve
- That our work is audited externally by the British Standards Institute to ensure compliance with ISO9000 Quality Assurance.
- We will continue to participate in local peer reviews with neighbouring local authorities.
- To continually update our data base to provide accurate details of business to help us communicate health & safety messages effectively.

## Work plan and resources

Staff resources – 4.5 FTE Health & Safety Team – 2.25 FTE Occupational Health Team

Item	Resources	Timescales	How	Outcome
<p><b>The Night Time Economy</b></p> <p>To complete visits of 150 night time economy premises on a themed topic basis</p>	0.5 FTE	Throughout 2009/10	Visits to 150 premises (takeaways, hotels guest houses, off licences, leisure centres, nightclubs. Advice given on violence at work, stress at work, Slips trips and falls, asbestos duty to manage, noise in the entertainment industry, vulnerable workers.	<p><b>Performance Indicator</b></p> <p>Number of visits undertaken.</p> <p><b>Outcome</b></p> <p>Increased standards of employee and public health and safety in night time economy premises. Increased awareness of specific and general H&amp;S issues pertinent to night time economy businesses.</p>
<p><b>Supporting Small &amp; Medium Sized Enterprises</b></p> <p>To create an email data base of businesses and send monthly health &amp; safety messages promoting sensible risk management.</p>	0.2 FTE	First message to business April 2009.	Press release new service, collect email addresses from visits & self assessment risk rating questionnaires. Use BHCC email system to deliver messages.	<p><b>Performance indicator</b></p> <p>Number of messages sent to business</p> <p><b>Outcome</b></p> <p>Increased standards of employee and public health and safety business contacted. Sensible risk management promoted</p>
<p><b>Helping Communities</b></p> <p>Research the needs of the LGBT &amp;</p>	0.05FTE	Throughout	Consultation with these	<b>Performance indicator</b>



BME business communities &		2009/10	groups	Consultation completed <b>Outcome</b> To better understand the health & safety needs of those businesses
Support vulnerable workers	0.05 FTE	Throughout 2009/10	Deliver a briefing to the refugee forum on the role of the health & safety team and health & safety issues affecting migrant workers.	<b>Performance indicator</b> Briefing session delivered <b>Outcome</b> Increased awareness of the council health & safety service amongst migrant workers. Increased reporting of poor employment conditions by migrant workers to enforcement agencies
Support the following community events <ul style="list-style-type: none"> <li>• Ladyboys of Bangkok</li> <li>• Fringe City</li> <li>• Childrens Parade</li> <li>• Brighton Festival Performance</li> <li>• Chinese State Circus</li> <li>• Fringe City</li> <li>• Springwatch</li> <li>• Hanover day</li> <li>• Loop</li> <li>• Pride</li> <li>• Zippo Circus</li> <li>• Big beach Boutique</li> <li>• White Air</li> </ul>	0.4FTE	Throughout 2009/10	Attend meetings, give advice, review event management plans and risk assessments. Attend events where necessary to enforce and give advice. Monitor and enforce occupation noise exposure limits.	<b>Performance indicator</b> Number of events involved with. <b>Outcome</b> Increased safety at public community events. Forming links with communities

<ul style="list-style-type: none"> <li>• Fiery food</li> <li>• Burning of the clocks</li> <li>•</li> </ul>					
<b>Partnership Working</b>					
Participate in the Sussex Liaison Group (SHSLG ) pan Sussex health & safety project	0.1 FTE	Throughout the year  January-March 2010	Chair the SHSLG Represent BHCC at SHSLG  Participate in Sussex wide Health & Safety initiative	<b>Performance indicator</b> Number of meetings attended Project completed. <b>Outcome</b> Joined up approach to regional health & safety initiatives.	
Implementation of peer review	0.1 FTE	April – June 2009	Work towards improving S18 compliance as set out in peer review action plan	<b>Performance Indicator</b> Implementation of Peer Review Action Plan. <b>Outcome</b> Raise standards of compliance with 'mandatory practice' S18 guidance.	
To review new and varied license applications & planning applications and make representations where appropriate.	0.2FTE	Throughout 2009/10	Scrutinise and comment on applications where appropriate. Visits to premises as necessary.	<b>Performance indicator</b> Numbers of licence & planning applications reviewed. <b>Outcome</b> Proactive development of consistent and high standards of health and safety in proposed new commercial operations and licensed premises.	
<b>Programme work</b>					

To carry out approximately 150 High risk planned general inspection targeting the highest risk (A, B1 & B2) including Cooling Towers	0.5 FTE	Throughout 2009/10	To carry out 150 planned general inspections to high risk business due to be inspected in 2009/10. To advise and carry out enforcement as necessary.	<b>Performance Indicator</b> Number of inspections undertaken. <b>Outcome</b> To maintain or where necessary improve standards of employee and public health and safety in local businesses.
To respond to 600 requests for service	2FTE	Throughout 2009/10	Respond to 95% of Service Requests within deadlines.	<b>Performance Indicators.</b> Percentage of Service Requests responded to within departmental deadlines. <b>Outcome</b> Maintain standards of customer service at a high level.
To review all accident notifications and to investigate 20% of all accident notifications approximately 60 investigations	0.2 FTE	Throughout 2009/10	To review 300 accident notifications and investigate accidents where they meet BHCC criteria for investigation	<b>Performance Indicator</b> Number of accidents investigated. <b>Outcome</b> Reduce the level of work place accidents in local businesses
<b>Quality</b> To update the data base using food safety registration details and business rates details.	0.2FTE	Throughout 2009/10	Premises data from food safety registration forms and businesses rates to be placed on the health & safety premises data base. All new businesses to be sent risk rating questionnaire.	<b>Performance Indicator</b> Number of business placed on data base <b>Outcome</b> Better targeting of resources to the highest risk premises.
<b>Healthy Work Places</b>				

<p>Provide occupational health support for small to medium sized businesses to reduce prevalence and severity of obesity, smoking, alcohol misuse, diabetes, high blood pressure and heart disease and improve equity in access to health care.</p>	<p>2.25FTE</p>	<p>Throughout 2009/10</p>	<p>1.5 x FT nurse to carry out health checks and provide healthy lifestyle advice in workplaces and community settings. The health checks will be targeting men over 40 years old, at risk of obesity and cardiovascular disease</p> <p>Offer external employers, managers and team leaders free stress management training to raise awareness about stress in the workplaces.</p> <p>Offer tools, such as the HSE stress risk assessment tools to develop action plans to reduce stress in the workplace.</p> <p>Offer Individual stress management courses are also offered to council employees in partnership with MIND, to help reduce stress within the council and for the council to act as an exemplar employer.</p>	<p><b>Performance indicator</b> Number of health checks carried out</p>
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# ENVIRONMENT AND COMMUNITY SAFETY OVERVIEW AND SCRUTINY COMMITTEE

## Agenda Item 62

Brighton & Hove City Council

**Subject:** Shoreham Harbour Joint Area Action Plan  
**Date of Meeting:** 23 March 2009  
**Report of:** Director of Environment  
**Contact Officer:** Name: **Mike Holford** Tel: **29-2501**  
E-mail: [Mike.Holford@brighton-hove.gov.uk](mailto:Mike.Holford@brighton-hove.gov.uk)  
**Wards Affected:** South Portslade; Wish

### FOR GENERAL RELEASE.

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report sets out a summary of the current position on the production of the Shoreham Harbour Joint Area Action Plan (JAAP) which is an integral part of delivering the Shoreham Harbour regeneration proposals. A longer paper on the current progress is attached as an appendix to this report. Adur District Council and West Sussex County Council are also currently considering the progress report through their scrutiny processes and the results, where known, will be feedback to this Committee. The Core Strategies for Brighton & Hove and Adur are being progressed concurrently with the preparation of the JAAP. Following advice from The Planning Inspectorate, both Core Strategies will need to make the key decisions on the form of development at Shoreham Harbour.

#### 2. RECOMMENDATIONS:

- 2.1 (1) To note the report and attached appendix and to make any recommendations arising out of this.
- 2.2 (2) To hold a special Environment & Community Safety Overview and Scrutiny Committee meeting on or around 3 June open to all councillors other than Cabinet Members and those on the joint steering group, to consider the draft Joint Area Action Plan prior to the meeting of Cabinet on 11 June 2009.

#### 3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The wider Shoreham Harbour area (covering Brighton & Hove and Adur District) is recognised as an economically under-performing area of the Sussex Coast with resultant impact on the prospects for local people. The need for regeneration of Shoreham Harbour has long been recognised. However, a number of previous plans have failed to materialise for a variety of reasons.
- 3.2 The new regeneration programme differs from previous attempts by being:
- More ambitious in scale to ensure the development can generate sufficient value to support the infrastructure required.
  - A core aim is to meet the needs of the existing communities.
  - There is a stronger partnership between all agencies.
  - Specific funding is available through the South-East England Development Agency (SEEDA) and the Homes & Communities Agency (HCA).

Recognising this potential, the Secretary of State is proposing to modify the draft South East Plan by requiring a housing allocation of 10,000 dwellings to be tested through the process of producing the two (Brighton & Hove and Adur) Core Strategies. The final version of the South East Plan is expected to be published in July 2009.

In its response to the draft South East Plan, the City Council raised concern that the emphasis on delivering housing numbers in the wider Shoreham Harbour could prejudice broader and longer term economic development objectives. The City Council believed that 10,000 (residential) units in the wider Harbour area were likely to be the absolute maximum achievable and that a more realistic figure is 5,000 to 6,000 dwellings to be able to develop a genuine mixed-use sustainable community.

Reflecting the project partners' vision, the overall objective of the Shoreham Harbour Regeneration project is the creation of an international exemplar in sustainable coastal living with the following key components:

- A thriving and diverse local economy (including a thriving, modern port) which makes a positive contribution to the sub-region.
- Strong and cohesive communities well-served by a range of housing and services.

Early scoping work has established the following development principles with which the project must accord:

- A sustainable balance of housing and employment uses.
- A place making approach which recognises and respects the distinct character of local areas and creates a new community with a strong sense of place.



- Ensuring that the development embraces and addresses the needs of the existing community, and integrates with it.
- Exemplary environmental standards to ensure that the development complements the area, improves local infrastructure, and does not create congestion and strain on existing infrastructure.
- Appropriate 'urban' density levels that facilitate a financially viable scheme and provide the critical mass for the ongoing maintenance of local services and businesses.
- Provision of suitable commercial accommodation aligned with a robust economic development strategy.
- Consolidation of the port into a central core utilising reclaimed land and releasing existing port land for development while retaining sufficient wharf capacity to meet the requirements of the minerals and waste planning authorities.
- Maintenance of public access to Southwick beach.
- Adoption of a comprehensive approach to flood risk management.
- High level of accessibility to key services by sustainable modes.

A progress review produced by the Planning Director for the Harbour Project is attached as an appendix to this report. The report summarises progress on work in a number of key areas, namely:

Economy and Jobs  
 Housing  
 Community Infrastructure  
 Open Space and Recreation  
 Retail  
 Transport  
 Urban Design/Place Making  
 Sustainability  
 Flood Risk Management  
 Minerals and Waste  
 Viability  
 Land Assembly

Information is being brought together in a relatively short period to enable an outline of the framework for the Shoreham Harbour regeneration proposals to take shape. These are in the process of continued refinement as more information becomes available. The key message currently is that to achieve the regeneration objectives the scale of the development needs to be significant to both create sufficient development value to support initial capital investment and to provide the critical mass to create a sustainable community and support the ongoing operation of the infrastructural initiatives– the viability threshold suggests 7,000-8,000 dwellings and 6,000-8,000 jobs

As a result of the relatively short-time scale for production of the JAAP, the meeting of the City Council's Cabinet on 11 June will be asked to agree a draft for public consultation. In view of this fact the Committee is requested to hold a special meeting to discuss this on or around 3<sup>rd</sup> June.

#### 4. CONSULTATION

- 4.1 None required on this progress report. For the project as a whole there is extensive consultation and joint working with all relevant organisations. A joint group comprised of members from the three local authorities has been steering progress on the project. A number of stakeholder events have also take place. A further series of stakeholder events is planned at the same time as the next round of scrutiny in May/June 2009. There will be formal consultation through the production of the Core Strategy and JAAP. The first of these being in June/July 2009.

#### 5. FINANCIAL & OTHER IMPLICATIONS:

##### 5.1 Financial Implications:

The direct costs for the production of the Joint Area Action Plan are being met by SEEDA.

*Finance Officer Consulted: Patrick Rice*

*Date: 11/3/09*

##### 5.2 Legal Implications:

The Planning and Compulsory Purchase Act 2004 introduced a new development plan system known as the Local Development Framework (LDF). The LDF will comprise many documents setting out the council's development and land use policies but only certain documents, including Action Area Plans, are given the status of Development Plan Documents (DPDs) which documents are the equivalent of the current local plan and will be subject to approval by the Secretary of State. Section 28 of the 2004 Act allows DPDs and other LDF documents to be jointly prepared by two or more local planning authorities.

*Lawyer Consulted: Hilary Woodward*

*Date: 12/3/09*

##### 5.3 Equalities Implications:

Any joint area action plan would be the subject of a full EIA.

##### 5.4 Sustainability Implications:

The overall aim of the project is to create an exemplar sustainable community.

##### 5.5 Crime & Disorder Implications:

None arising directly from this report.

##### 5.6 Risk and Opportunity Management Implications:

The results of the studies informing the Joint Area Action Plan are needed to inform the Brighton and Hove Core Strategy and the JAAP itself to enable the Shoreham Harbour project to have a sound planning framework to allow delivery.

5.7 Corporate / Citywide Implications:

The project could have major implications for the rest of Brighton & Hove. This will need to be reflected in the Brighton & Hove Core Strategy.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Shoreham Harbour Joint Area Action Plan Progress Review





# SHOREHAM HARBOUR REGENERATION

## Shoreham Harbour Joint Area Action Plan Progress Review

### 1. Report Structure

1.1 This report brings members and others up to date with study progress on the Shoreham Harbour Joint Area Action Plan. The report firstly sets out the principles of the proposed regeneration strategy, and then it describes the key issues that the strategy seeks to address – particularly the acute levels of social deprivation in the coastal strip between Shoreham and Portslade. It then describes the various studies that are in hand, which will be used as baseline information for developing the Joint Area Action Plan. The report concludes by suggesting potential key issues of concern.

### 2. Background

2.1 The regeneration of Shoreham Harbour has long been an objective of the three local authorities: Brighton & Hove City Council (BHCC); Adur District Council (ADC) and West Sussex County Council (WSCC), and the Shoreham Port Authority (SPA). Previous plans have failed to materialise for a variety of reasons, and the area, recognised as an economically under-performing area of the Sussex Coast, has continued to decline. This has taken the form of worsening indices of multiple deprivation, such as unemployment rates, educational achievement, skills and poorer health. The SPA is commercially successful and resilient, but whilst the port adds to the character of the area, unused, under-used and unsightly sites detract from the environment of the area.

2.2 Meanwhile, the economy of Brighton and Hove has grown well in recent years, with local economic strengths such as the service sectors, and specialist sectors such as creative and media services leading substantial sub-regional economic growth. Current market conditions notwithstanding, this is leading to significant challenges in identifying strategic capacity for further growth in the sub-region, given the environmental constraints of the South Downs – soon to be a National Park, and the capacity of the urban fabric, as well as other capacity constraints such as transport infrastructure.

2.3 For these reasons, a new approach to regeneration is being developed to provide a catalyst for change to tackle the social and environmental problems of the area and to realise the development potential of the Shoreham Harbour area for the benefit of the sub-regional economy. The regeneration programme differs from previous strategies in that:

- A more ambitious scale of development is proposed, to ensure that the development can generate sufficient value to support the infrastructure necessary for the programme (previous strategies made over-ambitious assumptions about infrastructure provision which did not materialise)
- A core aim of the proposals is meeting the needs of the local communities of South Portslade, Fishersgate, Southwick and central Shoreham (previous proposals considered only the harbour area, and local communities were not sufficiently involved)
- There is a strong partnership between the three local authorities, the SPA and key government agencies (SEEDA and the HCA), committed to supporting the programme (previous partnership working was not sufficiently robust)
- Significant funding is available to the scheme through SEEDA and HCA budgets, and the governments Growth Points programme (this was not available before)

2.4 Recognising this potential, the Secretary of State is proposing to modify the SE Plan by requiring a housing allocation of 10,000 dwellings at Shoreham harbour to be tested through the Local Development Framework process. The Local Development Schemes for ADC, BHCC and WSCC therefore now provide for a Joint Area Action Plan (JAAP) to be prepared for the Shoreham Harbour area, and the Core Strategies for Brighton and Hove and Adur are being progressed concurrently with the preparation of a JAAP. Studies have been commissioned to provide an information base for assessing the proposals, and this report highlights the emerging findings of these studies. **Appendix 1** shows the provisional JAAP boundary, which has been adopted for working purposes.

### ***Shoreham Harbour Regeneration objectives and principles***

2.5 The overall objective of the Shoreham Harbour Regeneration project is the creation of an international exemplar in sustainable coastal living with the following key components:

- A thriving and diverse local economy (including a thriving, modern port) which makes a positive contribution to the sub-region
- Strong and cohesive communities well served by a range of housing and services
- An international exemplar of environmental sustainability

2.6 Early scoping work has established the following development principles with which the project must accord:

- A sustainable balance of housing and employment uses
- A place making approach which recognises and respects the distinct character of local areas and creates a new community with a strong sense of place.
- Ensuring that the development embraces and addresses the needs of the existing community, and integrates with it.

- Exemplary environmental standards to ensure that the development complements the area, improves local infrastructure, and does not create congestion and strain on existing infrastructure
- Appropriate 'urban' density levels that facilitate a financially viable scheme and provide the critical mass for the ongoing maintenance of local services and businesses
- Provision of suitable commercial accommodation aligned with a robust economic development strategy
- Consolidation of the port into a central core utilising reclaimed land and releasing existing port land for development while retaining sufficient wharf capacity to meet the requirements of the minerals and waste planning authorities
- Maintenance of public access to Southwick beach
- Adoption of a comprehensive approach to flood risk management
- High level of accessibility to key services by sustainable modes

2.6 Previous regeneration initiatives have failed partly because they have made unrealistic assumptions about infrastructure investment. The infrastructure to support a regeneration programme of this scale is significant, and without development of a significant scale, the same is likely to happen again. It would be unrealistic and unsustainable in the long term for regeneration to depend wholly on public investment, so any sustainable regeneration programme needs to rely on achieving significant levels of private investment.

2.7 The scale of the proposals will mean that they are of sub-regional significance. The JAAP will need to take this into account and demonstrate an understanding of the implications for the wider area of the proposals in all respects.

### **3. Tackling Deprivation in the Local Area**

3.1 The studies to date have shown that the coastal strip from Shoreham to Portslade is suffering from high levels of deprivation, which have worsened in recent years. This was even before the current economic downturn, and there is every indication that areas at the margins of the economy are likely to suffer proportionately more than average during times of recession. The problems experienced by local people include:

- Higher than average levels of unemployment and worklessness
- Lower than average wages and family incomes
- Lower than average educational achievement
- A greater preponderance of lower skilled and unskilled workforce
- Poorer housing conditions and less housing choice
- Poor access to housing
- Unsatisfactory physical environment
- Higher than average perinatal mortality rates
- High levels of childhood obesity
- Several of the most deprived wards in the region
- Educational under-achievement and low university application rates

3.2 There is, of course, a direct correlation between these problems and the aims and objectives of the regeneration strategy. It is a fundamental principle of the regeneration programme that it must address these social deprivation issues for the local community. This cannot be a subsidiary programme – it must be at the heart of the regeneration programme, and the programme needs to address these issues at an early stage. The range of measures to address these issues is likely to include:

- Establishing a local learning and skills centre to provide immediate and direct support to provide the local community with the skills to take advantage of the opportunities being created
- Ensuring that skills and training are provided for the local community as a fundamental part of development requirements
- Enhancing the capacity of the community by providing additional community workers
- Improved access to community facilities and better quality open space
- Increasing life expectancy by alleviating socio-economic deprivation
- Improving housing conditions and choice for local people by investing in new and existing social housing

#### **4. Economy and Jobs**

4.1 The Economic Development study is looking at how the area can attract new investment and business in order to generate a growing local economy with more and higher quality employment. A large part of this is about creating an attractive and sustainable place (see Urban Design study). It is also about enabling residents to get the skills and training they need to compete for jobs and to provide a pool of skilled labour that will attract new businesses. Strengthening entrepreneurial activity to promote business growth will also be important.

4.2 Another aspect is providing the right type of land and premises suitable for the new economy. Whilst the current economic climate means that there may be limited opportunities in the immediate future, the study considers that the area has many advantages which, with strong public sector leadership, mean that it is well-positioned to benefit when the recovery occurs. For example it is the largest location within the Brighton/Hove/Shoreham area where significant areas of new land can be made available for employment-generating development, with new homes nearby. The Study suggests that future growth can be anchored around the reconfiguration of the Port including reclamation of land from the sea. This will not only provide space for the port itself to compete more effectively and grow, but also provide opportunities for existing port-related uses to expand and new ones to develop.

4.3 The advice is that to provide the best economic resilience for the new community the aim should be to provide a high quality business environment with flexibility to be able to respond readily to changes in demand and the market – i.e. quality rather than setting a target for a given number of jobs. However, this needs to be balanced with the core principle of maintaining a working port at the heart of the community, and also providing for the many potentially unneighbourly activities that are currently located within the JAAP area and are essential to the economy. Careful consideration is therefore being given to communication with the existing business



community in order to understand ongoing requirements to feed into a business relocation strategy.

4.4 The Study also notes that future economic growth can build on the existing strengths of the Brighton/Hove/Shoreham economy. These include business services, cultural and creative industries and other knowledge-based sectors. It also includes manufacturing, which has a significant presence in the Harbour area itself. Despite recent job losses, it is considered that there is scope to promote innovation and growth in this other sectors locally, perhaps by building links with the three local universities.

4.5 The significant increase in the area's population, reversing the projected long-term trend of very slow growth, will also provide many opportunities for local service-sector growth for both businesses and jobs.

4.6 The Study is also looking at what other major business sectors might be attracted to the area as it develops, although of course, it is not possible to be precise about future trends. This means that it is important to adopt a flexible approach to providing sites and premises.

## **5. Housing**

5.1 The housing study is looking at what sites might become available for housing in the area over the next 15 years and beyond, and how many new homes could be built on them. It is also looking at affordable housing need and the potential market for private housing as well as the need and demand for different types of housing, including family housing.

5.2 The SE Plan requires a minimum of 10,000 homes to be 'tested', and the studies will be used to assess what the implications of this housing provision would be, in terms of community infrastructure requirements (schools, health and other social and welfare facilities), transport implications, sustainability implications (water, energy, waste), employment implications, urban design implications etc. The housing study will also look at the impact of this housing on the housing market in the area – whether there is likely to be the demand for it, and what sizes and types of housing would be most suitable. If it is decided to provide less than 10,000 dwellings this would have to be specifically justified.

5.3. If 10,000 dwellings are provided, a policy-based target of 40% affordable homes would provide about 4000 homes for those who cannot afford to rent or buy in the open market. The housing study will be looking at the housing needs in Brighton and Hove and Adur, and the role of this affordable housing in meeting those needs. There may also be a role for the development in improving the quality of social housing in the local area, as part of the wider regeneration programme for the area. The new community will also have affordable housing needs which will need to be met by the development.

## **6. Community Infrastructure**

6.1 The studies, and work with local community workers has shown the following potential demand for community infrastructure as development comes forward:

- Additional Primary Care providers such as GPs and Dentists
- A small police base point
- Additional cultural facilities – ideas include a major performing arts centre and art gallery; maritime attractions; a multi-media 'Ideas Centre'; and small local community hubs – that could be linked to new educational facilities

6.2 The local PCTs have indicated that the 10 year demand arising from the development can be accommodated within their existing primary care strategies. Longer term increases in demand could be accommodated at improved facilities, possibly at Portslade adjacent to Canal Wharf.

6.3 A need has also been identified to build capacity in the local community, partly to enable the community to take advantage of the opportunities provided by the regeneration programme, but also to provide the local community with the capacity to actively engage in the regeneration programme, to ensure that community needs are comprehensively identified and addressed. Funding has been identified for community development officers for this purpose, to be appointed immediately.

6.4 Funding has also been identified to support community development and capacity building in the Shoreham Harbour area. The most effective way of using that funding, so that it generates the greatest benefit for local communities and supports the regeneration project, is currently being finalised by project partners in collaboration with existing community development workers.

6.5 The initial education assessment is that two new 420 place (2fe) primary schools will be needed - one in the Shoreham-Southwick area and one in the Canal Wharf area. The consultants advise that they should be designed to easily expand to 630 place (3fe) schools at a later stage. There may be some limited additional capacity in the Shoreham area for the first one or two years. The consultants recommend that the schools should be multi-purpose, and community based, to include health provision, adult education, Sure Start services, and community meeting rooms. They suggest that the education core of the school should incorporate early years education and childcare and include a nursery and reception class.

6.6 The studies also suggest that an additional 6fe (minimum) secondary school will be needed in the eastern area of Shoreham Harbour. Construction and operation of the school would probably be necessary in the second five year period of the development. It is assumed that the numbers in the earlier years could be absorbed within the existing configuration of secondary schools, though additional expansion of existing schools could be examined as a medium term solution. The other challenge for secondary school provision is land take.

6.7 There is significant potential for integration of services within the area, for example co-location of educational, health, leisure and police services, making best

use of available land. It should also be noted that the viability assessment (see section 15) builds the costs of all community infrastructure, including schools, into the infrastructure calculations, i.e. the costs would be fully met by the development.

## **7. Open Space and Recreation**

7.1 Consultants have been commissioned to update the Adur Open Space, Sport and Recreation Study (2005) and to review the draft Brighton and Hove Open Space, Sport and Recreation Study from 2008. In the case of Adur, the work shows that the current level of open space provision at 1.53 hectares per 1000 population is slightly above the quality standard of 1.5 hectares per 1000. It also shows that the emerging JAAP proposals will increase pressure on these facilities and suggests that opportunities for new provision within the JAAP area will be limited. Consequently, the open space strategy for the JAAP will need to include a combination of measures to ensure adequate provision.

7.2 So far as Brighton and Hove is concerned the overall picture remains one of shortfalls of most types of open space across the city. Open space provision within the four western wards of the city will face increased pressure as a result of the JAAP proposals which will mean that open space should be retained within these wards, improvements in quality and capacity will be required and accessibility to other open space opportunities will need to be improved.

7.3 The urban design study that is being developed is being required to factor in potential open space requirements as part of that work. However, the studies also suggest that open space provision can and should be enhanced in other ways. For example, deficits can be partly addressed by improving access to and enhancing the quality and capacity of existing open spaces and recreational facilities within the area. This could also have the added advantage of helping to improve the overall recreational and open space “offer” to the existing communities.

7.4. Another significant factor which this work will take into consideration is the importance and the function of the coast, and in particular, to accessible areas within the Shoreham Harbour area. While not providing traditional ‘grassed’ open space, which might be regarded as mainly suitable for formal ball/athletic activities, they nevertheless do provide good opportunities for a variety of different types of outdoor recreational activity and the potential for a variety of water-based recreation. The plan will also need to take account of slipway/boating opportunities and issues.

7.5 Finally, the importance of the Sussex Downs and of the countryside to the north and west of the conurbation must also not be taken into consideration. Consequently, the JAAP will also be looking to provide opportunities to enhance and promote improved green links to and through the adjoining urban areas to the Downs to the north.

7.6 These opportunities will be supplemented by improved links to other important recreational and open space opportunities that already exist adjacent or close to JAAP area such as Shoreham Airport, the River Adur and the good facilities that lie close to and beyond it. Cumulatively, these opportunities for enhancing and increasing accessibility to existing recreational and open space facilities, together

with the provision of new facilities, will need to aim to ensure that the needs of both the existing and the new population are properly met.

## **8. Retail**

8.1 Brighton and Hove City and Adur District provide a good range of shopping facilities at a sub-regional level, ranging from the strong retail offer in Brighton city centre, the out-of-town facilities at Holmbush to the north of Shoreham and the Local and District shopping facilities that serve numerous local communities. Local shopping facilities are generally well provided for, although accessibility to those in the JAAP area is limited in some cases. Access to Holmbush is very car-dependant, notwithstanding the network of bus services that serve it. The main shopping centres serving the JAAP area are Shoreham town centre and the Boundary Rd/Station Rd shopping area in South Portslade. Both areas are in need of improvement to sustain retail investment in them, and of the two, Boundary Rd/Station Rd is in greatest and most immediate need. These District centres are supplemented by a number of more local centres, such as Southwick.

8.2 The studies identify different types of potential retail provision in relation to the regeneration proposals. Firstly, there will be the need to support the day-to-day shopping needs of the new community. This could be addressed through the provision of two new large convenience stores - one to support Shoreham Town Centre and one to support Boundary Rd/Station Rd shopping centre, the aim being to ensure that retailing complements the existing shopping provision and does not undermine existing facilities.

8.3 The work undertaken also points to the potential for some additional retail facilities which could be of a type which would add to the visitor attraction of the area. This might, for example, range from the potential for new retail facilities to serve as a destination in their own right, down to more specialised retail facilities, which could complement the character and function of the new community. Either way, the accessibility characteristics of the development and its impact on existing retail facilities within the wider area (particularly Brighton town centre), will need to be carefully assessed. The aim would be for strong walking, cycling and public transport links between new development and retail/leisure areas. It is important that retail is located at hubs for sustainable transport sited within the densest residential development areas, to maximise the potential for walking to shops and to encourage other retail trips to be made by bus rather than car.

8.4 The retail work is still evolving and consultants have recently been instructed to undertake a household survey to establish up to date data on expenditure patterns and trends for the JAAP area and across the wider Adur District. This is expected to be finished within the next few weeks and will help deliver the right advice for the JAAP retail and regeneration objectives

## **9. Transport**

9.1 Transport is a key issue that must be tackled. New development must not create excessive pressure on the local roads and the A27. The challenges to overcome include roads that are already congested, and some areas where air

quality is poor due to current traffic levels. Significant improvements to public transport will be essential.

9.2 Studies currently underway are looking at how development at Shoreham Harbour can bring about major improvements in transport. The aim should be to improve accessibility for local people, providing real choices as an alternative to car use to address current problems such as congestion and air quality. They will also benefit the residents and businesses of the new development, and those of the wider area, ensuring people can choose to live, work and shop without relying on cars.

9.3 The new Transport Strategy will firstly ensure that the development itself reduces the need for vehicle movements by locating services close to where people live and work. It will also provide exemplary public transport infrastructure, linked with that for the wider sub-region, and will involve an integrated package of measures aimed at reducing the necessity of private car use, including:

- 'Dense' walking and cycling networks which are coherent, consistent, convenient, and attractive
- Demand management measures linked to environmental standards (eg controlled parking zones with permit prices set to favour lower emission vehicles)
- Car clubs with high environmental standards
- Traffic mitigation measures to be linked closely to public transport, cycling and walking improvements to ensure that the private car does not achieve dominance.

The strategy will need to be flexible, so that it can anticipate and respond to changing circumstances and the needs of the growing community.

9.4 A key component of this approach will be a Rapid Transport System (RTS) linking to the employment and commercial centres of Brighton and Hove in the east and Worthing in the west, possibly also extending to Newhaven, serving the new development from the outset. By designing the new development around the RTS, with maximum physical integration, and by ensuring that the RTS provides frequent, reliable, fast and affordable services, and a high quality travel experience/environment, a substantial proportion of trips generated by the new development would be catered for.

9.5 Brighton & Hove Council and West Sussex County Council's proposals for bus-based RTS schemes (known as Brighton RTS and Coastal Expressway) have the support of the Regional Transport Board, with funding allocated for a scheme to commence in 2011/12 and further funding allocated later in the current Regional Transport Programme to 2016. Early phases of the Coastal RTS project will provide a link west from Brighton Station providing a high standard and quality of service using vehicles visually resembling trams, with a high degree of on-road priority. This will provide a basis for further extensions to RTS east and west along the Sussex Coast.

9.6 Other key strands of the transport strategy will be Rail improvements (both to services and stations/interchanges) and a hierarchy of accessibility provision, ensuring that cycling and walking are also viable and attractive options for as many journeys as possible.

9.7 These can be complemented by better transport information in homes and workplaces, car clubs, and other measures to encourage sustainable travel choices. Successful implementation would not only reduce demand for car use in the new development itself, but also in the area more generally.

9.8 The studies are also looking at how road traffic to, from and through the area can be better managed. Of particular interest is the impact of heavy goods vehicle traffic serving the area's businesses, including the port. Again, effective land use planning can ensure that HGV traffic growth is kept to a minimum.

9.9 Overcoming these challenges is considered to be a key pre-requisite for the proposals to be considered acceptable. It will be crucial to demonstrate not only that this is achievable, but that there is a reasonable prospect of delivering the measures, and of them working satisfactorily. There will also need to be failsafe options available to provide for unpredictable or undesirable outcomes.

9.10 Significant road building to support the development is neither desirable nor affordable. However, there has for some time been discussion about the whether a new route linking the Harbour area to the wider road network is needed. Therefore the case for a new local link to improve access between the A259 and the A270 (Old Shoreham Road) is being explored. Any new route would have to be designed to disrupt the local community as little as possible, i.e. in terms of land required, visual and noise impact on new and existing development.

9.11 On the plus side, a new link would reduce heavy goods and other traffic from its current unsuitable route via Church Rd/Trafalgar Rd in Portslade. It could also enable significant environmental improvements to the Boundary Rd/Station Rd shopping area. The new link would also bridge the coastal railway line, reducing pressure on some of the area's existing level crossings. It could also provide a better route for public transport services.

9.12 However, early indications are that the new link road would not help alleviate the traffic consequences of the development – it would simply transfer problems from one area to another. However, the case for a new north-south link road is by no means straightforward. Further information to help clarify these issues will be available during April and May.

## **10. Urban Design/Place Making**

10.1 What sort of place or places should we be creating along the coastal strip? This is a key question for the studies, and a 3D urban design model is being developed that will enable different options to be explored. The model can test different assumptions relating to density, scale and location of development and key infrastructure elements such as the route of the RTS. It is then possible to assess both the strategic and local urban design impact of the development, e.g. distant views from along the coast or the Downs, as well as local impact on existing communities, and the type of place that would be created. Objectives might include improving the townscape of the A259, a better and more positive relationship between the community and the sea, and opening up more views of the harbour and

the sea. Studies such as the 'Character of West Sussex' will provide an important context.

10.2 Early studies suggest that the best way to integrate the new development with existing communities is to break it up into four local areas, namely Shoreham, Southwick, Fishersgate and South Portslade. This would help improve north-south links between the new community and the existing community, which would have communications benefits as well as providing the best prospect of design and planning reflecting and working effectively with existing communities

## **11. Sustainability**

11.1 A key objective of the project partners is that the Shoreham Harbour project should achieve recognition as an international exemplar of sustainable development. This is partly for practical reasons – integrating development of this scale into a complex urban area where infrastructure is already under strain without adversely impacting on it can only be achieved by ensuring that the new development has a neutral or positive impact. This means maximising efficiency in energy and water usage and waste generation, ensuring that travel demands are adequately provided for, and ensuring that the impact on the natural environment is neutral or positive. The project partners believe that the scale of the project and the consideration of infrastructure requirements upfront lends itself to the adoption of an integrated approach to sustainability that maximises efficiency of all systems and minimizes additional costs. High environmental standards are also increasingly a regulatory requirement (e.g. the Building Regulations), and a requirement of publicly funded projects.

11.2 Studies have been commissioned to review energy, water and waste systems to identify the options for optimising environmental performance in these areas. Energy studies indicate that building standards are the most cost-effective way of achieving energy usage reductions, by requiring very high levels of thermal insulation. The studies also point to the potential for a district heating system with a centralised energy centre utilising either traditional or renewable energy sources (potentially with the flexibility for an upgrade as the delivery of the project gains pace).

11.3 Work on water and waste is not so far advanced, but reducing water usage is likely to involve building standards for plumbing systems and grey water systems for residential and commercial properties. Surface water drainage systems to mitigate against flood risk, such as a Sustainable Urban Drainage System (SUDS) will also be required. Waste systems that are being investigated include the 'ENVAC' system for collecting waste. This is a vacuum based system which collects waste through a network of chutes and ducts linking to a central collection point, from which waste products can readily be sorted and disposed of in an environmentally sustainable way, depending on the facilities and policies of the waste disposal authorities.

11.4 A sustainable approach will also require maintaining and enhancing the biodiversity of the area. The work on open spaces and green links will be important to this policy area.

11.5 A 'Green Charter' will be developed to provide guidelines for standards to be adopted at design, construction and monitoring of energy, water and waste demand.

## **12. Flood Risk Management**

12.1 Flood risk is a strategic issue for the regeneration proposals, because of the areas within the Harbour which are at risk of flooding. Flood risk is ranked from 1 (low risk) to 3 (high risk), and there are further sub-categories within 3. Flood Risk Zone 3A is now an area at high risk while Zone 3B is defined as having a flooding possibility of 1 in 20 years, or as otherwise directed by the Environment Agency. The JAAP area includes land within all of the flood risk categories, but most importantly, there are some areas that are at high risk that lie within Flood Zone 3. It should be noted that as some of the area is subject to flood risk, some flood protection work would be required for the area regardless of the regeneration proposals. This also means that some of the measures to reduce flood risk for the development will benefit existing areas at risk of flooding

12.2 Studies undertaken to date are exploring the requirements of the government's policy on flood risk and development as set out in PPS25 – Development and Flood Risk and the associated Good Practice Guide. This recommends that sequential testing be carried out at all stages of the planning process to verify that no suitable sites are available with lesser flood risk. The three local authorities, project partners and the Environment Agency have developed what is known as a Sequential Test. Largely because the regeneration objectives can only realistically be achieved in the JAAP area and because the area is at risk of flooding, they also then commissioned what is known as an Exception Test. The Exception Test should be applied only where extensive areas of Flood Zones 2 and 3 exist and it can be applied where regeneration policy so dictates.

12.3 The Exception Test is to assess whether there are other counter-balancing sustainability reasons for developing in an area of higher flood risk and to demonstrate that it can safely be built so that it is free of flood risk, and does not increase flood risk to other existing areas. Work on this is proceeding, but there is every indication that, through a variety of appropriate measures such as increased protection and land raising, this can be satisfied.

12.4 This is a very technical area of work, likely to require complex modelling so as to ensure that the interactions of the tidal impact, river flows, surface water drainage, and wider consequences of the reclaimed land on the marine environment are fully understood and provided for. It is not possible to fully resolve these issues for the early stages of the BHCC and Adur Core Strategies and the JAAP. To help facilitate this and to take the work forward in an agreed and appropriate manner, discussions are proceeding to develop a 'Memorandum of Understanding' between the Environment Agency, the three local authorities and the Shoreham Port Authority. This will aim to establish sufficient confidence that there is a reasonable expectation by all the agencies that these difficulties can be addressed in a satisfactory and sustainable manner.

12.5 The costs of mitigating flood risk are being incorporated into the infrastructure costs of the development. Depending on overall development phasing, some



strategic elements, such as the flood defence provided by the reclaimed land, may be provided collectively in advance, but in general, site specific measures will be provided on a site-by-site basis as a requirement of respective developments, subject to EA requirements to ensure that flood risk is considered on a 'flood cell' basis.

### **13. Minerals and Waste**

13.1 The harbour is an important strategic location for minerals and waste, particularly because of the role it plays in providing wharfage for minerals to be landed. The Mineral Planning Authorities (MPA) are responsible for ensuring there is an adequate supply of land-won sand and gravel. Minerals imported to wharves make an important contribution to the overall supply of aggregates, and the reduction in land-won supplies places increasing dependence on imported minerals to wharves. In planning terms this takes the form of 'safeguarded wharves' that cannot be used other than for minerals unless planning permission is given. There are safeguarded wharves within both the Hove and Adur sections of the harbour. The regeneration proposals are particularly challenging to the Hove safeguarded wharves, as these areas are proposed to be removed from Port use in due course. The JAAP policies will need to address this by firstly ensuring that the wharfage provision at Shoreham Harbour for minerals imports is adequate to meet the need identified by the Minerals Planning Authorities, and secondly that provision for East Sussex/Brighton and Hove can be secured by safeguarding sufficient wharf capacity within the West Sussex part of Shoreham Harbour.

13.2 There are two strategic waste issues to be addressed in the JAAP. The first is the strategic potential for land at the harbour to provide for waste processing needs for the area. This has been considered in the past, particularly in relation to wastewater treatment, and current studies are reviewing future requirements, and may lead to the need to consider identifying a site for this use. This will need to be reflected in the JAAP as it progresses, and may be relevant to the approach to treatment of wastewater generated by the development. The second is the role the harbour has for uses associated with waste management, such as scrap metal processing and skip storage. These uses play an important role in the local economy and often have a very localised market base. Some of the uses import/export waste materials by ship but others do not, so to ensure the most efficient use of port land it may be that alternative suitable locations outside of the Port, but still within the locality, could be found for some users if they do not need the sea for shipment of materials. This will be considered through a land assembly strategy for the JAAP and in close consultation with those stakeholders to ensure continued provision of important waste management functions for the local area

### **14. Other Studies**

14.1 Other studies being commissioned include a reclamation study which will explore all of the issues associated with reclaiming land, including practicalities, cost, impact on the marine environment, and suitability for port use. This work is closely allied to a Port Master Planning exercise which will establish the future strategic direction of the Port, ensuring that the regeneration proposals are consistent with the Port's success. There are also studies on land contamination, ecology and archaeology, all providing base line information for the JAAP.

## **15. Viability**

15.1 Detailed viability analysis has been undertaken incorporating assumptions based on initial scoping work that has been undertaken into the project's key variables. This work will be continually updated as the project is developed further and particularly in light of the wide range of intensive work being undertaken currently in support of the JAAP.

15.2 The initial work has effectively considered a worst case scenario and has indicated that achieving project viability is challenging but not insurmountable. A number of sensitivity scenarios have been evaluated which have indicated various means through which a viable scheme can be achieved. Many of the issues covered in this paper will impact on viability and it is therefore difficult to reach definitive conclusions until a preferred option has been agreed. Key issues that influence viability include:

- Infrastructure costs (transport, community education healthcare and other facilities) civil engineering, utilities including aspects related to achieving environmental sustainability)
- Development quantum, density and mix of uses
- Phasing of development and infrastructure
- External economic conditions (impacting on costs and values)

15.3 It should be noted that all the viability models require significant public support during the early years, and support of the scale required has not yet been firmly secured. Most of the scenarios evaluated require a significant element of long term public deficit which would need to be negotiated with the funding bodies. Challenging decisions will therefore have to be made about costs, public funding support and viability.

15.4 It is also assumed that an 'infrastructure tariff' approach will be adopted utilising either Section 106 or Community Infrastructure Levy mechanisms as appropriate whereby a fixed tariff of payments is agreed upfront that will apply to all new development in a defined area to offset initial public expenditure on defined strategic infrastructure. The approach allows funds collected to be recycled into further infrastructure provision and both ensure essential infrastructure is delivered in a timely manner and provides certainty to developers as to the level of such payment required. The strategy is currently being developed and the precise range of infrastructure that it will cover and the area(s) to which it will apply are yet to be decided.

## **16. Land Assembly**

16.1 Securing control of land is of critical importance in delivering the project for the following reasons: –

- Required to enable major infrastructure components to be constructed, the lack of which will form a barrier to development

- Used to facilitate / act as a catalyst for bringing forward development – both early wins and longer term development
- Ownership enables the public sector, as landowner, to establish much greater levels of control over the mix of uses, quality, and pace of development
- Ownership enables the public sector to capture long term value which can be recycled back into infrastructure / investment – and reduce overall public funding requirements
- Due to the barriers to development, particularly flood defences and strategic infrastructure, there is very limited capacity for individual sites to be brought forward by the market.

16.2 Based on this rationale, a land acquisition strategy is being prepared that will establish the approach to be taken to short, long-term and ‘windfall’ land acquisitions. The strategy and approach is being developed in close liaison with the project partners. Particular focus is being given to potential early acquisitions to both stimulate early development and to capitalize on the current depressed market conditions.

## 17. Summary

17.1 A great deal of information has been brought together in a relatively short period to enable an outline of the framework for the Shoreham Harbour regeneration proposals to take shape. These will be refined over the coming months as more information comes available, but the key messages are:

- The coastal strip between Shoreham and South Portslade is suffering from serious and deepening social and economic deprivation, and unless there is a significant intervention, this is likely to get worse.
- The harbour area offers a significant opportunity for regeneration
- To achieve the regeneration objectives the scale of the development needs to be significant to both create sufficient development value to support initial capital investment and to provide the critical mass to create a sustainable community and support the ongoing operation of the infrastructural initiatives– the viability threshold suggests 7,000-8,000 dwellings and 6,000-8,000 jobs
- The vision for the development should include retaining a successful operational port and aiming for the highest quality of residential and commercial environment
- Development of this scale can only be achieved if it is to the highest environmental standards, especially transportation, but also energy, water and waste
- High quality public transport infrastructure is an essential pre-requisite
- Resolution of transport related issues will require careful integration of spatial land-use planning with patterns of transport provision

## 18. What are the key issues for members and local people?

18.1 The following are suggestions only:

***Key issue 1 – are there other alternative strategies for the area that would achieve the same regeneration objectives for the local community?***

**Key issue 2 – what should the vision for the area be?**

**Key issue 3 – Development will only be acceptable if it brings with it the infrastructure necessary to ensure that it has a positive impact on the community – this applies to traffic, schools, water, waste, energy and all other infrastructure requirements.**

**Key issue 4 – should there be a new link road from the harbour to the Old Shoreham Road, and if so, what form should it take (and at what stage should it be provided)?**

**Key issue 5 – What sort of place should we be making, and how can it best integrate or relate to the existing communities?**

**Key issue 6 – What are the infrastructure priorities for the area and the scheme?**

**Key issue 7 – how can spatial planning best reduce the need to travel?**

## **19. Next Steps**

19.1 As the studies progress, the information will be drawn together to establish realistic options for the harbour area. The aim is for consultation in June on issues and options, with a preferred option also identified for public debate. Prior to that the intention is to bring the proposals to the three councils for a further round of scrutiny reviews and for decisions on the options for consultation. This may require special scrutiny committee meetings in late May, where these are not currently scheduled.

19.2 There will then be further work to develop the options following consultation, with a view to the proposals being submitted for examination as part of Brighton and Hove's Core Strategy in February 2010. Adur's Core Strategy and the JAAP itself would follow in June 2010, with the JAAP being finally adopted probably sometime late in 2011.

19.3 Outside the formal consultation provisions, the aim is for there to be a continuous and developing dialogue with the community, as the proposals develop. Thus, there has already been one stakeholder workshop, and a further workshop is to be held shortly. Similar events, as well as continuing discussion with interest groups and others will also be maintained. The community engagement resources referred to in Para 6.3 may be partially used to develop capacity in the communities for engaging proactively in the process to ensure that local issues are fully recognised. There would be particular value in concerted consultation in October/November, as the proposals move closer to finalisation. Scrutiny review and formal decision making by the three local authorities will also be required at these later stages.

Jim Redwood  
Planning Director,  
Shoreham Harbour JAAP  
February 2009

## **Background papers:**

**The following studies are in progress for the Shoreham Harbour JAAP, and will be published once they are finalised:**

1. Strategic Housing Land Availability Assessment  
Identifies sites for development and reviews their potential capacity and deliverability. Outlines the possible housing type and tenure.
2. Equalities and Health Impact Assessment Scoping  
Describes pathways to potential health impacts arising from the potential development of the area, such as traffic disruption and improved job opportunities. Adur District Community Profile indicates key statistics characterising the area and population, in particular, relatively high proportion of elderly population; same sex couples; poor education and pockets of deprivation in certain wards within the regeneration area. There is also a high level of childhood obesity.
3. Economic Development Strategy  
A baseline report on the existing economy of the area, and existing policy. The local economy and industry performance is described, illustrating strengths in wholesale, retail, manufacturing and construction. Employment rate in the area is relatively high, as is employment in low-skills jobs, which presents a challenge in creating a new knowledge economy in the area.
4. Community Infrastructure Study  
Provides a baseline review of existing community infrastructure serving the area, and identifies gaps in services and areas for improvement, as well as the requirement arising from the proposed development. This includes education and learning; health and social care; leisure, recreation and culture; and emergency services.
5. Sustainable Transport Strategy, Modelling and Assessment Work  
This study is looking at what needs to be done to minimise the transport impact of new development at Shoreham Harbour.
6. Contaminated Land Desk Study Review  
Identifies areas of particular note for Land Contamination. In particular the site of the old Gas Works on the south side of the Canal.
7. Energy Study  
Addresses the best paths to achieving low-carbon development through energy efficiency, low carbon technologies, and alternative energy opportunities; including Carbon tariffs, CHP and district heating, heat pumps, waste-to-energy and wind power.
8. Masterplan Assessment of a Consolidated Port
9. Urban Design Study

A land-use and character study of the JAAP area and Adur District, including a townscape analysis, document review, capacity assessment within the JAAP area, and initial 3D modelling work.

10. Urban Design Options Study

A presentation of possible design options for the development of Shoreham, Southwick, Fishersgate and Portslade. Includes potential housing numbers and job provision.

11. Retail Study

12. Hotels, tourism and visitor study

13. Assessment of Open Space and Recreation

14. Shoreham Port Redevelopment Ecological Scoping Report

Desk study identifying designated sites in the JAAP area and the District surrounding the area, and potential for protected flora, fauna and habitats that may be impacted by the development

15. Ecology and Biodiversity Study

Further Desk Study covering Adur District, and including surveys of protected species and the area of vegetated shingle on Southwick Beach. The marine ecological impact of potential land reclamation is also studied.

16. Preliminary Flood Risk Assessments: - Outline Sequential and Exception Tests

17. RTS Options Study, by Alan Baxter Associates

18. Water Cycle Study

A study to assess the impact of the development on the water cycle, including abstraction, treatment, consumption, drainage and disposal of water to and from the development, including improvements possible in the retained developed area.

19. East Sussex and Brighton & Hove Wastewater Management study

To determine whether capacity at Southern Water's wastewater and sludge treatment facilities is sufficient to accommodate the options for meeting the proposed housing and employment growth targets in East Sussex and Brighton and Hove and to the required Environment Agency standards.

**The Following Studies have also been used to inform this report and are available for review:**

1. Proposed Modifications to the South East Plan, July 2008
2. Shoreham Harbour Programme of Development, ADC, B&HCC. WSCC, SPA, SEEDA, HCA, October 2008
3. Feasibility Study for the Installation of an ENVAC Underground Vacuum Waste System for Shoreham
4. Environmental Sustainability Options for Shoreham Redevelopment Project
5. Strategic Flood Risk Assessment, Phase 1 Report, by Capita Symonds, Jan 2007
6. Strategic Transport Study, MVA Consultancy, Jan 2007
7. Employment Land Study Revised Final Report, Step Ahead, Mar 2006
8. Retail Study, DTZ, March 2006 – Volumes 1 & 2
9. Open Space, Sport and Recreation Study, by PMP, Nov 2005
10. West Sussex Wharves & Railheads Study, Land & Mineral Management Ltd, Feb 2008
11. A Strategy for Shoreham Renaissance, by Allies & Morrison et al, March 2006
12. Shoreham Adur Tidal Walls (West Bank) Consultation for Flood Risk Management, by Environment Agency, March 2006
13. Adur Housing Strategy 2005-10 and Action Plan, by Adur DC, 2007
14. Adur Housing Needs Survey, by DCA, May 2003
15. Adur Housing Needs Survey- Update, by DCA, May 2005
16. Shoreham-by-Sea Conservation Area Strategy, by Adur DC, March 2008
17. Southwick Conservation Area Strategy, by Adur DC, Sept 2008
18. Coastal West Sussex Hotel & Visitor Accommodation Report, by Hotel Solutions, Sept 2008
19. B&H Strategic Housing Land Availability Assessment, B&H City Council, May 2008
20. B&H Strategic Flood Risk Assessment, Peter Brett Associates, March 2008
21. PPS25 Sequential and Exception Tests for the B & H Core Strategy DPD, B&H Council, 2008
22. B&H Strategic Housing Market Assessment, DTZ, April 2008
23. B&H Update Study: Affordable Housing Development Viability, Adams Integra, Dec 2007
24. B&H Hotel Futures: An Assessment of Hotel Supply, Performance and Development Potential, Hotel Solutions, January 2007
25. B&H Transport Assessment, Halcrow Group Limited, June 2008
26. Employment Land Study, Roger Tym & Partners, August 2006

27. Retail Study, GVA Grimley, April 2006
28. Appropriate Assessment for the Refreshed Preferred Options of the Council's Core Strategy, B&H City Council, 2008
29. Open Space, Sport and Recreation Study, PMP, 2008
30. A Green Network for Brighton & Hove: 1st Draft Report, May 2008
31. Draft urban characterisation study, B&H City Council, March 2007
32. B&H Strategy for Reducing Inequality in B&H, by OCSI, Dec 2007
33. B&H Tall Buildings Study, by GVA Grimley, Oct 2003 & Tall Buildings SPG, 2004
34. B&H Conservation Strategy, by BHCC, Nov 04
35. B&H Housing Needs Survey, by DCA, 2005
36. B&H Legibility Study, Public Open Space and Public Life, by Gehl Architects, Mar 2007
37. Sub-Regional Housing Needs Study, by DCA, 2004
38. Air Quality Detailed Assessment, by Sussex Air, Sept 2007
39. B&H Economic Strategy, by B&H Economic Partnership, Sept 2005
40. B&H Creative Workspace Study, by Creative Industries Services, Mar 2008
41. B&H Portslade Neighbourhood Action Plan, by BHCC, 2007
42. B&H Sustainable Community Strategy, by BHCC
43. Shoreham Harbour Flooding Scoping Note, by Halcrow et al, Jan 2008
44. Trans Options Utilities Costs, by BBP, Feb 2008
45. Draft Strategic Framework for the Coastal SE, May 2007
46. Shoreham Forecast Methodology, by Mott MacDonald, Jan 2008
47. Refreshed Economic Outcome for W Sussex Local Area Agreement, by SQW Consulting, Aug 2007
48. Shoreham Maritime Vision to Reality, by Moss EDP, ay 1998
49. Regional Economic Strategy 2006-2016b by SEEDA
50. Adur Core Strategy evidence-document, Jan 2007
51. Adur CS Sustainability Appraisal, Jan 2007
52. Adur Core Strategy Submission Document, Jan 2007
53. Brighton CS Supporting Evidence, June 2008
54. Brighton CS Sustainability Appraisal, June 2008
55. Brighton Sustainability Appraisal Core Strategy NTS, June 2008
56. Brighton Core Strategy Revised Preferred Options, June 2008
57. West Sussex Minerals and Waste Development Framework
58. East Sussex and Brighton and Hove Minerals and Waste Development Framework



# **ENVIRONMENT AND COMMUNITY SAFETY OVERVIEW AND SCRUTINY COMMITTEE**

## **Agenda Item 63**

Brighton & Hove City Council

<b>Subject:</b>	<b>Allotments Service Review</b>
<b>Date of Meeting:</b>	<b>23 March 2009</b>
<b>Report of:</b>	<b>Director of Environment</b>
<b>Contact Officer:</b>	<b>Tim Read, Projects Officer</b> <b>Tel: 290393</b> tim.read@brighton-hove.gov.uk
<b>Wards Affected:</b>	All

### **FOR GENERAL RELEASE**

#### **1. SUMMARY AND POLICY CONTEXT:**

- 1.1 At the 10 November 2008 Environment and Community Safety Overview and Scrutiny Committee meeting, Councillor Geoffrey Theobald set out his Environment portfolio and discussed joint working between Overview and Scrutiny and the Executive.
- 1.2 It was suggested then that allotments could be a potential area for scrutiny. This report provides an update on the allotments service review that began in April 2008.

#### **2. RECOMMENDATIONS:**

- 2.1 That Members note the report.

#### **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 In January 2007, a management review of Cityparks commenced to improve the efficiency and effectiveness of the service. This included a review of management and administrative functions and customer contact.
- 3.2 The review had an impact on the Allotment Service and allowed more time to be allocated to developing the service with the Brighton and Hove Allotment Federation.
- 3.3 Issues which required addressing included long waiting lists, plots which were not being cultivated, lack of enforcement and communication problems.

3.4 Improvements have been implemented in the following areas:

- 3.4.1 Increasing capacity - all full size plots becoming vacant are automatically split to standard half size plots and encouragement is given to existing tenants to split their plot if they appear unable to utilise their existing plot.
- 3.4.2 Communications – general enquiries regarding applications and waiting lists have been transferred to the Customer Service Call Centre so residents are able to contact the service and this has freed up much officer time.
- 3.4.3 Site representatives – this role has been broadened to include their need for greater responsibility which has freed up further officer time (the final necessary survey before eviction is carried out by a council officer).
- 3.4.4 Enforcement – a review of the allotment rules is under way which, together with the improved role of Site representatives and the implementation of a “three strikes and you are out” policy, is ensuring plots are cultivated and dealing promptly and fairly with non-cultivation.
- 3.4.5 Administration – applications, tenancies and notices are now dealt with by a team of five Cityparks officers ensuring that vacant plots are filled as quickly as possible and paperwork is dealt with promptly. In addition the waiting lists for individual sites have been grouped geographically so residents waiting for a long time are offered a plot on a nearby site if they so wish.
- 3.4.6 Liaison – regular meetings are held with the Federation and Cllr Smart (lead member for allotments), as well as the Federation committee meetings.

**3.5 As well as completing the review of the allotment rules there are further improvements planned:**

- 3.5.1 Develop a strategic perspective with the Federation and other interested groups such as the Food Partnership to promote citywide food projects.
- 3.5.2 Review unused allotment land and bring back in to use where appropriate.

**4. CONSULTATION**

- 4.1 Brighton & Hove Allotment Federation approved the project plan for the allotments service review in June 2008 and the Federation and Cllr. David Smart attending monthly meetings with the Projects Officer.

**5. FINANCIAL & OTHER IMPLICATIONS:**

- 5.1 There are no additional financial demands on the council following the review, as improved management, administrative and customer processes have allowed a more effective use of existing resources to improve the service.

*Finance Officer Consulted: Chris Rhodes Date: Sep 08*

- 5.2 Brighton & Hove Allotment Rules will be reviewed in April 2009. Upon completion, they will be forwarded to the relevant Council Lawyer. Also, the council has begun legal action against illegal occupation of Whitehawk Hill allotments site.

*Lawyer Consulted: Simon Court Date: Mar 09*

- 5.3 Equalities Impact Assessment (EqIA) is being undertaken on the Allotments Service team plan 2008-09 and subsequent actions will be included in wider Cityparks team plan to ensure carried out, as well as being signed off by Head of Equalities & Inclusion and being made available to the Chief Executive. Comprehensive equalities information is now requested on all new allotment application forms.
- 5.4 The review is focusing on reopening the allotments waiting lists on 1 March 2009 and bringing back out of use allotment plots/land. This will provide more opportunity for residents to grow food locally and more economically. However, by halving all available plots thus potentially increasing the total number of plots and thus in turn the administrative work.
- 5.5 The review has led to the council establishing "Allotment Watch" schemes at sites with higher levels of anti-social behaviour.
- 5.6 Unlikely risk that if interest in allotments decreased, then the time taken on this project may not have been best used. However, the opportunity is that by fixing the operational and administrative side of the service, more focus can be paid to developmental work.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. None

### **Documents In Members' Rooms**

1. None

### **Background Documents**

1. None



# **ENVIRONMENT AND COMMUNITY SAFETY OVERVIEW AND SCRUTINY COMMITTEE**

## **Agenda Item 64**

Brighton & Hove City Council

**Subject:** Work Plan and Seminar  
**Date of Meeting:** 23 March 2009  
**Report of:** Acting Director of Strategy and Governance  
**Contact Officer:** Name: Mary van Beinum Tel: 29-1062  
E-mail: Mary.vanbeinum@brighton-hove.gov.uk  
**Wards Affected:** All

### **FOR GENERAL RELEASE**

#### **1. SUMMARY AND POLICY CONTEXT:**

- 1.1 This report is in response to a request at the previous ECSOSC meeting for a Member seminar on transport to be held in May or June.

#### **2. RECOMMENDATIONS:**

- 2.1 (1) That, based on the considerations in this report, a scrutiny seminar on transport be not held at this stage but that transport issues continue to feature at Committee as suggested below in paragraphs 3.4, 3.5, 3.10 and 3.11
- (2) That Committee's work plan 2009 – 2010 be considered in a report to June meeting.

#### **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 In considering the work programme at the ECSOSC January 2009 meeting, it was suggested that a Member seminar be arranged before the June Committee meeting. This followed a second detailed report, discussion and replies to questions from the Public Transport Manager and Head of Transport Planning and Policy on the Local Transport Plan, when some members called for more but unspecified information.
- 3.2 Elsewhere on this agenda is a first summary of the Shoreham Harbour Joint Area action plan for which it is anticipated that an additional meeting during late May/early June is likely to be required, to enable ECSOSC comments on the draft proposals alongside the scrutiny work schedules of Adur and West Sussex neighbouring authority partners. It might not be possible to arrange both a seminar and additional meeting at a convenient time during this timeframe.

3.3 Since the Committee was first established Members have received the following items in the service area of transport and highways :

- i. Air quality challenges for the city
- ii. North Street Mixed Priority Route
- iii. Street trees
- iv. Street lighting
- v. Presentation on Integrated transport
- vi. Two updates on the Local Transport Plan

3.4 The current agenda includes a report on Parking Schemes enabling the Committee to comment on a draft policy; and the 22 June meeting is scheduled to receive an item on Parking Enforcement. A request for information on roadworks has been received and a letter on highways obstruction is on the agenda of the 10 March Overview and Scrutiny Commission.

3.5 As part of routine overview, a report on progress towards LTP2 targets is anticipated during 2009-2010 and engaging with the development of LTP3, the third generation of measures will also be scheduled.

3.6 An annual seminar on transport is usually held to which all Members are invited.

3.7 Notwithstanding the strategic importance of the transport and highways service area, the remit of ECSOSC, as listed in the Council's constitution, includes 11 other functions in addition to the 3 which are directly transport-related.<sup>1</sup>

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<sup>1</sup> Community Safety (including discharging those statutory responsibilities set out in s19 Police and Justice Act 2006)

Parks and Green Spaces

Travellers and Gypsies

Highways Management

Traffic Management and Transport

Parking

Waste

Conservation & Design

Coast Protection

Seafront

Environmental Health

Building Control

Trading Standards

Planning and Licensing

3.8 Arguably therefore the time spent by the Committee on the different parts of its remit can be better balanced between Departmental priorities.

3.9 For the reasons stated above it is suggested that a transport seminar be not held at present.

3.10 However Departmental officers are aware of Members' concerns for example on road safety and if wished during 2009 – 2010 can prepare a report on how the issue is being addressed. An update on cycling is also proposed. Naturally this does not preclude Members requesting further information or scrutiny of a particular area.

3.11 It is suggested that further proposals for other areas of ECSOSC be brought to 22 June Meeting.

#### **4. CONSULTATION**

4.1 Senior officers in Sustainable Transport have been consulted on this report.

#### **5. FINANCIAL & OTHER IMPLICATIONS:**

None in relation to this report.

#### **SUPPORTING DOCUMENTATION**

**None**





ENVIRONMENT AND COMMUNITY SAFETY OSC WORK PLAN 2008 - 2009

Issue	Date	Overview & Scrutiny Activity	Progress And Date	Outcome And Monitoring /Dates
<b>Developing Environment and Community Safety Overview &amp; Scrutiny</b>				
Establishing working relationships between Cabinet and Overview and Scrutiny	From 15 May 2008, new Leader and Cabinet Constitution	Joint discussions, agreed priorities, shared information, invitations to relevant meetings	Cllr G Theobald invited to Sept 15 ECSOSC. Positive discussions and suggestion for scrutiny action.  Councillor Dee Simson invited to 23 March ECSOSC	Suggestion added as potential item to the work plan
ECSOSC Work Plan with built-in flexibility	Every meeting	To check progress against Outline Work Plan		
<b>Performance Monitoring</b>				
Performance Monitoring	10 November 2008  26 January 2009	Receiving Comprehensive Performance Assessment (CPA) Score for Environment  Receiving Q2 LAA Delivery report  Q3 Performance	Further information requested and provided  Action Plan requested	

Issue	Date	Overview & Scrutiny Activity	Progress And Date	Outcome And Monitoring /Dates
	23 March 2009	Improvement report plus requested Action Plans		
<b>Holding to Account: Overview and Scrutiny Of Functions Of Environment</b>				
Impact of LTP and LDF on addressing the City's air quality challenges including traffic	15 September 2008	Update on air quality monitoring and improvement	Report welcomed	
Integrated transport	10 November 2008	Short presentation then further details to subsequent meetings	Presentation noted	
Second Local Transport Plan Progress Report 2008	10 November 2008 26 January 2009	Commenting on report to Cabinet Member Meeting Receiving further information	Comments taken into account by Cabinet Member 11 December Requesting scoping paper on possible seminar	Further information requested to following ECSOSC meeting
Community Safety	26 January 2009	Progress report	Comments on Annual Review and request for an	

<b>Issue</b>	<b>Date</b>	<b>Overview &amp; Scrutiny Activity</b>	<b>Progress And Date</b>	<b>Outcome And Monitoring /Dates</b>
	23 March 2009	Discussion with Cllr Dee Simson Cabinet Member	Update on the Police and Justice Act	
Allotments	23 March 2009	Officer report following suggestion from Cabinet Member		
Controlled Parking	23 March 2009	Considering Draft Policy		
Parking Enforcement	22 June 2009	Monitoring strategic performance		
Street Lighting	10 November 08	Investigating performance and making recommendations	Action taken noted	Monitoring report requested after one year

<b>Issue</b>	<b>Date</b>	<b>Overview &amp; Scrutiny Activity</b>	<b>Progress And Date</b>	<b>Outcome And Monitoring /Dates</b>
Night-time economy. Cumulative Impact Assessment	22 June 2009	Overview following one year's implementation.		
<b>Scrutiny Reviews/Requests</b>				
Mixed Priority Route North Street	15 September 2008	Investigating part of a decision made at July CMM	Report received	
Street Trees	15 September 2008	Receiving feedback following recommendations of former scrutiny review		No further monitoring needed
<b>Matters referred from Community Safety Forum, Cabinet, Council</b>				
Proposal for Scrutiny review of Older People and Community Safety	10 November	To agree topic for scrutiny review	Scrutiny Panel established and first scoping meeting scheduled.	Further scoping meeting end March to be followed by public meetings in April, May and July.
<b>Policy Development and Review - Overview and Scrutiny of Budget and Policy Framework (Plans and Strategies)</b>				
Development Plan		Commenting on draft		

<b>Issue</b>	<b>Date</b>	<b>Overview &amp; Scrutiny Activity</b>	<b>Progress And Date</b>	<b>Outcome And Monitoring /Dates</b>
Documents 20 – year Framework		documents		
Supplementary Planning Document London Road	Joint workshop CTEOSC/ECSOSC arranged for 10 March 2009: to be rearranged	To comment on draft proposals before public consultation		
Shoreham Harbour Joint Area Action Plan	23 March 2009  Possible additional meeting late May/early June 09	Receiving initial background information  Being consulted on JAAP before Cabinet 11 June		
Food Law Enforcement Plan	23 March 2009	Commenting on Food Law Enforcement Plan		
Health and Safety Annual Service Plan	23 March 2009	Commenting on Health and Safety Annual Service Plan		

Issue	Date	Overview & Scrutiny Activity	Progress And Date	Outcome And Monitoring /Dates
<b>Other strategic items</b>				
Accommodation needs of Gypsies and Travellers	13 August 2008	Call-in of decision made by Special Cabinet on 31 July	Recommendations made to Cabinet 18 September	Cabinet 18 September approved ECSOSC recommendations
Public Toilets opening hours, referred from Older People's Council via HOSC	To be confirmed	Requesting information		