

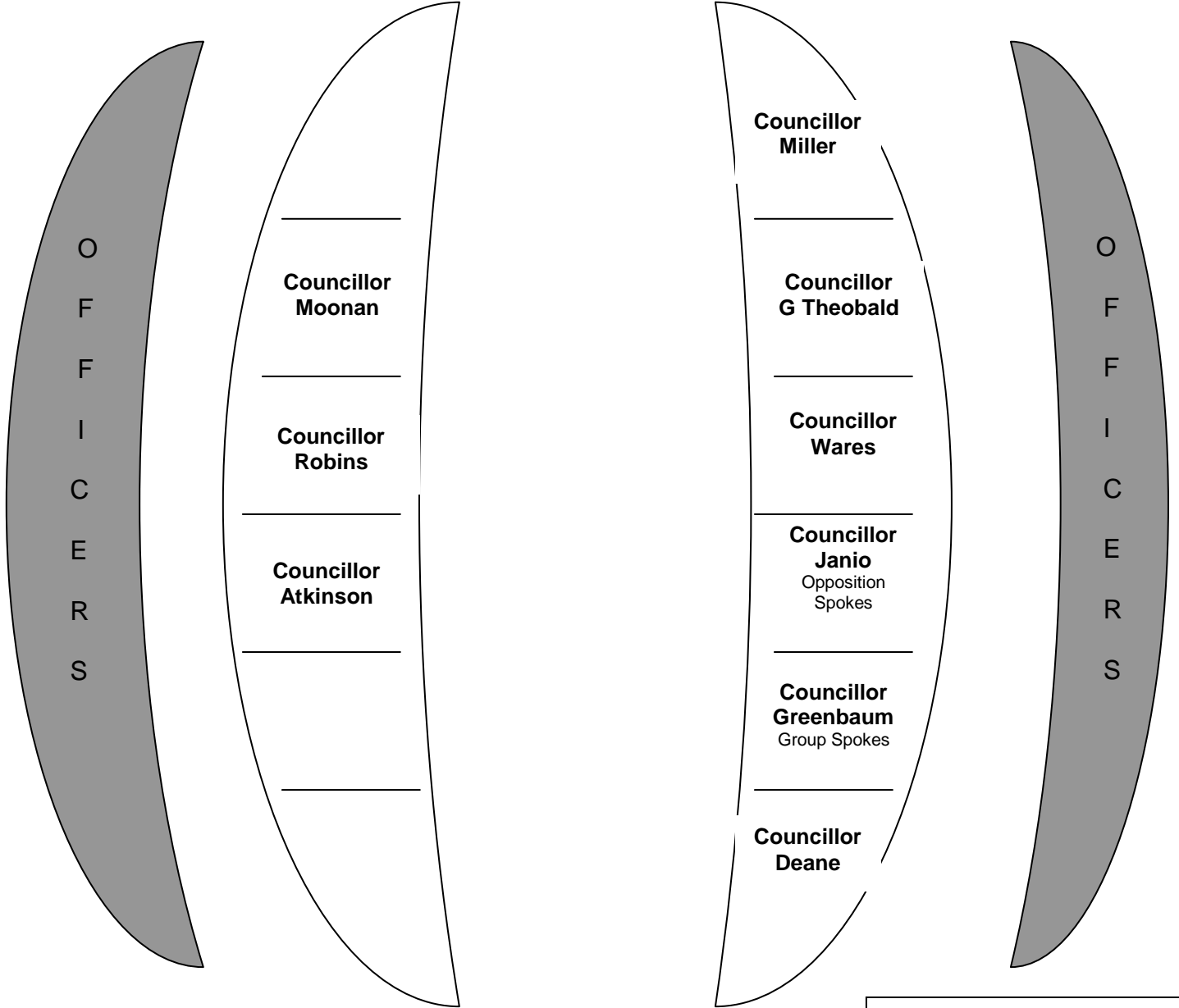


Title:	<b>Environment, Transport &amp; Sustainability Committee</b>
Date:	<b>28 June 2016</b>
Time:	<b>4.00pm</b>
Venue	<b>The Ronuk Hall, Portslade Town Hall</b>
Members:	<b>Councillors:</b> Mitchell (Chair), Atkinson, Deane, Greenbaum (Group Spokesperson), Janio (Opposition Spokesperson), Miller, Moonan, Robins, G Theobald and Wares
Contact:	<b>John Peel</b> Democratic Services Officer 01273 29-1058 john.peel@brighton-hove.gov.uk

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Democratic Services: Environment, Transport & Sustainability Committee

Legal Officer	Executive Director Economy, Environment & Culture	<b>Councillor Mitchell</b> Chair	Democratic Services Officer
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## AGENDA

### PART ONE

Page

#### 1 PROCEDURAL BUSINESS

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

In each case, you need to declare

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

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

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

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

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

#### 2 MINUTES

1 - 24

To consider the minutes of the meeting held on 15 March 2016 (copy attached).

Contact Officer: John Peel

Tel: 29-1058

#### 3 CHAIRS COMMUNICATIONS

**4 CALL OVER**

- (a) Items (8 – 18) will be read out at the meeting and Members invited to reserve the items for consideration.
- (b) Those items not reserved will be taken as having been received and the reports' recommendations agreed.

**5 PUBLIC INVOLVEMENT**

**25 - 26**

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

- (a) **Petitions:** To receive any petitions presented by members of the public;
  - (i) Surrenden Road Parking
  - (ii) Traffic in Ovingdean
- (b) **Written Questions:** To receive any questions submitted by the due date of 12 noon on the 21 June 2016;
- (c) **Deputations:** To receive any deputations submitted by the due date of 12 noon on the 21 June 2016.

**6 ITEMS REFERRED FROM COUNCIL**

**27 - 32**

Item referred from the last meeting of Full Council held on 24 March 2016 (copy attached).

- (a) **Petitions**
  - (i) Farm Green playground
  - (ii) Pesticide-Free Brighton
  - (iii) Withdean Park- Fenced Area for Dogs

**7 MEMBER INVOLVEMENT**

**33 - 44**

To consider the following matters raised by Members:

- (a) **Petitions:** To receive any petitions;
- (b) **Written Questions:** To consider any written questions;
  - (i) Zone G Parking- Councillor Hill
- (c) **Letters:** To consider any letters;
  - (i) Tree Management Strategy- Councillor Janio and Councillor



## ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE

Druitt

- (ii) Waste Enforcement- Councillor Janio and Councillor Greenbaum
- (iii) Hangleton Public Toilets- Councillor Janio, Councillor Barnett and Councillor Lewry
- (d) **Notices of Motion:** to consider any Notices of Motion referred from Full Council or submitted directly to the Committee.
  - (i) Extending Enforcement of Grass Verge Parking
  - (ii) Use of Pesticides

### GENERAL MATTERS

#### 8 CONSTITUTIONAL MATTERS: ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE 45 - 52

Report of the Executive Lead for Strategy, Governance & Law (Monitoring Officer) (copy attached).

Contact Officer: John Peel

Tel: 29-1058

Ward Affected: All Wards

### ENVIRONMENT & SUSTAINABILITY MATTERS

#### 9 CITY SUSTAINABILITY ACTION PLAN 2015-17 53 - 136

Report of the Acting Executive Director for Economy, Environment & Culture (copy attached).

Contact Officer: Mita Patel

Tel: 01273 293332

Ward Affected: All Wards

#### 10 STANMER ESTATE, PARKS FOR PEOPLE APPROVAL OF GRANT APPLICATION 137 - 146

Report of the Acting Executive Director for Economy, Environment & Culture (copy attached).

Contact Officer: Rob Dumbrill

Tel: 01273 293007

Ward Affected: All Wards

#### 11 UPDATE ON CHARGEABLE GARDEN WASTE COLLECTION SERVICE 147 - 150

Report of the Acting Executive Director for Economy, Environment & Culture (copy attached).

Contact Officer: Richard Bradley

Tel: 01273 294701

Ward Affected: All Wards

Contact Officer: Tracy Phipps Tel: 01273 294724  
Ward Affected: Hangleton & Knoll; South  
Portslade

13	HANOVER, ELM GROVE & CRAVEN VALE – INITIAL PARKING SCHEME CONSULTATION RESULTS	157 - 184
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**Contact Officer:** Charles Field      **Tel:** 01273 293329  
**Ward Affected:** East Brighton; Hanover &  
 Elm Grove; Queen's Park

14	AREA F (FIVEWAYS) AND AREA G (HOLLINGBURY ROAD / DITCHLING GARDENS) PARKING SCHEME AMENDMENT ORDER	185 - 192
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Contact Officer: Charles Field Tel: 01273 293329  
Ward Affected: Hollingdean & Stanmer;  
Preston Park

<b>15</b>	<b>VICTORIA ROAD PARKING PROPOSALS</b>	<b>193 - 198</b>
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Contact Officer: Charles Field Tel: 01273 293329  
Ward Affected: South Portslade

**16 TRO OBJECTION - HADDINGTON ST/ CLOSE IN HOVE 199 - 214**

Contact Officer: Matthew Thompson Tel: 01273 293705  
Ward Affected: Central Hove

### 17 PARKING PAYMENT SYSTEMS

215 -  
224

Report of the Acting Executive Director for Economy, Environment & Culture (copy attached).

Contact Officer: Paul Nicholls

Tel: 01273 293287

Ward Affected: All Wards

### 18 NON-MOTORISED VEHICLES

225 -  
242

Report of the Acting Executive Director for Economy, Environment & Culture (copy attached).

Contact Officer: David Fisher

Tel: 01273 292065

Ward Affected: All Wards

### 19 ITEMS REFERRED FOR FULL COUNCIL

To consider items to be submitted to the 21 July 2016 Full Council meeting for information.

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

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For further details and general enquiries about this meeting contact John Peel, (01273 29-1058, email [john.peel@brighton-hove.gov.uk](mailto:john.peel@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk)

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Date of Publication - Monday, 20 June 2016

**BRIGHTON & HOVE CITY COUNCIL**  
**ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE**

**4.00pm 15 MARCH 2016**

**THE RONUK HALL, PORTSLADE TOWN HALL**

**MINUTES**

**Present:** Councillor Mitchell (Chair) Barradell (Deputy Chair), Janio (Opposition Spokesperson), West (Group Spokesperson), Atkinson, Miller, Nemeth, Robins, Sykes and G Theobald

**PART ONE**

**64 PROCEDURAL BUSINESS**

**64(a) Declarations of substitutes**

64.1 Councillor Sykes was present as substitute for Councillor Greenbaum.

**64(b) Declarations of interest**

64.2 Councillor West declared a non-pecuniary interest in Item 72: The Big Conversation as a current Trustee of Brighton & Hove Environment Conservation Trust that leased a number of properties in Stanmer Park which was one of a number of parks to be consulted under the proposals.

64.3 Councillor Nemeth declared a non-pecuniary interest in Item 74: Official Feed and Food Controls Service Plan 2016/17 as the owner of a business that produced food sold in the Brighton & Hove area.

64.4 Councillor Robins declared a non-pecuniary interest in Item 72: The Big Conversation as a Trustee of the Fresh Start Charity that operated from premises based in Easthill Park

**64(c) Exclusion of press and public**

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

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

**65 MINUTES**

- 65.1 **RESOLVED-** That the minutes of the previous meeting held on 19 January 2016 be approved and signed as the correct record.

**66 CHAIRS COMMUNICATIONS**

- 66.1 The Chair provided the following communications:

*“I’d like to inform those present that this meeting will be webcast live and will be capable of repeated viewing.*

*Following this committee’s consideration of the item and subsequent requests for Member Workshops, I am pleased to confirm that there will be a Members Briefing session on the Air Quality Action Plan including an update on the latest monitoring and trends held on 21 March and 10 June.*

*I understand that an invitation to these sessions has already been sent to Members and I hope Members of this committee will be able to attend.*

*On 24<sup>th</sup> February I attended a meeting of the Coast to Capital Local Transport Body so will feed back on the decisions taken.*

*There were three procedural items that were agreed as per the recommendations and four items relating to transport schemes.*

*These were two from WSCC where the business cases were accepted and funding allocated for the A259 Littlehampton Improvement Scheme and the A284 Lyminster By-Pass.*

*One maintenance scheme from Surrey CC for the A217 to address localised flooding issues. A further funding bid from Surrey CC was not supported and will be resubmitted at a later date.*

*I would also like to thank two people who have served this committee for a number of years, one as a Member and one as an officer, and who are leaving for pastures new.*

*Jan Jonker is leaving the City Council to take up a post with Worthing and Adur Councils and I am sure that the committee will wish him well in his new role.*

*Councillor Pete West has the honour of being the City’s Mayor from May and has served on this committee for a number of years, including as Chair – so we wish him all the best for an enjoyable Mayoral year”.*

- 66.2 Councillor Theobald expressed his thanks to Jan Jonker who he had found to be an exceptional officer. Councillor Theobald stated that he had always found Jan’s advice and assistance a great help and he wished him well for the future.

- 66.3 Councillor West reiterated the praise expressed to Jan Jonker who he had found to be an officer who worked to the highest professional standard and would be a huge loss to the council and city as a whole.

**67 CALL OVER**

- 67.1 All items on the agenda were reserved for discussion.

**68 PUBLIC INVOLVEMENT****(a) Petitions**

**(i) Saxon Court, Hove motorcycle bay- Angela Atkinson**

68.1 The Committee considered a petition signed by 69 people requesting the removal or relocation of a motorcycle bay outside of Saxon Court, Hove.

68.2 The Chair provided the following response:

*“Thank you for your petition. The removal of the motorcycle bay will be investigated by officers. If it is felt this should be taken forward then this will be included in the next available traffic amendment order which is likely to be in June 2016. This would allow members of the public to make comments on the proposal”.*

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

**(ii) Western Road Parking- Amy Kitching, Councillor Sykes**

68.4 The Committee considered a petition signed by 70 people requesting the council to install a loading ban on the stretch of Western Road between Little Western Street and Waterloo Street.

68.5 The Chair provided the following response:

*“Following the petition I will now instruct officers to consider this in the next available amendment Traffic Order. This is likely to be in June alongside a number of other requests throughout the City.  
Just to clarify we would be looking at implementing a loading ban to prevent any parking in the sections mentioned rather than any bays”.*

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

**(b) Written Questions****(i) Communal refuse consultation: Palmeira Square and Adelaide Crescent**

68.7 Susan Hunter presented the following question:

*‘With reference to the possibility of communal rubbish bins being installed in Palmeira Square and Adelaide Crescent, if they are installed and then generate rubbish around them, rather than in them, will it be agreed that these bins can be removed and put outside the Square and Crescent?’*

68.8 The Chair provided the following response:

*“Thank you very much for your question. Following lengthy discussions with residents, members of this committee and ward councillors, both before and after the committee report was published, we will be moving an amendment to the recommendations on the committee report that the council consults residents on the two options of communal containers or a kerb-side sack collection. As part of the consultation residents will be able to suggest other methods.*

*Currently the communal bins in streets adjacent to the squares sometimes fill up quickly as they are used by people living in the squares so the introduction of communal bins would help this situation and there would be capacity for all households.*

*I am pleased to say that we have also stepped up our enforcement activity and now have a dedicated enforcement team that is addressing the fly-tipping in streets, illegal disposal of commercial waste in communal bins and littering. The work of this team will help keep the city, as well as the squares, clean.*

*If communal bins are introduced officers from City Clean will monitor them closely after implementation and take quick action to address any problems.*

*The focus will be in resolving any early issues rather than moving them elsewhere”.*

68.9 Susan Hunter asked the following supplementary question:

*“What actions will be taken should the bins attract vermin as happened with the composting scheme undertaken in Palmeira Square”*

68.10 The Chair provided the following response:

*“If residents were to spot any sign of vermin, then we would hope they would report it really swiftly to Cityclean or to Environmental Health and I can promise you, quick action would be taken”*

**(ii) Communal refuse consultation: Palmeira Square and Adelaide Crescent**

68.11 David Ward presented the following question:

*“In reference to the possible communal bins proposed for Palmeira Square & Adelaide Crescent, "Heritage area of the City". Will the Council consider screening around the bins, in order to preserve the character of the area? This could be Evergreen Hedging for example”.*

68.12 The Chair provided the following response:

*“Thank you very much for your question.*

*As part of the proposed consultation with residents, the Conservation Advisory Group and the Planning Conservation Officer we will seek views on ways to minimise any impacts associated with communal bins.*

*We have also secured increased budget to maintain and replace communal bins across the city which will help ensure any new bins are maintained to a good standard.*

*Officers are keen to explore any additional options to screen bins for example by using hedging where that is possible. The viability of any such options will be subject to funding which officers are happy to explore with residents and stakeholders”.*

68.13 David Ward asked the following supplementary question:

*“Would the council accept a donation from residents for suitable screening”*

68.14 The Chair provided the following response:



*"I think we would certainly consider that very positively Mr Ward, thank you for your suggestion"*

**(iii) Communal refuse in heritage areas**

68.15 Thomas Chavasse presented the following question:

*"Noting unsustainable presumptions as a basis for seeking permission to re-consult on communal bins, committee is asked to recall the strong heritage advice given to council and the outcome of 2008 in-depth debates on safety and assessments of bin locations and to confirm that:*

*The over-exaggerated health and safety claims are dismissed and the well-established systems retained. Nothing has or needs to change in these densely populated heritage areas and the officers are harking back to a lost cause and their report even presumes an outcome which omits consideration of retaining the well-established status quo. So why consult?"*

68.16 The Chair provided the following response:

*"The reason that the committee is being asked today for permission to consult on the potential installation of communal bins in the squares is that the current practice of collecting sacks from basements is not safe. Thankfully there has only been one accident in recent years which did result in the employee being off work for two weeks.*

*However, the council has a legal and moral duty to ensure that risks to its employees are minimised as far as practicable. We cannot simply wait around for further accidents to happen in the full knowledge that there are systems available to us now to better contain waste and make collections safer and more hygienic.*

*There are roughly 2,000 properties on basement collections and if each property put out an average of just two sacks per week that equates to 4,000 sacks of rubbish being hauled up basement steps. Not only do the steps present a trip hazard, especially in the wet and dark but there are risks of injury from sharp objects protruding from the bags, many of the storage areas are low and unlit and there are hazards of vermin.*

*These risks are not over exaggerated which is why retaining basement collections is not an option"*

68.17 Thomas Chavasse asked the following supplementary question:

*"Will committee agree that the proposal to discuss recycling bins and impose refuse bins on the inadequate basis of a hyped health and safety assessment puts the con in consultation?"*

68.18 The Chair provided the following response:

*"What this is about is balancing the heritage nature of the squares with our duty to staff and we do regularly have staff that come to us with a grievance towards the council because of the poor working conditions and dangers associated with basement collections and they are always fully supported by their union in making those grievances. We cannot simply ignore the situation and longer and as part of the consultation we are proposing, the heritage considerations will be taken into account.*

*We will consult with the Conservation Area Advisory Group and to seek their advice as part of that consultation but we also have to balance that with our duty to our staff"*

**(iv) Communal refuse consultation: Palmeira Square and Adelaide Crescent**

68.19 Mike Kingston presented the following question:

*"Will the Council withdraw proposal 70 whilst:*

- 1. An independent financial assessment of the policy is carried out to accompany any proposal. This assessment to include the financial benefits of properly maintaining the conservation and historic areas of Brighton and Hove.*
- 2. A proper consultation is carried out as promised by council officers in a public meeting and confirmed by way of email from City Clean dated 11 July 2012".*

68.20 The Chair provided the following response:

*"A financial assessment of the proposals to introduce communal collections has not been carried out because this proposal is not financially driven. The reason for the proposals is to address the Health and Safety issues arising from basement collections which cannot continue.*

*I am a bit unclear what you mean in relation to you question about assessing the financial benefits of properly maintaining the conservation and historic areas of Brighton and Hove in relation to this specific proposal.*

*We have been clear about the issues and risks from basement collections. An amendment will be moved to the recommendations on the report for the council to consult on the two options of having a communal collection or kerb-side sack collection. Residents will be able to suggest other methods as part of that consultation".*

68.21 Mike Kingston asked the following supplementary question:

*"Our responsibility as residents and councillors is to preserve and enhance our conservation and heritage areas. How will this policy continue to enhance our areas for years to come?"*

68.22 The Chair provided the following response:

*"We are balancing the heritage aspects of the Squares against the need to progress a modern refuse collection service. Hauling sacks up from basements is not part of the way forward and we have to balance the risks to staff. In my ward in Kemptown I have heritage squares, they have had communal bins for some time now and they are working very well indeed".*

**(v) Communal refuse consultation**

68.23 Fiona Bower presented the following question:

*"A senior Council officer advised at least one local residents' group that the Council would consult on whether to have communal bins in seafront squares with listed building status. Where they would be situated would have been a secondary question. There*

*was no reference to black sack kerbside collections. Can the Environment, Transport and Sustainability Committee now give assurance that the communal bins consultation will adhere to conservation advice and guidance, given the Grade I Listed status of Brunswick Square and Terrace?*

68.24 The Chair provided the following response:

*“Thank you for your question.*

*It is considered that the only two options with the ending of basement collections would be either communal bins or a black sack collection from the kerbside rather than the basements.*

*I know that officers have been working with resident groups in advance of the consultation in order to bring them up to speed on why the collections from basements cannot continue and a number of meetings have taken place to discuss possible locations.*

*As I have said in response to other questions this evening, following further discussions with officers and councillors we will be moving an amendment to the published recommendations for the council to consult residents on the two options of communal collections or a kerbside sack service. As part of that consultation residents will be able to suggest other methods”.*

68.25 Fiona Bower asked the following supplementary question:

*“By banning basement bins collections for health and safety reasons, the council is transferring a weekly risk from four Cityclean employees to a daily risk to children and adults using Brunswick Square. Communal bins will block sight-lines, increase heavy traffic around the Square and risk the lives of young children who dart in and out of the gardens of the Square on to the road. Should the council introduce communal bins and there is an accident, fatal perhaps, will they be removed?”*

68.26 The Chair provided the following response:

*“Any placement of communal bins is done extremely carefully, incorporating a risk assessment to its siting. Highways considerations are taken into account, highways officers are consulted about things like sightlines. As I have said, communal bins have been sited in many other areas of the city and the council does have experience in doing such. If there is a serious problem with the siting of a bin then that would be investigated promptly and another location would be considered”.*

**(vi) Saltdean Oval toilets**

68.27 Cathy Gallagher presented the following question:

*“Can we in Saltdean have your assurance that there will be no change to the status of the Saltdean Oval toilets without full community consultation with both residents and ward Councillors. Furthermore can you confirm that the information on which the recommendation for closure was made has been independently verified and can you supply full documented details?*

*If the recommendation for closure was not based on verified information, what was the basis of the decision? Was it purely financial?”*

68.28 The Chair provided the following response:

*“Thank you for your question.*

*In 2015/16 the council agreed to reduce the budget for public toilets by £165,000 in 2016/17 so officers had to work up proposals to deliver those savings.*

*The only way that savings of that magnitude can be realised is by either reducing opening hours or by closing some sites completely.*

*We worked hard during the budget setting process to find ways of reducing that overall saving amount with additional funding having been identified by both Labour and Conservative Councillors.*

*With those changes, the saving requirement is now £40,000 and officers are currently working up revised proposals to achieve the saving with minimal impact on the service and details will be available soon.*

*The recommendations of toilet closures are made by officers and based mainly on levels of usage that can be measured by people counters but mainly by water usage. Proximity of other sites is taken into account. I will ask officers to send you the information that they have.*

*I am pleased to say that we have secured £1.5m capital investment in our toilets which will significantly improve their standard. We are currently drafting a business plan to support the provision of public toilets for the future.”*

68.29 Cathy Gallagher asked the following supplementary question:

*“Saltdean welcomes the Big Conversation on Open Spaces strategy and we are as a community formulating our own plans. As our public toilets in our only public park are on the condemned list with no suitable alternative, what is the timescale for Saltdean’s Big Conservation to start?”*

68.30 The Chair provided the following response:

*“At the moment I can’t give you a clear answer on how that £40,000 residual saving is going to be made. Officers are working on that and there will need to consultation with ward councillors in areas where those savings might be achieved. As soon as we have that information, we will inform you. We will send you the information in relation to your question about how conclusions on original savings were arrived at”.*

**(c) Deputations**

**(i) Deputation to support the offer of funding for a children’s playground in Stanmer Park- Jamie Hooper**

68.31 The Committee considered a Deputation that made Members aware of an offer of funding via the Fields in Trust charity to provide playground equipment in Stanmer Park.

68.32 The Chair provided the following response:

*“Thank you very much for your Deputation.*

*I understand that the donation would come from you personally and be channelled through Fields in Trust so I would like to also thank you for your generosity.*

*The council is facing significant budget constraints and later on the agenda we will be considering a report to look at how we can protect our parks and open spaces in light of reducing resources. In this financial climate donations for playgrounds are particularly welcome.*

*Officers have spoken to you about the practicalities associated with your donation and things that need to be considered are that any play area is designed and located to fit in with the overall Masterplan for the Estate and as you know, that Masterplan is being drawn up in conjunction with the National Park, with Heritage England, with other stakeholders within the park and of course, we will obviously work with children on the design.*

*We also need to make sure that if any new play areas are built maintenance costs are minimised and on-going maintenance is secured. In the current climate our budgets are insufficient to maintain all our existing play areas so this is something we have to consider carefully before agreeing new sites. These are all issues that will be addressed in our forthcoming Open Spaces Strategy.*

*Officers will work on your proposal which will need to come back to a future committee for decision. As you are aware the Stanmer HLF deadlines are tight so it probably won't be possible to bring a report to the June meeting but all being well officers will work to bringing a report back in the autumn."*

68.33 **RESOLVED-** That the Deputation be noted.

## **69 MEMBER INVOLVEMENT**

### **(c) Letters**

#### **(i) Speeding on Bush Farm Drive, Downs Park Estate, North Portslade- Councillor Atkinson**

69.1 The Committee considered a letter requesting that an urgent traffic survey study be undertaken at busy times in Bush Farm Drive to consider measures to reduce speeding on Bush Farm Drive.

69.2 The Chair provided the following response:

*"Thank you very much for your letter. Road Safety Officers have visited to look at the situation.*

*Due to limited budgets, resources are, in the main, targeted at those areas or roads where there is a history of collisions, especially those causing injury.*

*Thankfully this is not occurring in Bush Farm Drive but the situation that you outline is very concerning and I am asking officers to keep this area under review in relation to any possible mitigating measures that could be considered".*

69.3 **RESOLVED-** That the Letter be noted.

### **(d) Notices of Motion**

69.4 The Committee considered a Notice of Motion referred from the Full Council meeting held on 28 January 2016 requesting it review land use of the city's downland estate from the perspective of reducing flood risk in the city.

69.5 The Chair provided the following response:

*“Following receipt of the Notice of Motion, I requested a briefing from officers detailing the actions taken by the council in response to recent flooding incidents on our downland estate.*

*That briefing provided assurance to me that all necessary actions had been undertaken in response to those events and in diminishing the likelihood of a repeat of those events. But in addition, following a review of the events last year, this committee agreed a comprehensive flood risk management strategy that was approved and there are also flood mitigation policies in the City Plan that will be debated at Full Council next week. So I would have concerns about undertaking officer duplication on this.*

*I will be circulating the lengthy briefing note to Members of the committee detailing that information subsequent to this meeting.*

*On that basis, I propose that this committee note the request- do Members agree?”*

69.6 Councillor Sykes noted that he had submitted the Notice of Motion to Full Council and he was grateful to the Chair for providing information on what action was being undertaken to mitigate flood risk. Councillor Sykes noted that the purpose of the Motion was because there were very detailed engineering solutions and proposals to address flood risk but no reference to natural flood risk defences including tree planting however, he was satisfied with the assurance given.

69.7 **RESOLVED-** That the Notice of Motion be noted.

## **70 PERMISSION TO CONSULT ON EXTENSION OF COMMUNAL REFUSE AND RECYCLING**

70.1 The Committee considered a report of the Acting Executive Director, Environment, Development & Housing that sought agreement in principle to the introduction of communal refuse collection in the three Regency Squares subject to consultation with residents on their locations and options to minimise visual impact. The report also sought permission to consult on communal recycling in those areas and to consult streets that received kerbside black bag collections on the implementation of communal refuse and recycling collections.

70.2 The Chair moved a joint Labour & Co-operative Group and Conservative Group motion to amend recommendation 2.2 and to delete recommendation 2.3 as shown in bold italics as follows:

2.1 That the Committee notes that the existing collections from basement properties are considered to present a significant risk to staff which the council has a legal duty to minimise as far as reasonably practicable.

2.2 ~~That the Committee agrees in principle to the introduction of communal refuse collection in Lewes Crescent, Sussex Square, Chichester Terrace, Arundel Terrace, Brunswick Square and Terrace and Palmeira Square and Adelaide Crescent~~

- 2.2 ***That the Committee approves consultation with the residents of Lewes Crescent, Sussex Square, Chichester Terrace, Arundel Terrace, Brunswick Square and Terrace and Palmeira Square and Adelaide Crescent on the alternative options for refuse collection, namely communal collection and bin locations or kerbside black bag collection.***
- ~~2.3 That the Committee approves consultation with the residents of Lewes Crescent, Sussex Square, Chichester Terrace, Arundel Terrace, Brunswick Square and Terrace and Palmeira Square and Adelaide Crescent on the potential locations of communal bins.~~
- 2.4 That the Committee approves consultation with the residents of Lewes Crescent, Sussex Square, Chichester Terrace, Arundel Terrace, Brunswick Square and Terrace and Palmeira Square and Adelaide Crescent on communal recycling.
- 2.5 That the Committee approves consultation with the residents of Westbourne Street (southern end) Beaconsfield Road and Viaduct Road on the implementation of communal refuse and recycling collection as an alternative to kerbside refuse and recycling collections
- 70.3 Councillor Janio formally seconded the motion. Councillor Janio stated that whilst there was a duty upon the council to preserve the historic squares of the city, it also had a duty of care to its workforce that had to take priority in this instance. Councillor Janio hoped that a discussion could take place with residents by way of mitigating the sight of the bins.
- 70.4 Councillor Sykes moved a motion on behalf of the Green Group to amend recommendation 2.2, delete recommendation 2.3 and amend recommendation 2.4 as shown in bold italics below:
- 2.1 That the Committee notes that the existing collections from basement properties are considered to present a significant risk to staff which the council has a legal duty to minimise as far as reasonably practicable.
- ~~2.2 That the Committee agrees in principle to the introduction of communal refuse collection in Lewes Crescent, Sussex Square, Chichester Terrace, Arundel Terrace, Brunswick Square and Terrace and Palmeira Square and Adelaide Crescent~~
- 2.2 ***That the Committee approves consultation with the residents of Lewes Crescent, Sussex Square, Chichester Terrace, Arundel Terrace, Brunswick Square and Terrace and Palmeira Square and Adelaide Crescent on the options for refuse collection, namely communal collection and bin locations or kerbside black bag collection or the current method of collection.***
- ~~2.3 That the Committee approves consultation with the residents of Lewes Crescent, Sussex Square, Chichester Terrace, Arundel Terrace, Brunswick Square and~~

~~Terrace and Palmeira Square and Adelaide Crescent on the potential locations of communal bins.~~

- 2.4 That the Committee approves consultation with the residents of Lewes Crescent, Sussex Square, Chichester Terrace, Arundel Terrace, Brunswick Square and Terrace and Palmeira Square and Adelaide Crescent on **either continuing with the current method of collection or introducing** communal recycling.
- 2.5 That the Committee approves consultation with the residents of Westbourne Street (southern end) Beaconsfield Road and Viaduct Road on the implementation of communal refuse and recycling collection as an alternative to kerbside refuse and recycling collections

- 70.5 Introducing the amendment, Councillor Sykes explained that the option for black bin bag collection from the pavement as detailed in the joint motion was not, in his view, a serious alternative. The bags would very likely be split by seagulls and foxes leading to mess and therefore his group could not support the motion. Councillor Sykes stated that the Green Group motion offered the status quo as an option as that would represent a fair and open consultation exercise to residents. In relation to the case made on health and safety grounds, Councillor Sykes commented that it was unfortunate that the committee had not received the relevant risk assessment to help inform them. Councillor Sykes noted that there had been only one reported health and safety incident in 13 years which he believed did not present an overwhelming case for the measures proposed. Councillor Sykes stated that he had consulted with the union representing Cityclean staff and had found they too were not particularly supportive of the measures proposed and had not received lobbying from their staff. Councillor Sykes supplemented that the consultation as proposed did not provide options but imposition. Furthermore, the change in direction of the consultation had only been communicated to residents and ward councillors in the past week and was in conflict with the discussions that had taken place up until this point. Councillor Sykes believed that the committee had an obligation to residents to carry out a full, unrestricted consultation and the subsequent report should detail heritage impact, a full breakdown of financial implications, resident opinion and a full risk assessment.
- 70.6 Councillor West formally seconded the motion. Councillor West stated that he did not believe the case for change based on health and safety grounds had been made. Councillor West stated that the Cityclean staff union had not received representations and the committee had not been provided the full risk assessment meaning it did not have full information before it. Furthermore, the council had an obligation to provide a full options consultation to residents as a matter of fairness and respect. With regard to Viaduct Road and Beaconsfield Road, this case differed as residents were asking for communal refuse and an issue that had his full support.
- 70.7 The Head of Health & Safety stated that in relation to those aspects, there was always a difficult risk management balance. Accidents occurring over time were not the only measure of assessment and exposure to risk and harm also had to be taken into account. Furthermore, the council had a duty to constantly review its safety management procedures and had to consider safer alternatives to current and established practices where they were available.



- 70.8 The Head of Projects & Strategy stated that regular meetings had been held with the best intention to keep residents informed of the proposals and an informal meeting had been held to discuss possible bin location. The Head of Projects & Strategy clarified that the proposals were not driven by savings and that was clear within the report. Furthermore, a number of discussions had been held with staff regarding the potential health and safety risks that refuse collection at the locations presented and the subject had been the matter of employment grievances made by a member of staff who had been fully supported by their union through that process.
- 70.9 Councillor Miller noted his support for the joint Labour & Co-operative and Conservative Group amendment as it would provide some options for residents. Councillor Miller stated that he was aware of the risk of slippage on the stairs around the heritage squares as he had done so himself. Councillor Miller asked if it was possible to view the consultation documents before they were sent to residents and if collections could be increased to prevent loss of parking space.
- 70.10 The Head of Projects & Strategy stated that once the draft consultation documents had been compiled, they would be shared with ward councillors and resident associations before being distributed. Refuse collections could certainly be maximised to reduce the impact upon parking.
- 70.11 Councillor Barradell stated that she lived near to a conservation area so understood the concerns raised. Councillor Barradell noted that the committee had recently agreed enforcement measures that would significantly reduce incidents of fly-tipping across the city. Furthermore, Councillor Barradell observed that the refuse bins were not a permanent feature and could be moved to a different, appropriate location should objections be received from residents.
- 70.12 Councillor Robins asked if that if the committee refused the report recommendations and the status quo continued in relation to refuse collection, who would be accountable should there be an accident suffered by a member of council staff.
- 70.13 The Head of Health & Safety clarified that the council could be considered negligent if it did not undertake action to manage the health and safety risk presented to its employees.
- 70.14 The Chair then put the Green Group motion to the vote which failed.
- 70.15 The Chair then put the joint Labour & Co-operative Group and Conservative Group motion to the vote which passed.
- 70.16 **RESOLVED-**
- 1) That the Committee notes that the existing collections from basement properties are considered to present a significant risk to staff which the council has a legal duty to minimise as far as reasonably practicable.
  - 2) That the Committee approves consultation with the residents of Lewes Crescent, Sussex Square, Chichester Terrace, Arundel Terrace, Brunswick Square and Terrace and Palmeira Square and Adelaide Crescent on the alternative options for refuse

collection, namely communal collection and bin locations or kerbside black bag collection.

- 3) That the Committee approves consultation with the residents of Lewes Crescent, Sussex Square, Chichester Terrace, Arundel Terrace, Brunswick Square and Terrace and Palmeira Square and Adelaide Crescent on communal recycling.
- 4) That the Committee approves consultation with the residents of Westbourne Street (southern end) Beaconsfield Road and Viaduct Road on the implementation of communal refuse and recycling collection as an alternative to kerbside refuse and recycling collections

## 71 OCCUPATION AGREEMENTS AND FEE SETTING FOR TRAVELLER SITES

- 71.1 The Committee considered a report of the Acting Executive Director, Environment, Development & Housing that set out a proposed Occupation Agreements for the council's permanent and transit traveller sites, a Discretionary Succession Policy for the permanent traveller site and a proposed pitch fee and service charge in relation to both sites.
- 71.2 Councillor Barradell praised the report that was very thorough and provided assurance that it provided fair rent and conditions for those using the sites. Councillor Barradell expressed her disappointment that gender specific language had been used within the agreements, an approach she found very outdated.
- 71.3 The Head of Tenancy Services explained that the text had been lifted from government legislation and could be made gender neutral for the final version.
- 71.4 Councillor Janio moved a motion on behalf of the Conservative Group to amend recommendation 2.2(b) as shown in bold italics below:

2.2 That the Environment, Transport & Sustainability Committee approve the:

- (b) Pitch fee, deposit and service charges for the transit traveller site ***plus an additional fee to cover costs of security on site.***

- 71.5 Introducing the motion, Councillor Janio explained that whilst he was in favour of the policies in general, he had concerns that the full costs of the site would not be met under the proposals that would be an additional incurrence on an already expensive process establishing sites. Councillor Janio felt that providing direct ownership of security costs to residents of the sites would encourage good behaviour and a reduction of those costs over time.
- 71.6 Councillor Theobald formally seconded the motion.
- 71.7 The Chair asked for technical clarification that an approach had been taken for these new sites whereby the council would cover costs of security in order to ensure traveller safety from the beginning and to help the bedding-in process.

- 71.8 The Head of Tenancy Services confirmed that this was the position that had been reached. This was on the basis that to include security costs in the weekly cost would mean an additional charge of £46 per week to each resident which would push the overall charge up to a very high rate. In turn, it was expected that this could lead to reluctance to use the transit site. Furthermore, once the new sites had become settled, costs would be reviewed with the intention to reduce those over time.
- 71.9 Councillor Theobald stated that he felt that with CCTV provision on site, there was even more justification for residents to pay for security costs. Councillor Theobald felt that large sums of public money had already been spent on the sites and it was only fair that the residents met security costs even if that increased rental cost. Councillor Theobald noted his concern that occupants would be able to store licensed guns on the premises as he did not believe that sufficient, secure storage was available on site. Councillor Theobald noted that untaxed vehicles would not be allowed on site and suggested that in addition, this include uninsured vehicles and those without MOT. Furthermore, Councillor Theobald did not believe commercial vehicles should be allowed on site nor should non-hazardous commercial waste be permitted to be stored on site for any period of time.
- 71.10 The Deputy Head of Law clarified that the application process for a firearm licence dictated requirements on storage. Residents would have to satisfy those requirements and would be in breach of that licence if the conditions were not met.
- 71.11 Councillor Sykes stated that he was pleased that the report recorded the support of Friends and Families of Travellers for the occupation agreements. Councillor Sykes stated that he had found the guidance to be very prescriptive, sometimes detailing requirements and obligations that were already prescribed in law. Councillor Sykes added Councillor Sykes enquired as to the response to the agreement from potential and current tenants of the transit site to date.
- 71.12 The Head of Tenancy Services clarified that the agreement had to be clear and detailed that on the matter of illegal actions as that was the only recourse to enforce a breach of tenancy and eviction. The agreement replicated the council's tenancy agreement in existing areas of social housing. It also provided detailed information on expectations of occupying the site. The Head of Tenancy Services added that the council had gone through the agreement in detail with Sussex Police and other agencies who were satisfied with the content. In response to the comments made on uninsured vehicles and vehicles with MOT, the Head of Tenancy Services stated that the site would have dedicated parking bays so therefore the rules on enforcement would be the same as enshrined in legislation whereby a vehicle could be stored on private premises and the vehicle would only be in breach of the law if it entered the highway. This was similarly the case with storage of commercial waste and the agreement replicated national legislation in this area. The matter had been raised with the Environment Agency who did not see the issue as a risk as long as the waste stayed in the vehicle.
- 71.13 Councillor Miller stated that he supported the Conservative Group amendment as he did not feel it fair that council tax payers should have to subsidise the costs of security on site. Councillor Miller asked if residents would be able to place their own static home on site as this may help reduce fees. In addition, Councillor Miller asked if Sussex Police would still be able to enforce their Section 62A powers if both the permanent and transit

site were full. Furthermore, Councillor Miller asked if the charges would be reviewed annually and why the capital grant from government were not included in the report as this differed from the calculation for the council's social housing tenants.

71.14 The Head of Tenancy Services clarified that it was normal practice that Travellers would have a static as well as touring caravan. Section 62A powers could only be used for the transit site and if that was full, Sussex Police could only direct travellers within the Brighton & Hove boundary. The Head of Tenancy Services explained that the grant provided by government was exclusively for this project, did not sit within the same framework as social housing and would not have to be repaid.

71.15 Councillor West stated that he was very keen that the new site be a success and it was regrettable that a link had not been made between unauthorised encampments and the council's failure to provide proper provision. Councillor West stated that he could not support the Conservative Group motion as it risked drastically overpricing the use of the site and ultimately, stop people using the site that was a direct contrast to its purpose.

71.16 Councillor Robins stated that he too had found the document prescriptive but understood why it needed to be and fully supported the recommendations. Councillor Robins stated his dislike for the polarity and assumptions made in discussion of Traveller issues

71.17 Councillor Atkinson congratulated officers for a thorough and excellent report. Councillor Atkinson stated that he could not support the Conservative Group motion as it would represent a huge increase in cost and act as a disincentive to use the site and a continuation of the status quo.

71.18 The Chair then put the Conservative Group motion to the vote which failed.

71.19 **RESOLVED-**

1) That Environment Transport and Sustainability Committee approve the:

- (a) Occupation Agreement for the permanent traveller site
- (b) Discretionary Succession Policy for the permanent traveller site
- (c) Occupation Agreement for the transit traveller site

2) That Environment Transport and Sustainability Committee approve the:

- (a) Pitch fee and service charges for the permanent traveller site
- (b) Pitch fee, deposit and service charges for the transit traveller site.

3) That Environment Transport and Sustainability committee delegates authority to the Executive Director of Environment Transport and Sustainability, in consultation with the Executive Director of Finance, to vary the estimated service charges on the transit site for water and electricity after 6 months to align the charge to actual costs.

4) That the Committee agrees that beyond 2.3 above, the annual pitch fee and service charge review should be part of the council's budget setting process for future years.

**72 THE BIG CONVERSATION - AN OPEN SPACES STRATEGY FOR BRIGHTON & HOVE**

- 72.1 The Committee considered a report of the Acting Executive Director Environment, Development & Housing that set out progress made on the Open Spaces Strategy and requested approval for the next stages of work.
- 72.2 Councillor Janio commended the report as sports and open spaces were very important.
- 72.3 Councillor Theobald welcomed the report and hoped more emphasis could be placed on Section 106 contributions.
- 72.4 Councillor Atkinson praised the report adding that he was aware of local groups in his ward who were ready to engage on the proposals.
- 72.5 Councillor West welcomed the report and expressed his hope that work could be progressed effectively.

**72.6 RESOLVED-**

- 1) That the Committee notes the background to the strategy development.
- 2) That the Committee agrees the next steps in the strategy development with a draft strategy to be ready for consideration by this committee by October 2016.

**73 HEALTH & SAFETY SERVICE PLAN 2016-17**

- 73.1 The Committee considered a report of the Director of Public Health that set out the council's Health & Safety Service Plan 2016/17 in accordance with the requirements of the National Local Authority Enforcement Code issued by the Health & Safety Executive under Section 18 of the Health & Safety at Work Act 1974.
- 73.2 Councillor Theobald stated that he would not be supporting the recommendations as he did not believe 0.6 of an employee could meet the statutory requirement of the Code particularly in view of the nature of Brighton and Hove's tourist economy.
- 73.3 The Environmental Health Manager stated that whilst resources would be a challenge, the proposals set out complied with the requirements of the Code. In the course of the past few years, a number of reviews were carried out at national level which meant the scope of work was much smaller.
- 73.4 **RESOLVED-** That the Committee approves the proposed Health & Safety Service Plan 2016/2017.

**74 OFFICIAL FEED AND FOOD CONTROLS SERVICE PLAN 2016/17**

- 74.1 The Committee considered a report of the Director of Public Health that requested approval of the Official Feed and Food Controls Service Plan 2016/17 as required by the Food Standards Agency.

- 74.2 Councillor Theobald stated that whilst he commended the work of officers in the service area, he could not support the report recommendations as he did not believe the service was sufficiently staffed or resourced.
- 74.3 The Environment Health Manager stated that there were significant service pressures but he and his team worked effectively as they could within those resources.
- 74.4 Councillor West commended the report and the hard work of officers. Councillor West added that the rating system and been a huge factor in driving up standards across the city.
- 74.5 **RESOLVED-** That the committee agrees the Official Feed and Food Controls Service Plan 2016/2017.

## **75 2016/17 LOCAL TRANSPORT PLAN CAPITAL PROGRAMME**

- 75.1 The Committee considered a report of the Acting Executive Director, Environment, Development & Housing that requested the Committee to recommend to Policy & Resources Committee the 2016/17 Local Transport Plan (LTP) capital programme budget allocation of £4.274 million to projects and programmes and to note the indicative allocation of future LTP budgets to projects and programmes for 2017/18 and 2018/19 of £5.391 million and £5.169 million to fund the LTP 4-year Delivery Plan.
- 75.2 Councillor West asked for clarification that where conversion of pelican crossings were introduced under the Intelligent Transport System (ITS) Package that this should also include toucans to allow cyclists to cross. Councillor West welcomed the increased allocation for highway drainage particularly in reference to Union Road. Councillor West supplemented it was important to address the long-term problem of road surface deterioration. Councillor West added that whilst he appreciated that investment in the seafront transport infrastructure had diminished the overall budget, he was disappointed with the lack of ambition and innovation in projects by comparison to the previous four year that could lead to a reduction in the success for funding applications. Councillor West stated that he was particularly disappointed with the lack of strategy in improving sustainable transport and the distinct lack of investment in cycling at less than half a per cent of the overall Plan as cycling now represented a huge part of travel in the city. Councillor West noted his frustration that cycling improvements to Dyke Road previously agreed by the committee subject to obtaining funding had not been identified at all within the report. Councillor West also noted his disappointment with the lengthy lack of progress on street lighting and as the issue represented a potential positive step for the council. Funding was available from the Green Investment Bank yet no advancement had been made in the past two years. Councillor West stated that in light of the lack of drive and the opportunity for alternative funding for street lighting, he would be moving a motion at Policy & Resources Committee to transfer the allocation to cycle infrastructure.
- 75.3 The Chair stated that the report was clear that funding for cycle infrastructure could and would be pursued through other sources such as the Local Strategic Transition Fund/Sustainable Travel Transition Fund.
- 75.4 The Head of Transport Policy & Strategy confirmed that conversions of existing pelican crossings under the ITS package would incorporate toucan facilities. Free-standing

crossings and traffic lighting controls would also include toucans wherever that was possible. The Head Transport Policy & Strategy added that in terms of funding for cycling, a number of other projects and programmes did include provision for cyclists as part of their design. On the matter of street lighting, the Head of Transport clarified that officers had been working very hard on a complex issue, further complicated by the ending of the contractual accord with East Sussex County Council (ESCC) of street lighting maintenance. The council were currently consulting with an independent expert on the matter and drawing up a business case for a major replacement programme that would be submitted to Policy & Resources Committee in June 2016 via the Corporate Procurement Board and Modernisation Board.

- 75.5 Councillor Janio noted that LTP4 was reasonably well-funded compared to previous years and commended the quality and breadth of the report. Councillor Janio agreed that there was a lack of vision in some of the schemes and hoped that could be addressed.
- 75.6 The Chair stated that there was keen focus on delivery and what was being delivered matched the administration viewpoint in creating a sustainable transport system that readied the city for growth.
- 75.7 Councillor Atkinson noted extensive and historical issues on road joints in Graham Avenue and asked if the issue could be addressed as a priority in the road reconstruction programme.
- 75.8 The Chair stated she would take up this matter with officers.
- 75.9 Councillor Robins noted that Boundary Road/Station Road was not listed for funding for the next financial year yet he was under the impression that this area had been prioritised for funding and improvement by the committee previously.
- 75.10 The Head of Transport Policy & Strategy clarified that it was expected that funding would be required to develop and deliver the project in Boundary Road/Station Road in 2018/19 which was in line with the four-year LTP prioritisation agreed by the committee last year and in line with the council's mid-term financial strategy.
- 75.11 Councillor Theobald asked officers if they expected improvements to be made on delivery of pedestrian crossings.
- 75.12 The Head of Transport stated that the council operated an annual priority list and had a dedicated pedestrian crossing allocation. There were adjustments in that lists according to priority and pedestrian crossings were delivered as best as could be done within resources. Demand was very high and sometimes alternative methods were considered on a site by site basis.
- 75.13 Councillor Janio asked on the progress on Hangleton/Grenadier Shopping Area Improvements that had been previously identified by the committee.
- 75.14 The Head of Transport Policy & Strategy clarified that the list at appendix 2 identified the priorities as approved by the committee in November which included the acknowledgment of an investigation into the Hangleton/Grenadier Shopping Area. In

terms of progress, he understood that there had been a recent site visit and discussions on the matter.

#### 75.15 **RESOLVED-**

- 1) Recommends to request that Policy & Resources Committee agrees the 2016/17 Local Transport Plan capital programme budget allocation of £4.274 million to projects and programmes, as set out in Appendix 2 of this report; and
- 2) Notes the indicative allocation of future LTP budgets to projects and programmes for 2017/18 and 2018/19 of £5.391million and £5.169 million to fund the Local Transport Plan 4-year Delivery Plan, as set out in paragraph 7.2 of this report.

### **76 TRANSPORT OPERATIONAL POLICIES (HIGHWAY FUNCTIONS)**

- 76.1 The Committee considered a report of the Acting Executive Director Environment, Development & Housing that outlined a review of the council's Transport Operational Policies and requested approval.
- 76.2 Councillor Theobald referred to paragraph 5.5 of the report that stated the maximum crossover space was 5.5 metres. Councillor Theobald stated that he found this to be excessive and that 1 vehicle space was sufficient.
- 76.3 The Head of Asset and Network Management stated that the crossover policy was one that had been reviewed by officers and more clear and stringent requirements had been put into place. The distance of 5.5 metres was the maximum length for a crossover and was subject to the angle of approach. Furthermore, each site request was reviewed by officers
- 76.4 Councillor Theobald stated that he was aware of a number of problems associated with Heavy Goods Vehicles (HGV) breaking up pavements when parking or in transit. Councillor Theobald asked if a duty could be placed upon hauliers to replace that pavement in incidents of such.
- 76.5 Councillor Janio stated that unauthorised dropped kerbs and crossovers should be monitored and enforced as the issue had become a problem. Councillor Janio added that degradation of grass verges had also become a serious problem and asked the grass verge initiative introduced a few years back had been continued.
- 76.6 The Head of Asset and Network Management stated that problems with verges were also due to vehicles driving over the verge as well as parking on the verge. However, it was not possible to always create additional space in some roads and the verge policy recommends not hardening verges as this can increase parking problems and encourage pavement parking. Where a crossover had not been authorised by the council, enforcement action can be taken and also the council had recourse to place a parking bay over that crossover and that did occur, particularly in areas where new parking schemes had been agreed. In regard to damages to pavements, it was often difficult to prove exactly when a pavement had been damaged and who was responsible although discussions were ongoing with the Highways team to refine the sharing of information to improve that knowledge. The Head of Asset and Network



Management added that the grass verge prohibition that had been a success where it had been applied but the trial scheme had been provided through specific, time-limited funding.

- 76.7 Councillor West stated that better enforcement was required to preserve pavements for pedestrian safety. In addition, he agreed that crossover space had become an issue, particularly in Patcham ward. Councillor West asked if reinforcement of the footway was requested in cases where permission was granted for a dropped kerb.
- 76.8 The Head of Asset and Network Management answered that people were requested to strengthen the footway; however, this may not have been the case with much older crossovers and slabs are not generally as strong or resilient as tarmac.
- 76.9 **RESOLVED-** That the Environment, Transport and Sustainability Committee approves the Brighton & Hove City Council Transport Operational Policies.

## **77 PARKING SCHEMES – CONSULTATION WORK**

- 77.1 The Committee considered a report of the Acting Executive Director Environment, Development & Housing that provided an update on the progress made on three parking schemes and sought approval for the scope of the initial consultation for two of those schemes.
- 77.2 Councillor Janio requested the report recommendations be taken individually as he believed recommendation 2.1(c) was a laudable scheme that met the needs of residents but could not agree with the other proposals. In reference to paragraph 5.5, Councillor Janio asked if the times for Scheme B could be changed from 2-3pm to 7-8pm as that reflected the existing restrictions.
- 77.3 Councillor West stated that he was glad the Surrenden area was to be re-consulted as that would meet the requests of residents. Councillor West noted that there would be a geographical gap between an existing scheme and the one to be consulted upon and it made no sense to him not to consult those households too and the committee should not wait for residents to approach them. Councillor West noted the email sent to the committee by Councillor Littman and asked that Members agree to his request to extend the consultation to those further 28 households in Beacon Close and the stretch of Ditchling Road between Osbourne Road and Balfour Road due to the concerns set out.
- 77.4 The Chair stated that she had confirmed that request subject to the approval of the report by the committee.
- 77.5 The Parking Strategy Manager stated that the consultation was due to begin in Autumn 2016. Strong cases to be reconsulted had been made by residents of the Balfour Road and Surrenden Road area to the committee. Should residents from other roads in the vicinity make representations to the committee at its next meeting in June, it would be possible to include them in that consultation.
- 77.6 Councillor Nemeth asked for clarification on when the consultation would begin in the West Hove area.

77.7 The Parking Strategy Manager clarified that the area would be assessed by officers in the final quarter of 2016 with the consultation to begin as soon as possible in the New Year.

77.8 **RESOLVED-** That the Committee:

- (a) Agrees that an initial consultation takes place in the Preston Village area (Appendix B) on the schemes outlined in para 5.1.
- (b) Agrees that an initial consultation takes place in the Surrenden area (Appendix B) on the schemes outlined in para 5.1.
- (c) Agrees that an initial consultation takes place in the West Hove area (Appendix C) on the schemes outlined in para 5.5.
- (d) Notes the update on the Hollingbury Road / Ditchling Gardens area (Appendix D),
- (e) Notes the results of the satisfaction surveys in parking schemes implemented in the last 18 months.

## 78 BLUE BADGE FRAUD INVESTIGATION UPDATE

78.1 The Committee considered a report of the Acting Executive Director Environment, Development & Housing that provided an update on Blue Badge investigation following a successful joint funding bid with East Sussex County Council and Sussex Police and outlined possible ways forward to develop the service following its success and national recognition.

78.2 Councillor Barradell welcomed the report stating that she sincerely hoped the scheme could be continued and that the increased publicity would lead to offenders handing in badges voluntarily rather than through investigation.

78.3 Referring to page 229, Councillor Sykes noted a correction to the document as if there were 7,200 incidents of Blue Badge fraud across the country; this would equate to a £36 million cost to local authorities not £3.6 million as stated. Councillor Sykes stated that there was a clear business case to continue the scheme but asked why a conservative value of £500 per Blue Badge had been used as this was contrary to the view of the Audit Commission who set the figure at £5,000 over a three year period.

78.4 The Parking Strategy Manager explained that the focus of the Audit Commission's work in this area had been focussed in London and the £116,000 figure used in the report correlated with the council's estimated loss of parking income.

78.5 Councillor Theobald welcomed the report and asked if it was possible to enter a partnership with West Sussex in the initiative.

78.6 The Parking Services Team Leader clarified that West Sussex currently did not have sufficient resources to enter the scheme but council officers did have good connections with colleagues in that authority.

78.7 Councillor Janio enquired as to the plan of action if incidents of Blue Badge fraud dropped.

78.8 The Parking Scheme Manager stated that work to this point had only focussed on the Hove area and investigations were yet to take place in the central Brighton area. The number of incidents had been at a steady average so far and had not reduced.

**78.9 RESOLVED-**

- 1) That the Committee notes the update provided.
- 2) That the Committee notes the possible ways forward to develop the service outlined in para 6.2 and requests the Acting Executive Director to investigate the possibilities and resources available during the current service redesign in Transport.

**79 ITEMS REFERRED FOR FULL COUNCIL**

79.1 No items were referred to Full Council for information.

The meeting concluded at 7.30pm

Signed

Chair

Dated this

day of



**Subject:** Petitions  
**Date of Meeting:** 28 June 2016  
**Report of:** Monitoring Officer  
**Contact Officer:** Name: John Peel Tel: 29-1058  
E-mail: john.peel@brighton-hove.gov.uk  
**Wards Affected:** Various

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

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

**2. RECOMMENDATIONS:**

- 2.2 That the Committee responds to the petition either by noting it or writing to the petition organiser setting out the Council's views, or where it is considered more appropriate, calls for an officer report on the matter which may give consideration to a range of options, including the following:
- taking the action requested in the petition
  - considering the petition at a council meeting
  - holding an inquiry into the matter
  - undertaking research into the matter
  - holding a public meeting
  - holding a consultation
  - holding a meeting with petitioners
  - referring the petition for consideration by the council's Overview and Scrutiny Committee
  - calling a referendum

**3. PETITIONS**

**3. (i) Surrenden Road parking- Andrew Symes**

To receive the following petition signed by 106 people

*"We the undersigned petition Brighton and Hove city council to implement a residential parking scheme on Surrenden Road"*

**3. (ii) Traffic in Ovingdean- Barry Sugg**

To receive the following petition signed by 40 people

*“We, the undersigned, as residents and users of facilities in Ovingdean Road and the upper end of Greenways (the Village Hall, the local Nursery School, the Church Room) are deeply concerned about the volume, speed and behaviour of traffic through this part of Ovingdean and call upon the Council, in consultation with local residents, to take urgent action to control the volume, speed and behaviour of traffic in this stretch of Greenways and Ovingdean Road and to look at all viable options to do this, including permanent closure of the road to through traffic”.*

**Subject:** Items referred from 24 March 2016 Full Council meeting- Petitions

**Date:** 28 June 2016

**Report of:** Monitoring Officer

**Contact Officer:** Name: John Peel Tel: 29-1058  
E-mail: john.peel@brighton-hove.gov.uk

**Wards Affected:** Various

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 To receive any petitions referred from the Full Council meeting of 24 March 2016.

**2. RECOMMENDATIONS:**

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

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

**3. PETITIONS**

**3. (i) Farm Green Playground- Jane Van Ransberg**

To receive the following petition referred from the meeting of Full Council on 24 March and signed by 783 people

*"We, the residents of Bevendean and undersigned call upon Brighton and Hove City Council's statement 'We recognise the importance of play in the development of children and young people and we've committed to improving play spaces around the city to make them more exciting*

*and challenging’ and ask them to take action in reviewing and renovating the Farm Green Playground”*

**3. (ii) Pesticide-Free Brighton- N. Mole**

To receive the following petition referred from the meeting of Full Council on 24 March and signed by 850 people

*“We, the undersigned, call on Brighton and Hove City Council to cease the use of hazardous toxic pesticides in municipal areas of our City and replace them with safe and ecological alternatives”*

**3. (iii) Withdean Park- Fenced Area for Dogs- Angela Cox**

To receive the following petition debated and referred from the meeting of Full Council on 24 March and signed by 1980 people

*“We the undersigned petition Brighton & Hove Council to Commit to maintaining the fenced area of Withdean Park (known by many as the puppy park), that has become a favourite dog exercising area by locals and the wider Brighton community”*

Minute extract overleaf.



**Subject:** Extract from the proceedings of the Full Council meeting held on the 24 March 2016

**Date of Meeting:** 28 June 2016

**Report of:** Head of Legal & Democratic Services & Monitoring Officer

**Contact Officer:** Name: **John Peel** Tel: **29-1058**  
E-mail: [john.peel@brighton-hove.gov.uk](mailto:john.peel@brighton-hove.gov.uk)

**Wards Affected:** All

**FOR GENERAL RELEASE**

***Action Required of the Environment, Transport & Sustainability Committee:***  
To receive the petition referred from the Full Council for information.

**Recommendations:**

That the Committee consider the petition and agree to the request.

**BRIGHTON & HOVE CITY COUNCIL**

**COUNCIL**

**4.30pm 24 MARCH 2016**

**COUNCIL CHAMBER, BRIGHTON TOWN HALL**

**MINUTES**

**Present:** Councillors Hyde (Chair), West (Deputy Chair), Allen, Atkinson, Barnett, Barradell, Bell, Bennett, Bewick, Brown, Cattell, Chapman, Cobb, Daniel, Druitt, Gibson, Gilbey, Greenbaum, Hamilton, Hill, Horan, Inkpin-Leissner, Janio, Knight, Lewry, Littman, Mac Cafferty, Marsh, Meadows, Mears, Miller, Mitchell, Moonan, Morris, Nemeth, A Norman, K Norman, O'Quinn, Peltzer Dunn, Penn, Robins, Simson, Sykes, Taylor, C Theobald, G Theobald, Wares, Wealls and Yates

**PART ONE**

**98 PETITIONS FOR COUNCIL DEBATE**

**(b) Save Withdean (Puppy) Park Fence Enclosure**

- 98.1 The Mayor then invited Ms. Cox to present the petition calling on the Council to support the local dog walkers in maintaining the fenced area in Withdean Park.
- 98.2 Ms. Cox thanked the Mayor and stated that there was overwhelming support for the petition in the local community as the space was important for dogs and puppies and those that enjoyed the atmosphere. The area was an important space where dogs could be let off the lead without them being at risk from the traffic. The campaign group were now formally known as the Withdean Dog Walking Community and they had recruited members with a range of specialisms. The group had some start-up funding, committed volunteer time and had come up with inexpensive fundraising ideas. The group had taken up the offer of contractor hours for the needed work in collaboration with the Friends of Withdean Park, and asked the Council to formally recognise them as a community group and consult them on any future proposed changes to the park.
- 98.3 Councillor Mitchell thanked Ms. Cox for presenting the petition and stated that the group had been able to successfully work with Councillor Wares to reach an agreement to allow residents to take on responsibility for the upkeep of the fence in the context of reductions in Council budgets. This solution was considered mutually beneficial for all and would retain the use of the space for dog walkers.
- 98.4 Councillor Wares congratulated those that had worked on the campaign and raised the number of signatures necessary to bring this item forward for Council debate, and he

welcomed the agreement of a resolution before the matter had been brought to Council. Councillor Wares thanked Councillor Mitchell for her support of Officers engaging with residents; he asked that the petition be referred to the Environment, Transport & Sustainability Committee to ensure the proposed arrangements could be formally agreed.

- 98.5 The Mayor then put the recommendation to refer the petition to the Environment, Transport & Sustainability Committee for consideration at its meeting on the 28<sup>th</sup> June 2016, to the vote, which was agreed.
- 98.6 **RESOLVED:** That the petition be referred to the Environment, Transport & Sustainability Committee for consideration at its meeting on the 28<sup>th</sup> June 2016.



**WRITTEN QUESTIONS**

**(i) Zone G Parking- Councillor Hill**

*“Can you provide the number of Zone G parking permits held by residents of Ditchling Gardens and Ditchling Close, the number of visitor permits used by these residents, the number of permit spaces available in Ditchling Gardens and Ditchling Close, and comment on whether there is spare capacity within these streets to make some spaces available for nearby residents of Ditchling Road who are currently in Zone”?*



Geoff Raw - Chief Executive  
Brighton and Hove City Council  
King's House

13<sup>th</sup> June 2016

Dear Geoff

We are jointly submitting the following letter under Council Procedure Rule 23.3 to be included on the agenda for the Environment, Transport & Sustainability Committee meeting of 28 June 2016.

Trees are the longest living entities on our planet, and one of its greatest natural resources. They help to keep our air supply clean, create shade, reduce noise pollution, improve water quality, help prevent erosion, provide food and building materials, make our landscapes and cities look attractive; they are much-loved by members of our communities and have been shown to reduce crime and improve people's mental health and general wellbeing. A single tree can produce around 260 pounds of oxygen per year: two mature trees can therefore supply enough oxygen annually to support a family of four or to absorb as much carbon in a year as a car produces while driving 13,000 miles. Trees are the lungs of our planet that help sustain life.

We hear daily of the Climate Change challenges our planet faces and, locally, the problems with the 'heat island effect', making our city hotter than nearby rural areas, increasing summertime air pollution levels and heat-related illness, and problems with flooding. Increasing tree and vegetation cover lowers surface and air temperatures, by providing shade and cooling and through evapotranspiration, and also helps to alleviate flooding by reducing rainwater runoff.

It is now ten years since publication of the ground-breaking scrutiny panel 'REPORT OF THE STREET TREES SCRUTINY PANEL', that Cllr Janio and the current Chair of this Committee gave support to when it was brought before The Scrutiny Commission. Other reports on adapting to Climate Change and dealing with Flood Risk Management have agreed that the implementation of planning policies require decision makers to be fully informed by relevant studies about climate impacts now and in the future. We also believe that a Tree and Woodland Strategy was proposed many years ago, but we can find no record of this. Finally, during the previous administration, the Brighton & Hove City Climate Change Strategy 2011-2015 was published by the Brighton & Hove City Sustainability Partnership, but we have failed to find a mention of trees in this strategy.

Given that so much work has taken place, we are surprised that the council still has no strategic document that supports the development of trees across the city.

The City recently adopted the Brighton and Hove City Plan, which will be followed over the coming months and years by detailed discussions on Part 2 of the plan. This will serve as a reference document for planning decisions and, although a great

deal of time and effort has been spent on report writing about trees and specifically how they can help us adapt to Climate Change and aid Flood Risk Management, there still appears to be no formal guidance for planners on the role that trees can play it. We feel this is a serious omission.

We acknowledge that planning policy currently falls under the remit of the Economic Development & Culture committee, but the implementation of any policy would be the responsibility of the Environment, Transport & Sustainability Committee. We would not wish to see technical arguments used to delay action on trees.

With this in mind, we would like to request that officers bring a report back to this committee, within six months, consisting of a scheduled plan of work that would review existing tree management strategy, whilst also recommending to the Economic Development & Culture Committee that they consider whether a new Supplementary Planning Document on Trees should be added to the 'City Plan Part 2 Framework'.

The time to act is now: before it is too late.

Yours sincerely

Cllrs. Tony Janio

Tom Druitt



Mr Geoff Raw - Chief Executive  
Brighton & Hove City Council  
Kings House

13<sup>th</sup> June 2016

Dear Geoff

We are jointly submitting the following letter under Council Procedure Rule 23.3 to be included on the agenda for the Environment, Transport & Sustainability Committee meeting of 28 June 2016.

The new contract with 3GS, covering penalties for fly-tipping, littering, flyposting, graffiti, dog fouling and disposing of commercial waste illegally, has been widely reported in the media. The new service, supporting the Council's strategy to encourage everyone to produce less waste and recycle more and tackle antisocial and illegal behavior, is a move we supported.

With any new system, however, there needs to be a period of 'fine tuning' and, given that local councillors have received some complaints about 'over-zealous' enforcement, we would be grateful if the Chair of The Environment Transport and Sustainability Committee would agree to a monitoring report being brought to this committee detailing the feedback, both good and bad, from the contract over the first few months of its implementation.

Each year the council receives dozens of complaints from residents about fly-tipping, litter and other antisocial behavior and we are keen to see that the system retains the trust of the residents.

Yours sincerely

Cllrs. Tony Janio

Louisa Greenbaum



Mr Geoff Raw - Chief Executive  
Brighton & Hove City Council  
Kings House

13<sup>th</sup> June 2016

Dear Geoff,

We are jointly submitting the following letter under Council Procedure Rule 23.3 to be included on the agenda for the Environment, Transport & Sustainability Committee meeting of 28 June 2016.

In the Council Budget this year, the Labour Administration proposed a large cut to the money spent on toilets across the city. The Conservative amendment added money back into the Budget, trying to save our much valued toilets, but the Labour Administration has now announced a £40,000 reduction on spending which will mean the much needed toilets in Greenleas will be shut during the winter.

This facility is much used by local residents, including our local football teams. The Labour Administration says that there are alternative toilets in Sainsbury's - which we think is a shameful excuse.

Added to this, the Administration is also shutting the toilet at the Grenadier Parade because, they say, there are private toilets available in the area. In the real world, private owners, faced with increased usage, will soon not allow the use of their toilets.

The toilets at The Grenadier Parade are used frequently, for example by the elderly whilst out shopping and by children returning home from school, and we think that by shutting them The Administration is letting down the most vulnerable in our community.

We are pleading with the Administration to reverse these cruel cuts and 'Save Hangleton Toilets'.

What is a council for if it can't keep our toilets open?

Cllrs. Tony Janio, Dawn Barnett, Nick Lewry



**NOTICE OF MOTION****EXTENDING ENFORCEMENT OF GRASS VERGE PARKING**

This Council resolves to recommend to the Environment, Transport & Sustainability Committee that the current limited grass verge parking enforcement scheme be extended to other areas of the city where this is a significant problem, and requests that a report be brought to that Committee at the earliest opportunity outlining options for its introduction dependent on the availability of resources.



**NOTICE OF MOTION****USE OF PESTICIDES**

Council resolves to:

1. Request the Environment, Transport & Sustainability Committee to request officers to use the opportunity of the end of the current weed spraying contract in April 2017 to end the use of Glyphosate in our city; and
2. To request that the Environment, Transport & Sustainability Committee gives consideration to trying non-chemical and mechanical alternatives during the testing period due to start in July this year and asks officers to inform the Members of the Committee as to which alternatives are being trialled (by its meeting on 28 June) and report on the progress of those trials to the same Committee at its meeting on 29 November this year.

Supporting information:

Glyphosate, which is currently the key agent used in Brighton and Hove's biannual weed spraying programme, has been classified by the International Agency for Research on Cancer (IARC), an arm of the World Health Organisation (WHO), as "probably carcinogenic to humans" and that children are particularly vulnerable to its detrimental effects.





<b>Subject:</b>		<b>Constitutional Matters</b>	
<b>Date of Meeting:</b>		<b>28 June 2016</b>	
<b>Report of:</b>		<b>Executive Lead for Strategy, Governance &amp; Law (Monitoring Officer)</b>	
<b>Contact Officer:</b>	<b>Name:</b>	<b>John Peel</b>	<b>Tel: 29-1058</b>
	<b>Email:</b>	<b>John.peel@brighton-hove.gov</b>	
<b>Ward(s) affected:</b>		<b>All</b>	

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

- 1.1 To provide information on the committee's terms of reference and related matters including the appointment of its Urgency Sub-Committee.

**2. RECOMMENDATIONS:**

- 2.1 That the committee's terms of reference, as set out in Appendix A to this report, be noted; and
- 2.2 That the establishment of an Urgency Sub-Committee consisting of the Chair of the Committee and two other Members (nominated in accordance with the scheme for the allocation of seats for committees), to exercise its powers in relation to matters of urgency, on which it is necessary to make a decision before the next ordinary meeting of the Committee be approved.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 Article 6 of the constitution, incorporates a schedule of all the Committees/Sub-committees established in the new constitution together with a summary of their respective functions.

**The Environment, Transport & Sustainability Committee – Terms of Reference**

- 3.2 A copy of the terms of reference for the committee is attached in Appendix A. These should be read in the context of the 'Introduction and General Delegations' included in the Scheme of Delegations to Committees and Sub-Committees at part 4 of the constitution.
- 3.3 At its meeting on 12 May 2016, Full Council agreed to the decommissioning of Overview & Scrutiny Committee. In order for the Council to continue to meet its

responsibilities under the Localism Act 2011 in relation to flood risk and coastal erosion plans, it was necessary that these functions be delegated to the Environment, Transport & Sustainability Committee.

### **Membership**

- 3.3 The membership of the committee is set at 10 Members of the council.
- 3.4 The arrangements for substitute Members to attend meetings of Committees/Sub-Committees, as set out in the Council Procedure Rules 18 to 24.

### **Programme Meetings**

- 3.5 Ordinary meetings of the Environment, Transport & Sustainability Committee are scheduled to take place on the following dates during 2016/17:

Tuesday 28 June 2016  
Tuesday 11 October 2016  
Tuesday 29 November 2016  
Tuesday 17 January 2017  
Tuesday 14 March 2017

- 3.8 Meetings of the Committee will normally be held at Hove Town Hall and will start at 4.00 p.m. For some of the 2016/17 municipal year, meetings will be held in Portslade Town Hall at 4.00pm due to renovation work at Hove Town Hall.

### **Urgency Sub-Committee**

- 3.9 The Constitution states that each Committee of the Council except the Audit & Standards Committee may appoint an Urgency Sub-Committee to exercise its powers. The membership of such Urgency Sub-Committee shall consist of the Chair of the Committee, and two other Members nominated by the Group Leader or Leaders as appropriate to meet the requirements for the allocation of seats between political groups. Under current allocations this would mean an urgency sub-committee will consist of one Member from each of the three political groups on the Council.
- 3.10 Such Urgency Sub-Committees may exercise their powers in relation to matters of urgency on which it is necessary to make a decision before the next ordinary meeting of the Committee. Every decision of each Urgency Sub-Committee shall be reported for information to the next ordinary meeting of the Committee as appropriate.

## **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 The council's constitution provides for the appointment of the sub-committees and urgency sub-committees and it is for the Committee to determine this action and it could decide not to make such appointments. However, this would be contrary to the wishes of the council and is not therefore regarded as a viable alternative option.

## **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 All Members considered and approved the constitution and the changes therein on the 12 May 2016.

## **6. CONCLUSION**

- 6.1 The recommendations are being put forward in line with the requirements of the constitution.

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

### Financial Implications:

- 7.1 Any extra costs arising from the Urgency sub-committee are expected to be met within existing resources.

*Finance Officer Consulted: Peter Francis*

*Date: 17<sup>th</sup> May 2016*

### Legal Implications:

- 7.2 The legal implications are addressed in the body of the report.

*Lawyer Consulted: Elizabeth Culbert*

*Date: 23<sup>rd</sup> May 2016*

### Equalities Implications:

- 7.1 There are no equalities implications arising from the report

### Sustainability Implications:

- 7.2 There are no sustainability implications arising from the report.

### Any Other Significant Implications:

- 7.3 None

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Environment, Transport & Sustainability Committee Terms of Reference

### **Documents in Members' Rooms**

1. None

### **Background Documents**

## 1. The Constitution

## **ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE**

### **Explanatory Note**

This Committee is responsible for the council's functions relating to parks and green spaces, Gypsies, Roma and Travellers, waste, coast protection, the seafront, highways management, traffic management and transport, parking and sustainability.

### **Delegated Functions**

#### **1. Parks and Green Spaces**

To exercise the Council's functions in relation to Parks and Open Spaces to the following extent:-

- (a) provision, management and control of parks and open spaces (except those held for housing purposes);
- (b) making countryside management arrangements in liaison with the South Downs National Park Authority and other environmental bodies;
- (c) provision, management and control of allotments and smallholdings;
- (d) as commons registration authority.

#### **2. Environmental Health**

To exercise the Council's functions in relation to environmental health, air pollution control, health and safety at work (except in so far as it relates to the Council as an employer), public conveniences,, food safety, control of nuisances, including noise control and control of dogs.

#### **3. Trading Standards**

To exercise the Council's functions regarding trading standards, including but not limited to consumer protection, product safety, fair trading, metrology, food standards and animal health.

#### **4. Gypsies, Roma and Travellers**

To exercise the Council's functions in relation to Gypsies, Roma and Travellers including the management of authorised sites.

#### **5. Waste**

To exercise the Council's functions in relation to waste and as waste collection authority, waste disposal authority and litter authority,

including dealing with litter, street cleansing, abandoned vehicles and dog fouling.

**6. Coast Protection and Flood Defence**

To exercise the Council's functions as a coast protection authority and a lead local flood authority.

**7. Scrutiny of Flood and Coastal Erosion Plans**

To undertake the scrutiny of flood and coastal erosion plans as required by the Localism Act 2011.

**8. Seafront**

To exercise the Council's functions regarding the esplanade, beach and foreshore.

**9. Bereavement and Coroner's Services;**

To exercise the Council's functions in relation to bereavement services and the Coroner's service.

**10. Sustainability**

To co-ordinate the Council's role and response to cross-cutting sustainability issues such as reducing carbon emissions, projections of a changing climate locally, improving resource efficiency and developing sustainable energy.

**11. Highways Management**

To exercise the Council's functions in relation to all highways matters and as highway authority, street authority, bridge authority, including but not limited to highways, bridges, private streets and rights of way.

**12. Traffic Management and Transport**

- (a) To manage the provision of transport services for service departments including home-school transport and transport for social services;
- (b) To exercise the Council's functions in relation to traffic management and transport and as traffic authority, including but not limited to public passenger transport and the co-ordination of transport for service users;

- (c) To consider and make decisions on proposed traffic orders and rights of way issues where objections have been received and not withdrawn or otherwise resolved;
- (d) To exercise the Council's powers regarding travel concessions.

**13. Parking**

To exercise the Council's functions in relation to parking, including on and off street parking and civil parking enforcement.

**14. Public Space**

To exercise the council's functions regarding spaces to which the public have rights of access and consisting of the highway, street furniture on the highway and open spaces or parts of open spaces immediately adjacent to the highway to which the public have access.





<b>Subject:</b>	<b>City Sustainability Action Plan</b>		
<b>Date of Meeting:</b>	<b>28 June 2016</b>		
<b>Report of:</b>	<b>Acting Executive Director for Economy, Environment &amp; Culture</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Mita Patel</b>	<b>Tel: 29-3332</b>
	<b>Email:</b>	<b>mita.patel@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

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

- 1.1 The refreshed version of the City Sustainability Action Plan for Brighton & Hove was agreed at Environment, Transport & Sustainability Committee in 2015.
- 1.2 The plan supports delivery of the council's priorities as set out in the Council's Corporate Plan 2015-19 for modernising the council and creating a more sustainable city. In particular, it helps deliver our service priority around environmental sustainability.
- 1.3 The plan also provides the overarching framework for delivering the city's sustainability objectives for the Biosphere programme and formed a critical part of submission for UNESCO Biosphere designation.

**2. RECOMMENDATIONS:**

That Environment, Transport & Sustainability Committee:

- 2.1 Notes the Action Progress Report in relation to the City Sustainability Action Plan (Appendix 1).
- 2.2 Approves the City Sustainability Action Plan Key Performance Indicators list (Appendix 2) and notes the City Sustainability Action Plan Key Performance Indicators 2015-16 report (Appendix 3).

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The City Sustainability Action Plan was introduced in 2013 with the ambition for stretching our existing performance and achieving sustainability excellence as a council and city. It is a detailed plan written by officers from within the council and by partners in the city. Coordinated by the council's International & Sustainability Team, the Plan is updated every six months with a refresh every two years.

- 3.2 The City Sustainability Action Plan provides a framework for presenting existing and planned projects in a comprehensive way; projects that are either being delivered or are achievable. Other benefits include: making it easier to recognise obvious gaps in key areas of work; identifying opportunities to develop partnerships to deliver new pieces of work or to connect projects that support better outcomes for the city. The plan also provides an opportunity to strengthen funding applications for the city and the Biosphere region, and facilitates the development of joint funding bids.

### **Action updates for April 2016**

- 3.3 This update is the second six monthly update since the plan was refreshed in 2015. On the whole, the updates present positive progress in all areas. There are 146 actions in total in the action plan. Of these 124 (85%) are rated green, 11 (8%) are amber and 11 are red (8%). There is good progress across all priority areas.
- 3.4 Activities where there has been good progress and that are worth highlighting include: the district heating networks feasibility work for Shoreham Port; materials re-use projects with city partners; air quality improvement work; and the completion of the Automated Meter Reading (AMR) programme across the council's portfolio for electricity, gas and water which will enable us to better manage and reduce our energy and water use and make cost savings. New projects that are successfully underway include: the water efficiency programme in homes, schools and SMEs; and the implementation of two pilot sustainable urban drainage projects in Portslade to help reduce the impacts of flooding in the area. There has also been good progress on ongoing projects such as the environmental education work in schools, a number of city food projects and the continued installation of solar PV on our social housing stock. Areas of concern include the lack of progress in certain fuel poverty work initiatives and also in the establishment of a permanent re-use centre in the city where progress has been slower than anticipated.
- 3.5 All actions will be next updated in six months' time and the action plan will be refreshed in 2017.

### **Key Performance Indicators**

- 3.6 To help track progress on the Action Plan, Key Performance Indicators (KPIs) have been created (Appendix 2). These will be used to track progress and measure and support improved performance in all areas of the action plan. They will be monitored and reported on annually: the first of these update reports is attached as Appendix 3.
- 3.7 Some of the KPIs are already existing corporate measures but where there were gaps, new measures have been created to complete a comprehensive set of KPIs for tracking progress and supporting improved performance in all areas of the action plan.
- 3.8 The KPIs listed are either:

- Targeted indicators – which measure progress against achievement of target, and apply a RAG (Red, Amber, Green) rating; or
- Monitoring indicators - these are defaulted to Grey and do not require target setting with a RAG status.

3.9 New information on key areas includes: corporate waste and recycling data across 10 key council buildings - this data indicates a significant improvement over the last three years and provides useful information for focusing efforts; information on tonnes of material diverted from landfill; number of properties that have reduced risk of flooding as a result of council interventions; volume of water consumption in across the council estate; a number of new indicators for supporting Biosphere priorities; and finally % of people earning below living wage, enabling efforts to be refocused in getting certain key sectors signed up to the Living Wage.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

4.1 Not having a City Sustainability Action Plan:

- This option means we will not be able to fulfil our commitment to deliver the City Sustainability Action Plan, as set out within the council's Corporate Plan, or to deliver sustainability commitments as referenced in other key city plans and strategies.
- This option will result in a lack of co-ordinated activity and progress in achieving sustainability objectives as required for maintaining our UNESCO Biosphere status.
- This option will result in reduced co-ordination for accessing funding for supporting sustainability projects.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

5.1 The action plan is the outcome of a commitment of different principle leads taking responsibility as authors for their respective sections. Part of this commitment is to ensure that all key teams, officers, stakeholders, organisations and individuals with a responsibility for delivering work in these areas, are engaged and have the opportunity to contribute.

5.2 Part of the co-ordination and oversight role of the International & Sustainability Team is to also ensure that key areas and pieces of work are considered, and support action plan lead officers in this process.

5.3 Consultation is also undertaken for supporting delivery of individual pieces of work on a project-by-project basis included in the action plan.

#### **6. CONCLUSION**

6.1 The City Sustainability Action Plan sets out a commitment for achieving ambitious goals in key service areas and improving the delivery of work in the council and across the city. It serves to support the council's priorities as set out in the council's Corporate Plan 2015-19.

- 6.2 The recommended progress monitoring sets out a robust approach that will ensure the Plan remains current and works towards meeting targets.

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

### Financial Implications:

- 7.1 The actions within the City Sustainability Action Plan have been identified and selected because of the social, environmental or economic return on investment for the authority and the city.
- 7.2 The costs associated with implementing the identified actions are funded from a combination of existing council budgets, government grants, specific reserves and commercial, public sector and other third party partners. Each action will only be carried out when funding has been identified and approved and the financial implications have been considered. Where actions are not yet funded one or more potential sources of funding have been identified subject to approval.
- 7.3 The City Sustainability Action Plan supports funding applications for external resources and the development of joint funding bids to deliver the identified actions. Officers will continue to identify opportunities to maximise external funding sources. External funding is potentially an important source of income, but funding conditions need to be carefully considered to ensure that they are compatible with the aims and objectives of the council.
- 7.4 The development and monitoring of the City Sustainability Action plan is administered by the council's International & Sustainability Team and supported by the council's Performance Team. The cost of development and monitoring is funded from the general fund revenue service budgets.

*Finance Officer Consulted: Steven Bedford*

*Date: 20/05/16*

### Legal Implications:

- 7.5 There are no legal implications arising from this report.

*Lawyer Consulted: Elizabeth Culbert*

*Date: 23/05 /2016*

### Equalities Implications:

- 7.6 Equalities implications will be assessed throughout project development and delivery. Projects will produce an Equalities Impact Assessment (EIA), as appropriate, as part of the project planning stage.

### Sustainability Implications:

- 7.7 The City Sustainability Action Plan sets a framework for setting ambitious targets and for delivering on sustainability objectives across all sectors, both in the council and across the city. Individual actions are considered for their sustainability considerations.

### Crime & Disorder Implications:

- 7.8 There are no crime and disorder implications. The project may generate opportunities to reduce crime and disorder by encouraging greater community involvement in the management and enjoyment of the environment and public spaces, supporting opportunities for the local economy and associated benefits from this, and through projects aimed at alleviating poverty.

### Risk and Opportunity Management Implications:

- 7.9 The purpose of ensuring that the plan is regularly performance managed is to help to reduce risks and manage them accordingly as they arise. Also, having a plan that is comprehensive in delivering on broader sustainability ambitions provides the basis for identifying greater opportunities for partnership working and in successful funding bids that may not otherwise have been possible.
- 7.10 As part of ongoing coordination of the City Sustainability Action Plan, risks and opportunities will be regularly considered and managed accordingly. However, some considerations are presented below:

- *A number of actions are dependent on securing external funding:*

All actions included in this plan have been assessed and included on the basis that they are SMART (Specific, Measurable, Achievable, Realistic, and Time-bound). External funding that has been referenced has either been secured or is likely to be secured. Where funding is not secured alternative funding will be sought.

- *Reduced staff capacity and resources for managing and coordinating updates to plan:*

Coordination of the plan is managed within existing budgets and staff time. Governance, co-ordination and performance management of the plan has been adapted to improve efficiency and minimise time taken for administering this process.

- *Lack of sufficient buy-in of wider city partners:*

Citywide support through the Biosphere Board, authorship by a wide range of city partners and key individuals and experts, and consultation on particular sections of the plan where relevant, should reduce this risk

- *Supporting the Biosphere Reserve designation*

Supporting the sustainability objectives of the Biosphere programme and strengthening its brand for the region.

### Public Health Implications:

- 7.11 The City Sustainability Action Plan supports projects and initiatives that aim to positively impact on public health (both in terms of physical and mental health). The Health and Happiness section of the plan is owned by the City's Public Health team and there are several other chapters that refer to projects and initiatives that have a benefit to public health.

Corporate / Citywide Implications:

- 7.12 The Action Plan sets out a number of ambitious targets and opportunities both for the council and the city. These targets have been agreed upon, set and are owned by key corporate and city stakeholders from each of the areas included in the plan.

Any Other Significant Implications:

There are no other significant implications identified

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Planning Action Progress Report for the City Sustainability Action Plan 2015-16
2. List of all Key Performance Indicators for the City Sustainability Action Plan
3. City Sustainability Action Plan Key Performance Indicators 2015-16 Report

### **Documents in Members' Rooms**

None

### **Background Documents**

None

# Planning

## Action Progress Report

01 Apr 2015 - 31 Mar 2016

### **Report Filters**

*Hierarchy: Planning*

*Hierarchy Level: Outcome*


*Hierarchy Node: Sustainability action plan (placeholder)*



### 3 Cross-cutting plans

#### 3.1 Sustainability action plan (placeholder)

##### 3.1.1 Zero carbon

Action	Status	Start Date	End Date	Progress
3.1.1.1 Develop feasibility studies for potential district heat network projects: <ul style="list-style-type: none"> <li>• Eastern Road (Oct 2015)</li> <li>• Hove Station (Oct 2015)</li> <li>• Shoreham Harbour (Nov 2015)</li> <li>• Toads Hole Valley (Dec 2016)</li> </ul>	In Progress	01-Apr-2015	31-Dec-2016	60% 

**Responsible Officer** : Francesca Illiffe - Sustainability Officer, Planning Projects

#### **ACTION PROGRESS COMMENTS:**

Shoreham Harbour Heat Network Study: Study completed April 2016. Presentations of findings held in Worthing and Hove to project partners from Dept of Energy & Climate Change, Shoreham Port Authority, West Sussex County Council, Adur & Worthing Councils, BHCC and Edgeley Green Power Ltd. Study identifies a potentially viable if challenging heat network. Further £67,000 secured from Dept of Energy & Climate Change to progress heat network delivery and define public sector partner's role.


Next steps: Publish Shoreham Harbour Heat Network Study May 2016. If Edgeley Green Power Station commences development in May; procure further investigative work and consult partners on degree of involvement.

Toads Hole Valley Heat Network Study: Consultants appointed to deliver a high level viability study. Findings to inform the Toads Hole Valley Supplementary Planning Document currently under development for development area DA7 of the City Plan.

Next steps: Work with consultants to consult developer and produce report. Final reports scheduled September 2016.

Eastern Road heat network: final study July. Heat Network to be considered alongside development of Freshfield Road site DA5 early 2020's.

Hove Station heat network: final study expected June. Scheme would provide social benefits: HRA tenants with regard to fuel poverty; contribute to regeneration of DA6; and carbon savings. Economics indicate a long-term cost saving to the HRA. Next steps: Council/consultant workshop; optimise the economic model; develop a business case in line with Council and Greater Brighton strategy, with a view to applying for grant funding such as Heat Network Investment Programme.

Action	Status	Start Date	End Date	Progress
3.1.1.1 Develop and deliver a staff led behaviour change campaign for BHCC staff re carbon	In Progress	01-Apr-2015	31-Mar-2017	46% 

**Responsible Officer** : Kelvin Newman - Acting Energy and Water Manager

#### **ACTION PROGRESS COMMENTS:**


A detailed delivery plan for a staff-led behaviour change campaign has been developed by the Energy & Water and Sustainability Teams in collaboration with the Waste Working Group. The focus of the plan was to ensure the people using council buildings are playing their part in maximising savings and minimising the environmental impact of the council's activities.

The delivery plan is expected to be actioned when resources are available.

Action	Status	Start Date	End Date	Progress
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## Planning Action Progress Report

3.1.1.1 To undertake an Invest to Save business case to inform the future of the service. This will include information on future carbon reduction in the city	Completed	01-Apr-2015	31-Dec-2015	100% 
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**Responsible Officer :** Gillian Packham - Team Mgr - Street Lighting & Design

### **ACTION PROGRESS COMMENTS:**

Progress so far: Tender for consultancy prepared and ready to submit pending final Procurement approval. Consultant appointed 01/12/15, financial business case is in process with a draft one now supplied and the final document due by the end of March 2016. Note there is a risk that not all required information will be available from the Asset Team on road widths, so proposal may be delayed. In addition the EDH Modernisation Board has asked that we look to include Housing, Parks and other lighting which does not fall within our remit, again there is the risk this will delay the programme.

03/05/16: As suggested previously this project has been delayed by difficulties in obtaining the information required to pull together the full financial business case. There has also been no response from Housing regarding their interest in being part of the proposal. Asset & Network Management remain hopeful that the full report will go to July P&R but there is a potential for slippage to October.

Next steps: Production of report to P&R Committee for July 2016

Action	Status	Start Date	End Date	Progress
3.1.1.1 Deliver the Environmental Education Programme re carbon reduction in Brighton & Hove schools.	In Progress	01-Apr-2015	31-Mar-2017	58% 


**Responsible Officer :** Bryan Deakin - Contract Officer, Education Capital Strategy

### **ACTION PROGRESS COMMENTS:**

Progress so far:  
The Programme is on Target. Most KPIs have been met or exceeded. The programme is being delivered in a flexible way that allows adjustment according to school demand. 4 Green Flag Awards have been achieved for year 2 of the contract.

Next steps:

Continue in the same vein. Plans are underway for further Eco Schools & One Planet Living Workshops and assemblies.

Action	Status	Start Date	End Date	Progress
3.1.1.1 Support to city households vulnerable to fuel poverty and the negative health impacts of cold home, including home energy advice visits, emergency grants, financial health checks, training to front-line workers, information and advice, coordinating a 'single point of contact' in the city.	In Progress	01-Apr-2015	31-Dec-2016	52% 

**Responsible Officer :** Miles Davidson - Contracts Manager - Housing Sustainability

### **ACTION PROGRESS COMMENTS:**

Progress so far:


New Fuel Poverty & Affordable Warmth strategy for the city drafted, consultation event held January 2016, to report, to be finalised and reported to Housing and New Homes Committee June 2016, followed by Health and Wellbeing Board September 2016.


Warmth for Wellbeing (WfW) programme funded via successful bid to British Gas Energy Trust established and delivery being managed by B&H CAB. BHCC & CCG represented on programme steering board


Your Energy Sussex ECO funded heating and insulation scheme for vulnerable residents operating, BHCC residents signposted to this scheme alongside the other support that is available to them

Next steps:

Sign off of strategy by HWB September 2016 and continued delivery of WfW throughout 2016

Action	Status	Start Date	End Date	Progress
3.1.1.2 Progress to next stages of District Heat Network projects where practical feasibility and viability is demonstrated.	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN
<b>Responsible Officer :</b> Francesca Iliffe - Sustainability Officer, Planning Projects				
<b>ACTION PROGRESS COMMENTS:</b> <p>Progress so far: Shoreham Heat Network Study is complete. Opportunities for a viable heat network are identified and a further £67,000 funding has been awarded from DECC for progress investigation to next stage. This is 33% match funded by project board partners with no additional funding required from BHCC. News is expected in May from Edgeley Green Power Ltd confirming their finance to build the new power station at Shoreham Harbour. Without Edgeley Green a heat network anchored at the Harbour if finance is less viable and there will need to be a discussion with DECC about the funding award, and whether this needs to be returned or can be used for any alternative feasibility work.</p> <p>Next steps: Await confirmation Edgeley Green will be built in 2016-17. Define next phase of investigation with project partners and stakeholders. Commission consultants.</p>				

Action	Status	Start Date	End Date	Progress
3.1.1.2 Complete the AMR programme and ongoing management. Monitor and analyse AMR data to identify trends / spikes and patterns of unusual consumption and act on findings in all areas – initially focussing on alterations to Building Management System settings. Roll out web-reporting software to budget holders and building managers and develop and deliver a communications plan encouraging the use of this software as well as delivering workshops.	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN
<b>Responsible Officer :</b> Kelvin Newman - Acting Energy and Water Manager				
<b>ACTION PROGRESS COMMENTS:</b> <p>Progress so far: The AMR Programme is nearing completion; we now have around 780 devices installed monitoring electricity, gas and water usage across a wide range of the council's portfolio.</p> <p>There is an ongoing campaign of using energy management software to observe instances of unusual consumption patterns in the AMR data, and communicate the findings to local premises managers for further investigation. The Energy &amp; Water Team will liaise with the premises team, and representatives from our elected heating controls contractor, to minimise gas wastage during the heating season.</p> <p>Access to Energy &amp; Water Web-Reporting software has been rolled out to local site managers and budget holders and has been accessed by over 270 different users in 2015. The Energy &amp; Water Team have organised workshops demonstrating the features of the Web-reporting software, including, how to use the AMR data to identify potential water leaks/ fuel wastage.</p> <p>Additionally, the council's Eco-school coordinator has produced guidance to encourage teachers to utilise the web-reporting software as a teaching tool and how it can be integrated into the curriculum.</p> <p>Next steps: Oversee installation of final devices remaining on program. Monitor devices for maintenance issues. Continue monitoring of AMR data to highlight wastage. Continue communication program to encourage use of software.</p>				


Action	Status	Start Date	End Date	Progress
3.1.1.2 Expand and improve Eco Open Houses events to support householders to reduce carbon emissions across the city. Annual event to be delivered and a visitor support programme.	In Progress	01-Apr-2015	31-Mar-2017	55% 

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Eco Open Houses 2015 successfully delivered over 2 weekends in October. Opening in the event were 13 venues including 4 zero carbon buildings, 9 houses of which 4 were retrofits and 5 new builds, and four non-domestic buildings. Additionally two talks were held on PassivHaus. There were 1488 visits, an average of 114 visits per venue. This compares well to previous events where there were 83 visits per venue (2014) and 59 visits (2013). Indicates numbers are rising and there is an appetite for the event despite the Green Deal not delivering accessible finance for retrofit as hoped. Of the houses that opened, 4 householders had been visitors inspired by previous Eco Open Houses events to proceed with building or retrofitting their home and then opening to the public as a householder. This indicates that the event is achieving its function of giving visitors the confidence to take action.

Next steps: Full funding of around £10,000 will be sought from Awards For All funding. Recruit houses and volunteers by end of June 2016. Hold event October 2016.

Action	Status	Start Date	End Date	Progress
3.1.1.2 Raising Awareness and promoting uptake of Green Deal (or similar) and ECO via private landlord groups and letting agents in liaison with strategic housing partnership, plus area-based community campaigns and peer to peer work.	In Progress	01-Apr-2015	31-Mar-2017	46% 

**Responsible Officer :** Miles Davidson - Contracts Manager - Housing Sustainability

**ACTION PROGRESS COMMENTS:**

Progress so far:

Discussions ongoing with National Landlords Association to explore options to work together on developing a model to support investment in energy efficiency into private rented sector.


Presentation made to Strategic Housing Partnership on developing Fuel Poverty & Affordable Warmth strategy.

Discussions held with Your Energy Sussex re. developing a model and this is reflected as a priority in the 2016-17 YES business plan whilst highlighting ongoing uncertainty re. national policy that effects this

Discussions held with Brighton & Hove Energy Services Coop (BHESCO) re. a model they have developed and exploring the opportunity to work with them through the YES partnership

Next steps:

Continue to develop models through Your Energy Sussex, and maintain discussions with NLA and BHESCO aligned to this

Action	Status	Start Date	End Date	Progress
3.1.1.3 Continue to work with developers on delivery of low and zero carbon development through the Planning system: Review City Renewable and Sustainable Energy Study to inform City Plan Part 2.	In Progress	01-Apr-2015	31-Dec-2016	60% 

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Policy CP8 Sustainable Buildings successfully adopted in City Plan Part One. This sets minimum standards for sustainable building for all development in the city.


Annual monitoring of residential housing delivery 2014-15 shows 25 new dwellings (6.5%) were built to zero carbon standard (Code for Sustainable Homes Level 5). Whilst a small % this is a significant achievement. These are the first zero carbon homes to be delivered as a result of pioneering SPD08 policy. Additionally 254 (65%) were built to Code level 4, and 111 built to Level 3. During 2014-15 there was 100% compliance with local policy. Building standards will drop in future auditing periods as a result of national policy changes.

Two Planning Advice Notes have been completed: PAN08 Householder guidance on external wall insulation, and PAN09 'Householder guidance on energy efficiency for historic houses in Conservation Areas'. These were approved for adoption at EDC Committee March 2016.

Eco Open Houses: preparing for an October 2016 event, Funding bid to Awards for All being written to fully fund the event.

Next steps: Complete design work on PAN08 and PAN09 and publish on council website May 2016. Submit funding bid for Eco Open Houses 2016. Recruit houses and volunteers by June 2016.

Review Sustainability Checklist to further streamline Planning process. Input into City Plan Pt2, draft policy section May2016, consultation June/July 2016.

Action	Status	Start Date	End Date	Progress
3.1.1.3 Completion of the Sustainability Checklist for all large building projects. To be applied to all projects (via the Architecture & Design Team) over the value of £500,000 and used as an aide-memoire to design decisions.	Completed	01-Apr-2015	31-Mar-2017	100%  GREEN

**Responsible Officer :** Kelvin Newman - Acting Energy and Water Manager


**ACTION PROGRESS COMMENTS:**

The Sustainability Checklist has been developed by the Architecture & Design team to integrate sustainability considerations into design and construction projects. The checklist can be applied to new build and refurbishment works and should ensure a smoother planning process and an audit trail of decisions made.

The checklist contains references to minimum standards including 'Part L' Building Regulations, 'BREEAM Very Good' and 'CP8' Planning Policy requirements.

Next steps:

Ongoing


Action	Status	Start Date	End Date	Progress
3.1.1.3 Continue to install energy efficient lanterns as part of our replacement programme	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN

**Responsible Officer :** Gillian Packham - Team Mgr - Street Lighting & Design

**ACTION PROGRESS COMMENTS:**

Progress so far: All new installations are being fitted with more efficient lanterns for the year 2015-16

Next steps: This will continue as above subject to funding.

Action	Status	Start Date	End Date	Progress
3.1.1.3 As member of the Your Energy Sussex partnership, work with the delivery partner to promote a Green Deal or alternative offer and ECO funded measures in the city.	In Progress	01-Apr-2015	30-Mar-2017	46%  AMBER

**Responsible Officer :** Miles Davidson - Contracts Manager - Housing Sustainability

**ACTION PROGRESS COMMENTS:**


Progress so far:

significant uncertainty about future of this model of delivery due to government decision to stop funding of the Green Deal Finance Company. National policy review of energy efficiency throughout 2016 adds uncertainty to planning and development process

Residents are signposted to YES ECO funded schemes as appropriate

Next steps:

Sign of YES partnership agreement, continue to work with YES reviewing national policy changes and opportunities to develop a model for Sussex

Action	Status	Start Date	End Date	Progress
3.1.1.4 As part of Phase 3 Workstyles programme redesign Hove Town Hall to be energy efficient.	In Progress	01-Apr-2015	31-Dec-2016	60% 


**Responsible Officer :** Kelvin Newman - Acting Energy and Water Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

Investment in energy efficiency and renewables is a major focus for the redevelopment of Hove Town Hall as part of the Workstyles Programme. This project includes a significant overhaul of the Mechanical & Electrical equipment (oil to gas conversion, boilers, ventilation, air conditioning, windows etc) A 22 KW Solar Panel system is due for installation in June/July 2016.

The project also includes the incorporation of a Building Management System which will allow all the new equipment to be controlled efficiently and effectively.


Action	Status	Start Date	End Date	Progress
3.1.1.4 SHINE project: support for council tenants & leaseholders through energy saving advice and installation of small energy efficiency measures.	In Progress	01-Apr-2015	31-Mar-2017	46% 

**Responsible Officer :** Miles Davidson - Contracts Manager - Housing Sustainability

**ACTION PROGRESS COMMENTS:**

Progress so far and next steps:

Bid submitted in May 2016.

Action	Status	Start Date	End Date	Progress
3.1.1.4 Promote city and Sussex wide energy buying club to enable householders to collectively switch to get better prices for electricity and gas and potentially secure energy efficiency and renewable investment.	In Progress	01-Apr-2015	31-Mar-2016	50% 

**Responsible Officer :** Miles Davidson - Contracts Manager - Housing Sustainability


**ACTION PROGRESS COMMENTS:**

Progress so far:

Your Energy Sussex in process of procuring an energy supply company to establish a 'Sussex Energy Tariff'

Next steps:

Develop and participate in procurement exercise with YES

Action	Status	Start Date	End Date	Progress
3.1.1.5 Continue to deliver Housing Revenue Account (HRA)'s rolling capital works programmes, including projects such as over-cladding flat blocks from low and medium to hi-rise, window replacement and new insulated flat roofs.	In Progress	01-Apr-2015	31-Mar-2017	50% 

**Responsible Officer :** Alex Fox - Project Manager (Asset & Sustainability)

**ACTION PROGRESS COMMENTS:**

Progress so far: Specifications for 5\*Clarendon Road high rises agreed and works started on a rolling basis - will include replacement of cavity wall insulation.

Wariwck Mount external wall insulation project snags completed.

Staplefield Drive remaining prefab properties batched and delivered as one - wall insulation, windows and loft/flat roof


## Planning Action Progress Report

insulation and Solar PV where possible.

Sylvan Estate in specification including EWI.

Tyson Place & St Johns Mount in design/spec and consultation, may include EWI; windows and roof (likely).

Next steps: Major Projects board will progress as necessary.

Action	Status	Start Date	End Date	Progress
3.1.1.5 More efficient use of office space leading to the closure of redundant buildings.	In Progress	01-Apr-2015	31-Dec-2016	57% 

**Responsible Officer :** Ben Miles - Senior Improvement Consultant


### ACTION PROGRESS COMMENTS:

Previous phases of Workstyles have been completed successfully and contributed to a more efficient use of office space. This has led to the closure (release of capital receipt or end of lease) for 17 out of 27 civic buildings.

The current phase focusses on the redevelopment of HTH and relocation of staff from Kings House so that this building can also be released as a capital receipt. The programme is on track in terms of time, cost and scope. Risks are monitored closely and discussed at programme board level, escalated to CMDB if required. There are currently no severe risks to the programme.

Next steps:

- Agree a succinct set of KPIs to measure identified programme benefits with the programme board. Establish verified baselines for these measures.
- Produce a Workstyles FAQ, which draws together all feedback from BCT meetings, staff surveys and staff tours.
- Continue to manage risk around HTH building works, and staff, Police, customer and resident communications
- Continue to develop project level timelines and identify any new dependencies that need to feed in to the overall programme timeline, with particular focus on the corporate ICT strategy around flexible working (i.e. Citrix or laptops)
- Implement the relevant risk response depending on outcome of the Housing consultation (end of September)
- Support ongoing review of accessibility at BTH and work with the FED to agree suitable alternatives for full council meetings wherever possible
- Develop and confirm services' contingency plans for moving staff out of HTH
- Attend risk workshop for the Planning service RE their DRM solution, and how to implement this within timescales
- Deliver Workstyles briefing at staff roadshows in October

Action	Status	Start Date	End Date	Progress
3.1.1.6 Deliver carbon reductions via School, Adult Social Care and Civic planned maintenance to include the following projects: oil to gas conversion; boiler replacements; improved insulation; LED lighting	In Progress	01-Apr-2015	31-Mar-2017	54% 

**Responsible Officer :** Kelvin Newman - Acting Energy and Water Manager

### ACTION PROGRESS COMMENTS:

Progress so far:


An oil-to-gas boiler conversion has been carried out at one school over the summer holidays; a second conversion is due to be carried out before the end of 2015.

Inefficient gas boilers have been replaced with new models in numerous school sites, as part of an ongoing maintenance programme.

Cavity wall and loft insulation has now been fitted on various social care buildings and a library. The Energy & Water team will monitor AMR data to gauge potential carbon reduction over the heating season 2015/16.

Scoping work has been carried out on various civic buildings, which included an investigation into the suitability of installing

LED lighting and other energy saving technologies.


Action	Status	Start Date	End Date	Progress
3.1.1.6 Deliver 50 more Solar PV installations to houses and Sheltered Housing schemes and incorporate solar thermal into communal boiler replacements where feasible.	Completed	01-Apr-2015	31-Mar-2017	100%  GREEN

**Responsible Officer :** Alex Fox - Project Manager (Asset & Sustainability)

**ACTION PROGRESS COMMENTS:**

Progress so far: FIT was reduced as of 15th January in effect ending the HRA programme early. Nearly 300 new installs were completed.

Next steps: Contract is closed as of 31st March 2016.

Action	Status	Start Date	End Date	Progress
3.1.1.7 Complete an insulation programme for select Corporate Landlord buildings.	In Progress	01-Apr-2015	31-Dec-2016	95%  GREEN

**Responsible Officer :** Kelvin Newman - Acting Energy and Water Manager


**ACTION PROGRESS COMMENTS:**

Progress so far:

The insulation programme is now coming to a close. Cavity wall and loft insulation has now been fitted on various social care buildings and a library. The Energy & Water team will monitor AMR data to gauge potential fuel savings over the heating season 2015/16.

Next steps:

Monitoring of AMR data over heating season to assess impact of insulation.

Action	Status	Start Date	End Date	Progress
3.1.1.8 Work with schools to encourage uptake of the Schools Energy Efficiency Loans Scheme.	In Progress	01-Apr-2015	31-Mar-2017	58%  GREEN

**Responsible Officer :** Bryan Deakin - Contract Officer, Education Capital Strategy


**ACTION PROGRESS COMMENTS:**

Progress so far:

The contract is supporting the schools involved in the Ashden Less CO2 Project and has provided support to senior management in 2 schools. (KPI for the year is three)

Next steps:

Complete the KPI by the end of October. Liaise with the Energy and Water Team to design and deliver training sessions for school managers in the autumn term.

Action	Status	Start Date	End Date	Progress
3.1.1.9 Scope, design and deliver PV systems for Hove Town Hall, Saltdean and St Andrews School Extensions projects.	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN

**Responsible Officer :** Kelvin Newman - Acting Energy and Water Manager


**ACTION PROGRESS COMMENTS:**




## Planning Action Progress Report


Scoping work has been completed for PV systems on planned extensions at Saltdean Primary School and St Andrews School. Subsequent tender evaluations have been carried out and recommendations on the proposals provided to the schools.


Second Solar PV array is due for installation at Hove Town Hall in June/July 2016.

Action	Status	Start Date	End Date	Progress
3.1.1.10 Complete scoping work for remaining Corporate Landlord Buildings with certain future - with a focus on lighting initially.	In Progress	01-Apr-2015	31-Mar-2016	91%  AMBER
<b>Responsible Officer :</b> Kelvin Newman - Acting Energy and Water Manager				
<b>ACTION PROGRESS COMMENTS:</b> High-level scoping work for around 20 buildings was undertaken in early 2014. This scoping made use of internal surveying and engineering expertise. Following this scoping work we are taking forward a programme of insulation enhancements for a selection of 'Corporate Landlord' buildings, and this has been commissioned via the Projects & Services Team in P&D.  We are also undertaking detailed surveys of lighting in a selection of these 20 buildings with the view of developing a business case for investing in more energy efficient lighting.				

### 3.1.2 Zero waste


Action	Status	Start Date	End Date	Progress
3.1.2.1 Promote re-use charities and partners, e.g. working with Universities.	Completed	01-Apr-2015	31-Dec-2015	100%  GREEN
<b>Responsible Officer :</b> Tracy Phipps - Waste Contracts and Projects Manager				
<b>ACTION PROGRESS COMMENTS:</b> Re-use charities continue to feature heavily on the website and events such as the Garage sale trail have been supported. We are currently working with Brighton University as they look seek reuse charities for their end of term tenants goods.				

Action	Status	Start Date	End Date	Progress
3.1.2.1 Complete the FoodWISE project to test approaches to recycling food waste at outdoor events on council land.	Completed	01-Apr-2015	30-Sep-2015	100%  GREEN
<b>Responsible Officer :</b> Shelaine Siepel - Sustainability Consultant				
<b>ACTION PROGRESS COMMENTS:</b> The FoodWISE project has been completed and five case studies for the events included have been produced. The project has been shortlisted for a National Recycling Award.				

Action	Status	Start Date	End Date	Progress
3.1.2.1 Monitor total waste arising, recycling rates and levels of re-use within the council	Completed	01-Apr-2015	30-Nov-2016	100%  GREEN
<b>Responsible Officer :</b> Martin Hedgecock - Facilities and Buildings Services Manager				
<b>ACTION PROGRESS COMMENTS:</b> Progress so far: General waste and recycling amounts are measured by weight as detailed within the current contract. The Facilities team hold a detailed list of the amount and type of each bin at each specific site. Site responsible persons have been contacted at each site prior to the start of then new contract to analyse their need for each specific bin type with a view to reducing waste levels				



Next steps:

Action	Status	Start Date	End Date	Progress
3.1.2.2 Implement internal Sustainable Behaviour Change programme re waste	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Kelvin Newman - Acting Energy and Water Manager


**ACTION PROGRESS COMMENTS:**

Progress so far:

A detailed delivery plan for a staff-led behaviour change campaign has been developed by the Energy & Water and Sustainability Teams in collaboration with the Waste Working Group. The focus of the plan was to ensure the people using council buildings are playing their part in maximising savings and minimising the environmental impact of the council's activities.

Next steps:


The delivery plan is expected to be actioned when resources are available.

Action	Status	Start Date	End Date	Progress
3.1.2.2 Open further re-use facility at Brighton Household Waste and Recycling Centre subject to feasibility.	Not Started	01-Apr-2015	31-Dec-2015	0%  RED

**Responsible Officer :** Louise Burden - Waste Data Manager

**ACTION PROGRESS COMMENTS:**

Veolia do not think that there will be sufficient space at the new Brighton HWRS site to open a reuse shop. But they have committed to investigating this when the site is operational to see if space can be found for one. The other option is to retrieve items for reuse from Brighton HWRS and then transport it to Hove or another site to be sold to the public.


Action	Status	Start Date	End Date	Progress
3.1.2.3 Improve quality of recycling service and levels of customer satisfaction to encourage more residents to recycle.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Tracy Phipps - Waste Contracts and Projects Manager

**ACTION PROGRESS COMMENTS:**

This is ongoing. A trial for wheelie bin recycling has taken place in Hangleton and Portslade. Results of the trial will be published by end of May. A report will be taken to the Environment, Transport & Sustainability Committee which will inform if the scheme is to be rolled out to the rest of the city.

Garden waste – A new chargeable garden waste trial has been launched in some areas of the city offered to 23,000 properties. This is in early stages with collections beginning in May. There are currently 900 households signed up to this scheme.


Action	Status	Start Date	End Date	Progress
3.1.2.3 Increase visibility of recycling facilities and improve distribution and signage of collection containers in council buildings to increase recycling rates.	In Progress	01-Apr-2015	30-Nov-2016	65%  GREEN

**Responsible Officer :** Martin Hedgecock - Facilities and Buildings Services Manager

**ACTION PROGRESS COMMENTS:**

Progress so far: Recycling collection point signage has been improved in all Council Civics to increase the recycling rates and to promote further with building users.

Next steps: To continue to monitor the effectiveness of the signage and replace any worn, lost or inaccurate signs as reported by the premises team

Action	Status	Start Date	End Date	Progress
3.1.2.4 Incentive-based engagement campaign to increase recycling areas across the city, working with the community and voluntary sector where appropriate.	In Progress	01-Apr-2015	31-Mar-2017	33%  RED


**Responsible Officer :** Tracy Phipps - Waste Contracts and Projects Manager

**ACTION PROGRESS COMMENTS:**

This is still being developed with delay due to other priorities, ie. Development of garden waste and commercial waste, but will be progressed.

Textiles grants scheme was launched in April and is raising money for the grants scheme for supporting local community projects. 40% of income is ring-fenced for community groups.

A successful pilot has been implemented in Hangleton and Portslade trialing new wheelie bins for recycling. Results will inform recommendations for rolling this out in other parts of this city".


Action	Status	Start Date	End Date	Progress
3.1.2.4 Identify how much waste is currently produced in all council buildings and schools with data from newly installed weighing equipment on vehicles	Completed	01-Apr-2015	31-Mar-2017	100%  GREEN

**Responsible Officer :** Martin Hedgecock - Facilities and Buildings Services Manager

**ACTION PROGRESS COMMENTS:**

Progress so far: Waste weights are measured at point of collection and data is held by the contractor and is stored on the contractors web based portal that can be accessed by Facilities Team

Next steps: Monitor the waste amount and reduce collections if required.


Action	Status	Start Date	End Date	Progress
3.1.2.5 Improve Brighton Household Waste Recycling Service (HWRS) to encourage greater segregation of waste and increase recycling	In Progress	01-Apr-2015	31-Mar-2016	50%  RED

**Responsible Officer :** Louise Burden - Waste Data Manager

**ACTION PROGRESS COMMENTS:**

East Sussex have built two split level HWRS to replace old single level sites. Newhaven HWRS was built in 2011 and resulted in a 2% recycling rate increase. Hastings HWRS was built in 2012 and resulted in a 4% recycling rate increase.

With regard to the improvements to Brighton HWRS; Veolia are anticipating publishing the tender documents in May with a return deadline of late June. We will know then if it can be delivered within the £430,000 budget for the project.

Action	Status	Start Date	End Date	Progress
3.1.2.5 Embed waste minimisation requirements in the re-tendered Commercial Waste and Recycling Contract	In Progress	01-Apr-2015	31-May-2016	93%  GREEN


**Responsible Officer :** Martin Hedgecock - Facilities and Buildings Services Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

Re tendering the new contract is currently on hold whilst the Facilities Team investigate the possibility of working with the current Orbis contractor

Next steps:


Action	Status	Start Date	End Date	Progress
3.1.2.6 Continue the promotion and use of WARPit to increase the amount of waste re-used and monitoring and reporting on Kg of goods diverted.	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN

**Responsible Officer :** Martin Hedgecock - Facilities and Buildings Services Manager

**ACTION PROGRESS COMMENTS:**

Progress so far: Use of WARPit is promoted through the wave, team meetings and via the Sustainability Team. We are now pushing this service through the service's to schools contract via Heather Sorrell. We have seen an increase in take up from Schools. Waste weights are recorded and can be viewed on the WARPit portal

Next steps: Continue to promote. Chris Killalea now manages this service and the web portal


Action	Status	Start Date	End Date	Progress
3.1.2.6 Encourage community composting schemes for food and garden waste	Completed	01-Apr-2015	31-Dec-2015	100%  GREEN

**Responsible Officer :** Tracy Phipps - Waste Contracts and Projects Manager

**ACTION PROGRESS COMMENTS:**

Community composting continues to grow with two new schemes beginning this year, more schemes are in development and there is a strong community interest.

Garden waste – A new chargeable garden waste trial has been launched in some areas of the city offered to 23,000 properties. This is in early stages with collections beginning in May. There are currently 900 households signed up to this scheme.

Action	Status	Start Date	End Date	Progress
3.1.2.7 Rolling out food waste collection as part of council contract: measuring amount of food waste collected and weighing it and tracking our general waste data to ensure that it is decreasing.	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN

**Responsible Officer :** Martin Hedgecock - Facilities and Buildings Services Manager


**ACTION PROGRESS COMMENTS:**

Progress so far: Food waste will be tendered for as a stand alone contract. Weights will be measured and be recorded and trackable to specific sites

This is currently on hold along with the re tendering of the waste contract. We are running a pilot scheme with 10 schools. This will continue until the start of the new waste contract

Next steps:


Action	Status	Start Date	End Date	Progress
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3.1.2.7 Food Partnership and council campaign to promote subsidised home composters and digesters	Completed	01-Apr-2015	31-Dec-2015	100% 
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**Responsible Officer :** Tracy Phipps - Waste Contracts and Projects Manager

**ACTION PROGRESS COMMENTS:**

Community composting continues to grow with two new schemes beginning this year, more schemes are in development and there is a strong community interest. Residents with gardens and space can purchase one of our heavily discounted compost bins, our Green Johanna's have a £75 discount bringing the cost down to just £30. As these bins can accept all food waste they are a great sustainable opportunity for residents to reduce their organic waste. Our cheapest compost bin is just £5.

Action	Status	Start Date	End Date	Progress
3.1.2.8 Best practice standards in waste minimisation during construction will be promoted and employed. Apply Reuse - Deconstruct - Demolish hierarchy for all construction waste.	In Progress	01-Apr-2015	31-Mar-2017	54% 

**Responsible Officer :** Kelvin Newman - Acting Energy and Water Manager


**ACTION PROGRESS COMMENTS:**

Progress so far:

All contractors working on Property & Design construction projects are required to follow Site Waste Management plan Regulations. This aims to promote efficiency by promoting reuse, recycling and recovery of waste rather than disposal.

Next steps:

Ongoing


Action	Status	Start Date	End Date	Progress
3.1.2.8 Launch council commercial refuse collection in 2015 and recycling collection in 2016.	Completed	01-Apr-2015	31-Mar-2016	100% 

**Responsible Officer :** Tracy Phipps - Waste Contracts and Projects Manager

**ACTION PROGRESS COMMENTS:**

The commercial waste service was launched in October 2015 in the communal bins area. Businesses can now purchase sacks to be placed in existing communal bins. The business case for bin collections is being developed and this will be launched within the next three months.

The commercial waste service was launched in October 2015 in the communal bins area. Businesses can now purchase sacks to be placed in existing communal bins. The business case for bin collections is being developed and this will be launched within the next three months.

Action	Status	Start Date	End Date	Progress
3.1.2.9 Support the food waste reduction campaign by the Food partnership and BHCC.	Completed	01-Apr-2015	31-Dec-2015	100% 

**Responsible Officer :** Tracy Phipps - Waste Contracts and Projects Manager


**ACTION PROGRESS COMMENTS:**

The Sainsburys bid for food waste minimisation was unsuccessful, however we continue to support the BHFP in their projects, food reduction, including community composting schemes

### 3.1.3 Sustainable transport

Action	Status	Start Date	End Date	Progress
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3.1.3.1 Continue to work with Planning colleagues and developers to achieve high levels of sustainable transport provision within new development proposals.	In Progress	01-Apr-2015	31-Mar-2017	50% 
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**Responsible Officer :** Andrew Renault - Head of Transport Policy & Strategy

**ACTION PROGRESS COMMENTS:**

Progress so far: Part of the day-to-day work of the Transport Development & Assessment Team.

Next steps: Ongoing.

Action	Status	Start Date	End Date	Progress
3.1.3.1 Assess progress and success of introduction of clean vehicle technology on taxis and buses.	In Progress	01-Apr-2015	31-Mar-2017	50% 


**Responsible Officer :** Samuel Rouse - Senior Technical Officer

**ACTION PROGRESS COMMENTS:**

Progress so far:

Low Emission Zone monitoring results for nitrogen dioxide show an encouraging trend (2014/15) that need to be improved further (see KPIs)

Next steps: New retrofit projects with local bus companies agreed with legal. Thirty-five buses to retrofitted with SCRT. Aim for commencement May 2016 and completion by March 2017.


Action	Status	Start Date	End Date	Progress
3.1.3.2 Undertake audit and review of amount and quality of access, transport facilities and services, and travel information in local shopping areas in order to identify priorities for investment in transport measures.	In Progress	01-Apr-2015	31-Mar-2017	50% 

**Responsible Officer :** Andrew Renault - Head of Transport Policy & Strategy

**ACTION PROGRESS COMMENTS:**

Progress so far: Assessment criteria will be developed in order to help develop a framework for the prioritised locations agreed in November 2015 e.g Boundary Road/Station Road.

Next steps: Completion of framework and application to locations.

Action	Status	Start Date	End Date	Progress
3.1.3.3 Advise on, and influence, the development and design of Major Projects within the city, such as The Waterfront, King Alfred and Preston Barracks sites, and New Homes for Neighbourhoods.	In Progress	01-Apr-2015	31-Mar-2017	50% 

**Responsible Officer :** Andrew Renault - Head of Transport Policy & Strategy


**ACTION PROGRESS COMMENTS:**

Progress so far: Providing ongoing strategic and technical advice to assist in development of safe and sustainable Transport measures to support proposals. Work is ongoing to support Project Managers.

Next steps: Participation in development of concept designs and options, in advance of Planning process e.g PPAs and consideration of planning applications..

Action	Status	Start Date	End Date	Progress
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## Planning Action Progress Report


3.1.3.4 Continue to work with residents and partners on the development of Travel Plans and deliver new initiatives and secure new Plans, where appropriate.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN
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**Responsible Officer :** Rob Dickin - Workplace Travel Planner

### ACTION PROGRESS COMMENTS:

Progress so far: through the LSTF project 2015-16, we held 2,744 travel conversations with employees and students at 71 events with 28 businesses and the two city universities. From that engagement we obtained 22 new or updated travel plans.

Next steps: we are awaiting news from DfT on whether we have been successful in obtaining transition funding for 2016-17.

Action	Status	Start Date	End Date	Progress
3.1.3.5 Work with the i360 company to create an exemplar source of sustainable travel and journey information for a new, major attraction.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN


**Responsible Officer :** Andrew Renault - Head of Transport Policy & Strategy

### ACTION PROGRESS COMMENTS:

Progress so far: Meetings are continuing to take place with the British Airways i360 Team to discuss and agree information and measures required post-opening of the viewing tower.

Next steps: Review and agree appropriate locations for pedestrian and driver signing.

A deputation and petition on this issue were presented at Full Council recently. The deputation was responded to by Cllr Morgan, and the petition was noted and referred on to the next Economic Development and Culture Committee on 17 June 2016. A draft final response for Cllr Robins (as Chair) on the petition will be prepared but will be dependent on ongoing discussions with the BAi360 team and others, e.g. Highways England and the DfT, but it is unlikely that a single, advisory route will be signed / recommended.


Action	Status	Start Date	End Date	Progress
3.1.3.6 Explore the opportunity to extend the ESCC operation of 'Wheels to Work' into the city.	Not Started	01-Apr-2015	31-Mar-2017	0%  RED

**Responsible Officer :** Andrew Renault - Head of Transport Policy & Strategy

### ACTION PROGRESS COMMENTS:

Progress so far: In October 2014 (and at some later meetings), reference was made to W2W at a Transport Partnership meeting as part of a workshop to help the development of LTP4, which was approved in March 2015. In November 2014, (the former) Councillor Cox also raised a question about W2W at Committee. More recently, a presentation on W2W by the operator (Max Jowett) has been suggested as a possible Transport Partnership agenda item but this has yet to be fully confirmed. The most recent discussion of this matter concluded that some further research on its progress and performance in East Sussex County Council (ESCC) and a subsequent briefing for Cllr Mitchell was required before its inclusion on a future agenda.

Next steps: Awaiting opportunity to introduce scheme to Transport Partnership and outline performance of LSTF-funded project in ESCC.


Action	Status	Start Date	End Date	Progress
3.1.3.7 Review existing provision and opportunities to upgrade and expand electric vehicle charging points within the city, and encourage and enable greater up-take and use of Ultra Low Emission Vehicles.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Andrew Renault - Head of Transport Policy & Strategy

**ACTION PROGRESS COMMENTS:**

Progress so far: Priorities and way forward agreed by ET&S Committee in July 2015, which includes the upgrade and expansion of infrastructure over the next 3 years. Procurement process underway using 'Gateshead' Framework.

Next steps: Complete procurement process and begin programme of upgrade and new investment in 2016/17.

Action	Status	Start Date	End Date	Progress
3.1.3.8 Develop and secure approval for the Business Case for the BikeShare project and procure an operator.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Abby Hone - Principal Transport Planner - Walking & Cycling

**ACTION PROGRESS COMMENTS:**

Progress so far:

ETS committee 24.11.15 granted permission to tender concession agreement for a bike share scheme & undertake public consultation to introduce a bike share scheme.

Next steps:

Minor risk to existing procurement timescales for operator/provider given complexity of procurement specification. Project manager seeking to bring timetable back on track by enlisting specialist support to complete procurement spec. and ITT documentation.

Current timetable:

Preparation of Procurement brief: Dec 2015 to Mar 2017

Procurement of Bike Share Provider- ITT: Apr 2016 to Aug 2016

Selection of preferred Bike Share Provider: Jul 2016 - Aug 2016


Detailed planning of docking station locations: Jan 2016 - Mar 2016

Public consultation (docking points): Apr 2016 - Oct 2016

Implementation of docking stations: Sep 2016 - Mar 2017

Soft launch of Bike Share (testing phase): Mar 2017 - Apr 2017

Launch of Bike Share: May 2017 - May 2017


Action	Status	Start Date	End Date	Progress
3.1.3.9 Increase the accessibility of certain corridors in order to overcome barriers to movement and increase safety.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Andrew Renault - Head of Transport Policy & Strategy

**ACTION PROGRESS COMMENTS:**

Progress so far: New priorities for strategy development and projects during 2016/17-2018/19 were agreed by ET&S Committee in November 2015, including 'Gateway to the Sea' (Queen's Road/West Street) and Church Road, Hove.

Next steps: Progress priorities in line with agreed approaches and indicative timelines in committee report.

Action	Status	Start Date	End Date	Progress
3.1.3.10 Secure approval of the ITS Business Case and begin installation of measures along key corridors.	Completed	01-Apr-2015	31-Mar-2017	100%  GREEN


**Responsible Officer :** Andrew Renault - Head of Transport Policy & Strategy

**ACTION PROGRESS COMMENTS:**

Progress so far: Completed



Next steps: See 2.14.5.1


Action	Status	Start Date	End Date	Progress
3.1.3.11 Develop a Technology & Travel Information Strategy	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Andrew Renaut - Head of Transport Policy & Strategy

**ACTION PROGRESS COMMENTS:**

Progress so far: New priorities for strategy development and projects during 2016/17-2018/19 were agreed by ET&S Committee in November 2015, including the issues associated with a T&TI Strategy should be considered as part of the development of the Citywide Traffic 'Network' Management Strategy [TNMS].

Next steps: Awaiting initial stages of development of the TNMS.

Action	Status	Start Date	End Date	Progress
3.1.3.12 Develop and facilitate smart-ticketing initiatives for public transport with operators.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN


**Responsible Officer :** David Parker - Head of Transport Planning

**ACTION PROGRESS COMMENTS:**

Progress so far: A meeting to place in April between neighbouring authorities to explore a second phase to the roll out that would be provide better cross boarder ticketing

Next steps: To explore further funding opportunities for a second phase.

### 3.1.4 Sustainable materials

Action	Status	Start Date	End Date	Progress
3.1.4.1 Stationery Contract: all recycled paper products on core list to have minimum 75% content of recycled pulp; 100% of paper products to originate from sustainable sources (not from temperate rainforest or monoculture plantations).	Completed	01-Apr-2015	31-Mar-2017	100%  GREEN

**Responsible Officer :** Debbie Reed - Procurement Advisor

**ACTION PROGRESS COMMENTS:**


Progress so far:

98.7% of paper purchased is 100% recycled

87.2% of envelopes and packaging contain >=75% of recycled content

Approximately 88% of paper based core list products contain >=75% of recycled content

Next steps:

Action	Status	Start Date	End Date	Progress
3.1.4.1 Establish a permanent reuse centre in the city.	In Progress	01-Apr-2015	31-Jul-2015	40%  RED

**Responsible Officer :** Mita Patel - Senior Sustainability Consultant

**ACTION PROGRESS COMMENTS:**




Progress so far:

Containers are currently entrapped which means that the setup of the reuse centre has stalled and it cannot operate.

Next steps:

Hangelton Bottom has been identified as a potential future site and council officers are working with Cat Fletcher, Sustainable Materials Lead, to enable this to happen.

Application has been made to RBS for Innovation Funding to further develop the project.

Action	Status	Start Date	End Date	Progress
3.1.4.2 Stationery consumption: increase use of 100% recycled paper to 70%; reducing frequency of delivery of stationery orders	Completed	01-Apr-2015	30-Sep-2015	100%  GREEN


**Responsible Officer :** Debbie Reed - Procurement Advisor

**ACTION PROGRESS COMMENTS:**

Progress so far:

In February 2015 the procurement team implemented a paper switch to restrict the purchasing of paper by BHCC staff. A control measure was put in place via our corporate stationary contract to only allow the purchase of paper that was 100% recycled except in special circumstances. This control has remained in place and the most recent figures indicate 98.7% of paper purchased is 100% recycled.

Next steps:

Action	Status	Start Date	End Date	Progress
3.1.4.2 Piloting WEEE reuse project, enabling reuse and refurbishment of unwanted electronic devices by data clearance, assessment of options for owners. Reuse levels will be tracked.	In Progress	01-Apr-2015	31-Mar-2017	90%  GREEN

**Responsible Officer :** Mita Patel - Senior Sustainability Consultant


**ACTION PROGRESS COMMENTS:**

Progress so far:

The pilot took place in January. Over 60 people bought WEE items; over 250 items were handled. Data holding devices have been wiped. Items eligible for reuse have been identified. Reuse levels tracked.

Next steps:

Awaiting opening of reuse depot for data holding devices to be made available for reuse. West Sussex charity will repair non-reusable items for reuse by vulnerable people. Training on this pilot to be delivered to other UK councils.

Action	Status	Start Date	End Date	Progress
3.1.4.3 E-procurement: increase use of e-tendering platform across the Council, resulting in reduced paper use and improved efficiency.	In Progress	01-Apr-2015	31-Mar-2017	85%  GREEN

**Responsible Officer :** Debbie Reed - Procurement Advisor

**ACTION PROGRESS COMMENTS:**

Progress so far:

The procurement team have utilised the eSourcing platform when conducting all tenders with suppliers. Although this is an online system, much of the tender documentation is still downloaded and printed by both staff and suppliers.


Next steps:

There is currently a move to create online, questionnaire based tender exercises to reduce paper use and improve the efficiency and simplicity of the tendering process. These questionnaires are currently being piloted within a small percentage of tenders and, should they prove successful, will be adopted for all tenders moving forward. Templates are being constructed for easy reproduction of the online questionnaires across tenders. Council-wide the volume of paper purchased

has reduced over the last 12 months by 1.37%.

**Progress:**

The procurement team have implemented a fully electronic procurement process, reducing the need for postage and printing paper copies of contracts and tender documents. Although there may still be some procurements that fall outside of the awareness of the procurement team, or indeed some that require paper based tendering, the vast majority comply with the sustainability target. A recent update to the eSourcing procurement system will help to facilitate greater use of online based procurement exercises across the various teams throughout the council. The next steps will be to explore electronic contract signing, however that may fall outside of the remit of this particular task.


Action	Status	Start Date	End Date	Progress
3.1.4.3 Contribute to and support sustainability events throughout Brighton Fashion Week.	Completed	01-Apr-2015	31-Oct-2015	100%  GREEN

**Responsible Officer :** Mita Patel - Senior Sustainability Consultant

**ACTION PROGRESS COMMENTS:**

Cat Fletcher was on Brighton Fashion Week (BFW) Steering Committee and helped to inform content and delivery. Devised brief and judged competition for new designers Showreel #beautyfromwaste catwalk competition. Sustainable materials, reuse and upcycling highlighted through all aspects of 3 day event. WRAP for example hosted a variety of make, repair and share fashion workshops at the Open Market over 2 days using 1 tonne of discarded clothes. Expert panel debate about sustainable fashion very well attended (200+) at Sallis Benney Theatre. Positive outcomes included: Brighton College and University fashion courses to adopt more sustainable design and materials content into courses. Big fashion players impressed by BFW and selected 5 new designers from the event.

BFW and Cat Fletcher are exploring funding opportunities for supporting a project focusing on sustainable materials, design and fashion with help from International & Sustainability Team.

Action	Status	Start Date	End Date	Progress
3.1.4.4 Minimum Food Standards: promote compliance with Minimum Food Standards in all contracts which contain a catering element.	In Progress	01-Apr-2015	31-Mar-2017	70%  GREEN

**Responsible Officer :** Debbie Reed - Procurement Advisor

**ACTION PROGRESS COMMENTS:**

**Progress so far:**

The procurement team has limited oversight of catering contracts with a value of below £75k. Of those contract in which procurement team have involvement, and which have a catering element, Minimum Food Standards are always considered. This is often accomplished by including scored quality criteria that reference these standards directly and there exists a Sustainability Quality Question Example Sheet that has a selection of questions that staff can include in order to address Minimum Food Standards.

**Next steps:**

More is needed for sub £75k catering contracts and promotion has been placed on the sustainable procurement webpages to promote this exercise.


**Progress:**

The Corporate Procurement Team advise Council Catering contract managers to adopt the Minimum Food Standards when procuring food, drink and catering services and include Minimum Food Standards as quality criteria in tender documents where applicable and/or include these standards within service specifications to ultimately form part of the contractual agreement. Wherever feasible, Fair Trade is promoted by specifically evaluating and scoring tenders for this aspect as part of any future catering tenders; and the high standards already set regarding Fair Trade are maintained and expanded upon and within the confines of the current terms of these contracts.

The Fairtrade Steering Group promotes Fair Trade to businesses, buyers and consumers and is building a partnership which

includes members from Brighton University (the flagship employer), local Fair Trade retailers and business owners, the Brighton and Hove Food Partnership, faith groups, schools, councillor representatives and council staff. The Council endorses the help being given to the Steering Group by the Economic Development Team in continuing to promote Fair Trade to local businesses.

A Notice of Motion for Fair Trade was submitted to and agreed at Council in January. The key part of the Notice of Motion was “to request the Policy & Resources Committee to maintain the Council’s commitment to fair trade as part of the Minimum Buying Standards for food and catering contracts, and to look for opportunities to increase its commitment to buying fair trade as much as current budget constraints allow”. The Notice of Motion for Fair Trade was then taken to and approved at the Members Procurement Advisory Board (PAB) in February and P&R in March. A P&R Report for Fair Trade within our Minimum Buying Standards Report has been drafted and is to be discussed at the Policy & Resources Committee Pre-meeting in May and the Policy & Resources Committee in June. The report is seeking the committee’s approval for continued commitment to Fair Trade as part of the Minimum Buying Standards for food and catering contracts, for the support of Fairtrade Fortnight 29th February to 13th March and encourage its suppliers, partners and staff to celebrate the event, which is themed “Sit down for breakfast, stand up for farmers”; and to request that Officers draw attention to the educational benefits of fair trade and raise awareness of Fairtrade Fortnight by highlighting it in the Schools Bulletin and suggesting ways in which schools might participate.

Action	Status	Start Date	End Date	Progress
3.1.4.4 Various citywide community awareness raising events including Lantern Fair, The Level Festival, Café Conversations.	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN

**Responsible Officer :** Mita Patel - Senior Sustainability Consultant

**ACTION PROGRESS COMMENTS:**

Level festival:

Very successful event; projected attendance figures were tripled. The resulting waste management challenge was met through collaboration with colleagues; positive engagement at the event resulted in successful awareness raising amongst visitors. Event highlighted that community event waste management requires high volunteer participation and funding contingency.

Brunswick Festival:

Rubbish Bin Angel waste management implemented. Highest level of recycling ever achieved. High segregation compliance (visitors recycled their waste in the correct bins); minimal litter – almost none. This was achieved by high numbers of volunteers, excellent infrastructure and levels of pre-planning with the organisers.


Carbon conversation on waste successfully run 21 July at Marwoods café.

Waste House open to the public in May, June, August, September and October (50 hours all done voluntarily)

PEA Awards, Brighton, 3 October: Cat Freegle partnered with organisers and judged at the ceremony, raising the profile of sustainable materials and waste prevention on the night with 300 audience.

Lantern Fayre

Event was cancelled as all funding bids refused. Cat Fletcher with Brighton Peace & Environment Centre have now devised a more robust method of dealing with food and food container event waste which they can apply in future.

Action	Status	Start Date	End Date	Progress
3.1.4.5 Fleet: undertake a review of existing and future fleet contracts, to explore potential sustainability improvements.	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN


**Responsible Officer :** Debbie Reed - Procurement Advisor

**ACTION PROGRESS COMMENTS:**

Reviewing fleet contracts, we have been improving our specifications for certain contracts in order to improve our sustainability levels. For example, for the purchase of new vehicles we have been buying through the Procurement Partnership framework. As part of each tender we are scoring more highly for the lowest CO2 emitting vehicles, we require all vehicles to be no less than 90% recyclable, we require fuel to be no less than 7% biodiesel and require eco-tracking in our vehicles. We also sell as many of our older vehicles through auctions. On our fleet, we currently have 3 electric vehicles and 3 hybrid vehicles (one of which is used by the mayor).

Progress:

We have recently completed the procurement of five new ride-on mowers where a 20% weighting was given to environmental issues. The winning bidder used licensed environmental disposal contractors to deal with any waste arising from their activities such as waste oil, filters and batteries and provided mowers that had low emissions and noise pollution levels. The Fleet department also recently purchased two refurbished refuse collection vehicles that were in very good condition that also had low emission levels that will be used in green waste collections across the city.

Action	Status	Start Date	End Date	Progress
3.1.4.5 Create a tool to monitor & measure reuse in the city.	In Progress	01-Apr-2015	31-Mar-2016	40%  RED

**Responsible Officer :** Mita Patel - Senior Sustainability Consultant


**ACTION PROGRESS COMMENTS:**

Progress to date:

Project is bid ready; WRAP funding withdrawn.

Next steps:

Tool can be developed as part of Reuse Depot project. Freegle plans to use portion of Microsoft funding to create a new p2p reuse platform which will have a robust reuse and carbon measuring feature. There are proposals to pilot this in Brighton in 2016.

Action	Status	Start Date	End Date	Progress
3.1.4.6 Improve engagement with SMEs including an update and potential training event on incoming changes to EU Procurement Regulations.	In Progress	01-Apr-2015	31-Mar-2017	75%  GREEN

**Responsible Officer :** Debbie Reed - Procurement Advisor

**ACTION PROGRESS COMMENTS:**

We have improved the marketing of tender opportunities to advertise more widely in order to reach SMEs. We have implemented means of recording SME engagement within the tendering process and intend to collate this information to measure the success of the actions taken. Updates have been made to the web pages (both internally and externally) to reflect the changes in process and procurement regulations

Next steps:

Assess the need for an SME engagement event and the resource expense to the council. Liaise with other local public bodies, including Greater Brighton members to collaborate in the delivery of this.


Update:


A training event is planned to be delivered to the Federation of small businesses in April 2016. The training event will focus on our new procurement and contract management portal which will be launched in April and is called South East Shared Services. This new system will improve how we procure contracts by:

- Offering a quick quotes section to enable staff to run competitive quotes
- Providing greater transparency by improving the link between live tenders and our published contracts register
- Streamline the tendering process, particularly for small contracts
- Improving engagement with small medium enterprises (SMEs) for contract opportunities
- Offer free notifications to suppliers when contract opportunities arise
- Information and advice for staff and suppliers on how to use the new system will be available on the site.

Action	Status	Start Date	End Date	Progress
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3.1.4.6 Hold a Citywide Garage Sale in September 2015 and track reuse levels.	Completed	01-Apr-2015	31-Mar-2016	100% 
<b>Responsible Officer :</b> Mita Patel - Senior Sustainability Consultant				
<b>ACTION PROGRESS COMMENTS:</b> Garage Sale Trail pilot successfully run on Saturday 26 September. Data analysis results shared with council.				

Action	Status	Start Date	End Date	Progress
3.1.4.7 Overhaul procurement documentation to make tendering process less onerous for smaller suppliers.	In Progress	01-Apr-2015	31-Mar-2017	54% 

**Responsible Officer :** Debbie Reed - Procurement Advisor

### **ACTION PROGRESS COMMENTS:**

The procurement process is shifting to an entirely electronic process, with greater frequency of online questionnaires being utilised. This helps to simplify and speed up the process of submitting a tender to help encourage a greater number of smaller business to partake in BHCC tenders. Where ever possible, the traditional unscored procurement questions are being asked in simpler way, measuring compliance with our standards rather than requesting detailed, essay style responses. This reduces the labour time needed to complete a tender and allows all bidding organisations the ability to focus primarily on the areas of interest to BHCC.


Progress:

The ITT documents have been updated to make it easier to use.

Moving over to our new e-tendering system on 4 April we will work to make the process as online based as possible. For example:

- 1) Moving the PQQ questions to electronic questionnaire form (which uses supplier data to pre fill in certain fields to make the process easier and faster, especially for SME's.
- 2) Looking at introducing e-evaluations and electronic signatures. One example is the new communities and third sector prospectus. Traditionally this has had a long application form. We are working to make the questions on the new prospectus shorter, with smaller word limits, making the process much more streamlined and time reducing.

## 3.1.5 Local and sustainable food

Action	Status	Start Date	End Date	Progress
3.1.5.1 Deliver Sharing the Harvest project helping vulnerable adults engage in community food growing for health and wellbeing.	In Progress	01-Apr-2015	31-Mar-2017	55% 

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects


### **ACTION PROGRESS COMMENTS:**

Progress so far: Half way through funding cycle, the project has reached over 500 individuals. Monitoring and evaluation plans have been reviewed and improved to better evidence the project's health and wellbeing impact with the second year report due October 2016.

Next steps: A new programme of workshops, events and taster sessions have been organised for the coming growing season with a core group of 13 community garden partners.

Action	Status	Start Date	End Date	Progress
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3.1.5.2 Hold a food poverty round table and develop a food poverty action plan to reduce the impact of food poverty on the health and wellbeing of local people, and mitigate impact on future health and social care budgets of doing nothing about this issue	Completed	01-Apr-2015	30-Nov-2015	100% 
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**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Food poverty Action Plan was agreed at the Neighbourhoods, Communities and Equalities Committee in November. A case study into producing the plan is at <http://bhfood.org.uk/case-studies>

Next steps: Continue delivery of actions in the plan plus secure BHFP funding to oversee delivery via application to Esmée Fairbairn Foundation.


Action	Status	Start Date	End Date	Progress
3.1.5.3 Develop and implement B&H Strategy & action plan: A city that can cook 2015-2025, to ensure residents can & do cook.	Completed	01-Apr-2015	31-Dec-2015	100% 

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: The Food Poverty Action Plan incorporated the important theme of 'A City that can Cook'. Aim 3 within the plan focuses on a city that cooks and eats together with actions to improve cooking skills, equipment and to promote and encourage shared eating. The Food Poverty Action Plan was adopted in 2015 with a vision for a city that can cook and eat together.

Next steps: Delivery of actions in the action plan is on-going.


Action	Status	Start Date	End Date	Progress
3.1.5.4 Deliver skills sessions to communities in the city to promote and inspire people to choose healthy and sustainable food.	In Progress	01-Apr-2015	31-Mar-2017	52% 

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Albion in the Community and Food Partnership delivering ongoing programme of workshops in schools (cookery / nutrition / exercise).

Next steps: Food Partnership taking annual report to Public Health meeting May 2016.

Action	Status	Start Date	End Date	Progress
3.1.5.5 Work with fast food takeaways to encourage healthier cooking techniques.	Completed	01-Apr-2015	31-Mar-2016	100% 


**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Healthy Choice (HC) promotional materials developed. HCAward and Sugar Smart info sent to over 2000 food outlets. Catering workshops have been held attended by 35 Chefs, managers, front of house staff and business owners September 2015 - April 2016. 5 Outlets engaged in nutritional sample testing to reduce salt, sugar, and saturated fat and improve nutritional content of dishes. 40 outlets have made HC Commitments or achieved the Award. 32 Further outlets are in progress including those at the universities, healthcare settings, park cafes and tourist attractions. Further contact with around 50 outlets to engage in the scheme. Outlets making Sugar Smart Commitments including reformulating recipes, promoting free tap water and low sugar snacks.

Next steps: Focus on Sugar Smart actions in HCA outlets. Continue to deliver HCA, including new applications and renewals.

Further HCA workshops planned June/September 2016.


Action	Status	Start Date	End Date	Progress
3.1.5.6 Develop Healthy Choice Award Gold combining sustainability criteria with health	In Progress	01-Jul-2015	31-Mar-2017	52% 

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far:


12 Early Years and 3 Care Homes now have HCA Gold. Sugar Smart is a joint initiative between BHCC, Brighton & Hove Food Partnership and the Jamie Oliver Food Foundation. City-wide consultation undertaken 2015. Over 80% survey respondents agreed action on sugar should be taken. Over 90% agreed outlets should make healthy options more available and attractive. Action Plan under development to reduce sugar intake across all ages, intended outcomes: support healthy weight and reduce diet-related ill health and dental caries. Awareness raising, increasing skills and change in food environment being delivered in many settings including education, venues, healthcare, retail, leisure, workplaces and independent food outlets. Next steps: Communicate results of consultation back to public (April 2016). Take action plan to Health and Wellbeing Board. Further promotion. Roll out ongoing.

Action	Status	Start Date	End Date	Progress
3.1.5.7 Promote Minimum Buying Standards for council catering contracts under £75,000 per annum.	In Progress	01-Apr-2015	31-Mar-2017	54% 

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**


Progress so far: School Meals, Kings House and Brighton Centre have achieved MBS but Dome and Community Meals have not met MBS yet. Smaller contracts are not meeting MBS, but work underway to promote the standards in these settings. Next steps: BHFP producing 1 page document for BHCC Procurement Dept and for wider promotion on considerations when tendering for any services that include food provision or spend.

Action	Status	Start Date	End Date	Progress
3.1.5.8 Work to help develop a healthy and sustainable hospital Food & Drink Policy.	Completed	01-Apr-2015	31-Mar-2016	100% 

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Positive relationship established between BHFP & BSUH. BSUH have recently taken their catering in-house but due to outsource again soon. Food & drink policy not a current priority for them. Next steps: Aim to influence what goes into their catering tender. BSUH to potentially become pilot for Sugar Smart campaign. Food Partnership working with BSUH, this is ongoing.


Action	Status	Start Date	End Date	Progress
3.1.5.9 Hold regular city-wide forum to bring together public and private caterers to share good practice and information	Completed	01-Apr-2015	31-Dec-2015	100% 

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Good Food Procurement Group held in Dec 2015 on food waste, held at Silo – best attendance yet. 18 orgs involved so far – collectively serve over 1.3 million meals a month. Next steps: Next workshop scheduled for June 2016 on Healthier Catering and Sugar Smart.




Action	Status	Start Date	End Date	Progress
3.1.5.10 Deliver Love Food Hate Waste campaign to reduce food waste and increase home & community composting. Hold 'Feeding the 5000' event	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Feeding 5000 event held October 2015. Over 5000 people fed from surplus food; 200 Volunteers utilised; 1318 pledges on the day to reduce food waste; 1.7 tonnes of food rescued; 2000 recipe and tips booklets distributed 5 Love Food Hate Waste workshops delivered to: businesses, volunteers, families, students. 1208 people reached through supermarket roadshows, community stalls and talks. Community composting sites have remained the same (30 sites), although 72 new households have been added to existing sites.

Next steps: Support partnership working between surplus food and food waste reduction projects – Brighton Surplus Food Network. Support Universities to run LFHW weeks.


Action	Status	Start Date	End Date	Progress
3.1.5.11 Publish availability of council owned land suitable for food growing.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Availability of BHCC agricultural land for sale promoted April 2016. Evaluation of bids will include assessment of contribution to social value and environmental benefits. Outcome of marketing process due May 2016. Some potential for a food project to be delivered on this land subject to outcomes of marketing process.

Next steps: Communicate availability of land when opportunity arises.


Action	Status	Start Date	End Date	Progress
3.1.5.12 Progress with project on farmland to inspire and educate people around food production	In Progress	01-Apr-2015	31-Mar-2016	50%  RED

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Land at Park Wall Farm was to become available for leasing 2015. Stakeholder engagement and consultation was undertaken July 2015 in preparation to lease for a market garden enterprise. Engagement demonstrated significant interest, and links were established with stakeholders. A strategic decision to sell rather than lease the land curtailed proposals to lease for a market gardening enterprise. Marketing of the land undertaken April 2016, bids will be evaluated May 2016 for immediate sale. Whilst sale of the land for a food growing project is not precluded, the land is subject to commercial processes which may not result in a food growing outcome on the site and therefore this action may not be achieved as hoped on this site.

Next steps: Explore options on other sites if and when they become available.

Action	Status	Start Date	End Date	Progress
3.1.5.13 Implement Allotment Strategy action plan.	In Progress	01-Apr-2015	31-Mar-2017	58%  GREEN

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**




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Quarterly Forum meetings for the allotment growing public are ongoing and are proving popular. There are Strategy Actions meetings every other month to monitor and further progress the Strategy Action Plan.

### Next steps:

BHCC legal team to sign off on revised rules. Document defining the role and responsibilities of site representatives still being drafted. KPI to be raised to minimum 94% of available plots to be let at all times.

IT project recently completed to make it possible for allotment holders to pay rent by direct debit. IT anticipate waiting list data will be accessible on line later in 2016. Plans for the waterless allotment site at Woodingdean requires further survey work before submission to Planning Department. CityParks will be working with the allotment federation to ensure a financially sustainable future for the service.

Action	Status	Start Date	End Date	Progress
3.1.5.14 Implement with schools the National School Food Plan: in curricular & school activities	In Progress	01-Apr-2015	31-Mar-2017	58% 

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

### ACTION PROGRESS COMMENTS:

Progress so far:


Healthy eating workshops delivered at St Lukes, West Blatchington. Bevendean had support with development of school kitchen to deliver curriculum on cookery.

Supported holiday club at West

Blatchington running pilot Hunger Holiday Hunger club in partnership with CHOMP to maximise the opportunity in west of the city in an venue that was not a church. Public Health in Schools Programme is ongoing, with focus on Sugar Smart campaign (all but 11 schools engaged so far) and Jamie's Kitchen Garden Project (24 /52 primary schools signed up). Ran Breakfast Club event for Sugar Smart – 20 attended.

Next steps:

Public Health programme in Schools Programme ongoing. Midday Supervisor training to go ahead this year possibly during group training delivered for staff to be food ambassadors. Launch Bevendean School kitchen for other schools use and also community use. Plan to work with CHOMP & West Blatchington to deliver the Holiday Hunger club again in summer 2016. School Meals Team resources are now going into consultation with schools on the future school meals contract and will include sustainability standards.

Action	Status	Start Date	End Date	Progress
3.1.5.15 Increase food growing projects in the city: 1. at least 1 new food growing project on council housing land e.g. Bevendean; 2. plant 2 community orchards /year (over 5 trees) 1 new demo garden in central location; 3. progress plans to reinstate food growing at Stanmer Walled Garden; 4. support community food projects to be resilient and sustainable.	Completed	01-Apr-2015	31-Mar-2016	100% 

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects


### ACTION PROGRESS COMMENTS:

Progress so far:

Potential new garden at Ingram Crescent. Interest from residents to initiate new food growing projects at Linkway Hollingdean, Stanmer Heights, Bates Estate – although no funding to support this. Stanmer Walled Garden is currently part of the restoration bid at Stanmer. Brighton Permaculture Trust (BPT) work on orchard planting, some with BHFP includes the following. At Racehill, Whitehawk, the Community Orchard planting was completed. Sixty six fruit trees were planted in winter 2015 taking the total trees to 210. At Carden Primary School an 8-tree orchard, comprising 7 Sussex apples and a plum, was planted with the pupils in January. At Hollingdean a cherry was planted at Hertford Junior School and plum in

Hollingdean Park. At Craven Vale Estate t 2 pear trees were planted this winter with Craven Vale Community Association; over the last 7 years over 60 fruit trees have been planted on the estate. At Stanmer Park, 2 rare Sussex apple trees were planted for the National Collection of Sussex apples. In Peacehaven work with Peacehaven Community Orchard and the Big Park Project will plant an orchard of 100 apple trees began with 46 apple trees.

Next steps: Support is on-going from Food Partnership to community garden projects, currently funded to support projects working with vulnerable people. Brighton Permaculture Trust orchard planting work is on-going.


Action	Status	Start Date	End Date	Progress
3.1.5.16 Work with Open Market CIC to ensure a thriving and sustainable market	In Progress	01-Apr-2015	31-Mar-2017	48%  AMBER

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress: Market now managed by stallholders after managing agents pulled out. CIC have received loan from BHCC with deferred payments to ensure survival. Condition of loan for all CIC Board vacancies to be filled is being achieved. No longer an independent director reporting to Food Partnership. Currently 4-5 empty stalls.

Next steps: Need to ensure more local and sustainable food availability at the market. This is being raised with chair by BHCC.


Action	Status	Start Date	End Date	Progress
3.1.5.17 Create suppliers database in partnership with ESCC and share with caterers.	Completed	01-Apr-2015	31-Jul-2015	100%  GREEN

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Completed July 2015. Launched and shared at Large City Caterers forum summer 2015.

Next steps


Action	Status	Start Date	End Date	Progress
3.1.5.18 Develop local food promotional campaign aimed at tourists & conference visitors as 'Eco Tourism' offer linked to Biosphere: scope with stakeholders	In Progress	01-Apr-2015	31-Mar-2017	45%  AMBER

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects

**ACTION PROGRESS COMMENTS:**

Progress so far: Biosphere has adopted Local Food as one of its priorities and marketing aims. promotion will be ongoing. This project has been taken up by the Sustainable Development Working Group which reports to the Biosphere Board.

Next steps: Seek funding through Biosphere work to promote and deliver on Local Food. On-going

Action	Status	Start Date	End Date	Progress
3.1.5.19 Provide business support to food sector SMEs through Ride the Wave.	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN

**Responsible Officer :** Francesca Iliffe - Sustainability Officer, Planning Projects


**ACTION PROGRESS COMMENTS:**


Progress to date: Ride the Wave Plan developed, with a series of 6 workshops. One to include information on catering contracts.


Next Steps: Events scheduled June 2016: Meet the buyer: Workshop on public procurement.

Launch Ride the Wave May 2016, and promote widely across the city to business & community sectors.

### 3.1.6 Sustainable water


Action	Status	Start Date	End Date	Progress
3.1.6.1 Flooding and green infrastructure pilot project in Portslade: 2 SuDS 'rain gardens' schemes to be created as practical pilot projects, based on Natural England funded scoping project 2014-15.	Completed	01-Apr-2015	31-Mar-2016	100% 
<b>Responsible Officer</b> : Rich Howorth - Biosphere Reserve Officer				
<b>ACTION PROGRESS COMMENTS:</b> EA funding secured in 15/16 and 2 rain gardens created in Portslade. Work delivered by Biosphere Project Manager and BHCC flood risk management team. <a href="http://biospherehere.org.uk/rise-of-the-rain-gardens/">http://biospherehere.org.uk/rise-of-the-rain-gardens/</a>				

Action	Status	Start Date	End Date	Progress
3.1.6.1 2 pilot projects will aim to make local urban landscapes more resilient to flooding by developing and testing integrated, multidisciplinary water management measures that take landscape characteristics into account (drainage, movement, biodiversity, food resources, recreation, support local businesses)	In Progress	01-Jan-2016	31-Dec-2016	25% 
<b>Responsible Officer</b> : Paula Goncalves - Senior Planning Officer				
<b>ACTION PROGRESS COMMENTS:</b> Two SUDS pilots have been successfully implemented in Portslade using green infrastructure: the installation of rain gardens to manage flood risk.  There are three funding bids to support this work including: 1) Horizon 2020 - 'Living Water' – to fund development of a plan for the Urban Design Framework. Progress: Phase 1 approved May 2016. Phase 2 to be worked on for submission. Outcome will be known in September. 2) SCAPE – Interreg VA 2 Seas programme to fund pilot projects around flooding. Phase 2 Application submitted 9 May 2016. Outcome known in December. 3) INCITE - Interreg VB North West programme to fund pilot projects. Phase 1 to be submitted 27 May 2016. Outcome known in Autumn.  All bids are on course.				

Action	Status	Start Date	End Date	Progress
3.1.6.1 Work with Brighton Marina to ensure up to date climate change information is incorporated into developments beyond 2030	Ongoing	01-Apr-2015	31-Mar-2017	- 
<b>Responsible Officer</b> : Mita Patel - Senior Sustainability Consultant				
<b>ACTION PROGRESS COMMENTS:</b> Progress so far: All future development within the marina (including minor developments and change of use) require a Flood Risk Assessment as the site lies within Flood Zone 3. The government provides current climate change projection (UKCP09) information which should be used to inform FRAs. The Outer Harbour is a current major development underway which was subject to a Flood Risk Assessment.				

Next steps:

This action is ongoing as the marina development evolves.

Action	Status	Start Date	End Date	Progress
3.1.6.1 Deliver the Environmental Education Programme in schools re water conservation.	In Progress	01-Apr-2015	31-Mar-2017	58%  GREEN

**Responsible Officer :** Bryan Deakin - Contract Officer, Education Capital Strategy


**ACTION PROGRESS COMMENTS:**

Progress so far

Resource Futures have been working with the authority to support and implement Southern Water's water saving programme. This is now at the point where approaches can be made to schools and RF will lead this work.

Next steps

Approach the schools that have been identified as most appropriate for first wave of installations and explain the benefits

Action	Status	Start Date	End Date	Progress
3.1.6.2 Complete the AMR programme and ongoing management.	Completed	01-Apr-2015	31-Dec-2015	100%  GREEN

**Responsible Officer :** Kelvin Newman - Acting Energy and Water Manager

**ACTION PROGRESS COMMENTS:**

Progress so far

The AMR Programme is nearing completion; we now have around 750 devices installed monitoring electricity, gas and water usage across a wide range of the council's portfolio.

There is an ongoing campaign of using energy management software to observe instances of unusual consumption patterns in the AMR data.

The Energy & Water Team work closely with metering providers to make sure that any potential AMR maintenance issues are remedied as quickly as possible. This is to ensure that we receive uninterrupted usage profiles prior to further analysis.


Next steps

Oversee installation of final devices remaining on program.

Monitor devices for maintenance issues.

Continue monitoring of AMR data to highlight wastage.

Continue communication program to encourage use of software.

Action	Status	Start Date	End Date	Progress
3.1.6.2 Work with businesses and other stakeholders to prevent pollution. Ensure sewerage connections are effective.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN


**Responsible Officer :** Mita Patel - Senior Sustainability Consultant

**ACTION PROGRESS COMMENTS:**

This work is ongoing and is proceeding as planned.

Action	Status	Start Date	End Date	Progress
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3.1.6.2 Local water cycle awareness education programme, using animation and Minecraft to schools in Biosphere area.	In Progress	01-Apr-2015	31-Mar-2017	50% 
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**Responsible Officer :** Rich Howorth - Biosphere Reserve Officer

**ACTION PROGRESS COMMENTS:**

10 schools (11 classes) in Brighton & Hove have received part or full- day sessions of classroom, computer and/or outdoor learning activities.

Action	Status	Start Date	End Date	Progress
3.1.6.3 Monitor and analyse AMR data to identify trends / spikes and patterns of unusual consumption and act on findings in all areas – initially focussing on alterations to Building Management System settings.	In Progress	01-Apr-2015	31-Mar-2017	54% 

**Responsible Officer :** Kelvin Newman - Acting Energy and Water Manager


**ACTION PROGRESS COMMENTS:**

Progress so far

The AMR Programme is nearing completion; we now have around 780 devices installed monitoring electricity, gas and water usage across a wide range of the council's portfolio.

There is an ongoing campaign of using energy management software to observe instances of unusual consumption, and communicate the findings to local premises managers for further investigation. The Energy & Water Team will liaise with the premises team, and representatives from our elected heating controls contractor, to minimise gas wastage during the heating season.

Next steps  
Ongoing


Action	Status	Start Date	End Date	Progress
3.1.6.3 Work with planning authorities and developers to include Sustainable Urban Drainage schemes, innovative design, innovative materials and create more green roofs, to reduce run off in the light of climate change affecting weather patterns. Work with businesses and other stakeholders to prevent pollution.	Completed	01-Apr-2015	31-Mar-2016	100% 

**Responsible Officer :** Mita Patel - Senior Sustainability Consultant

**ACTION PROGRESS COMMENTS:**

Ongoing in response to individual planning applications for which the Environment Agency are a statutory consultee.

As of April 2015, BHCC are the statutory consultee for all major planning application, with regard to surface water. In the last year 15 applications have been approved with a condition to implement sustainable drainage and an associated maintenance plan.

Action	Status	Start Date	End Date	Progress
3.1.6.4 Roll out web-reporting software to budget holders and building managers and develop and deliver a communications plan encouraging the use of this software as well as delivering workshops.	In Progress	01-Apr-2015	31-Mar-2017	54% 

**Responsible Officer :** Kelvin Newman - Acting Energy and Water Manager

**ACTION PROGRESS COMMENTS:**

Progress so far


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Access to Energy & Water Web-Reporting software has been rolled out to local site managers and budget holders and has been accessed by over 200 different users in 2015. Bespoke guidance documents have been created which outline the most important feature of the software; this is communicated to all school business managers, site managers and key contacts across all areas of the portfolio.


The Energy & Water Team have organised workshops demonstrating the features of the Web-reporting software, including, how to use the AMR data to identify potential water leaks/ fuel wastage.

### Next steps

Continue communication program to encourage use of software. Workshop planned for beginning of heating season 2016/17 to help site managers use Web Reports system to identify potential energy & water waste.


Action	Status	Start Date	End Date	Progress
3.1.6.4 Work closely with Southern Water to ensure pollution events are kept to a minimum. Carry out visits to give pollution prevention guidance and advice to business.	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN
<b>Responsible Officer :</b> Mita Patel - Senior Sustainability Consultant				
<b>ACTION PROGRESS COMMENTS:</b> Going for Blue Flag status is a decision for BHCC. Bathing Water sampling is ongoing and results can be viewed here <a href="http://environment.data.gov.uk/bwq/profiles/">http://environment.data.gov.uk/bwq/profiles/</a>				

Action	Status	Start Date	End Date	Progress
3.1.6.5 Develop and deliver a staff-led behaviour change campaign re water	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN
<b>Responsible Officer :</b> Kelvin Newman - Acting Energy and Water Manager				
<b>ACTION PROGRESS COMMENTS:</b> Progress so far: A detailed delivery plan for a staff-led behaviour change campaign has been developed by the Energy & Water and Sustainability Teams in collaboration with the Waste Working Group. The focus of the plan was to ensure the people using council buildings are playing their part in maximising savings and minimising the environmental impact of the council's activities.  Next steps: The delivery plan is expected to be actioned when resources are available.				

Action	Status	Start Date	End Date	Progress
3.1.6.5 Continue to sample bathing water and advise on best practice for improving bathing waters with the view to achieving blue flag status.	In Progress	01-Apr-2015	31-Mar-2017	96%  GREEN
<b>Responsible Officer :</b> Mita Patel - Senior Sustainability Consultant				
<b>ACTION PROGRESS COMMENTS:</b> The city's beaches have been classified as 'excellent' by the Environment Agency, with two of them winning Blue Flags from Keep Britain Tidy.  All four beaches tested by the Environment Agency – Hove, Brighton Central, Brighton Kemptown and Saltdean – passed with flying colours. The results are based on the past four years (2012-2015) water quality test results.  Blue flags were awarded for the city's two main resort beaches of Hove and Brighton central. They are used to highlight				

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coastal destinations that have achieved the highest quality in water, facilities, safety, environmental education and management.

Action	Status	Start Date	End Date	Progress
3.1.6.6 Architecture & Design Team will apply Sustainability Checklist to all projects over the value of £500,000 and used as an aide-memoire for design decisions.	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN

**Responsible Officer :** Kelvin Newman - Acting Energy and Water Manager


### ACTION PROGRESS COMMENTS:

Progress so far

The Sustainability Checklist is used as an aide-memoire by the Architecture & Design team for all planning applications for both new build and refurbishment projects.

Next steps

Ongoing


Action	Status	Start Date	End Date	Progress
3.1.6.6 Maintain appropriate sea defences. Use the coastal habitat project maps to target appropriate management of habitats in line with sustaining sea defences	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN

**Responsible Officer :** Mita Patel - Senior Sustainability Consultant

### ACTION PROGRESS COMMENTS:

Maintenance of sea defences by BHCC is ongoing.

The coastal habitat maps are available for use from EA or IFCA.

Action	Status	Start Date	End Date	Progress
3.1.6.7 Via Smiths Gore, monitor inputs on arable land to ensure compliance with the City Downland Estate Policy.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Kelvin Newman - Acting Energy and Water Manager


### ACTION PROGRESS COMMENTS:

Progress so far

Smiths Gore are currently monitoring all inputs on all able land to ensure compliance with the City Downland Estate Policy. This is part of the ongoing management of the agricultural portfolio.

Next steps

Ongoing

Action	Status	Start Date	End Date	Progress
3.1.6.7 Develop and deliver a water efficiency programme of projects that deliver water reductions measures and an education package in schools and social housing across the city.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Mita Patel - Senior Sustainability Consultant

### ACTION PROGRESS COMMENTS:

Progress so far

Programme board established and undertaken kick off meeting to discuss and agree scope, confer on relevant stakeholders




and agree next steps

Next steps

Key officers responsible to meet to discuss and progress with individual projects, identify and consult other relevant parties for moving forward with project delivery.

BHCC to advise SW on marketing of projects to relevant target groups.

Action	Status	Start Date	End Date	Progress
3.1.6.8 Monitor tenancy agreements to ensure mitigation in place for surface water run-off.	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN

**Responsible Officer :** Kelvin Newman - Acting Energy and Water Manager


**ACTION PROGRESS COMMENTS:**

Progress so far

Smiths Gore currently monitor all council tenancy agreements to ensure mitigation is in place for surface water run-off. This is part of the ongoing management of the agricultural portfolio.

Next steps

Ongoing

Action	Status	Start Date	End Date	Progress
3.1.6.8 Develop and deliver a water efficiency programme of projects that delivers water reduction measures in SMEs across the city. By the end of March 2019, Southern Water aims to undertake 50 SMEs audits.	In Progress	01-Apr-2015	31-Mar-2017	46%  AMBER

**Responsible Officer :** Mita Patel - Senior Sustainability Consultant


**ACTION PROGRESS COMMENTS:**

Progress so far:

Southern Water are progressing with this with support from relevant business partners in the city to identify SMEs to participate in the project.

Next Steps:

Individual project leads to begin process of planning and delivering programme of work.

Action	Status	Start Date	End Date	Progress
3.1.6.9 Develop and deliver a water efficiency programme of projects that delivers water reduction measures in housing across the city. By the end of March 2019, Southern Water aims to undertake 6,700 home audits.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN

**Responsible Officer :** Mita Patel - Senior Sustainability Consultant

**ACTION PROGRESS COMMENTS:**

Southern Water has carried out 572 water saving home visits as part of the water efficiency programme.

Next Steps:


They will roll out the visits to schools and SMEs in the City.

### 3.1.7 Land use and wildlife

Action	Status	Start Date	End Date	Progress
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3.1.7.1 Deliver the Environmental Education Programme in Brighton & Hove schools.	In Progress	01-Apr-2015	31-Mar-2017	58% 
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**Responsible Officer :** Bryan Deakin - Contract Officer, Education Capital Strategy


### **ACTION PROGRESS COMMENTS:**

Progress so far

Year 2 KPIs have been met or exceeded. Schools have been supported through Forest School and Wild Beach projects. Other schools provided with advice about school grounds projects.

Next steps

Continue to adapt and deliver the programme according to the demand coming from schools.

Action	Status	Start Date	End Date	Progress
3.1.7.1 Development of Stanmer Estate Master Plan and an application for funding to HLF being produced.	In Progress	01-Apr-2015	28-Feb-2017	68% 

**Responsible Officer :** Paul Campbell - Contract & Project Manager

### **ACTION PROGRESS COMMENTS:**

Stage 1 application successful.


Stage 2 submission on target for August 2016.

Consultancy team on board and key project themes being progressed (particularly parking, transport, Conservation Plan, Activity Plan, business case etc.

Application submission date August

Construction end date June 2019


Next steps – Submission of application in August.

Action	Status	Start Date	End Date	Progress
3.1.7.2 Implementation of the Local Biodiversity Action Plan.	In Progress	01-Apr-2015	31-Mar-2017	23% 

**Responsible Officer :** David Larkin - Countryside Ranger

### **ACTION PROGRESS COMMENTS:**


Most of the actions described are additional to existing work. It is highly likely that additional resources will be needed for their successful delivery. Since the Local Biodiversity Action Plan (LBAP) was written available resources have been reduced with the loss of several posts including the Ecologist who led on the LBAP. Without a lead at this level there is no-one to lead on this work. Also, due to a refocusing of the ranger service, the decision has been taken to direct resources to new priorities, e.g. supporting volunteers.

Action	Status	Start Date	End Date	Progress
3.1.7.3 Restoration of species-rich, semi-natural grassland. Improved maintenance for target features (ancient monument) & successional areas and scrub. New orchard and potential to reopen some of the old Allotments	In Progress	01-Apr-2015	31-Mar-2017	95% 

**Responsible Officer :** David Cooper - Allotments Officer

### **ACTION PROGRESS COMMENTS:**


The Higher Level Stewardship agreement with Natural England has been successfully updated. The remaining areas have now been brought into active management as part of the phased programme although some fencing work is still outstanding.

Action	Status	Start Date	End Date	Progress
3.1.7.4 Improve the cities chalk grassland and increase the biodiversity value of other green spaces, within and around the urban area, principally through grazing and management of scrub control	In Progress	01-Apr-2015	31-Mar-2017	95%  GREEN

**Responsible Officer :** David Larkin - Countryside Ranger

**ACTION PROGRESS COMMENTS:**

The Higher Level Stewardship agreement with Natural England has been successfully updated. The remaining areas have now been brought into active management as part of the phased programme although some fencing work is still outstanding

Action	Status	Start Date	End Date	Progress
3.1.7.5 Replace water-intensive planting with wildflowers and herbaceous shrubs, to encourage wildlife and become more resistant to drought in parks and green spaces in the city	In Progress	01-Apr-2015	31-Mar-2017	65%  GREEN


**Responsible Officer :** Robert Walker - Head of City Parks

**ACTION PROGRESS COMMENTS:**

Progress so far

Work is ongoing.


Planting of herbaceous species has continued across the city including Green Flag Parks reducing reliance on annual planting.

Action	Status	Start Date	End Date	Progress
3.1.7.6 Work with Kew to collect seed from our best chalk grassland sites to feed into the millennium seed bank as well as provide seed and plug plants to establish new wildflower sites within the city centre	Completed	01-Apr-2015	31-Mar-2017	100%  GREEN

**Responsible Officer :** David Larkin - Countryside Ranger

**ACTION PROGRESS COMMENTS:**

This was part of the South downs way ahead NIA project that has now been successfully completed. Plug plant production from stock raised from earlier seed collection (and occasional new seed collection) is still happening and new bee banks established when the opportunity arises

Action	Status	Start Date	End Date	Progress
3.1.7.7 Develop an Open Spaces Strategy for launch in 2017. This will inform future management and maintenance of the city's parks and open spaces with a focus on enhancing biodiversity.	In Progress	01-Apr-2015	28-Feb-2017	50%  GREEN

**Responsible Officer :** Paul Campbell - Contract & Project Manager

**ACTION PROGRESS COMMENTS:**

Draft scope identified

Approval from Environment, Transport & Sustainability Committee to progress with strategy

Baseline studies identified

Assessment of Play close to completion and Playing Pitches underway part funded by Sport England.

Scope in process of being finalised supported by business case for consultancy support being prepared for Corporate Modernisation Board.

Next steps: -


- Finalise business plan

- Develop draft strategy options

- Public consultation

- Adoption 2017 following public consultation.

### 3.1.8 Culture and community

Action	Status	Start Date	End Date	Progress
3.1.8.1 A review of council engagement to provide a coordinated approach and style to fit with new ways of working.	In Progress	01-Apr-2015	31-Mar-2017	50% 


**Responsible Officer :** Emma McDermott - Central Policy Development Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

Desktop review completed. Models from other Local Authority areas reviewed. Internal officer workshop held to discuss and design new model of engagement based on neighbourhood approach.

Due to individual service redesigns it has not been possible to progress this work with services only able to 'align' rather than consider integration. Discussion at programme board will be required in terms of strategic approach however possibility for different models being explored with front line engagement staff in the phase 1 neighbourhood hub areas.

Action	Status	Start Date	End Date	Progress
3.1.8.1 Deliver a programme of exhibitions on environmental issues, measuring impact and levels of awareness-raising in visitors.	Completed	01-Apr-2015	31-May-2016	100% 

**Responsible Officer :** Janita Bagshawe - Head of Royal Pavilion & Museums


**ACTION PROGRESS COMMENTS:**

Progress so far:

- Wildlife Photographer of the Year 2014 exhibition closed on 6 September at BMAG. Alongside 100 astonishing and challenging images capturing fascinating animal behaviour and wild landscapes, intriguing items from designated natural history collections were displayed. Gallery Explainers introduced visitors to these collections and their stories and answered questions and encouraged discussion.
- Ocean Blues continues for rest of 2015. The display looks at some of the threats to life in the oceans as well as initiatives designed to reduce or reverse the impact modern society has had on this environment.
- Regular public events are held at the Booth Museum such as "Jaws & Claws" days when the public are introduced to living reptiles, and Discovery Days themed on Skeletons, Marine life, Fossils etc. Workshops on Taxidermy and Creative Writing have been held and public quiz evenings are planned. Environmental issues have been raised as part of Brighton Museums' Bite-Size Talks programme of public talks on the subjects of Amber, Flint, Marine Life and Endangered species.

Next steps:

- A Biodiversity survey is planned for the Royal Pavilion Gardens. This will support new interpretation planned as part of the plans for the Estate which has a theme "A Buzz in the Garden" which will explore the garden's wildlife as well as its heritage.
- The Booth Museum is hosting a Drawing Circus event in October 2015 when items from the collections will be available for artists' study.


Action	Status	Start Date	End Date	Progress
3.1.8.1 Develop the city's Sustainable Events Programme and maintain certification to the ISO 20121 events standard as well as maintaining the ISO 14001 Environmental Management Systems certification.	In Progress	01-Apr-2015	31-Mar-2017	50% 

**Responsible Officer :** Shelaine Siepel - Sustainability Consultant

**ACTION PROGRESS COMMENTS:**

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The external ISO 14001 and 20121 audit was completed in October 2015. Sustainable Event Commitments being completed and collected by Outdoor Events Team and being increasingly promoted by Brighton Centre team. Improvements to recycling and waste minimisation at the Brighton Centre underway to increase access to recycling and improve signage.

Action	Status	Start Date	End Date	Progress
3.1.8.2 Through a commissioning process, modernise in-house community development, capacity building and community engagement work.	In Progress	01-Apr-2015	31-Mar-2017	50% 


**Responsible Officer :** Emma McDermott - Central Policy Development Manager

### ACTION PROGRESS COMMENTS:

Progress so far:

Desk top review of engagement/participation posts in the council complete. Internal officer workshop held to redesign new approach to engagement that embed community development approach.


Due to individual service redesigns it has not been possible to progress this work with services only able to 'align' rather than consider integration. Discussion at programme board will be required.

Action	Status	Start Date	End Date	Progress
3.1.8.2 Ensure that council owned venues run by third parties have Sustainability Action Plans or Environmental Management Systems in place. Include this as a requirement of management contracts of these venues as they come up for renewal or retender.	In Progress	01-Apr-2015	31-Mar-2017	50% 

**Responsible Officer :** Shelaine Siepel - Sustainability Consultant

### ACTION PROGRESS COMMENTS:


A request for a contract commitment was included in the contract for Saltdean Lido via Bob Bruce. Brighton Dome and Festival have a Sustainability Action Plan in place and when tenders are highlighted to the International and Sustainability Team, a request will be made to insert contract clauses on sustainability.

Action	Status	Start Date	End Date	Progress
3.1.8.3 Encourage event organisers to sign up to the Sustainable Event Commitment for outdoor events and conferences.	In Progress	01-Apr-2015	31-Mar-2017	50% 

**Responsible Officer :** Shelaine Siepel - Sustainability Consultant

### ACTION PROGRESS COMMENTS:


Ongoing promotion to raise the profile of the programme is taking place, including applying for National Recycling Award and seeking opportunities to publicise the programme and celebrate good practice amongst event organisers. Evaluation work to assess completed commitments has shown that over 360 events have completed the commitment to date.

Action	Status	Start Date	End Date	Progress
3.1.8.3 A staff development programme to ensure staff have the right skills to work with communities.	In Progress	01-Apr-2015	31-Mar-2017	50% 

**Responsible Officer :** Emma McDermott - Central Policy Development Manager

### ACTION PROGRESS COMMENTS:

Staff development re skills to collaborate with communities is being incorporated in the competencies and behaviours framework. Sam Warren lead officer for community collaboration work programme is a member of the working group for the Framework. Timescales being driven by the People and Culture Change Board.

Action	Status	Start Date	End Date	Progress
3.1.8.4 Implementation of a communities and council communication and information campaign to support community empowerment.	In Progress	01-Apr-2015	31-Mar-2017	10% 

**Responsible Officer :** Emma McDermott - Central Policy Development Manager


**ACTION PROGRESS COMMENTS:**

Progress so far:

Discussions planned with relevant services to identify avoidable/unnecessary demand in their service area which through 'nudge' communications could be removed.

Next steps:


Progress on this has been deprioritised within the community collaboration programme with the focus on new engagement and volunteering model for the council being explored. This action has been superseded by a more action orientated and developmental approach the community collaboration work programme.

Action	Status	Start Date	End Date	Progress
3.1.8.4 Support the Dome Estate and Amex Community Stadium in achieving more sustainable event practices by working towards ISO 20121	Completed	01-Apr-2015	31-Mar-2016	100% 

**Responsible Officer :** Shelaine Siepel - Sustainability Consultant

**ACTION PROGRESS COMMENTS:**

Meetings have been held with both the Brighton Dome and Festival and the Community Stadium and support provided on the sustainability programmes. Ongoing support is being provided to the Dome & Festival on the refurbishment programme to ensure high standards of sustainability in the design and construction of the new areas.

Action	Status	Start Date	End Date	Progress
3.1.8.5 Review the Community Engagement Framework.	In Progress	01-Apr-2015	31-Mar-2016	83% 


**Responsible Officer :** Emma McDermott - Central Policy Development Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

Document reviewed and edited by EQuIP steering group.

Wide stakeholder event held on 7th October. EQuIP action planning session 15th October. Feedback from both that the document requires significant overhaul and as a collaborative framework requires the appropriate development process be taken. This is being retimetabled and designed by the subgroup and will coincide with the development of the new corporate plan. work under way. City wide consultation May-September. Scheduled for reporting to NCE committee November 2016.

Action	Status	Start Date	End Date	Progress
3.1.8.6 Develop a programme of volunteering to empower communities and enable public services to collaborate effectively to deliver city targets.	In Progress	01-Apr-2015	31-Mar-2017	75% 


**Responsible Officer :** Emma McDermott - Central Policy Development Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

Volunteering policy and toolkit has been developed. Due for approval by NCE committee 11th July 2016. ICT platform for recruitment and management of volunteers being explored as part of CFDA programme and training and development for staff seeking to offer volunteering opportunities is being drafted. Budget for training confirmed at CMDDB late April 2016.

## 3.1.9 Equity and local economy

Action	Status	Start Date	End Date	Progress
3.1.9.1 Working with the Brighton & Hove Chamber of Commerce to further promote the Living Wage with particular focus in 2015-16 on encouraging employers in the Care sector.	Completed	01-Apr-2015	31-Mar-2016	100% 

**Responsible Officer :** Cheryl Finella - Economic Development Manager

**ACTION PROGRESS COMMENTS:**

Progress so far: The Chamber of Commerce achieved its target for 2016/17 by signing 50 new businesses up to the Living Wage

Next steps:


Funding has been allocated in the sum of 5k from BHCC along with funding from Unison and other partners so that the campaign can continue. A review of the Living Wage achievements so far along with responses to a questionnaire completed by the Living Wage employers that have registered can be found on the Brighton Living Wage website

Measure of Success:

target for 2015/16 achieved 50 new businesses signed up

2,276 workers saw their wages increase as a consequence

More businesses sign up to the Living wage

Action	Status	Start Date	End Date	Progress
3.1.9.1 Implement a community banking framework to provide accessible small scale (and into the future medium scale) finance to communities, third sector organisations and small businesses.	In Progress	01-Apr-2015	31-Mar-2017	50% 

**Responsible Officer :** Emma McDermott - Central Policy Development Manager


**ACTION PROGRESS COMMENTS:**

Progress so far:

The banking forum convened under the council's financial inclusion strategy has discussed the possibilities of small scale finance. It is also being discussed as a service to be facilitated by East Sussex Credit Union as part of the sub-ordinated loan from the council.

Sub-ordinated loan for ESCU agreed at P&R January 2016.

Work with the banking forum on hold due to no capacity in the corporate policy team and limited capacity in CETS team. Possible to be picked up following the review of policy as part of senior management restructure.

Action	Status	Start Date	End Date	Progress
3.1.9.2 To work with partners in The Coast to Capital LEP area to develop a bid to help fund business support activities, including barriers to growth for successful growing new businesses.	In Progress	01-Apr-2015	31-Dec-2015	56% 

**Responsible Officer :** Cheryl Finella - Economic Development Manager

**ACTION PROGRESS COMMENTS:**

Progress to date:


The ESIF business support bid has been submitted to the Managing authority by Prevista.

Next steps:

The outcome of the submission will not be known for some months. The programme has already been subject to delays which has left a significant gap in business support provision across the C2C LEP area. Local Authority areas are working with partners to help address the gap e.g. BHCC has launched the 2016/17 Ride the Wave business support programme.

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Measure of success:  
Business support programme reflects local business needs

Action	Status	Start Date	End Date	Progress
3.1.9.3 Support for better quality and higher paid jobs will be the focus of the emerging City Employment and Skills Plan 2015-20.	In Progress	01-Apr-2015	31-Mar-2017	70%  GREEN

**Responsible Officer :** Cheryl Finella - Economic Development Manager

### ACTION PROGRESS COMMENTS:

Progress so far: 2 major consultation events held along with over 20 individual interviews presentations to the Economic Development & Culture Committee, the Children Young People & Skills Committee, the Economic Partnership, the Fairness Commission and the BHCC Senior Managers Forum

The data pack (known as the Brighton Story) is being finalised  
The report and action plan is being drafted  
The scoping document for the brokerage service is being developed

#### Next steps:

Further consultation on the draft will take place during may and early June

Reports for sign off will go to committees between June and July 2016


Governance arrangements will be put in place to oversee the action plan

Working groups will be established to take forward the action plan

#### Measure of Success:

Citywide sign up to a new set of targets within the City Employment & Skills Plan 2016 - 2020

## 3.1.10 Health and happiness

Action	Status	Start Date	End Date	Progress
3.1.10.1 Continue to monitor staff wellbeing through the annual staff survey. Make improvements to staff survey process from lessons learned through feedback from across the organisation i.e. cultural change programme.	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN

**Responsible Officer :** Alison Moore - Wellbeing Manager

### ACTION PROGRESS COMMENTS:

Progress so far:

(April - Sept 15) A high timeline of activity has been created for this years staff survey, 2-20 Nov. A project team & a wider stakeholder group has been created. The staff survey project group has reviewed what team reports are required this year & the viability of whether this is possible, for all areas across the organisation.

(Oct 15 - March 16) Staff roadshows took place the week of 19-23 October and hard copies of the survey were made available at relevant roadshows. A summary of recommendations/approval was agreed from ELT.

Following the feedback received from lessons learned on last year's survey, a recommendation paper went to ELT at the end of July and the following decisions were made. Key points to note:

#### 1. Communications and engagement:

Rachael Harding - compiled a communications and engagement plan and schedule, with comms started in September.

#### 2. The purpose of the staff survey remains valid for 2015 and enables the Council to compare like for like from last year:

'To understand our progress in embedding our cultural change programme and gain insights into the level of engagement & wellbeing of our employees.'

#### 3. Question set:

The survey questions are to remain largely the same as last year for benchmarking purposes, with the exception of the 2



bullet points below, but will be amended to change the word 'council' with 'organisation' and explain that the survey is about the organisation as an employer and not the political aspect to avoid any confusion.

- The question 'How much mental, physical and emotional energy do you feel you have on an average day at work?' is to be taken out as it showed high levels of resilience in the workforce, did not add significant insight as well as some people not being sure how to answer it.

- The bullying & harassment questions are to remain, but to be amended with advice from Kate Gilchrist to enhance the data we receive from these questions to help us gain further insight.

4. Freetext question:

We are revising the text to explain how the free text question will be used, and putting it on a separate page before the free text box, based on advice from Anna at Ixia. She has used this with another client and the quality of the feedback compared to other organisations and their previous comments was much improved in terms of being better structured, respectful and constructive. She believes that in making people stop and read the supporting text, and having to press the next button, gave them a short amount of time to reflect on the comment and think about what they wanted to write before being presented with the opportunity to type their comment.

5. Monitoring questions:

- Equalities monitoring questions are to remain in, as in 2014, with comms to be developed explaining the importance of not choosing 'prefer not to say' in understanding our equalities data better and assurance of anonymity. We are also considering a separate question (freetext) after the equalities questions asking if they did choose 'prefer not to say' for any of the questions if they could tell us why. It was agreed that currently the equalities responses (i.e. high levels of people responding prefer not to say) does not give us meaningful data and therefore we will be considering a better way to understand our equalities priorities in more detail for next year.


- Demographic questions to remain the same – full-time/part-time, grade and whether you supervise staff.

6. Staff Survey results:

Each directorate is looking at their service areas and teams to see if results could be broken down further to lower team levels. Some teams are already at a size where we would not want to break the results down any further, but some reports from last year were based on groupings of staff in the hundreds, which could be broken down further. Breaking down larger teams enables us to understand the issues for specific teams much more clearly rather than them being disguised as part of a larger grouping. It will be important for us to ensure staff understand that their team data will not be used in conjunction with the equalities questions and no data will be shared for any grouping with less than 10 responses that share the same characteristics.

Next steps:

(April - Sept 15) Hard copies of the survey will be available at relevant roadshows. Directorate & team engagement encouraging completion. Staff survey live in Nov, post staff survey communications in Dec.

Action	Status	Start Date	End Date	Progress
3.1.10.1 Aim to reduce the number of dwellings in areas that exceed nitrogen dioxide limits.	In Progress	01-Apr-2015	31-Mar-2017	50% 

**Responsible Officer :** Samuel Rouse - Senior Technical Officer

**ACTION PROGRESS COMMENTS:**

Progress:


Reduction of NO2 emissions in the city has generally improved. Total number of dwellings exceeded 7,000 between 2011 and 2013. Through improved monitoring and intervention measures we have successfully reduced this by approximately a half in 2015. We will only know through continued research and monitoring over the coming years whether this reduction is also due to other environmental factors, e.g. weather.

Next steps:

Work on this will continue to progress towards the end of 2016 with an aim to bring this number down to a few hundred in 2017.

Action	Status	Start Date	End Date	Progress
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3.1.10.1 Deliver a programme to increase active living (including activities such as Active for Life, Healthwalks, Take Part)	In Progress	01-Apr-2015	31-Mar-2017	50% 
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**Responsible Officer :** Ryan Edwards - Sports Development Manager / Sports Development

**ACTION PROGRESS COMMENTS:**

The Sport & Physical Activity Team have delivered the following activities to support local resident's increase active living in the city:

**Participation Programmes:**

- Total of 13977 attendances on Active for Life Project & Healthwalk programmes activities. These programmes deliver 50 weekly activities targeting inactive residents of all ages and abilities and holiday activity programmes.
- Summer holiday programmes: Active living advice given to 250 families at Play Day events in targeted communities, and directly supported 40 inactive young people (referred from their schools) 3 activity courses. The project also supported holiday activities in partnership with the Hangleton & Knoll Project, Brighton & Hove Youth Collective, and Whitehawk and Hollingdean Children Centres
- 11,016 people took part in the City's Ping programme across the summer, delivered in partnership with Brighton Table Tennis Club and the English Table Tennis Association
- Between 1st April 2015 and 1st February 2016 there were a total of 26395 free swims undertaken by children and young people via the Free Swimming Scheme, a 5% increase compared to the previous year.
- A Functional Fitness MOT trial programme and Active Forever Moves pilot has been completed successfully. This initiative aims to raise awareness of CMO physical activity guidelines and allow for a brief intervention on physical activity behaviour change and goal setting amongst adults aged 60+.
- School Games Activities organised by the team have provided opportunities for 3762 young people. 582 young volunteers have supported these activities as Sports Leaders
- TAKEPART Festival 2015: Saw 174 events and activities took place across the city, (62%) of these activities were free at the point of access and were delivered by 93 different organisations provided activities estimated at equivalent value of £48,025 of in-kind support. The Festival also saw a successful new Active After Work programme provide accessible after work events and activities for local employees, alongside targeted events for priority groups.
- Significant planning has also been undertaken for TAKEPART 2016 (18th June - 3rd July 2016), this has seen a new commercial partnership established to support the event, including a partnership with Brighton & Hove Buses

**Training & Capacity Building:**

- The service has started delivering "Physical Activity Awareness Training" to improve stakeholders awareness of the CMO physical activity guidelines, and provide advice and signposting to local support opportunities to increase regular physical activity. An initial workshop has been delivered through the Neighbourhood Care Scheme, YCMA Hostels, and Taxi Drivers Forum with further training planned
- Change for Life Club training has been provided to staff in 17 schools, with 11 schools due to initiate new Change for Life club targeting inactive pupils.
- Celebration event held for 38 schools who have achieved School Games Club Mark accreditation and training delivered to upskill teachers and young people.
- The service has worked in partnership with Sky TV to implement a pilot programme called Sky Kit Rewards to provide free kit and sports equipment to local schools and sports clubs in return for recycling Sky TV and broadband boxes
- The service has supported a series of events and activities, (in partnership with the RFU, local Rugby clubs and schools) to deliver a local legacy plan linked to the Rugby World Cup 2015.

**Publicity & Campaigns:**

- Biannual distribution of Getting Active Guide, containing listings of low cost activities supported by the service across the city, targeting healthcare and community settings in areas of higher health and social inequality.
- A new Activity finder (using the Council's Events diary software) is now currently live on the Council Website, supporting local sport and activity providers to promote their events and activities.
- Provided supporting activities for variety of Public Health campaigns, including Sugar Smart, Sun Safety, and Falls Prevention.
- The service has supported neighbourhood and major events to build networks and promote active living.

**Evidence and Insight:**


- Updated JSNA Sections:
- A Sport & PE Survey has been undertaken with 28 schools (58% response rate) which will inform future support offered to local schools around Sport and PE Provision.

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- A public consultation seeking the views of local residents, tennis clubs and coaches has been conducted in partnership with the LTA and Community Works, which will be used to inform the future management of these sites and playing opportunities.

### Next steps:

- Delivery TAKEPART 2016 (18th June - 3rd July)
- Distribute new Spring/Summer Getting Active Guide and provide promotional talks on being active.
- Develop the Active forever Moves and Functional Fitness MOT programmes following successful delivery
- Delivery of innovative Go Skate Programme for young adults with mental health problems
- Deliver Physical Activity for Health Living awareness training to key stakeholders.
- Deliver activities to promote key campaigns and messages including the Brighton & Hove Sugar Smart debate and One You.
- To further integrate the Sport and Physical Team with Health Trainers and Community nurses – Healthy Lifestyles Team

Action	Status	Start Date	End Date	Progress
3.1.10.2 Promote an organisation wide approach to promoting the emotional health and wellbeing of all employees.	In Progress	01-Apr-2015	31-Mar-2017	54% 

**Responsible Officer :** Alison Moore - Wellbeing Manager

### ACTION PROGRESS COMMENTS:

Progress so far:

(April - Sept 15) A 'Time to change' action plan (a mental health anti- discrimination campaign) has been developed in partnership with Occupational Health, Public Health & Internal communications. This is working towards the council signing up to the 'Time to change' pledge.

(Oct 15 - March 16) - The Council has signed an employer pledge on the 28 Jan supporting 'Time to Change', England's biggest campaign to end stigma and discrimination faced by people with mental health problems. The action plan for the Council has now been approved by 'Time to Change', demonstrating action will be taken to tackle stigma and discrimination.

(April - Sept 15) A Health & Wellbeing Group has been formed with representation from HR, unions, public health & management. The initial meeting took place last week, where the 'time to change' work was discussed.

(Oct 15 - March 16) Recommendations have begun to be agreed by the group for changes to be made to the Attendance Management Procedure. An EIA of the Attendance Management Procedure has been completed and been discussed with the DWCN.

(April - Sept 15) A team resilience checklist approach for services & schools to use to create resilience in teams has been approved at last Corporate H&S committee in Sept.

(Oct 15 - March 16) The team resilience checklist and redesigned individual stress risk assessment have been uploaded to the wave to help managers and staff identify and address work related stressors. A supporting guide has been developed to be used alongside the checklist and risk assessment process.

Next steps:

(April - Sept 15) The 'Time to change' action plan is to be submitted for the 1st Nov deadline.

(Oct 15 - March 16) Work on the actions in the 'Time to Change' action plan to commence.

(April - Sept 15) The 'stress' category within the Our People data (management information sickness statistics) is under review to separate mental illness from stress (not a medical condition) to ensure data is meaningful & appropriate interventions can be implemented. This change would be implemented in the new data reporting year April 2016.


To start focussing on providing both qualitative & quantitative data, rather than just one set of data (quantitative). This will provide a clearer picture of what's actually happening in a service, & enable HR & management to identify themes, patterns within the data.

Internal communications have begun a communications strategy to communicate the team resilience checklist approach & promote emotional wellbeing across the organisation over the coming months.

(Oct 15 - March 16) The major category of stress has been renamed to stress/mental health, this is now live, historical records have been updated. The absence pie charts on the OPD reports will now always include stress/mental health regardless of whether this category is one of the top 5 reasons for absence.

Action	Status	Start Date	End Date	Progress
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3.1.10.2 Undertaking Environmental Impact Assessments and commenting on pre-application planning decisions, prioritising impacts on the Air Quality Impact Areas.	In Progress	01-Apr-2015	31-Mar-2017	50%  GREEN
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**Responsible Officer :** Samuel Rouse - Senior Technical Officer


### **ACTION PROGRESS COMMENTS:**

Progress so far:

For larger urban fringe developments carry out an air quality assessment to determine the impact on the AQMA and justify mitigation with health benefits and cost savings.

Next steps:

Recommend refusal of planning applications and transport schemes where necessary (in accordance with 2015 consultation on the Air Quality Action Plan)

Action	Status	Start Date	End Date	Progress
3.1.10.2 Promote the Workplace Wellbeing Charter to businesses, with advice and support to achieve charter status.	In Progress	01-Apr-2015	31-Mar-2017	70%  GREEN

**Responsible Officer :** Lydie Dalton - Public Health Development Manager

### **ACTION PROGRESS COMMENTS:**

Progress so far:

A new Workplace Health programme has now been designed and is available to educational settings as well as wider settings, including:


National Workplace Wellbeing Charter; Staff Wellbeing survey; Health and Wellbeing Checks; Smoking Cessation; Small grants.

Next steps:

Continue to promote the Workplace Health programme to a range of settings.

Monitor uptake and implementation.

(Health Improvement Specialist, Workplace Wellbeing, on-going).

Action	Status	Start Date	End Date	Progress
3.1.10.3 Working with internal communications & public health, Identify appropriate signposting and support for the wellbeing of staff through a review of council, occupational health & counselling provider information.	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN

**Responsible Officer :** Alison Moore - Wellbeing Manager

### **ACTION PROGRESS COMMENTS:**


Progress so far:

(April - Sept 15) A review of the wave pages for occupational health, counselling and appropriate links to support from public health have begun. Internal communications are advising on the most appropriate approach for clarity & quantity of information.

(Oct 15 - March 16) Staff support communications on the wave have been created to provide accessible information, signposting to internal support within the Council and a selection of appropriate external support. The support provides a selection of tools to help prevent and manage work related stressors, focusing on good communication, positive work relationships, dignity and respect between colleagues and appropriate performance management. The support also offers practical resources to help build resilience with emotional and physical health at work, particularly when dealing with the impact of change as the result of team restructures or being recommissioned. Many of the resources are self-help, some can be used in partnership with managers, colleagues and peers, including careers advice, cv writing and interview skills, learning resources and workshops.

Next steps:

Internal communications to put together comms pieces to publicise the changes to the wave pages.

Action	Status	Start Date	End Date	Progress
3.1.10.3 Work with Planning to mitigate the impacts of roadside residential location.	In Progress	01-Apr-2015	31-Mar-2017	50% 


**Responsible Officer :** Samuel Rouse - Senior Technical Officer

**ACTION PROGRESS COMMENTS:**

Progress so far: Many examples where dose and exposure to gas and particulate pollution at new urban developments is reduced. Increase distance between road traffic emission and living quarters. Seek passive or mechanical ventilation strategies that draw fresher air from the top and rear of new roadside residential developments. Avoid combustion plants with emission to air from space heating. Encourage electrical systems / photo-voltaics for space heating, hot water and building energy requirements.

Next steps:

Actions continue.

Action	Status	Start Date	End Date	Progress
3.1.10.3 Deliver mental wellbeing pilot initiative with South Downs National Park	Completed	01-Apr-2015	31-Mar-2016	100% 

**Responsible Officer :** Barbara Hardcastle - Public Health Specialist

**ACTION PROGRESS COMMENTS:**


Progress to date

A meeting of partners took place with Sussex Community Development Association in December 2015. The project reported it has started to recruit participants through the Early Intervention in Psychosis service (Sussex Partnership NHS Trust) and meets in different locations every other week. It also now includes residents from outside Whitehawk. It is also seeking funding to continue in 2016, including engaging young families.

The Project was unsuccessful in getting further funding from Public Health for 2016.

Next steps

1.Public health funding has now come to an end.

Action	Status	Start Date	End Date	Progress
3.1.10.4 Attendance management action plan: provide support and guidance to management in terms of clarifying process. Improve/develop skills required to positively improve and manage attendance; create & communicate toolkits to support the process.	Completed	01-Apr-2015	31-Mar-2016	100% 

**Responsible Officer :** Alison Moore - Wellbeing Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

(April - Sept 15) The year 2 attendance management action plan & project plan have been developed, recommendations are starting to be implemented. A sickness project group has been created within HR to ensure actions from the project plan are completed. A Health & Wellbeing Group has been formed to ensure the unions & management are consulted with.

(Oct 15- March 16)

- Directorates are now provided with a monthly sickness report at CMT level, which shows absences that have started or ended in the preceding month, and can be used to monitor progress and performance in relation to absence management. These reports have been improved and now include information highlighting when an employee has reached an absence concern level, as well as when a referral to Occupational Health should be considered. All Heads of Service have met with the sickness lead for their directorate in order to ensure they understand how to use these monthly absence reports that are produced, and are able to set performance objectives in relation to sickness absence management.

## Planning Action Progress Report

- Guidance was issued to managers to inform objective setting regarding sickness as part of mid year reviews, and the business plan guidance has been issued to include a requirement to set objectives around sickness as necessary.
- The lead HR advisers for sickness have worked with managers to improve the management of sickness by providing the following support;
- Guidance to senior managers to ensure that monthly sickness data can be used effectively to monitor action on sickness.
- Directorates / divisions have been supported to agree strategies for managing performance in relation to sickness including setting objectives in relation to the management of sickness absence.
- Areas where sickness absence training needs to be provided have been identified;
- Coaching for managers has been provided, where training has been completed but performance in relation to management of attendance still needs to improve;
- The top 10 sickness cases in each directorate are reviewed monthly and managers are supported to ensure that action plans are in place;


Data insight work has commenced.

Next steps:

(April - Sept 15) Sickness project group meeting to be held this week to review actions are on track as per project plan timetable.

(Oct 15 - March 16) Data insight work to continue - people performance measures will be published to allow managers to understand key indicators e.g. attendance management procedures- RTW, review meetings etc, PDP completions. A prototype will go to ELT for discussion & approval to produce data for managers at level 1-4 across the organisation.

A year 3 attendance management action plan to be agreed - this will make reference to data insights work & competency framework.

Action	Status	Start Date	End Date	Progress
3.1.10.4 Clean Vehicle Transport Fund for taxis: working towards retrofitting exhausts on mini-bus taxis/wheelchair accessible vehicles. Project scope includes track emission testing to test the efficiency of the project.	In Progress	01-Apr-2015	31-Mar-2016	91%  AMBER


**Responsible Officer** : Samuel Rouse - Senior Technical Officer

### ACTION PROGRESS COMMENTS:

Progress so far: Good preliminary trials on exhaust line temperature on a number of minibus taxis and oxide of nitrogen emission improvement on a VW minibus. Challenges related to third party co-operation between taxi firm and retrofit company.

Next steps:

Find a resolution to differencing aims of taxi operator and retrofit company in terms of vehicle availability. Aim for completion of project March 2017.

Action	Status	Start Date	End Date	Progress
3.1.10.4 Support several Mental Health Innovation Fund initiatives which target the use of outdoor space to promote mental health	Completed	01-Apr-2015	31-Mar-2016	100%  GREEN


**Responsible Officer** : Clare Mitchison - Public Health Specialist

### ACTION PROGRESS COMMENTS:

Thirteen initiatives were supported by the Mental Health Innovation Fund which target the use of outdoor space to promote mental health:

1. Blatchington Mill School developed an allotment and sensory garden for vulnerable students. The space also provide an opportunity for an outdoor classroom and Mindfulness sessions. Students are involved in planning, growing and cooking, as well as establishing a small enterprise project.
2. Brighton & Hove Food Partnership created a one-stop-shop information hub for people interested in joining projects such as community gardens; this should be particularly helpful for GP surgeries making referrals for mental wellbeing.

3. City Academy Whitehawk's Flourishing Families Programme included work on the school garden, establishing a Growing and Outdoor games club for families without a garden, and outdoor activities for dads and children in the school holidays.
4. BMEYPP ran a programme of activities which include walk and talk sessions, and a range of outdoor pursuits such as climbing and sailing.
5. Friends, Families and Travellers and Moulsecoomb Forest Garden provided workshops for young traveller men on bushcraft, carpentry and other skills in an outdoor setting.
6. Lunch Positive took people living with HIV on country walks and outdoor activities, and encouraged participants to keep a visual diary.
7. Moulsecoomb Forest Garden is providing a weekly programme of outdoors activities for adults with a learning disability.
8. Roots to Growth operates a community garden in Washington and transported groups of single homeless people from Brighton & Hove to participate in growing, harvesting and cooking.
9. The Link-up Project provided a programme of activities for children with Special Education Needs, including Bushcraft sessions at Broke Farm.
10. The Magic Garden is a community allotment for families with disabled children; parent/carers volunteers helped to improve accessibility and security on the site.
11. Vardean School created an outdoor classroom. Pupils worked with volunteers from Age UK to learn about gardening. In return the pupils will educate the volunteers about social networking and other digital media.
12. In a further project, Vardean School provided an 'alternative curriculum' for vulnerable students including outdoor adventure and forest school activities.
13. YMCA Downslink Group developed an allotment at Portslade, working with 55 homeless young people.

Action	Status	Start Date	End Date	Progress
3.1.10.5 Attendance management action plan: benchmarking against other local authorities.	Completed	01-Apr-2015	31-Mar-2016	100% 

**Responsible Officer :** Alison Moore - Wellbeing Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

(April - Sept 15) CIPFA benchmarking

(Oct 15 - March 16) EIA completed


Next steps:

(April - Sept 15) Decision to be made by ELT & HRLT regarding any changes to be implemented for the council.

(Oct 15 - March 16) Changes to the Attendance Management Procedure to be agreed through the Health & Wellbeing Group.

Recommendations will be submitted to HRLT & ELT.

Results for CIPFA are being collated this week to be submitted to CIPFA for benchmarking purposes.

Action	Status	Start Date	End Date	Progress
3.1.10.5 Continue annual Brighton & Hove Warm Homes Healthy People Programme during winter months.	In Progress	01-Apr-2015	31-Mar-2017	50% 

**Responsible Officer :** Sarah Podmore - Health Promotion Practitioner

**ACTION PROGRESS COMMENTS:**


PROGRESS TO DATE


\* 2015-16 Warm Homes Healthy People Programme (Public Health funded) was designed to complement the Warmth For Wellbeing Programme. Leaflets and room thermometer cards detailing the Moneyworks helpline were distributed across the city and a focussed piece of work to add value to the WFW Programme has been commissioned from The Fed.

NEXT STEPS

\* Develop and commission Brighton & Hove Warm Homes Healthy People Programme 2016-17, in conjunction with the Warmth For Wellbeing Programme.



Action	Status	Start Date	End Date	Progress
3.1.10.6 Year 2 of culture change strategy: focus on performance management with consequence and increasing the organisational development capability across the organisation.	In Progress	01-Apr-2015	31-Mar-2017	54%  GREEN
<b>Responsible Officer</b> : Alison Moore - Wellbeing Manager				
<b>ACTION PROGRESS COMMENTS:</b> Progress so far: focus established and running 25-29 April to develop a new behaviour framework for the organisation; people and performance management toolkit uploaded to the Wave for use by managers; data insight - people performance measures being published to allow managers to better understand key indicators e.g. attendance management procedures- RTW, review meetings etc, PDP completions,  Next steps: Publish behaviour framework for consultation with staff; update PDP process to reflect new behaviour framework; align learning and development programme to reflect new behaviour framework align recruitment processes to reflect new behaviour framework commission 360 feedback tool to enhance assessments of people's performance assess need to capture people's performance ratings using PIER				

Action	Status	Start Date	End Date	Progress
3.1.10.6 Deliver Warmth for Wellbeing project, providing holistic advice and support sessions to at risk patients at two GP Practices.	Completed	01-Apr-2015	30-Nov-2015	100%  GREEN
<b>Responsible Officer</b> : Sarah Podmore - Health Promotion Practitioner				
<b>ACTION PROGRESS COMMENTS:</b> PROGRESS TO DATE * Warmth for Wellbeing pilot scheme delivery completed 30 September 2015.  * WFW pilot scheme evaluation report completed in collaboration with Citizen's Advice and circulated to key partners.  * Large scale partnership WFW programme, funded by a successful bid to the British Gas Energy Trust, currently being delivered to reduce the health impact of cold housing on vulnerable residents. Citizen's Advice Brighton & Hove are the lead organisation, with a Project Board established to report to the Health and Wellbeing Board. WFW Project Board includes BHCC Public Health and Housing representatives. WFW to be delivered Jan - Dec 2016.  NEXT STEPS * Support the delivery of WFW throughout 2016, as a member of the Project Board.  * Explore opportunities for funding to continue WFW beyond December 2016.				





## City Sustainability Action Plan – Key Performance Indicators (draft) 2016

<i>Principle</i>	<i>Key Performance Indicator</i>
<b>Zero Carbon</b>	Greenhouse Gas Footprint Report: The total CO2e emissions for all corporate activities including property, fleet, housing & street lighting.
	Reduction in Carbon Dioxide emissions per capita.
<b>Zero Waste City</b>	Tonnes of household waste which have been sent for reuse, recycling, composting or anaerobic digestion.
<b>Zero Waste Council</b>	Total volume (kg) of waste produced across 10 civic buildings.
	Total volume (kg) of recycling produced across 10 civic buildings.
<b>Sustainable Transport</b>	Total number of vehicle* journeys in inner city area.
	Total number of vehicle* journeys in outer city area.
	Annual average daily traffic counts on key routes into the city - inner routes.
<b>Sustainable Materials Council</b>	% of paper purchased by the council that is recycled.
<b>Sustainable Materials City</b>	Tonnes of waste diverted from landfill (using data from Freegle).
<b>Local &amp; Sustainable Food</b>	Number of large organisations achieving externally accredited certifications and awards, including the Catering Mark, Sustainable Restaurant Association Rating, MSC Certification, Healthy Choice Award Gold.
	Number of projects involved in community food growing.
	Percentage of people who agree that they will have enough money, after housing costs, to meet basic living costs (City tracker).
<b>Sustainable Water City</b>	The number of properties that have a reduced risk of flooding as a result of an implemented scheme by BHCC.
<b>Sustainable Water Council</b>	Volume of water consumption at council-owned buildings.

<b>Principle</b>	<b>Key Performance Indicator</b>
<b>Land use &amp; Wildlife</b>	The percentage of people satisfied or very satisfied with the city's parks and open spaces (City Tracker)
	Number of Ha of land in Environmental Management programs
	Number of Volunteers Hours contributing to green space management
	Percentage of public rights of way that are open and in good condition
	Area of land designated for nature conservation
<b>Culture &amp; Community</b>	Residents that have given unpaid help to any group(s), club(s) or organisation(s) over the last 12 months (formal volunteering) (City Tracker)
	Residents that have attended any creative, artistic, theatrical or musical events in the past 12 months (City Tracker)
<b>Equity &amp; Local Economy</b>	Percentage of people earning below the Living Wage.
	Number of businesses signed up to the Living Wage
	Percentage of the working age population claiming out of work benefits
<b>Health &amp; Happiness City</b>	Adult participation in sport and active recreation
	Healthy weight in Primary school age children in Year 6 (10-11 years) - percentage of children measured this year who are a healthy weight [Corporate]
	Percentage of households that experience fuel poverty based on the "Low income, high cost" methodology
	Self-reported well-being - people with a low happiness score
	Nitrogen Dioxide levels in Brighton and Hove ( $\mu\text{g}/\text{m}^3$ – micrograms per cubic meter) Lewes Road - Nitrogen Dioxide levels in Brighton and Hove ( $\mu\text{g}/\text{m}^3$ – micrograms per cubic meter) North Street
<b>Health &amp; Happiness Council</b>	A 5% increase in the staff survey result to the statement 'I feel valued by the Council'

Note: Some of these KPIs are already existing corporate measures; new indicators have been created to complete a comprehensive set of measures for tracking progress and supporting improved performance in all areas of the Sustainability Action Plan.


# City Sustainability Action Plan

## Key Performance Indicators 2015/16 report

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# Zero Carbon

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
<b>P&amp;D PI 5: Greenhouse Gas Footprint: % change in the total CO2 emissions for all corporate activities [Corporate]</b>	%	<b>-4.00</b>	<b>-4.90</b>	 GREEN

This result (relating to 2014-15) is calculated annually in arrears each August when our statutory Greenhouse Gas Footprint (GHG) report is submitted to Central Government. The GHG report presents emissions in carbon dioxide equivalent (CO2e), i.e. carbon plus other greenhouse gas emissions providing a full picture of organisational emissions including electricity, gas and oil use in corporate buildings, schools and housing as well as street lighting electricity and council fleet fuel usage. The structure of the report follows Government guidance and is published on the BHCC website and also returned to the Department for Energy and Climate Change.

## Position Statement

The annual target is set locally and has been set after agreement with Bio Regional as part of the One Planet Living action plan and is a Corporate Plan target. Property & Design is unable to adjust this target and many of the included areas such as housing, fleet and street lighting fall outside of P&D's influence. The majority of the change in our emissions this year is due to the removal of the Freedom Leisure sites from our portfolio as they are now responsible for energy management. Our result is Degree Day adjusted and an explanation of Degree Day analysis is provided in the commentary below.

## Trend

2012-13: -5.01% (Degree Day adjusted)  
2013-14: +2.32% (Degree Day adjusted)

## Commentary

Note that this result relates to 2014-15 as the last full year we have data for. Our annual result is adjusted using a national 'Degree Day' formula to allow like for like comparisons with our results for previous years. Degree Day analysis compares the average temperature during the reporting year with the long term average temperature. If the average temperature for the reporting year is lower than the long term average due perhaps to a severe winter, any reported increase in our gas and oil consumption may be simply due to an increased heating load because of the colder conditions (which are outside of our control) rather than due to a poorer performance in the council's programme of energy efficiencies (which is within our control). In this example the Degree Day analysis will apply a corresponding reduction to our annual gas and oil consumption to 'smooth' out the variation in annual temperature so it can more accurately be compared with our results for previous years and allow us to better understand why our annual result differs from the preceding year. Similarly if the average annual temperature is above the long term average, the Degree Day analysis will apply a corresponding increase to our actual oil and gas consumption. Degree Day analysis can only be applied to gas and oil used for heating and cannot be applied to electricity consumption as this would be used for power as well as a heating load.

## Actions

1. To continue with the programme of identifying and disposing of surplus assets in the operational portfolio to reduce overall emissions.
2. To continue to seek opportunities for solar PV where appropriate and where the business case is positive.

<b>Percentage reduction in Carbon Dioxide emissions per capita [Corporate]</b>	%	<b>18.80</b>	<b>22.40</b>	 GREEN
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## Position

This data is two year lagged and was released July 2015. Emissions have reduced from an estimated 5.5 tonnes per person in 2005, to 4.3 tonnes per person in 2013. Our statistical neighbour average then was 18.8% and the national average was 21.2%. A target for 2015/16 was set at 18.8% as this would demonstrate Brighton & Hove are meeting the statistical neighbour average for carbon emissions per capita. A 22.4% reduction has been achieved and demonstrates that the 18.8% target that was set has been met and succeeded and supports a positive, upward trend. Brighton and Hove falls just short of regional performance of 22.5% but ahead of national performance at 21.5%.

Based on latest date for 2012/13 we are ranked 7th out of 14 CIPFA nearest neighbours.

Reading 28.9%, Southampton 28.4%, Bristol 26.8%, Bournemouth 26.1%, Swindon 25.3%, Southend-on-Sea 24.3%, Brighton & Hove 22.4%, Derby 21.3%, Plymouth 21.3%, Portsmouth 20.5%, York 19 %, Blackpool 18.8%, Bedford 18.5%, Torbay 17.9%, Our statistical neighbour average is 22.8%. Which means we are performing 0.4% below our CIPFA nearest neighbours.

Although the 2013 percentage reduction is an improvement to the 2012 reduction of 18.5%, it is still slightly less than the 23.4% reduction achieved in 2011.

The highest ranking city for all three years was Reading where a 28.9% reduction was achieved in 2013.

## Commentary

### Housing:

Brighton & Hove has an old housing stock with 66% of houses built before 1945 (compared with 43% across England) 12 and many private sector properties labelled 'hard to treat' (for example those with solid walls) in relation to energy efficiency

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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measures. This presents a particular challenge to our performance on reducing carbon emissions.

From April 2018, landlords will be required by law to ensure their properties meet an energy efficiency rating of at least Band E . From 1 April 2016, tenants living in F and G rated homes will have the right to request energy efficiency improvements which the landlord cannot unreasonably refuse. This will present an opportunity for the city in helping to improve on our performance.

#### Transport:-

Local policies can influence behaviours such as encouraging people in the city to choose lower carbon forms of transport, but alone they can be limited in reducing transport-based local carbon emissions. Changes in national legislation, vehicle technology and significant changes in individual travel behaviours are required to achieve significant reductions in line with set targets. Reducing carbon emissions is a primary goal within the approved LTP4 and continued investment by local bus companies in retrofitted and new vehicles, which will help reduce emissions, is also underway. Local initiatives to reduce transport emissions through behavioural change, such as the East Central Brighton LSTF project, will also assist in meeting targets.

Commerce and Industry are also a key contributor to this result.

#### Actions

Sector: Transport (provided by Head of Transport Policy & Strategy, BHCC)

The council's approved (2015), fourth Local Transport Plan [ LTP4] includes 'Reduce Carbon Emissions' as one of 7 high-level, overarching goals that Transport is expected to help contribute towards meeting within the city . The council has also approved the development of a strategic Transport Carbon Reduction Plan by 2019.

Actions that will contribute to achieving this goal will include:-

1. Reducing the need to travel for some journeys and activities, especially through the Planning process
2. Developing a business case for a "spend to save" investment of £26m to replace much of the street lighting stock with energy efficient low carbon equipment.
3. Delivering measures to increase the uptake of Ultra Low Emission Vehicles [ULEV], in partnership with residents and stakeholders including increasing the availability and use of ULEV infrastructure and promotion of supporting initiatives.
4. Begin delivery of BikeShare scheme and cycle-rail projects for a cycle hub at Hove Station and improved cycle parking facilities at 3 train stations (Portslade, London Road and Moulsecoomb).
5. Delivering the second and third phases of the 'Intelligent Transport Systems' [ITS] Package on the main routes into and out of the city.
6. Implementing, monitoring and enforcing projects including 20mph zones, the Low Emission Zone in central Brighton and a number of schemes to promote walking, cycling and bus use.
7. Continuing the development of opportunities with public transport operators for Citywide smart-ticketing and other initiatives to improve and increase the passenger journey experience.


Sector: Commerce and Industry - provided by Economic Development Officer, BHCC; Housing Sustainability Officer, BHCC; and Director of Green Growth Platform, University of Brighton

1. The Local Enterprise Partnership's Strategy for European funding includes a significant allocation under the low carbon economy and a pipeline of projects is being developed for 2015-20.
2. Investigate potential and facilitate implementation for development of district heat network for the city to supply affordable heat to residents and low carbon heat to businesses and other sectors in the following four sites:
  - Shoreham Harbour
  - Toad's Hole Valley
  - Eastern Road
  - Hove Station
3. Brighton & Hove Energy Services Company (BHESCo) completed four projects that will reduce annual CO2 emissions by over 72 tonnes, and this year has already broken ground on four more that will save over 50 tonnes annually.
4. The Green Growth Platform continue to support growth of low carbon and environmental good service companies and in linking to companies in any sector wishing to "green up" via our 4 service areas

Sector: Housing -

1. District Heat Network work as described above
2. Brighton Energy Co-op installed 100kwp of solar PV on Park Gate residential building in 2015

# Zero Waste

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
<b>The percentage of household waste sent for reuse, recycling and composting (3 month lag) [Corporate]</b>	%	28.00	24.68	 AMBER

## Position:

This is the provisional figure for Qtr 1, 2 & 3 2015/16, which is the latest data available.

The outturn for this period is lower (worse performance) than the equivalent period in 2014/15, when the result was 25.66%. The same period in 2013/14 was 25.73%.

The target for the period is 27%. The target for the end of the financial year 2015/16 is 28%, and was set based on an expected improvement in service reliability. The 2012 waste strategy target of 40% is due to be updated for 2016/17 to reflect changes in the service.

The latest statistical neighbour comparator information available is for the financial year 2014/15. The following authorities listed are local authority neighbours as identified by the Association for Public Service Excellence (APSE). Blackburn with Darwen Borough Council (36.8%), Blackpool Borough Council (39.9%), Gateshead Metropolitan Borough Council (35.9%), Knowsley MBC (36.7%), London Borough of Havering (unavailable), North Tyneside Council (37.4%), Rotherham MBC (37.6%), Stockton-on-Tees Borough Council (unavailable).

BHCC (25.24%) are currently ranked 7th out of 7. All other authorities listed already offer a garden waste collection service.

## Commentary:

This indicator for Brighton & Hove does not compare favourably to cities like Cheltenham, Bournemouth and Bristol, and this is largely due to the differences in recycling services. These cities provide food waste collection linked to fortnightly refuse collection and some also provide a garden waste collection.

Realising a step change in recycling rates in Brighton & Hove and hence a reduction in the amount of residual waste produced requires a significant change in policy. Proposals for food waste collection and fortnightly refuse collection in suburban areas of the city have been worked up. This work identified that this would require an additional revenue cost in excess of £1m per year. In the current economic climate this has not been pursued.

Fortnightly refuse collection without food waste would result in an increase in the amount of recycling collected (and a reduction in residual waste) as residents would be encouraged to separate their waste. It is a model that has been adopted by a number of local authorities but is not one Brighton & Hove has pursued for its suburban areas.

More modest increases in recycling can be achieved by encouraging more residents to recycle materials for which we currently provide collection services and to encourage those that already recycle to recycle more. Waste minimisation can also be encouraged for example by promoting home composting and re-use schemes. Work on this type of engagement, linked to incentive and communication campaigns had been on hold as a result of the service disruption. A detailed delivery plan is now being worked up.

In relation to food waste the Food Partnership is, as part of its program, is encouraging people to reduce the amount of food waste they produce and to compost any food waste they do have. The community composting scheme, focussed on more densely populated areas of the city, now has over 1,000 members who compost their food waste which all contribute to reducing the amount of residual waste produced in the city.

## Actions:

1. A trial to introduce wheelie bins for recycling was approved in July 2015 and was implemented in November 2015. The results will be available in the spring and will inform recommendations for further roll out (Cityclean Management team, Spring 2016).
2. A business plan for garden waste collections was presented to ETS Committee in October 2015. The service will commence in Spring 2016, (Cityclean Management team, June 2016).
3. To review the waste strategy targets based on the service review New targets and action plan to be agreed for 2016/17. (Head of Projects & Strategy)

<b>Total volume (kg) of waste produced across 10 civic buildings</b>	<b>No.</b>	<b>44,484.00</b>	<b>Trend</b>
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## Position:

This is an annual result of 10 civic buildings. The buildings include

Barthomolews House, Brighton Town Hall, Kings House, Hove Town Hall, Moulsecoomb Hub North, Moulsecoomb Hub South Moulsecoomb Housing Centre & closing offices, Whitehawk Community Hub & Library, Youth Offending Building

The results are as follows:

2013/14 = 83,534 kgs

2014/15 = 85,699 kgs

2015/16 = 44,484 kgs

These trend indicators have been set up to monitor the overall waste produced. In view of the BHCC culture change priorities including Workstyles and movement of people and assets across buildings we are unable to set a targeted reduction due to fluctuations in buildings contents disposal.

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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Comparator info is not available

All data reflected in this result has been taken from the Council's current waste contractor , the Recycling Partnership

Commentary

KN & BM to complete

The current waste contract has been extended for a further 6 months to allow us time to look into the possibility of this service joining the current Orbis waste contractor or to re tender the contract to the open market if required.

A feasibility study has started to see if the current Orbis contractor has the capacity to cover the Brighton & Hove to a similar standard to our current contractor

Actions:

1. Look to increase collection streams, including food waste with new provider – full contract term – Contracts Manager
2. Continue to recommend WARP-It to Schools and all council buildings – On-going – Facilities Contracts Officer
3. Workstyles – Continue to work closely with Workstyles to promote the recycling of any waste associated with building closures and teams moving with Council buildings. Assist Workstyles in promoting any 'change of staff behaviour' programmes

<b>Total volume (kg) of recycling produced across 10 civic buildings</b>	<b>No.</b>	<b>88,428.00</b>	<b>Trend</b>
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Result:

2015/16 = 88,428 kgs

Position:

This is an annual result of 10 civic buildings. The buildings include Barthomolews House, Brighton Town Hall, Kings House, Hove Town Hall, Moulsecoomb Hub North, Moulsecoomb Hub South Moulsecoomb Housing Centre & closing offices, Whitehawk Community Hub & Library, Youth Offending Building

The result were as follows:

2013/14 = 123,072 kgs

2014/15 = 125,208 kgs

2015/16 = 88,428 kgs

These trend indicators have been set up to monitor the overall waste produced. In view of the BHCC culture change priorities including Workstyles and movement of people and assets across buildings we are unable to set a targeted reduction due to fluctuations in buildings contents disposal.

Comparator info is not available

All data reflected in this result has been taken from the Council's current waste contractor , the Recycling Partnership

Commentary:

There is a lack of food waste facilities in the city, so we cannot provide this collection. This is something we will continue to work on with the contractor. We are currently running a pilot food waste scheme with 10 Schools but at present this does not form part of the corporate waste and recycling contract

We are currently in the process of re-tendering the current contract and we will be working closely with the new provider to ensure all collections/services can be provided.

Under the Workstyles programme, we have seen several buildings close and current buildings being refurbished, this has had an impact on staff and de-clutter days have taken place.


We use a facility called WARP-It for recycling furniture and unwanted items; this has helped reduce the amount of waste produced.


Actions:

1. Look to increase collection streams, including food waste with new provider – full contract term – Contracts Manager
2. Continue to recommend WARP-It to Schools and all council buildings – On-going – Facilities Contracts Officer
3. Workstyles – Continue to work closely with Workstyles to promote the recycling of any waste associated with building closures and teams moving with Council buildings. Assist Workstyles in promoting any 'change of staff behaviour' programmes

Actions that contribute to direction of travel so Workstyles, buildings closing, WarpIT, etc...

# Sustainable Transport

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
<b>Annual average daily traffic counts on key routes into the city - Inner routes</b>	<b>No.</b>	<b>114,000.00</b>	<b>114,674.00</b>	 AMBER
<p><b>Position</b></p> <p>Data show that the annual average daily traffic flow [AADT] of vehicles entering and leaving the city using key routes in 2015 was 114,700. These data are collated annually and became available in early 2016.</p> <p>The figure is consistent with the data for 2014, which showed an annual average daily traffic flow of 114,155 vehicles using key routes.</p> <p>These data are not linked to any specific numeric target, however maintaining or reducing traffic flows is considered to be beneficial in terms of signifying a reduction in congestion, improvement in air quality, minimising noise impacts, less collisions and casualties, reductions in the need to travel and greater use of alternative forms of transport to the car for some journeys.</p> <p>The data are taken from XX automatic counters located on the council's roads between the outer sites and the city centre .</p> <p><b>Commentary</b></p> <p>The 2015 data are almost identical to those for 2014 indicating that there have been no significant changes to the average daily traffic flow of vehicles entering and leaving the city on the city's inner routes as a result of projects , or roadworks and events (planned or unplanned).</p> <p>Future challenges will include changes to traffic flows or routeing as a result of increased activity and movement associated with improvements to the transport system (such as parking controls and charges, improved bus services, use of technology etc) and the planned growth of the city (including more housing and jobs, greater visitor numbers and construction traffic) in both the designated City Plan Development Areas and Urban Fringe sites.</p> <p><b>Actions</b></p> <p>1) Data will continue to be collected, collated and analysed from the existing counters in order to assess annual trends in traffic volumes over time on inner routes. (March 2017, Transport Data Analyst)</p> <p>2) Consideration will be given to increasing the amount of information by including data from additional/new counter sites. (March 2017, Transport Data Analyst)</p> <p>3) More in-depth analysis can be undertaken on a route by route basis if required, in order to identify any possible changes in routeing or travel behaviour as a result of any significant intervention or event, or to identify daily or seasonal patterns in traffic volumes on inner routes. (March 2017, Transport Data Analyst).</p>				

<b>Annual average daily traffic counts on key routes into the city - Outer routes</b>	<b>No.</b>	<b>150,000.00</b>	<b>152,591.00</b>	 AMBER
<p><b>Position</b></p> <p>Data show that the annual average daily traffic flow [AADT] of vehicles entering and leaving the city using key routes in 2015 was 152,600. These data are collated annually and became available in early 2016.</p> <p>The figure is consistent with the data for 2014, which showed an annual average daily traffic flow of 151,300 vehicles using key routes.</p> <p>These data are not linked to any specific numeric target, however maintaining or reducing traffic flows is considered to be beneficial in terms of signifying a reduction in congestion, improvement in air quality, minimising noise impacts, less collisions and casualties, reductions in the need to travel and greater use of alternative forms of transport to the car for some journeys.</p> <p>The data are taken from 7 automatic counters located on the council's roads between the inner sites and the city's boundary .</p> <p><b>Commentary</b></p> <p>The 2015 data are very similar to those for 2014 (a less than 1% increase) indicating that there have been no significant changes to the average daily traffic flow of vehicles entering and leaving the city on the city's outer routes as a result of projects , or roadworks and events (planned or unplanned).</p> <p>Future challenges will include changes to traffic flows or routeing as a result of increased activity and movement associated with improvements to the transport system (such as parking controls and charges, improved bus services, use of technology etc) and the planned growth of the city (including more housing and jobs, greater visitor numbers and construction traffic) in both the designated City Plan Development Areas and Urban Fringe sites.</p> <p><b>Actions</b></p> <p>1) Data will continue to be collected, collated and analysed from the existing counters in order to assess annual trends in traffic volumes over time on outer routes. (March 2017, Transport Data Analyst)</p> <p>2) Consideration will be given to increasing the amount of information by including data from additional/new counter sites. (March 2017, Transport Data Analyst)</p> <p>3) More in-depth analysis can be undertaken on a route by route basis if required, in order to identify any possible changes in routeing or travel behaviour as a result of any significant intervention or event, or to identify daily or seasonal patterns in traffic volumes on outer routes. (March 2017, Transport Data Analyst)</p>				



# Sustainable Materials

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
<b>% of paper purchased by the council that is recycled</b>	<b>%</b>		<b>71.00</b>	<b>Trend</b>

Position:

In 2015, the percentage of 100% recycled paper purchased by the council was almost double than the previous year.

- In 2015, 71% of 100% recycled paper purchased by the council.
- In 2014, 36% of 100% recycled paper purchased by the council.

Commentary:

In February 2015, a control measure was put in place by the Procurement Team via its corporate stationary contract to only allow the purchase of paper that was 100% recycled except in special circumstances.

The control has remained in place and is the reason why performance is very good.

<b>Tonnes of waste diverted from landfill (Freegle data)</b>	<b>No.</b>	<b>209.00</b>	<b>Trend</b>
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Position

Across Brighton & Hove, the online reuse community is co-ordinated by Freegle. Freegle captures the weight of any household items that are discarded for reuse by their members; these members include homes, residents, small businesses, charities, community groups.

Discarded items are exchanged directly between members for reuse or upcycling. Items that are not included in this total include home landfill, recycling, items flytipped, incineration/energy from waste at the Newhaven Energy Recovery facility.

When capturing the following data, both members involved validate the exchange. The figure may present a level of under-reporting due to some members choosing to not validate receipt of an item.

2011 result 52 tonnes  
 2012 result 70.5 tonnes  
 2013 result 127 tonnes  
 2014 result 190 tonnes  
 2015 result 209 tonnes

Reuse is the priority activity of international, national and local waste preventative directive published by Defra and the EU. This is not regulated but the first country to introduce reuse targets is Spain in April 2016. Nationally, Freegle operates across 408 local groups with each area managing their own reuse agenda. In Brighton & Hove this means Freegle manages the reuse process autonomously. For this reason it is difficult to compare the performance of different areas.

Commentary

Freegle has significantly raised the profile of the value of reusing items; 10% of the city population are members; we work in cross-sector collaboration with the council, the universities, businesses, residents and charities to increase waste prevention in the city. This is unique compared to other Freegle groups in the UK.

Some of the key changes Freegle has made to become more efficient / effective are:

Continually developing Freegle's online platform using social media to engage people to reuse.  
 The social and environmental benefits of reuse are reflected in the negative impact of waste on the local environment.

The weight data should be looked at in the context of other measures for which Freegle has collected data, each of which are variable. For example, electronic items weigh less now than they did in previous years. Other data collected includes membership growth (not all members use the group and some individual memberships represent a household); quantity of messages on the online group item categories, type of item, mapping of activity in the city.

Summary of key activity in 2016-17:

Using a £35k donation from Microsoft that will be primarily used to build a brand new online interface to be launched late in 2016 to attract more and younger participants and to keep abreast of challenges from newly emerged alternatives (like Facebook,

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
community forums and new neighbourhood platforms). And while it's good that these enable reuse as well, they do not however measure their impact which Freegle is always keen to do to ensure increased waste prevention into the future. The remainder of funds have been allocated to increase our social media presence and deliver more face-to-face reuse events in the community (Tech Takeback days, Swishing clothes exchange, Give and Take events and Repair Cafes).				
Developing partnerships with other organisations (Friday Ad, Streetlife.co.uk, Gumtree) that facilitate free reuse so that we might harness their activity and be able to measure that. This will help to develop a better picture of reuse activity in the city.				

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## Local and Sustainable Food

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
<b>Number of large organisations achieving externally accredited certifications and awards, including the Catering Mark, Sustainable Restaurant Association Rating, MSC Certification, Healthy Choice Award Gold</b>	<b>No.</b>		<b>24.00</b>	<b>Trend</b>

### Result

Number of large organisations achieving externally accredited certifications and awards, including the Catering Mark, Sustainable Restaurant Association Rating, MSC Certification and Healthy Choice Award Gold:

24 Organisations have achieved 28 Awards.

### Target

A further 5 organisations will achieve accreditation

### Position

This KPI identifies the total number of organisations achieving certification for a sustainable approach to delivering their catering service.

This is a baseline year March 2015-16 against which future years will be assessed. Where an organisation has been awarded with more than one accreditation (e.g. MSC and Food for Life) it is counted as 1.

In all cases, certification refers to an accreditation process, which is certified by an organisation external to the catering organisation. The certification recognises that a public, community or commercial catering service has targeted and achieved specific standards or service levels in relation to sustainable, ethical, or healthy standards in their nutritional, sourcing, service delivery, and/or operation.

The certification recognised in this KPI include Soil Association Food for Life Catering Mark (5 organisations); Marine Stewardship Council Certification (3 organisations); Food Made Good (1 large organisation and 4 restaurants); and Healthy Choice Award Gold (15 settings).

Of the certification schemes being used for this KPI, 3 are national schemes, but the Healthy Choice Award Gold is locally developed by B&H Food partnership.

The KPI reflects the number of outlets. Each outlet will serve a different number of meals, and whilst the number of meals would have been a more revealing KPI indicating the impact of the accreditation, the number of meals served by any organisation often changes daily, seasonally or annually, therefore would have been too difficult to establish without complex ongoing auditing.

To give an example, the primary school meals service serves 12,000 meals daily; and the Brighton Centre holds 3 conferences per month which equates to 20,000 covers annually. Consequently, whilst the KPI, which in 2015-16 is 24, may sound relatively low, the impact is significant and will cover millions of meals served in the city.

When referring to sustainable food, the kinds of standards being referred to include some of the following though the accreditations are all different : reduction in sugar, salt and fat content; reduction in additives-particularly e numbers; no trans fats; freshly prepared; free range eggs; no GM products; meat only from UK accredited sources following welfare schemes; fish not on the Marine Conservation Society 'fish to avoid' list; use of seasonal fruit and vegetables; catering staff are supported with skills training in fresh food preparation; fair-trade where available; free drinking water must be prominently available; healthy options available; waste reduction.

### Commentary

Current performance is good, but there is ongoing activity aiming to continue the positive trajectory. Most of these accreditations have been achieved in the last 5 years, reflecting a surge in activity and a significant increase in recent promotion and support from the Food Partnership.

The School Meals service with contractor Eden has consistently been a beacon of good practice in the city, and is the only service to achieve Food for Life Silver Standard.

These schemes have been chosen to cover a range of settings, large and small. All figures are accurate at April 2016.

The Soil Association's Food For Life Catering Mark signals a commitment to ethical, sustainable and fresh food. The five large organisations that have achieved this standards are:

- BHCC Primary School Meals / Eden Foodservice – Silver award.
- Busy Bees Nursery Brighton – Silver award
- Busy Bees Nursery Hove – Silver award

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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- University of Brighton - Bronze
- Brighton Centre - Bronze

Organisations achieving the Marine Stewardship Council (MSC) certification serve and promote sustainably sourced fish. The 3 organisations achieving MSC certification are:

- University of Brighton
- BHCC Primary School Meals/Eden Foodservice
- Legal & General in Hove

The national Food Made Good programme is based around three pillars of Sourcing, Society and Environment. This award was previously called the Sustainable Restaurant Association. The 1 large organisation and 4 restaurants that have achieved this award are:

- University of Brighton - 3 stars
- Coggings & Co - 3 stars
- The Breakfast Club - 3 stars
- The Chilli Pickle - 1 star
- ASK Italian - 1 star

Healthy Choice Award Gold is a local scheme developed by the Food Partnership which covers both nutritional and sustainability standards and awarded to Early Years providers and Care Homes. HCA Gold has been awarded to 15 settings. Of these, there are 12 Early Years Settings and 3 Care Homes.

Early Years:

- Supersaurus Nursery
- Brightsaurus Nursery
- Tinysaurus Nursery
- Pepperpot Nursery
- Busy Bees Nursery - Hove
- Boomerang Kids
- Little Earthworms
- Little Angels
- Each Peach Childcare
- My First Word...Grows Up
- Little Tums Ltd
- Footsteps Day Nursery - Hove

Care Homes:

- 19 Leicester Villas
- Lyndhurst Care Home
- Swanborough House

The information has been gathered by the B&H Food Partnership Project Manager whose remit covers procurement. BHFP lead work on sustainable food procurement across all sectors in the city. The FP run a 'Good Food Procurement Group' promoting good practice; the last forum attracted the largest group to date with 18 organisations involved, collectively serve over 1.3 million meals a month.

Challenges that face adoption of accreditation and certification in large council catering contracts are that viability is precarious in some contracts (e.g. Community Meals and the Dome). However, where this is a barrier there may still be options for good practice, and this is where joint working and support can be helpful in making improvements. The FP's 'good food procurement group' provides an ideal forum for this where contract managers and /contractors can be persuaded to be involved.

<b>Number of projects involved in community food growing</b>	<b>No.</b>	<b>70.00</b>	<b>Trend</b>
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Target:

Increase every year by 10% compared to the baseline of 70.

Position:

This is a baseline year March 2015-16 against which future years will be assessed.

Commentary:

Performance is currently good. Number of organisations involved in community food growing is currently at a high level following Brighton & Hove Food Partnership's 'Harvest' project 2009-2013 which saw a threefold increase in the number of community food growing projects in the city.

The Sharing the Harvest programme follows on from B&H Food Partnership's very successful Harvest project 2009-13 which delivered significant expansion of food growing across the city. The Sharing the Harvest programme has a different focus and will work at a slightly different scope and scale. It aims to engage vulnerable people in community garden projects so they can experience the benefits of . Specific project aims are: The targeted recipients are: adults in B&H with experience of long-term

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
unemployment, mental health issues, homelessness, drug/alcohol addiction, abuse (or a combination); adults with a learning disability or on the autistic spectrum. It aims to improve mental well-being and social skills/confidence; improve health and social connections.				
To provide some background into the true impact of this KPI, it is helpful to look at the evaluation outcomes of the Harvest project 2009-13.				
<ul style="list-style-type: none"> <li>• 51 new community gardens</li> <li>• 7,102 m2 of new growing space</li> <li>• 4,000 volunteers per year involved in community gardening (15,000 hours per year)</li> <li>• 24 community composting sites setup, involving over 500 households</li> <li>• £12,000 in sales</li> <li>• 700 people attended 70 training courses and talks on growing and cooking</li> <li>• 70,000 unique visitors to the Harvest website</li> <li>• 3,000 followers on Twitter and</li> <li>• 2,500 email newsletter subscribers</li> <li>• Harvest staff attended 180 community events and spoke to more than 10,000 people</li> </ul>				

Progress so far:

There are a number of potential projects being explored at the moment. These include at; Ingram Crescent; Linkway Hollingdean; Stanmer Heights, Bates Estate; Stanmer Walled Garden.

There has been a lot of activity over the last year around orchard development and fruit tree planting by Brighton Permaculture Trust, in some cases collaborating with the Food Partnership at: Racehill, Whitehawk; Carden Primary School; Hertford Junior School and Hollingdean Park; Craven Vale Estate; Stanmer Park (National Collection of Sussex apples); Peacehaven Community Orchard Big Park Project.

Actions:

Delivery is currently to a good standard.

1. At least one new food growing project on council housing land e.g. Bevendean;
2. Plant two community orchards per year (over five trees) one new demo garden in central location;
3. Progress plans to reinstate food growing at Stanmer Walled Garden;
4. Support community food projects to be resilient and sustainable.

**Percentage of people who agree that they will have enough money, after housing costs, to meet basic living costs? (City tracker)**  
[Corporate]

%

60.00

61.00



Position:

The total amount of respondents that agreed with the statement is 61% which was a 4% increase from the previous (baseline) year, and a 1% improvement on the 60% target set. This demonstrates a positive trend towards more people in the city feeling that they 'will' have enough money after housing costs to meet basic living costs.

Those most likely to struggle with meeting basic living costs are concentrated in particular groups:

- Two out of five renting privately (42%) or living in social housing (41%) disagree that they will have the ability to meet basic living cost compared to only 12% of those who own their home or have a mortgage.
- A third of those aged 18 to 34 (35%) compared to only 17% of those aged over 34
- A third of those with a health problem or disability that affects their activity (33%) compared to only 21% without.

There is no comparative information for this KPI.

Commentary:

Ability to heat the home to an adequate standard of warmth to maintain health is a basic living cost. The risks of cold homes and the resulting impact on health are recognised by Brighton & Hove City Council and this has been reflected in:

- Excess Winter Deaths and Fuel Poverty Joint Strategic Needs Assessment (JSNA) Summary
- BHCC Housing Strategy 2015
- Draft Fuel Poverty and Affordable Warmth Strategy for Brighton & Hove

\* This will be taken to Health & Well Being board on 20th September 2016, and led by Housing Sustainability and Affordable Warmth Manager

BHCC Public Health and Housing departments have been working in partnership with local and national organisations for a number of years to address local fuel poverty. The following work streams have been developed to address financial inclusion and income maximisation in fuel poor households:

Brighton & Hove Warm Homes Healthy People Programme operates each winter to offer a range of support to vulnerable residents. Previous programmes have provided small emergency grants, financial inclusion checks and advice leaflets.

GP Referral Scheme to facilitate patient referral for housing issues from GPs to the Council Private Sector Housing Team. Challenge around obtaining referrals from GPs who may not be aware of patient living situation or have time to make the referrals.

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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Warmth For Wellbeing Pilot scheme offering advice and support to patients in high risk groups from March to Sept 2015. Vulnerable patients of two local GP practices and specialist community teams were offered support from a specialist advice worker to improve their finances and energy bills. Challenge around obtaining referrals from GPs and community clinicians who may not have time to make referrals.

Warmth For Wellbeing - significant programme of partnership work funded by the British Gas Energy Trust from Jan – Dec 2016. Includes single-point-of-contact referral service, 1:1 specialist financial advice and small emergency grants. Citizen's Advice Brighton & Hove are the lead organisation, with a Project Board including BHCC Public Health and Housing representatives.

Ongoing challenge to identify the necessary funding to continue beyond Dec 2016.

During March 2015, the National Institute for Health and Care Excellence (NICE) published guidelines entitled, 'Excess winter deaths and morbidity and the health risks associated with cold homes'. A Fuel Poverty and Affordable Warmth Strategy is currently being developed by Housing and Public Health to address the recommendations within this guidance in Brighton & Hove. The final draft of this strategy will go to the Health and Wellbeing Board during September 2016.

Brighton & Hove are a member of Your Energy Sussex (YES) a partnership of local authorities across the region working to address fuel poverty and carbon by reducing resident's energy bills through a range of programmes. YES operates an ECO funded boiler and insulation scheme for local residents to which Brighton & Hove residents are referred, where appropriate, alongside other local and national support programmes.


Development of a city wide partnership food poverty action plan (see <http://bhfood.org.uk/resources>) from November 2014 to November 2015. Case study on development at <http://bhfood.org.uk/case-studies>

The total amount of respondents that 'disagreed' and said that they wouldn't have enough money to meet basic living costs has remained the same as the previous year at 23%. Future activities and work in this area need to aim reduce this percentage.

#### Actions:

1. Support the development, delivery and evaluation of Warmth For Wellbeing as members of the Project Board (31/12/16, Health Promotion Practitioner and Housing Sustainability Contracts Manager)
2. Develop Fuel Poverty & Affordable Warmth Strategy for Brighton & Hove (Housing Sustainability Contracts Manager)
3. Commission Public Health Warm Homes Healthy People Programme 2016-17 (31/03/17, Health Promotion Practitioner)
4. Work through the YES partnership to develop schemes that support the reduction in residents fuel bills, specifically;
  - Pay as You Save home energy efficiency improvement, focused on the private rented sector
  - Develop a local Sussex energy tariff
5. BHFP to secure continuation funding to coordinate delivery of the city's food poverty action plan; and to maintain resources for advising and supporting people in food poverty e.g. at [bhfood.org.uk/food-poverty-advice](http://bhfood.org.uk/food-poverty-advice)
6. The Community and Third Sector Prospectus funds a community banking partnership known as Moneyworks which provides advice on money matters including debt and provides community education to improve financial capability and resilience


## Sustainable Water

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
<b>The number of properties that have a reduced risk of flooding as a result of an implemented scheme by BHCC</b>  Result Fifty properties are estimated to have a reduced risk of flooding of as a result of schemes implemented by BHCC in 2015/2016  Target No target is set for 2015/2016  Position  This is a new Key Performance indicator.  BHCC constructed two green infrastructure pilot projects in Portslade. The aim if these schemes was to reduce the risk of surface water flooding. 1. Lockshill Recreation Ground 2. Victoria Recreation Ground  The properties that are estimated to have a reduced risk of flooding have been calculated using Geographical Information System, Arc GIS; the updated Flood Map for Surface Water and the Environment Agency's National Receptor Database .  Commentary BHCC is designated as the Lead Local Flood Authority under the Flood and Water Management Act 2010. Under the Act, BHCC has a statutory duty to prepare a Local Flood Risk Management Strategy – “the Local Strategy”.  <ul style="list-style-type: none"> <li>• The BHCC Local Strategy aims to;</li> <li>• raise awareness of existing flood risk issues;</li> <li>• provide an overview of the proposed flood risk mitigation work;</li> <li>• and set out the long term strategy for flood risk management.</li> </ul> It establishes the priorities for managing local flood risk and identifies how BHCC works with other Risk Management Authorities , stakeholders, and local communities to manage and mitigate local flood risk, where possible. The BHCC Local Strategy has a series of objectives and actions, which were developed through a workshop with internal council stakeholders and consultation with the RMAs, to better understand the local issues and how they might addressed.  Actions Objective Work with Partners and Funders to implement sustainable measures to reduce flood risk (Objective 3 – Local Strategy)  Actions <ul style="list-style-type: none"> <li>• Identify priority flood risk areas for investigation.</li> <li>• Assess the potential for short term flooding of open space areas as mitigation, for example use of parkland as temporary flood storage areas</li> <li>• Implement the Action Plan from the BHCC Surface Water Management Plan</li> </ul> Timescale Ongoing	No.		50.00	Trend
<b>Volume of water consumption at council-owned buildings</b>  Result: 2012-13: 33,692 m3 2013-14: 29,141 m3 2014-15: 32,657  Target: 5% annual reduction in use across 10 key buildings.  Position: This is the annual water consumption figure for the last three years, based on data captured from the billing. There is a lag of	m³	31,024.00	N/A	

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
around three months whilst we are waiting for all billing to be generated. Therefore, annual data for 2015/2016 should be available by end of Q1 in 2016/17.				
The current target is a 5% annual reduction in usage, although previous year's figures have fluctuated heavily (13% reduction between 12/13&13/14 12% increase between 13/14 &14/15, with an overall reduction of 3% over the three years in question)				
<p>Commentary:</p> <p>Automatic meter reading (AMR) devices were installed at all ten sites in question in 2014, which will improve accuracy of billing and therefore accuracy of annual figures. There is potential to use AMR profile data to recognise any superfluous usage, and identify leaks as quickly as possible and minimise their impact.</p> <p>We might expect an increase in water consumption at some of the key civic buildings due to the closure of satellite buildings and centralisation of council service under the workstyles programme.</p> <p>Actions:</p> <p>1. Continued monitoring of AMR profiles to identify unnecessary usage and relay issues to premises contacts to ensure that impact to consumption is minimised.</p> <p>2. Set up profile alarms in SystemsLink Energy Management                      Software to ensure that any leaks on supply pipes are identified as soon as possible.</p>				



# Land Use and Wildlife

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
<b>The percentage of people satisfied or very satisfied with the city's parks and open spaces [Corporate]</b>	%	80.00	87.40	 GREEN

## Position

Satisfaction with parks and open spaces has increased by 15 percentage points compared to the 2014-15 figure. However, dissatisfaction at nine per cent is similar to the figure seen last year.

<b>Number of Hectares of land in Environmental Management programs</b>	<b>Ha</b>	<b>185.33</b>	<b>Trend</b>
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## Target

210.16Ha

## Position

BHCC has 185.33Ha of land in Higher Level Stewardship. This is a 10 year agreement of which 2015-16 is year 5. There has been a phased entry with the final tranche of land coming into the agreement this year which will bring the total up to the target. This includes all of the chalk grassland that it is practical to bring back into a grazing regime within the timescale of the agreement with the resources available

## Commentary

The last 18 months have seen a major renegotiation of the agreement as the original agreement was optimistic and subsequent budgets have made this unachievable.

While there has been strong public support shown in a variety of consultations there has also been a small minority who have carried out vandalism which has also set the project back

## Actions

Delivery is now on target to add all the remaining sites by the end of March 2017.

If Britain leave the EU the funding stream would not continue however there is expectation that the UK government would put some alternative in place as a complete loss of farm subsidies will most likely result in a spike in food prices and many farming businesses going bankrupt.

1. The project is dependent on lookers (volunteer shepherds). The number of volunteers needs to be increased to cover the sites being added. This will be done by rangers advertising on site and running training courses over the summer and into the autumn.
2. The way that the volunteers are used also needs to be broadened to involve them in activities such as moving the sheep. This has already begun but needs to be extended next winter when the main grazing is done

<b>Number of Volunteers Hours contributing to green space management</b>	<b>No.</b>	<b>11,056.00</b>	<b>Trend</b>
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## Result

11,056 hours

## Target

14,000 (1 hour of volunteer time for each hour of staff time)

## Position

The data is for the 12 months from April 2015 to Mar 2016

Not all of the rangers provided data for every month so this represents 65% of the expected data. Had the response been 100% it is likely that the target would have been achieved.

2016-17 target will be reduced due to loss of a post from the team

## Actions

1. Instigate new reporting targeted reporting system to encourage more complete reportin. Garry Meyer leading on this, completion by end of May
2. Get all rangers to fully report their volunteer involvement. Once new system is in place all rangers will be expected to maintain up to date records

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
<b>Percentage of public rights of way that are open and in good condition</b>	<b>%</b>		<b>89.50</b>	<b>Trend</b>

Target  
90%

#### Position

This figure is for the period April 2015 to March 2016.

The figure generated is a proxy measure in lieu of carrying out a full or partial network survey. The measure used is % of the total number of Public Rights of Way that have been subject to a complaint e.g. lack of adequate sign posting, over grown vegetation or surfacing issues.

Once a survey of the network has been carried out, a more direct measure of accessibility of the public rights of way network will be achievable.

Our nearest comparator is the South Downs National Park Authority (SDNPA), who similarly use the above BVPI. The SDNPA facilitates a rights of way Accord between Brighton & Hove City Council, East Sussex County Council, West Sussex County Council and Hampshire County Council. The Authority has commissioned volunteers to survey rights of way across the South Downs National Park in all these local authority areas. The results were 94.4% of public rights of way open and in good condition in 2014. This went down to 70.1% in 2015. This reduction is thought to be due to data inputting errors in the first year of survey, rather than an actual deterioration in performance.

#### Commentary

The results for Brighton & Hove look quite favourable for this year. However, this is with the caveat that we are using a proxy measure. When the survey on the ground is carried out in the coming year, this position may change.

For the last 3 or 4 years the Rights of Way Function for the Council has been managed by the Ranger team. This has mostly been a re-active service due to pressures of managing other priorities within green spaces in and around the City.

In April 2016 a new Rights of Way Officer was appointed. With this additional functionality more resource will be aimed at improving access within the Authority. A full network survey is planned as well as reviewing the Rights of Way Improvement Plan (ROWIP).

Additionally, it is planned to engage with volunteers to help survey the network and to get involved with maintaining paths. Introducing an 'Adopt a Path' scheme will help to flag up issues, increase responsiveness of the Council and ability to report on the key performance indicator.

#### Actions

1. A survey of the Public Rights of Way Network (Rights of Way Officer, June – October 2016)
2. Rights of Way Volunteer scheme introduced (Rights of Way Officer, July 2016)
3. Review of the Rights of Way Improvement Plan (Rights of Way Officer, October 2016 – Mar 2017)

<b>Area of land designated for nature conservation (Hectares)</b>	<b>Ha</b>	<b>598.00</b>	<b>Trend</b>
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#### Result

598Ha of land designated as SNCI's (Sites of Nature Conservation Importance)

#### Target

All land that meets the guidance for designation as Local Wildlife Sites (LWS) as stated in Planning Policy Statement 9: Biodiversity and Geological Conservation, published in 2005, and of Local Sites: Guidance on their Identification, Selection and Management, published in 2006 by DEFRA.

#### Position

The SNCI data is out of date. Sites should have been reassessed and re-designated as LWS. While an initial effort was made to re-designate SNCI's this stalled with the loss of the ecologist post. However from the work that was completed the area that qualifies as LWS is a lot higher than qualified as SNCI's. This work has been taken on by the Sussex Biodiversity records centre who plan to complete the initial phase by the end of June.


#### Commentary

The loss of resource of the Ecologist post caused this work to stall. An agreement has now been reached with the Sussex Biodiversity Record Centre for them to pick up the work and complete it.

#### Actions

1. Sussex Biodiversity Record Centre to complete re-designation by the end of the year

## Culture and Community

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
<b>Residents that have given unpaid help to any group(s), club(s) or organisation(s) over the last 12 months (formal volunteering) (City Tracker)</b>	%	<b>41.00</b>	<b>39.00</b>	 AMBER

### Position

Four in ten (39%) residents have undertaken formal volunteering in the past year. This is the highest figure since the sequence of surveys began in 2012, up from 35% in 2014, 34% in 2013 and 38% in 2012.

<b>RP&amp;M 27 Residents that have attended any creative, artistic, theatrical or musical events in the past 12 months (City Tracker) [Corporate]</b>	%	<b>61.00</b>	<b>61.00</b>	 GREEN
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### Position

The proportion of local residents attending at least one cultural performance event in the previous year has held steady at 61% for the second consecutive residents survey. In 2013, 54% said they had attended this kind of event while the figure stood at 52% in 2012.


### Commentary:

This indicator is not within our control. It is part of the City Tracker survey and asks residents if they have attended any creative, artistic, theatrical event in the past 12 months. There is nothing to specify where they may have attended such events and, while there is a good chance that they would have done so in Brighton & Hove with the extensive local cultural offer, it could have been anywhere. We aimed to maintain last year's level of 61% which was a significant increase from the results in 2012 and 2013.

### Actions:

1) BHCC makes a fixed annual grant of £1,599,210 to Brighton Dome & Brighton Festival to support cultural events within the city and the annual arts festival. During 16/17 this will continue as will BHCC current support for the capital redevelopment of the Corn Exchange and Studio theatre to provide improved performance space within the city. (Ongoing, Head of Enterprise and Business)

# Equity and Local Economy

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
<b>Number of businesses signed up to the Living Wage [Corporate]</b>	<b>No.</b>	<b>250.00</b>	<b>263.00</b>	 GREEN

## Position

The KPI represents the actual number of Brighton & Hove businesses that have signed up to the city's Living Wage Campaign, committing themselves to pay all staff members the living wage.

The result of 263 business signed up was accurate at the end of March 2016 and is not lagged, being updated in real time on the Living Wage Brighton website. 2,697 employee wages have been increased as a result of the campaign.

Digital, third sector and retail are the three most represented sectors in the campaign at present.

## Commentary

On a national level, 2,500 businesses are accredited living wage employers; this indicates that the city's relative performance in signing up 263 businesses has been very good. However, comparison with national performance is difficult, as the Living Wage Foundation currently charges businesses to become accredited. There is no charge for businesses to join the Brighton & Hove Living Wage Campaign.


Signing up businesses from the care, retail and hospitality sectors is more challenging, as salaries for these sectors will often fall below the living wage. It is therefore positive to note that 25 of the 263 businesses signed up to the campaign are retailers. These sectors will be targeted in future.

The number of businesses signed up represents approximately 2% of the total business population in Brighton & Hove (12,650), showing that there is still a great deal of work to do. It is plausible that there are many local businesses that do pay all staff the living wage but are not signed up to the Living Wage Campaign; publicity and awareness remains an important element of this work.

## Actions

The council's Economic Development Team is contracting with the Brighton & Hove Chamber of Commerce to carry out the following actions in relation to the Living Wage Campaign throughout 2016/17: -

1. Undertake research gathering the opinion of businesses in the city regarding the Living Wage Campaign (31/07/16, Economic Development Programme Manager)
2. Identify the barriers to joining Living Wage Campaign and offer targeted support to help businesses sign-up (31/03/16, Economic Development Programme Manager)
3. Carry out a wide range of targeted marketing and publicity campaigns, in the correct channels for each particular sector to ensure maximum awareness of the Living Wage Campaign, and to clarify the difference between the local and national living wage (31/03/16, Economic Development Programme Manager)
4. Have a minimum of 60 new businesses signed up to the Living Wage Campaign by the end of March 2017, taking the total to 323. Sign-ups should include representatives from each of the key sectors: leisure, hospitality, retail, care sector and the Creative, Digital and IT (CDIT) sector. (31/03/16, Economic Development Programme Manager)

<b>Percentage of people earning below the Living Wage</b>	<b>%</b>	<b>0.00</b>	<b>15.50</b>	 RED
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Target is unspecified.

## Position

The KPI estimates the % of people with jobs based in Brighton & Hove who are paid an hourly rate that is lower than the minimum wage.


The data is taken from the ONS Annual Survey of Hours & Earnings (ASHE), for which the latest data is for 2015. The ASHE results are broken down into percentiles, making it possible to estimate the proportion of workers who earn under the Living Wage. Caution should be taken with such data, as due to the nature of the survey there are fairly large margins for error.

From November 2014 until October 2015 the Living Wage was £7.85 per hour, so this is the rate in conjunction with the 2015 release of the ASHE.


For 2015, the estimated proportion of Brighton & Hove workers earning less than the hourly Living Wage rate was 15.5%. That is approximately 20,000 workers.

Compared with Brighton & Hove's CIPFA statistical nearest neighbours, Brighton & Hove had the 3rd lowest proportion of workers earning below the hourly Living Wage rate out of 16. This is an improvement from 4th out of 16 in 2014. Reading had the lowest proportion at 13.5%, while Blackpool had the highest proportion at 34%.

As the Living Wage has increased from £7.45 in 2013 to £7.65 in 2014 then £7.85 in 2015, hourly wage increases have failed to keep pace. For Brighton & Hove's CIPFA nearest neighbours state group, the average proportion of workers earning below the

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
Living Wage has increased each year: -				
CIPFA Nearest Neighbour Averages				
2013: 20.1%				
2014: 20.85%				
2015: 21.3%				
Brighton & Hove has performed relatively well in maintaining the proportion of 15.5%. This will become increasingly challenging in 2016 now that the Living Wage has been increased by 40 pence, double the increase of previous years.				
Brighton & Hove Trend Data				
2013: Living Wage - £7.45. Estimated 14.5% of Brighton & Hove workers earned below the hourly Living Wage rate.				
2014: Living Wage - £7.65. Estimated 15.5% of Brighton & Hove workers earned below the hourly Living Wage rate.				
2015: Living Wage - £7.85. Estimated 15.5% of Brighton & Hove workers earned below the hourly Living Wage rate.				
<b>Percentage of the working age population claiming key out of work benefits [Corporate]</b>	<b>%</b>	<b>9.10</b>	<b>8.90</b>	 GREEN
Position				
This KPI shows the percentage of working-age residents of Brighton & Hove that are claiming out of work benefits. Out of work benefits claimants consist of the following groups: job seekers, ESA and incapacity benefits, lone parents and others on income related benefits The result is for August 2015, which is the latest available data (released Feb 2016) and is sourced from the Department for Work & Pensions.				
The result of 8.9% beats the two targets set to qualify as a green indicator for 2015/2016: 1) Being less than 9.1% and 2) Improving at least one place in relation to our 15 CIPFA nearest neighbours – we improved from 10th to 9th place out of 16.				
The overall trend for out of work benefit claimants has been on a downward trajectory, mirroring the national trend. However the latest result is the smallest reduction recorded in the past five years which may indicate that the trend is bottoming out, both nationally and in Brighton & Hove: -				
Brighton & Hove working age population claiming out of work benefits				
August 2010: 12.3%				
August 2011: 11.7%				
August 2012: 11.1%				
August 2013: 10.2%				
August 2014: 9.3%				
August 2015: 8.9%				

# Health and Happiness

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
<b>Percentage of physically active adults [Corporate]</b>	<b>%</b>	<b>65.90</b>	<b>56.20</b>	 AMBER

## Position:

This indicator measures the number aged 16 and over doing at least 150 'equivalent' minutes of at least moderate intensity physical activity per week in bouts of 10 minutes or more in the previous 28 days. The source of data is the Active People Survey, Sport England. The number of respondents has been weighted in order to improve representativeness of the sample.

The latest data is for the calendar year 2014 and shows that 56.2% of adults are classed as physically active. This has shown a decrease in the percentage of active adults compared to the previous reported period (63.8%); however this is not a statistically significant change from last year. The number physically inactive adults in 2014 (23.1%) increased slightly compared to 2013 (21.6%), but this was again not a statistically significant change.

When compared to national and regional averages for physically active adults in 2014, Brighton & Hove, was slightly below national (57%) and regional (South East – 59%) averages.

## Commentary:

Currently the data does not show any significant changes and as a result we are on target to maintain the current levels of physically active adults in the city.

The Sport & Physical Activity team are continuing to deliver a range of targeted programmes to support the least active residents in the city (identified in the City Sport & Physical Activity Strategy 2013-2018) and collaborating with key stakeholders to promote and develop opportunities to lead active lifestyles in the city.

## Participation Programmes:

- Total of 13977 attendances on Active for Life Project & Healthwalk programmes activities. These programmes deliver 50 weekly activities targeting inactive residents of all ages and abilities and holiday activity programmes.
- Summer holiday programmes: Active living advice given to 250 families at Play Day events in targeted communities, and directly supported 40 inactive young people (referred from their schools) 3 activity courses. The project also supported holiday activities in partnership with the Hangleton & Knoll Project, Brighton & Hove Youth Collective, and Whitehawk and Hollingdean Children Centres
- 11,016 people took part in the City's Ping programme across the summer, delivered in partnership with Brighton Table Tennis Club and the English Table Tennis Association
- Between 1st April 2015 and 1st February 2016 there were a total of 26395 free swims undertaken by children and young people via the Free Swimming Scheme, a 5% increase compared to the previous year.
- A Functional Fitness MOT trial programme and Active Forever Moves pilot has been completed successfully. This initiative aims to raise awareness of CMO physical activity guidelines and allow for a brief intervention on physical activity behaviour change and goal setting amongst adults aged 60+.
- School Games Activities organised by the team have provided opportunities for 3762 young people. 582 young volunteers have supported these activities as Sports Leaders
- TAKEPART Festival 2015: Saw 174 events and activities took place across the city, (62%) of these activities were free at the point of access and were delivered by 93 different organisations provided activities estimated at equivalent value of £48,025 of in-kind support. The Festival also saw a successful new Active After Work programme provides accessible after work events and activities for local employees, alongside targeted events for priority groups.
- Significant planning has also been undertaken for TAKEPART 2016 (18th June - 3rd July 2016), this has seen a new commercial partnership established to support the event, including a partnership with Brighton & Hove Buses

## Training & Capacity Building:

- The service has started delivering "Physical Activity Awareness Training" to improve stakeholders awareness of the CMO physical activity guidelines, and provide advice and signposting to local support opportunities to increase regular physical activity. An initial workshop has been delivered through the Neighbourhood Care Scheme, YCMA Hostels, and Taxi Drivers Forum with further training planned
- Change for Life Club training has been provided to staff in 17 schools, with 11 schools due to initiate new Change for Life club targeting inactive pupils.
- Celebration event held for 38 schools who have achieved School Games Club Mark accreditation and training delivered to upskill teachers and young people.
- The service has worked in partnership with Sky TV to implement a pilot programme called Sky Kit Rewards to provide free kit and sports equipment to local schools and sports clubs in return for recycling Sky TV and broadband boxes
- The service has supported a series of events and activities, (in partnership with the RFU, local Rugby clubs and schools) to deliver a local legacy plan linked to the Rugby World Cup 2015.

## Publicity & Campaigns:

- Biannual distribution of Getting Active Guide, containing listings of low cost activities supported by the service across the city, targeting healthcare and community settings in areas of higher health and social inequality.
- A new Activity finder (using the Council's Events diary software) is now currently live on the Council Website, supporting local sport and activity providers to promote their events and activities.
- Provided supporting activities for variety of Public Health campaigns, including Sugar Smart, Sun Safety, and Falls Prevention.
- The service has supported 38 neighbourhood and major events to build networks and promote active living.

## Evidence and Insight:

- Updated Physical Activity and Travel in the JSNA (Sections 7.2.3 and 7.3.3)



INDICATOR	UNIT	TARGET	ACTUAL	STATUS
<ul style="list-style-type: none"> <li>A Sport &amp; PE Survey has been undertaken with 28 schools (58% response rate) which will inform future support offered to local schools around Sport and PE Provision.</li> <li>A public consultation seeking the views of local residents, tennis clubs and coaches has been conducted in partnership with the LTA and Community Works, which will be used to inform the future management of these sites and playing opportunities. Update on actions from previous period:</li> <li>"Leading an Active Lifestyle" training has been delivered by service to Neighbourhood Care Scheme. Dates have been agreed for future training which will be advertised through the Health Promotion Training Programme</li> <li>Work has taken place to integrate the Healthwalks "Walk Well Initiative" (supporting cancer patients) into the Macmillan and Brighton &amp; Hove Albion Cancer &amp; Physical Activity Programme, and is currently awaiting legal agreement on data sharing.</li> <li>Registration process and pre-planning for TAKEPART 2016 currently ongoing with 104 organisations registered. The Festival will take place 18th June – 3rd July.</li> <li>The service functions and structure of the PH Health Improvement Team (Health Trainers, Sports and Physical Activity Team and Community nurses) are currently undergoing service redesign through the modernisation board.</li> </ul>				

#### Actions:

- Delivery TAKEPART 2016 (18th June - 3rd July) - Sports Development Manager – July 2016
- Develop the Active forever Moves and Functional Fitness MOT programmes following successful delivery – Active for Life Manager September 2016
- Delivery of Go Skate Programme for young adults with mental health problems – Skate Park Development Officer August 2016
- Deliver Physical Activity for Health Living awareness training to key stakeholders. – Active for Life Manager - May 2016
- The service functions and structure of the PH Health Improvement Team (Health Trainers, Sports and Physical Activity Team and Community nurses) are currently undergoing service redesign through the modernisation board. [April 2016 – Public Health Consultant - Health improvement]

#### Healthy weight in primary school age children in Reception - percentage of children measured this year who are a healthy weight

%

79.00

81.84



#### Position

The result for academic year 2014/15 is 81.84% of Reception year children classified as being of a healthy weight as part of the National Child Measurement Programme, exceeding the target. This result is for the academic year 2014/15 and was published in December 2015. The results for this indicator are published retrospectively due to the availability of the results – results for academic year 2014/15 were published in December 2015.

The local target for 2014/15 was set based on a 1% increase in healthy weight prevalence from the baseline year (2007/08), with the 2013/14 results exceeding the previous target by 3.1%. The target had been maintained at 78% as whilst there is currently no specific national target for this, the previous national target was to halt the year on year rise in childhood obesity at age 11. Children in all primary schools (except special schools) are measured as part of the programme and 2,654 out of 2,746 pupils eligible (96.6%) were measured in 2014/15.

Brighton & Hove performed better than England with 81.8% of children having a healthy weight - the England figure was 77.2%, for the South East this was 78.9%.

#### Commentary

Obesity prevalence rates continue to be better than nationally. As in the previous year, this reflects the provision of good nutrition and healthy lifestyle advice and guidance within the health visiting teams/children's centres and other early years settings. The School Nursing Team contacted parents who opted out their children which results in some children being opted back in. The schools nursing team also contacts parents of children who are very overweight to sign post them to the Healthy Weight Referral services. For families who prefer to meet with the school nurses the service offers an initial appointment with parent/carer to discuss the support available (Family Shape Up, weight management clinic, school nurse support). They can refer as appropriate or offer brief interventions e.g. motivational interview, SMART goals and reward systems, give food diary etc. Three x 30 minute follow up appointments are offered which can be with the child on their own. There is a follow up telephone contact 3 months after the appointments. A growth check is also offered six months later.

Healthy nutrition promoting activities and/or SugarSmart schools initiatives are being implemented in primary schools under the remit of the Public Health Schools Programme.

#### Actions

1. Monitor the application of the local healthy weight guidance by health visitors to advise and support families. There are nutrition workshops for parents delivered by the Food Partnership in Children Centres i.e. Fussy Eating workshops. (Public health Programme Manager Monitor application of guidance at health visiting team meetings, on-going).
2. Regular evaluation of the community weight management services which shows there is improved joined up delivery of services between the Food Partnership and Albion in the Community and improved service offer for younger children across the city. For example the Zip Zap project led by Albion in the Community and the Food Partnership in schools for Key Stage 1 pupils and their parents. Parental engagement varies from school to school however is overall good. (Public Health Improvement Specialist, on-going).

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
3. There is on-going work under the remit of the Healthy Weight Programme Board to increase the number of children referred by health professionals onto the healthy weight referral service. (Health Improvement Specialist, on-going).				
4. Evaluate the school nursing team brief interventions through regular performance management of the service. (Public Health Programme Manager, on-going).				

<b>Percentage of households that experience fuel poverty [Corporate]</b>	<b>%</b>	<b>11.40</b>	<b>11.90</b>	 AMBER
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**Position:**

This figure is the 2013 result published in June 2015. The 2014 result is due in June 2016. Result is based on latest DECC figures available, 2013 due to time lag. The figures use the Low Income High Costs (LIHC) definition. The latest result is higher than the 2013 South East Region average of 8.1% and higher than the national average of 10.4% across all English households. It shows a slight increase from 2012 measure of fuel poverty which was 10.7% for Brighton & Hove.

**Commentary:**

Figures for 2013 were released by Department of Energy and Climate Change (DECC) on the 28th May 2015.

Households are considered to be fuel poor where:

- They have required fuel costs that are above average (the national median level).
- Were they to spend that amount, they would be left with a residual income below the official fuel poverty line.

**Actions:**

Improving Housing Quality - Decent Warm & Healthy Homes is a Housing Strategy 2015 priority against which we will develop actions including; continuing to invest in the energy efficiency of Council homes, review of District heating options, taking forward Affiliate Membership of Your Energy Sussex partnership (for private sector housing) and building upon our joint work with Public Health. We continue to work with Your Energy Sussex on an ECO funded boiler replacement and heating scheme for vulnerable householders, however the funding does not cover the full cost of installations in most cases. We continue to explore other funding streams to top up the difference.

The annual Warm Homes Healthy People programme continues to offer support and advice to vulnerable householders, including emergency grants, through the Autumn and Winter of each year.

Funding application in progress for:

- EU Interreg 2 seas fund to offer energy advice, home assessments and small energy saving measures to council tenants building on the significant energy efficiency improvements to our own housing stock, funded through the agreed HRA capital programme

We have signed a Memorandum of Understanding with Public Health and are working toward a joint Fuel Poverty and Affordable Warmth Strategy for Brighton & Hove, to be agreed via SHP, Housing & New Homes Committee and Health & Wellbeing Board and completed by March 2016. We have supported a successful bid to the British Gas Energy Trust (led by Brighton & Hove Citizens Advice Bureau) to support the delivery of actions aligned to the strategy.

<b>Self-reported well-being - people with a low happiness score</b>	<b>%</b>	<b>10.30</b>	<b>9.40</b>	 AMBER
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**Position:**

In 2014/15, 9.4% of those surveyed in Brighton & Hove had a low score for feeling happy the previous day which was better than the target set of 12.1%. This was higher than the England figure of 9.0% (but not significantly so).

In 2014/15, the figure for the South East was 8.0% and the CIPFA statistical neighbours average was 9.2%.

**Commentary:**

A lower rate is a better outcome for residents, as this is a negative measure - those who report low levels of happiness.

As the percentage of people with low happiness score is low (9.4%) and not significantly different to England (9.0%) we would not expect to see a significant reduction (improvement) in this indicator in one year so the target is to maintain the current level.

**Actions:**

Happiness: Brighton & Hove Mental Health and Wellbeing Strategy was approved by the Health & Wellbeing Board in July 2014. The strategy covers all ages, but the indicators above relate to adult residents. For adults, the action plan for its second year includes:

1. Support the second year of the Mental Wellbeing Innovation Fund: 15 projects have been funded for the calendar year 2016, with an overall theme of reducing isolation.
  - Singing sessions at Millwood Community Centre, Tarnar, for people at risk of poor mental health
  - Shared meals project for people at risk of poor mental health
  - Intergenerational project in Whitehawk working on local and family history
  - Programme of creative activities for isolated older people
  - Community café for isolated older men in Portslade
  - Working with horses for gypsy & traveller young men with mental health problems



INDICATOR	UNIT	TARGET	ACTUAL	STATUS
<ul style="list-style-type: none"> <li>• Go Skate project for young people</li> <li>• Weekly activities for people who are close to living on the streets</li> <li>• Shuffleboard sessions in senior housing at Leach Court</li> <li>• Circus and performance training workshops for people with disabilities and mental health problems.</li> <li>• Radio workshops for refugees, asylum seekers and vulnerable migrants</li> <li>• Bushcraft / conservation course at Brighton &amp; Hove Recovery College, for people recovering from serious mental illness</li> <li>• Photography project with young carers</li> <li>• Peer support and interventions for boys aged 13 -18 years with mental health issues, at Hangleton &amp; Knoll Project</li> <li>• Befriending for older housebound people</li> </ul> <p>2. Eight new contracts were awarded in 2015 to support mental wellbeing:</p> <ul style="list-style-type: none"> <li>• Training for frontline staff in preventing suicide and self-harm, mental health awareness and mental health first aid</li> <li>• Support for calendar events linked to suicide prevention</li> <li>• Support for calendar events linked to mental health promotion</li> <li>• A men's shed in Kemptown</li> <li>• An arts programme for people with mental health problems</li> <li>• Mental health promotion workshops and advice in the more deprived areas of the city</li> <li>• Peer support groups for trans adults</li> <li>• Peer support groups for children and young people who are gender questioning</li> </ul> <p>Ensure that these are functioning well and delivering improvements. Lead: Public health specialist Date for completion: 31 March 2017</p>				

**Nitrogen Dioxide levels in Brighton and Hove  
(µg/m<sup>3</sup> - micrograms per cubic meter): Lewes  
Road (quarterly) [Corporate]**

No.

40.00

39.00



**Position:**

The average level Nitrogen Dioxide (NO<sub>2</sub>) measured at Lewes Road during the calendar year 2015 is 39µg/m<sup>3</sup> (micrograms per cubic metre). The target of 40µg/m<sup>3</sup> is the EU and UK standard. Between 2009 and 2014 monitoring results suggested that Nitrogen Dioxide levels exceeded the EU and UK standard (annual average). The council therefore has a statutory duty to declare an Air Quality Management Area for Nitrogen Dioxide. This declaration must be followed by an Air Quality Action Plan that sets out how that council will work towards compliance with Nitrogen Dioxide at the facade of permanent residential dwellings.

This level of 39µg/m<sup>3</sup> demonstrates an improvement compared to previous periods. In comparison higher concentrations of nitrogen dioxide were recorded during 2014. Concentrations increased before they got better. For the first time the monitoring suggests that a twelve month periods is compliant with the target.

**Commentary:**

Proactive measures are being taken to improve emissions of buses, taxis and lorries. Modal shift has reduced the number of journeys by private car. Numbers of cars, vans and lorries have also reduced on Lewes Road (by 15%). After works on the Vogue gyratory were completed this may have helped with 12-month average nitrogen dioxide levels despite an increase in journey times during peak periods.

36µg/m<sup>3</sup> is 90% of EU and UK annual mean legal limits (effective since 2010) for outdoor air where people are present. To be able to revoke an Air Quality Management Area nitrogen dioxide levels must be less than 40µg/m<sup>3</sup> for over a year. BHCC has two AQMA declared for none compliance with EU and UK standards for nitrogen dioxide. The Air Quality Action Plan sets out to improve nitrogen dioxide and achieve the legally binding limit.


Due to an approximate 6 week lag in receiving monitoring results and reporting of the data it is proposed to shift the quarterly reporting backwards and report the October - December results next quarter and continue with this pattern next year.

As a result of a successful bid with the Department for Transport, in 2014/15, fifty buses have been retrofitted and a scheme to improve minibus taxi emissions is ongoing, but this project has to accommodate the school term time and vehicle availability. To extend this work a further Department for Transport was awarded to Brighton and Hove City Council in 2015/16 for 500k. This work will include retrofit of a further 35 buses scheduled for 2016/17 targeting lower emissions of oxides of nitrogen. Procurement of 48 brand new buses 2016/17. This is being done in partnership with the bus providers

The air quality action plan was approved at Environment, Transport & Sustainability Committee in October 2015 and this includes a comprehensive set of measures to reduce nitrogen dioxide levels. Acting Head of Regulatory Services

**Actions:**

1. Submit the statutory air quality Annual Quality Status Report to the Department for Farming and Rural Affairs (Defra). This will detail the progress with measures cited in the 2015 Air Quality Action Plan. (Acting Head of Regulatory Services, Sep 16)

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
<b>Nitrogen Dioxide levels in Brighton and Hove (µg/m<sup>3</sup> - micrograms per cubic meter): North Street (quarterly) [Corporate]</b>	<b>No.</b>	<b>40.00</b>	<b>52.50</b>	 RED

**Position:**

The average level Nitrogen Dioxide (NO<sub>2</sub>) measured at North Street during the calendar year 2015 is 52.5µg/m<sup>3</sup>. The target of 40µg/m<sup>3</sup> is the EU and UK standard. Between 2009 and 2014 monitoring results suggested that Nitrogen Dioxide levels exceeded the EU and UK standard (annual average). The council therefore has a statutory duty to declare an Air Quality Management Area for Nitrogen Dioxide. This declaration must be followed by an Air Quality Action Plan that sets out how that council will work towards compliance with Nitrogen Dioxide at the facade of permanent residential dwellings.

Monitoring results on North Street represent an improvement compared to previous periods. Higher concentrations of nitrogen dioxide were recorded between 2012 and 2014.

**Commentary:**

Proactive measures are being taken to improve emissions of buses, taxis and lorries. Modal shift has reduced the number of journeys by private car.

36µg/m<sup>3</sup> is 90% of EU and UK annual mean legal limits (effective since 2010) for outdoor air where people are present. To be able to revoke an Air Quality Management Area nitrogen dioxide levels must be less than 40µg/m<sup>3</sup> for over a year. BHCC has two AQMA declared for none compliance with EU and UK standards for nitrogen dioxide. The Air Quality Action Plan sets out to improve nitrogen dioxide and achieve the legally binding limit.


Due to an approximate 6 week lag in receiving monitoring results and reporting of the data it is proposed to shift the quarterly reporting backwards and report the October - December results next quarter and continue with this pattern next year.

As a result of a successful bid with the Department for Transport in 2014/15 fifty buses have been retrofitted with catalytic converters to reduce emission, and a scheme to improve minibus taxi emissions is ongoing, but this project has to accommodate school term time and vehicle availability. To extend this work a further Department for Transport bid was awarded to Brighton and Hove City Council in 2015/16 for 500k. This work will include retrofit of a further 35 buses scheduled for 2016/17 targeting lower emissions of oxides of nitrogen. Procurement of 48 brand new buses 2016/17. This is being done in partnership with the bus providers.

The air quality action plan was approved at Environment, Transport & Sustainability Committee in October 2015 and this includes a comprehensive set of measures to reduce nitrogen dioxide levels.

**Actions**

1. Submit the statutory air quality Annual Quality Status Report to the Department for Farming and Rural Affairs (Defra). This will detail the progress with measures cited in the 2015 Air Quality Action Plan. (Acting Head of Regulatory Services, Sep 16)

<b>Nitrogen Dioxide levels in Brighton and Hove (µg/m<sup>3</sup> - micrograms per cubic meter): Rottingdean (annual) [Corporate]</b>	<b>No.</b>	<b>40.00</b>	<b>37.70</b>	 GREEN
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**Position:**

The average level Nitrogen Dioxide (NO<sub>2</sub>) measured at Rottingdean High Street during the calendar year 2015 is 37.7µg/m<sup>3</sup> (micrograms per cubic meter). This is measured using constant diffusion tubes at two points and using the point that records the highest levels. Monitoring started on Rottingdean High Street in January 2009 (Site East 22) and January 2010 (Site East 23). Between 2009 and 2014 monitoring results suggested that Nitrogen Dioxide levels exceeded the EU and UK standard (annual average). The council therefore has a statutory duty to declare an Air Quality Management Area for Nitrogen Dioxide. This declaration must be followed by an Air Quality Action Plan that sets out how that council will work towards compliance with Nitrogen Dioxide at the facade of permanent residential dwellings.

The target of 40µg/m<sup>3</sup> is the EU and UK standard.

During 2015 all monitors in the vicinity including E23 suggest that for the first time NO<sub>2</sub> levels could be compliant with the standard. That said the results are not based on a full calendar year as one period in the annual sequence is missing. The improving trend in Nitrogen Dioxide levels in Rottingdean needs to be confirmed with 2016/17 monitoring evidence before the AQMA can be revoked.

**Commentary:**

The monitoring carried out during 2014 and 2015 suggests an improvement in Nitrogen Dioxide in Rottingdean compared with 2010 and 2013. During this period background levels in Nitrogen Dioxide have improved across the region. Fewer cold periods may have helped exhaust systems better mitigate pollution reducing emissions of oxides of nitrogen from road vehicles. Three buses an hour pass along the High Street. In 2014 these vehicles were retrofitted from euro-three emission standard to better than euro five.

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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Rottingdean Parish Council (RPC) has been keen to trial or implement intervention measures to improve traffic flow through the Air Quality Management Area. In 2015 the road safety officer made a number of suggestions that were shared with RPC, Transport and the Air Quality Officer. The suggestion included a keep clear zone at the traffic bottleneck, a one way street to be considered on a trial bases. It is understood that resources will not be allocated because there is no agreement between ward and parish councilors. Developers have offered developer contributions for air quality. The council has no agreed schemes that can use developer contributions or other funds to work towards compliance with the EU limit for nitrogen dioxide in Rottingdean. Without firmer action plan measures to permanently achieve compliance with EU limits developments could be refused planning permission on grounds of air quality.

**Actions:**

1. Submit the statutory air quality Annual Quality Status Report to the Department for Farming and Rural Affairs (Defra). This will detail the progress with measures cited in the 2015 Air Quality Action Plan. (Acting Head of Regulatory Services, Sep 16)
-



<b>Subject:</b>	<b>Stanmer Estate, Parks for People Approval of Grant Application</b>		
<b>Date of Meeting:</b>	<b>28/06/2016 - Environment, Transport &amp; Sustainability Committee</b>		
	<b>14/07/2016 – Policy, Resources &amp; Growth Committee</b>		
<b>Report of:</b>	<b>Acting Executive Director of Economy, Environment &amp; Culture</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Rob Dumbrill</b>	<b>Tel: 29-3007</b>
	<b>Email:</b>	<b>rob.dumbrill@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>Hollingdean and Stanmer</b>		

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

- 1.1. Stanmer Estate and Country Park is an important 18th century landscape with many historical features and buildings. The Park is used for recreation, sport and leisure space as well as land for food growing. In addition, the Park is home to residents in Stanmer Village and is an operational base for a number of businesses and organisations including Cityparks. Stanmer Park lies within the South Downs National Park (SDNP), has significant conservation value and is home to four Scheduled Ancient Monuments and ten Archaeologically Sensitive Areas and 29 listed structures. See Appendix 3 “Heritage designations”.
- 1.2. The land was purchased by the Brighton Corporation (now BHCC) in 1947 principally to protect the aquifer water supply.
- 1.3. Stanmer Park is on the Historic England “At Risk” Register and in need of significant investment together with more coherent management arrangements. The council was successful in securing a development or Stage 1 grant of £291,400 from Heritage Lottery Fund (HLF) Big Lottery in December 2015. Since then the council has been working with Plumpton College and the SDNPA (as well as other stakeholders including Historic England) on the future of the Park. This is to prioritise restoration and improvement works and to develop a long term vision for the estate over the next 10 years.

- 1.4. It is proposed to submit the Heritage Lottery Fund (HLF) Big Lottery fund Stage 2 grant application in August 2016. The area of the Park to be improved from this grant is limited to 20 hectares of the 485 hectare estate. This includes the main entrance, formal parkland and walled garden areas. This report summarises the progress made to date on the project and seeks approval for grant submission of the HLF bid. The bid is supported by a range of documents placed in the Members' room and the work by Property Services Estates team in progressing work on the regeneration of the Traditional Agricultural Buildings .
- 1.5. A previous Environment, Transport and Sustainability Committee (ETS) in January 2014 approved consultation and development of bids to the HLF for Stanmer Park.
- 1.6. Policy and Resources Committee (July 2014) approved:
  - Submission of stage 1 bid to HLF
  - The funding package (Feb 2016) required to deliver the proposals set out in the bid, including re-location of Cityparks depot
  - Researching alternative governance arrangements to manage the estate.
  - The process to re-examine development opportunities for the Traditional Agricultural Buildings in Stanmer (Home Farm)
- 1.7. To support the Masterplan and Conservation Plan (protecting the heart of the conservation area and improve access to the Park and its facilities) it is intended to put in place a Traffic Regulation Order (TRO). This will allow charges for parking to be implemented at an appropriate point during the delivery stage. This is proposed to fund parking management, overcoming current frequent obstruction issues, provide additional income to implement the business plan associated with the PfP bid and for the ongoing improvement of the estate. The request to consult for the TRO will be brought to the October 2016 ETS committee.

## 2. **RECOMMENDATIONS:**

### That the Environment, Transport & Sustainability Committee:

- 2.1 Notes the progress made on the HLF bid outlined in this report and recommends that Policy, Resources & Growth Committee approve the submission of the HLF application for the Stanmer Project due to be made in August 2016.

### That the Policy, Resources & Growth Committee:

- 2.2 Agrees the approach outlined in this report to apply for grant funding for the Stanmer Project to Heritage Lottery Fund/Big Lottery Fund Parks for People in August 2016.
- 2.3 Delegates authority to the Acting Executive Director of Environment, Development & Housing and the Executive Director of Finance & Resources to oversee the completion of the Stage 2 funding bid and to sign off the final documents prior to submission to HLF.

## **2. CONTEXT/ BACKGROUND INFORMATION**

- 2.1. Stanmer Park is a popular, historic country park. It is a significant gateway to the South Downs National Park and has potential to encourage tourism, promote sustainable growth and create new jobs linking in closely with the the City's Vision and Values and those of the UNESCO Biosphere.
- 2.2. There is no Conservation Plan for the estate and historically important features of the park landscape and the Conservation Area are on Historic England's "At Risk Register". The SDNPA (planning authority) has reviewed all listed buildings and designated the Well House as "At Risk" and the Long Barn as "vulnerable to risk". The Estate contains 29 listed buildings or structures and four scheduled monuments.
- 2.3. In April 2012 Cabinet approved proposals to carry out a development appraisal for the council managed traditional agricultural buildings, and the report also confirmed work had commenced on a Masterplan to ensure a holistic approach to any development proposals. The development appraisal was jointly funded with the SDNPA.
- 2.4. In January 2014 ETS Committee agreed governance arrangements for the project and granted permission to consult on a Masterplan in preparation for submission of a funding bid to the Heritage Lottery Fund. The project is being managed by Cityparks Project Team.
- 2.5. In October 2014 Policy and Resources agreed submission of the stage 1 PfP Bid
- 2.6. In August 2015 the council submitted a successful development or Stage 1 grant bid to Parks for People (PfP) funding Heritage Lottery Fund (HLF) Big Lottery. Since January 2016 the following progress has been made:
  - A Masterplan developed with the key elements summarised below.
  - The Masterplan has been costed and grant funding identified along with BHCC funding. Partnership agreements are being negotiated with Plumpton and SDNPA.
  - Public consultation on the Masterplan has been completed and supported.
  - Engagement with key stakeholders has continued, in particular with Stanmer residents and businesses, Stanmer Organics, The Platform (formerly the Care Co-ops) and Plumpton College.
  - Draft documents produced to support the HLF application, including business plan, interpretation plan, activity plan outline and detailed designs together with further supporting evidence from surveys, consultation and development of a sustainable travel plan.
  - Plumpton College have agreed in principle to manage and maintain the walled Garden on a lease from BHCC delivering HLF outcomes including public access, high quality horticultural displays and education.

- 2.7. The March 2016 ETS committee agreed the next steps in the “The Big Conversation” – An Open Spaces Strategy for Brighton & Hove. This included the commitment to review a wide range of management arrangements including those for Stanmer Park.
- 2.8. Management options for the estate are currently being considered with internal teams and external partners to ensure that the estate is better managed and less reliant on BHCC budgets. Legal, procurement and finance colleagues are part of the delivery team working on this. In the short term, in order to support the bid and re-assure HLF and HE that BHCC are committed to improving the management of the estate, an interim arrangement will be in place. There is currently a management group comprising Property and Design Estates and Cityparks along with the managing agent Savills. This group meets monthly and will be expanded on a quarterly information sharing basis to include our partner organisations i.e. SDNPA and Plumpton, this will be in place until the delivery phase is complete.
- 2.9. The PfP project will deliver aspects of the Masterplan across key areas of the estate encompassing 20 hectares :

The 18th century parkland and approach to Stanmer House; the Walled Garden including Nursery and adjacent depot area.

The aims of the Masterplan are to:

- Restore the designed landscape and its assets and restore heritage features. Not all of this work is covered in the PfP bid due to the scale of the estate and limits on funding.
- Address traffic and parking issues and improve access to the park, including improved sustainable transport links to and within the park.
- Relocate the Cityparks depot and other structures or uses which are not in keeping with the historic context of the park and restore the landscape.
- Restore the walled garden nursery and surrounding area.
- Deliver horticultural and heritage gardening training and food production.
- Engage people in the understanding of the historic landscape and in volunteering and training.
- Provide interpretation and learning facilities for the heritage of the estate and South Downs.
- Deliver a financially sustainable park management plan and a new coherent management structure including additional staff funded by the business plan and HLF to ensure future maintenance to a high standard.
- Outside of the bid and to support the aims of the Conservation Plan and Masterplan a woodland management plan is being developed.

- 2.10. Alongside the proposals within the Parks for People bid the Estates team are working towards additional aims of the Masterplan to:

- Restore the council owned traditional agricultural buildings, which are at risk and return them to viable uses including office space for SDNPA, visitor/Interpretation Centre, appropriate retail and small businesses and community use.

A separate report on this matter will be considered by the Policy, Resources and



Growth Committee at the July 2016 meeting.

## 2.11. Traffic & Parking

There are no parking controls in Stanmer Park. This is resulting in displacement from other areas, particularly the University of Sussex during weekdays which operates a pay and display system within its own car parks. During the weekends the high number of cars results in access problems for bus and emergency vehicles. On a number of occasions the bus service has been suspended. Locations for car parks have been developed balancing the need to protect the main conservation area of the park, (as advised by Historic England and SDNPA planners). The access needs for residents, visitors and organisations based in the Park have also needed to be taken into account.

The PfP business plan includes using income derived from parking operations to pay for improved management and maintenance of the estate and further improvements over time in line with the conservation plan.

It is intended to come back to ETS committee in October for permission to consult on a Traffic Regulation Order once the grant application has been submitted.

## 2.12. Masterplan costs and funding strategy

The PfP project has been costed in detail by the project consultants and quantity surveyor. The total cost to deliver the PfP Project is £5,833,804 with a match funding requirement from BHCC and partners of £2,047,324. The costs include:

- £4,111,447 capital repair and conservation costs and fees to manage this.
- £604,035 for the delivery of activities, interpretation and staff costs to deliver the management plan once the works have been completed.
- £652,853 allowance for contingency, inflation and management costs.
- £300,000 increase in maintenance costs covered by the business plan, (based on 5years @£60,000 p.a.)
- £165,469 volunteering and in kind costs and benefits

The balance of figures in the cost plan may change slightly as the project progresses but the overall figures and match funding will stay the same. Sufficient contingency and inflation has been built in to the costs such that they are not expected to increase.

The match funding for the PfP Project, along with providing capital for the redevelopment of the Stanmer Traditional Agricultural Buildings, was approved at Policy and Resources committee in Feb 2016. It is to be provided by the disposal of non-core assets identified from the Agricultural portfolio and potential development sites within Stanmer.

The value of the grant application and the match funding requirement is set out in the table below, volunteer and in kind support is shown as a cost and income.

	<b>Parks for People Grant</b> 65% grant 35% Match
	Landscape, roads, car parking, walled garden
Potential HLF Grant	£3,786,480
Match Funding Requirement from BHCC	£1,419,580
Capital Match Funding Sought From Other Partners (inc £100k secured from Plumpton College)	£192,244
Revenue Match funding to be delivered by new income sources as part of business plan, to cover increased maintenance costs and volunteer costs and in kind contributions	£435,500
<b>Grand Total</b>	<b>£5,833,804</b>

### 2.13. Alternative Options

The proposed Masterplan requires significant investment and a holistic approach to managing the park is proposed. The alternative options, Do Nothing or Fund Essential Works Only have been considered below.

#### Do Nothing

- Stanmer Park including Home Farm is on the Historic England “At Risk Register”. As a minimum the council is required to prevent further deterioration to the Park and the buildings and it can be subject to enforcement action from the SDNPA as the planning authority.
  - Some of the offices in the Park, accommodating the SDNP, animal welfare and pest control need to be replaced as they are no longer fit for purpose. If no new offices are provided it is likely that the SDNPA will relocate elsewhere.
  - Traffic and parking is having a detrimental impact on the heritage, access to the Park and its infrastructure.
  - Unmanaged car parking has also impacted access for the 78 bus causing withdrawal of service on occasion and potential problems for emergency vehicles on weekends.
  - The access road, car parks and walled garden are in a poor state of repair.
  - Public expectation is that Stanmer will be improved.
  - This may impact plans to improve Traditional Agricultural Buildings and find new uses by restricting access.

- HLF lose confidence in BHCC potentially jeopardising future bids across the city.

#### Fund Essential Works Only

- The authority could fund essential works to address the immediate conservation concerns from the funding identified and fund some improvements to parking through the implementation of parking controls.
- The access road will need to be resurfaced properly in the medium term with an estimated cost of £660,000.
- HLF lose confidence in BHCC potentially jeopardising future bids across the city
- Public and partner disappointment and subsequent media attention.

### 3. COMMUNITY ENGAGEMENT & CONSULTATION

Three stages of consultation have been carried out to inform the Masterplan.

- 2013 - consultation found out how residents use the park, what is important to them and what would improve visits. Over 1500 people responded to the consultation.
- 2014 - respondents were asked their views on proposed physical improvements to the parkland, uses for Home Farm, restoration of the Walled Garden and activities they would like to see in the park. Over 1,100 people responded to the consultation.
- 2016 -the developed Masterplan and activity plan were consulted on with over 500 responses.

The consultations have shown that there is overwhelming support for the high level proposals and significant interest in some of the proposed uses and activities in the park.

Throughout the project engagement has taken place with key stakeholders and numerous workshops and meetings have been held on specific aspects of the project, including parking, Stanmer Church, Stanmer Nurseries and Home Farm.

### 4. NEXT STEPS

- 4.1. Subject to the decision by this Committee, the next steps in the project are summarised in the table below.

Date	Milestone
July 2016	P, R & G report - Traditional Agricultural Buildings development review
August 2016	Submission of Stage 2 Parks for People Bid (Final date 1 <sup>st</sup> Sept 2016)
October 2016	Report to E,T,S requesting to consult on Traffic Regulation Order
January 2017	HLF decision on Stage 2 bid
Spring 2017	Detailed design and development of specification procurement for contractors
Jan 2018- Jan 2019	Site works

## 5. CONCLUSION

- 5.1. Submitting a bid for delivery of the Masterplan will create a one-off opportunity to receive nearly £4m of external funding to invest in the City's largest park. This will help us in creating new employment and enjoyment opportunities for residents and visitors. It will also contribute to raising the profile of the City as a visitor attraction, celebrate the City's location as a gateway to the South Downs and raise the profile of the Brighton and Lewes Downs Biosphere..

## 6. FINANCIAL & OTHER IMPLICATIONS:

### 6.1. Financial Implications:

Stage 1 HLF of £291,400 was received in December 2015 to support the development of the project and the application for £3,786,480 Stage 2 grant will provide approximately 65% of the funding toward the total project cost estimated at £5,833,000. The remaining match funding will be met through a combination of contributions from Brighton and Hove Council, external partners, volunteer contributions and in kind contributions. The Council has identified their proportion of the match funding to come from the disposal of a number of surplus assets and these were detailed to Policy & Resources Committee on 11 February 2016.

*Finance Officer Consulted: Rob Allen*

*Date: 27/05/16*

Legal Implications:

- 6.2. At the stage when it is proposed to proceed with a TRO, further Committee authority will be required prior to public consultation. If objections are received, ETS Committee will be required to consider such objections. Where it is proposed to proceed with the procurement of works or services, the Council's Contract Standing Orders will need to be followed.

*Lawyer Consulted: Elizabeth Culbert*

*Date: 15/06/16*

Equalities Implications

- 6.3. The overall Masterplan for the PFP project area will be subject to an Equalities Impact Assessment during the delivery phase if the grant funding is approved.

Sustainability Implications:

### 6.4. Saving Energy:

Conversion of buildings within the project area will be carried out to ensure energy use is kept to a minimum to provide suitable spaces for a small café and converting offices to classrooms.

**Reducing Waste:** A waste reduction plan will be produced as part of the process to develop and restore the site.

**Sustainable Transport:** A sustainable travel plan will be produced to encourage users to consider all means of transport when accessing the park, support the bid to HLF and to support the planning application.

**Sustainable Materials:** Wherever possible construction materials and methods will be sourced with low embodied energy and sourced locally.

**Local and Sustainable Food:** One of the aims of the project is to develop a food growing operation as part of the ongoing legacy.

**Sustainable Water:** Part of this project aims to manage surface water catchment within the estate using sustainable drainage and illustrate the importance of water in the heritage of the estate.

**Land Use and Wildlife:** The wider project has produced a Conservation Plan looking at ecological, archeological and heritage significances across the estate. Setting out policies which include measures to protect, manage and enhance wildlife habitats and create new space for biodiversity.

**Culture & Community:** The project aims to nurture a culture of sustainability, community and a sense of place which builds on local heritage, physical and cultural, by engaging with a range of audiences and developing interest in Stanmer, particularly in groups of people under represented on site at present.

**Equity & Local Economy:** New employment will be developed as part of the project both in the core project and through partner organisations on site, trading opportunities will also be developed for local artisans and producers through retail opportunities.

**Health & Happiness:** The project and associated activity plan will encourage active, sociable, meaningful engagement with the life of Stanmer and will promote good health and well being.

Any Other Significant Implications:

- 6.5. The management of the Estate will be improved with new staff on site and a strong set of guidelines to steer future development and investment.

Public Health Implications:

- 6.6. Improvements to the area of the PfP project along with a full activity schedule and improved marketing and presence will encourage more people to take advantage of this important heritage site. Offering fresh air, beautiful scenery and gardens, the chance to relax and to volunteer with likeminded people are known to have positive health benefits. Incorporation of improvements for walking and cycling within the project will also encourage more people to become physically active.

Corporate / Citywide Implications:

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

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Plan showing area under direct influence of Parks for People bid
- 2 Stanmer Heritage Designations

### **Documents in Members' Rooms**

1. Landscape Masterplan and Proposals report
2. Activity Plan (draft)
3. Activity Action Plan (Draft)
4. Business Plan (draft)
5. Interpretation Plan(draft)
6. Conservation Plan (Summary and policies, draft)
7. Sustainable Travel Plan

### **Background Documents**

1. Policy and Resources Committee report and decision papers Feb 2016 (P1 only)
2. Policy and Resources Committee report and decision papers July 2014
3. Environment, Transport and Sustainability Committee January 2014

Subject:	<b>Update on Chargeable Garden Waste Collection Service</b>		
Date of Meeting:	<b>28 June 2016</b>		
Report of:	<b>Acting Executive Director of Environment, Economy &amp; Culture</b>		
Contact Officer:	Name:	<b>Richard Bradley</b>	<b>Tel: 29-4701</b>
	Email:	<b>Richard.bradley@brighton-hove.gov.uk</b>	
Ward(s) affected:	<b>All</b>		

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

- 1.1 Policy and Resources Committee on 9<sup>th</sup> July 2015 and Environment, Transport & Sustainability Committee on 13<sup>th</sup> October 2015, agreed to trial a chargeable garden waste collection service with effect Spring 2016.
- 1.2 This report provides an update on progress against previous recommendations and notes the demand for the scheme.

**2. RECOMMENDATIONS:**

That the Committee:

- 2.1 Subject to operational effectiveness (e.g. vehicle travelling) and where the original business case is still justified in terms of cost efficiency, authorises the Acting Executive Director of Environment, Economy and Culture to develop a strategy to better promote waste minimisation & recycling and extend the chargeable garden waste collection service to other areas of the City as set out in the body of this report.
- 2.2 Agrees the policy approved by ETS on 13<sup>th</sup> October 2015 on garden waste collections be extended to reflect 2.1 above. This policy is set out in paragraphs 4.5 to 4.7.
- 2.3 Agrees a further update report to be brought to ETS in June 2017, which will enable a full year of data to be presented to the Committee.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 At the Policy & Resources Committee on 9 July 2015, Members approved the development of a more detailed five year Waste, Street Cleansing & Recycling Service Plan incorporating key actions and objectives set out in the existing Waste Management Strategy. A chargeable garden waste collection service was a key component of this strategy.
- 3.2 It was recognised that whilst some 20,000 home compost bins have been delivered to residents, not everyone has the space or desire to compost at home. Garden waste disposed via the Household Waste Recycling Sites contributes around 3.3% - 3.5% of total waste arising, though the sites are not easily accessible by people who do not have a car. Garden waste accounts for around 10% of total waste disposed via residual waste bins.
- 3.3 In recognition of this, a business case for a chargeable garden waste collection scheme was presented to and agreed by ETS Committee in October 2015 and collections started in spring 2016 within the Hove Park & Withdean areas.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 As of 16<sup>th</sup> May 2016, when collections commenced, around 1300 residents have signed up and are receiving the new collection service.
- 4.2 Around 23,000 leaflets have been distributed inviting residents to take part in the service – an initial participation rate of around 7%. It is to be noted however, that only limited marketing and publicity has taken place so far.
- 4.3 Without any substantive marketing of the new service, over 550 residents have expressed an interest in participating in the scheme, though live outside the initial trial area of Coldean, Hollingbury, Hollingdean, Patcham, Preston, and and Withdean . This would suggest there is a demand for the service across the City.
- 4.4 There are approximately 60,000 remaining households, excluding city centre properties, flats etc., that could be invited to participate in the new service. This represents an excellent opportunity to satisfy a demand from our residents, improve the recycling rates in the City and reduce waste disposal costs. The original business case as approved by ETS In October 2015 will still be applied, providing financial assurance.

#### **Changes to Garden Waste Collection Policy**

- 4.5 ETS approved changes to the garden waste / side waste collection practices in October 2015. Residents within the trial area have adapted well to these changes. Waste minimisation options – such as reducing, reusing, home composting or recycling more recyclable materials still need to be better explained. This will enable those who do not wish to participate in the new garden waste service to reduce their residual waste in order for it to be contained within a residual waste bin.



- 4.6 In areas where there is to be no extension to the garden waste collection scheme, small volumes of garden waste placed within wheeled bins will continue to be collected. In all other areas, no side waste or garden waste will generally be collected, though the waste minimisation options will be explained and marketed to help residents adapt to these changes.
- 4.7 In conjunction with other waste policy changes approved by Members, the continued modernisation of the waste collection service will help address the amount of waste produced per household. Currently, each household disposes 590kg of waste every year (14/15 figures), an increase from 450kg per household (13/14 figures), which is an unsustainable amount of waste being produced. Total waste disposal expenditure in the 2015-16 financial year was £12.2m and is forecasted to increase in each year of the current PFI contract.

## **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 Without any substantive marketing of the new service, over 550 residents have expressed an interest in participating in the scheme, though live outside the initial trial area of Coldean, Hollingbury, Hollingdean, Patcham, Preston and Withdean. This would suggest there is a demand for the service across the City.
- 5.2 Waste minimisation options – such as reducing, reusing, home composting or recycling more recyclable materials still need to be better explained. City Clean staff will also need to be fully briefed on these changes.

## **6. CONCLUSION**

- 6.1 This report seeks approval to extend the current chargeable garden waste collection scheme, to satisfy resident demand for the service and to help contribute to a City that produces less waste and recycles more.
- 6.2 This builds upon previous Committee approval to modernise and develop a more detailed five year Waste, Street Cleansing & Recycling Service Plan incorporating key actions and objectives set out in the existing Waste Management Strategy. A chargeable garden waste collection service was a key component of this strategy.

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

### Financial Implications:

- 7.1 The recommendations will be subject to the stipulations within the original business case reported to the Environment, Transport and Sustainability Committee in October 2015 being applied. The financial business case and approved fees have been prepared for the service to be as close to cost neutral as possible.
- 7.2 The financial data will be subject to analysis as part of monthly Targeted Budget Monitoring (TBM) process in order to regularly test the assumptions contained within the original business case. Any significant budget variation to the original

financial assumptions will be reported as part of the council's budget monitoring process and mitigating actions implemented if required.

- 7.3 The future charge of the service will be subject to the Councils Corporate Fees and Charges Policy. Fundamentally, the policy aims to increase the proportion of income contributed by users of services where appropriate, rather than the cost being met from the general council tax payer. As a minimum, charges will be reviewed annually as part of the budget and service planning process.

*Finance Officer Consulted: Steven Bedford*

*Date: 27/05/16*

Legal Implications:

The Council is permitted to charge for garden waste collection pursuant to the Controlled Waste (England and Wales) Regulations 2012.

*Lawyer Consulted: Elizabeth Culbert*

*Date: 8<sup>th</sup> June 2016*

Equalities Implications:

- 7.4 The equalities implications in accordance with the report presented to ETS dated 13<sup>th</sup> October 2015 remain valid and no further implications arise from the recommendations contained within this report.

Sustainability Implications:

- 7.5 The sustainability implications in accordance with the report presented to ETS dated 13<sup>th</sup> October 2015 remain valid and no further implications arise from the recommendations contained within this report.

Any Other Significant Implications:

- 7.6 None

## **SUPPORTING DOCUMENTATION**

Appendices:

1. None

Documents in Members' Rooms

1. None

Background Documents

1. None

<b>Subject:</b>	<b>Wheeled bin for Recycling Trial Update</b>		
<b>Date of Meeting:</b>	<b>28 June 2016</b>		
<b>Report of:</b>	<b>Acting Executive Director of Environment, Economy &amp; Culture</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Richard Bradley</b>	<b>Tel: 29-4701</b>
	<b>Email:</b>	<b>Richard.bradley@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>Hangleton, South Portslade and North Portslade</b>		

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

- 1.1 To provide an update on the wheeled bin recycling trial which is being undertaken in Hangleton and South Portslade Wards. The trial was implemented in November 2015 with wheeled bins for recycling issued to 3900 households in a total of 80 streets.
- 1.2 This report provides an update on progress which will allow a full business case to be presented to Committee. Subject to further analysis and community engagement the full business case will seek permission to implement wheeled bin recycling to all households across the city, with the exception of the communal bin areas.

**2. RECOMMENDATIONS:**

That the Committee:

- 2.1 Notes the progress made against previous recommendations with regard the use of wheeled bins to collect materials for recycling.
- 2.2 That a full business case is presented at October Environment, Transport & Sustainability Committee, to seek permission for wheeled bin recycling to be implemented across the city, subject to an audit of appropriate streets / properties for the appropriateness of an additional wheeled bin.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 A trial of wheeled bin recycling to 3900 households Commenced in November 2015. The results of the trial have been monitored for a 24 week period. Initial results are very positive. Households current receive a fortnightly collection of recycling so the results in this report represent 12 collections per household over a 5 month period.

- 3.2 Early indicative results show that the recycling has increased by an average of 1.1kg per household per collection. The fortnightly tonnage has increased by an average of 5 tonnes per fortnight. The amount of residual waste collected in the same area as the recycling round has decreased by an average of 1.2kg per household. This is exactly what the trial was hoping to be evidenced – an increase in recycling together with a decrease in residual waste.
- 3.3 Subject to the further detailed analysis of tonnages as part of the need for a full business case, if these very positive initial results are then replicated across the City where a second wheeled bin can be accommodated, it could significantly increase the Councils recycling rates as well as significantly reduce the amount of waste produced per household. Only a full business case, with costs and potential savings will be able to demonstrate these points in more detail.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 Existing collection methods could carry on as they are using black boxes for all materials. Wheelie bins have already begun to realise the benefits as per the original recommendation to commence a trial.
- 4.2 If after extension the trial is successful, the areas / streets in which wheeled bins can be introduced will need to be audited. Properties in many areas of the city have room for an additional wheelie bin, but in some kerbside collection areas space is limited. These considerations will be included the full business case.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 The results set out in this report have been achieved with limited community engagement and it is recommended therefore that the trial continues to the end of August 2016 to allow further research and analysis and targeted community engagement within the trial area.
- 5.2 The community engagement to include, working with residents, community groups and crews to further increase the recycling rates achieved, to reduce further the amount of missed collections, a full customer satisfaction survey and other communication and marketing strategies to help residents reduce, reuse and recycle.
- 5.3 Initial feedback from residents has been extremely positive as reflected in the sample of feedback below. In addition to this we have numerous requests from areas outside of the trial area to change from the current recycling box collections to a wheeled bin system.

##### **Customer Comments:**

##### **Hangleton & Knoll**

- I'm sure you get many people complaining about things, but I would like to write about something positive! I think the new recycling bins are a fantastic idea and I hope they will become permanent. I received mine today. Not only will they keep things dry, but I hope will reduce the amount of rubbish blowing around. Well done Brighton Council!

- I would like to say how much better the new grey recycling bins are.

### **North Portslade**

- The grey wheelie bin is a great improvement - no more losing lids; silly nets; or having to have to carry 3 boxes out to the kerb.

### **South Portslade**

- Just to let you know that I am very happy to, at last, have a proper (grey) eco bin for most of my "green waste". I stopped using the black boxes a long time ago, because I found them awkward to lift and carry to the pavement. Then when they were emptied, I found them scattered across our front garden, the lids scattered around or along the pavement, along with light rubbish that had escaped the lorry, depending on how windy the day was. At last Brighton Council are catching up with the majority of councils in the country that have been providing eco bins for the last few years. There is a lot less light rubbish scattered following an eco-collection, and my old bones can cope so much better with wheeling the new bin to the pavement, and then back again later in the day. So Thank you so much for your efforts in getting a trial of new recycling wheelie bins. Please don't let it just be a trial. It is the cleanest collection environmentally, and also encourages elderly people who can't cope with lifting black boxes to be as green as possible. I am most grateful.

### **Feedback outside trial area**

#### **Hangleton & Knoll**

- Is not in the trial area but requested a bin. This will greatly help to keep the driveway tidy and stop paper and cardboard being blown about as we usually recycle about four black boxes

#### **Patcham**

- Asked to exchange her recycling boxes for a wheelie bin but is outside the trial area.

#### **Stanford**

- I'd appreciate you keeping me informed about the trial. I know of at least a dozen people in my street interested in having one, as a neighbour has purchased their own and it much less mess (hard for foxes and cats to get onto) much more manageable and customer friendly.

### **South Portslade**

- Is outside the trial area but would like to request a wheelie bin. "I currently fill up over four bin/ boxes supplied each time as I am a keen recycler and have managed to reduce heavily what goes to landfill in the rubbish wheelie bin. As you can appreciate though four bin/boxes takes up a lot of space and impacts on the collectors who have to deal with four each collection date plus any extra input out. If this can be directed to the correct department and expedited and soon as

is possible that would be greatly appreciated to help assist myself and improve collections".

### **Hanover & Elm Grove**

- I'm writing to ask if there are any other options for recycling collection. There is recycling all down our street (Sandown road) as our collection day was Monday and the wind blew rubbish everywhere. I know this was a particularly windy day but most weeks there is some recycling left blowing down the road. When I lived in the town centre we had large bins we could put recycling in as needed and we didn't have this problem. Or is it possible to have a bin like the ones we have for normal rubbish? I've gone out to clear the rubbish outside our house but the rest of the street still looks horrible today. I appreciate the good work the rubbish collectors do I just wanted to see if there was a way to keep the street looking nice.

## **6. CONCLUSION**

- 6.1 The initial results of the use of wheeled bins for the collection of material for recycling have indicated increased recycling rates and in significant advantages for residents and for the collection service.
- 6.2 A full business case will enable thorough and detailed analysis of tonnages, potential savings and an audit of areas that may be suitable for a second wheeled bin to be presented back to October Committee for consideration.

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

### Financial Implications:

- 7.1 Whilst the business case for the current trial was already approved and there are no ongoing financial implications with regard the current trial, the full business case will clearly set out the full cost implications and any potential savings of a City wide service using wheeled bins to collect recycling, where appropriate.
- 7.2 The trial data will enable an assessment to be made as to whether the introduction of wheeled bins across the City will increase the income the Council receives from the sale of recycling materials, whether any savings in disposing of residual waste will be achieved and what cashable and non-cashable efficiencies can be realised from the collection service.

*Finance Officer Consulted: Steven Bedford*

*Date: 16/06/2016*

### Legal Implications:

- 7.5 There are no legal implications arising from this report. The Council has powers to specify and to provide the types of receptacles to be used for depositing waste for collection and may also require particular locations to be used. The results and analysis of the consultation will need to be taken into account in coming to decisions following the trial.

Equalities Implications:

- 7.3 Wheeled bins are generally easier to handle than recycling boxes as they do not require as much manual handling. Any resident not able to access the service will be offered an assisted collection in the same way as is provided via the residual waste service.

Sustainability Implications:

- 7.4 The introduction of wheelie bins is expected to result in increased recycling rates as it will make it easier for people to recycle. The roll out will be supported by effective communication and marketing to enable residents better understand the messages around reduce, re-use and recycle.

Any Other Significant Implications:

- 7.5 None

**SUPPORTING DOCUMENTATION**

**Appendices:**

1. No

**Documents in Members' Rooms**

1. No

**Background Documents**

1. No





<b>Subject:</b>	<b>Hanover &amp; Elm Grove / Craven Vale - initial parking scheme consultation</b>		
<b>Date of Meeting:</b>	<b>28<sup>th</sup> June 2016</b>		
<b>Report of:</b>	<b>Acting Executive Director of Environment, Economy &amp; Culture</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Charles Field</b>	<b>Tel: 29-3329</b>
	<b>Email:</b>	<b>Charles.field@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>East Brighton, Hanover &amp; Elm Grove &amp; Queens Park.</b>		

**NOT FOR PUBLICATION****1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The purpose of this report is to address responses to an initial consultation in the Hanover & Elm Grove / Craven Vale area. The consultation asked residents, businesses and services whether they would like to be consulted on a full detailed design for a resident parking scheme and the hours / days of operation. Permission to proceed with the initial consultation was agreed at the Environment, Transport & Sustainability Committee meeting on 19<sup>th</sup> January 2016.

**2. RECOMMENDATIONS:**

- 2.1 That the Committee approves:
- (a) That a detailed design proposal for a resident parking scheme as a 9am-8pm or light touch (two periods during the day) and either Monday to Sunday or Monday to Friday be consulted upon in the whole area apart from the Craven Vale area. (Appendix A).
  - (b) That a detailed design proposal for a resident parking scheme as a 9am-8pm (Monday to Sunday or Monday to Friday) parking scheme or an extension to Area U (light touch scheme) be consulted upon in the Craven Vale area (Appendix A)

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 As part of the Parking Scheme Timetable report presented to the Environment, Transport & Sustainability Committee Meeting in October 2015 it was agreed to consult residents in the Hanover & Elm Grove / Craven Vale area to determine whether they would like to be consulted on a full detailed design for a resident parking scheme. Permission to proceed with the initial consultation outlining the consultation area and hour / day options was agreed at the Environment, Transport & Sustainability Committee meeting on 19<sup>th</sup> January 2016.
- 3.2 In April / May 2016 a letter was sent to all property addresses in the Hanover & Elm Grove / Craven Vale area.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 The main alternative option is doing nothing which would mean the proposals would not be taken forward.
- 4.2 However, it is the recommendation of officers that these proposals are proceeded with for the reasons outlined within the report.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 The Brighton and Hove City Council Land and Property Gazetteer was used to provide 7983 property addresses in the Hanover & Elm Grove / Craven Vale area. A letter and a prepaid envelope for reply was sent to each address. Residents were given further information on how similar schemes currently operate as these are the types of schemes that would likely be considered.
- 5.2 Respondents were invited to complete the survey online via the council's Consultation Portal should they wish to: 534 respondents (18.6%) chose this method.

##### *Headline figures*

- 5.3 2877 responses were received giving a high response rate of 36%.
- 5.4 Overall, 56.4% of respondents wanted a residents parking scheme, and to see a detailed design to consider while 43.6% of respondents did not want a parking scheme in their area.
- 5.5 45.8% of respondents wanted a 9am-8pm residents parking scheme while 39.3% wanted 2 periods during the day (light touch scheme) and 15% wanted 3 periods during the day (medium touch scheme).
- 5.6 43.2% of respondents wanted a Monday to Sunday scheme while 42.1% wanted Monday to Friday and 14.7% wanted Monday to Saturday.
- 5.7 The figures are further broken down into four distinct areas in Appendix B and it is clear that the majority of respondents South of Elm Grove (67.4%) want a scheme with 50.9% from three options wanting a full scheme (9am-8pm) and 53.3% from three options wanting a Monday to Sunday scheme. However, there was a clear indication from respondents of the North East Corner (Arnold Street, Baxter Street, Carlyle Street, Cromwell Street, Lynton Street and Queens Park Road – North section) that they didn't want a scheme and preferred different options (Appendix D).
- 5.8 In the other distinct areas the results were more mixed with a number of different results which is outlined in detail in Appendix B.
- 5.9 Analysis took place of all the responses received from respondents and the full results analysis of the consultation is outlined in detail in Appendix B. A plan showing the results road by road is outlined in Appendix C.

## **6. CONCLUSION**

6.1 It is the recommendation of officers that the Council proceeds to the next stage of consultation to the whole area for the following reasons;

- As an overall area residents voted 56.4% in favour of seeing a detailed design.
- Residents across the overall area will be given the opportunity to accept or reject the proposed schemes at the next stage of the consultation and this will be reported back to a further meeting of this Committee for a final decision.
- At the next stage residents who are not in favour of a scheme will be aware of roads that are in favour in the area South of Elm Grove. They will get the opportunity to consider the implications of possible vehicle displacement if other roads go ahead with a scheme.
- Residents will be given the opportunity to comment on the detailed design and vote with more knowledge of the road by road layout of parking.
- Experience has shown that residents in areas just outside proposed schemes come forward to request a re-consultation if they are not included, as evidenced at recent Committees.

6.2 It is recommended that a detailed design proposal for a resident parking scheme as a 9am-8pm or light touch (two periods during the day) and either Monday to Sunday or Monday to Friday be consulted upon in the whole area apart from the Craven Vale area.

6.3 It is also recommended that a detailed design proposal for a resident parking scheme as a 9am-8pm (Monday to Sunday or Monday to Friday) parking scheme or an extension to the Area U (light touch scheme) be consulted upon in the Craven Vale area.

6.4 This is based on the analysis of the results across the four distinct areas, however, it is important to clarify future boundaries may be different to those defined in the appendices. The distinct areas were simply to give an indication of the results in certain parts of the consultation area.

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

### Financial Implications:

7.1 The costs associated to officer time and consultation for the parking scheme proposals will be funded from existing revenue budgets within the Transport service. The detailed financial implications of the proposed scheme will be reported to this Committee in the future once there is more certainty of the scheme proposals.

*Finance Officer Consulted: Steven Bedford*

*Date: 10/06/2016*

### Legal Implications:

- 7.2 The Council regulates traffic by means of orders made under the Road Traffic Regulation Act 1984. The procedure for making such orders is contained in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 which require public notice of proposed orders to be given and for the relevant documents to be placed on deposit for public inspection. Any person may object to the making of an order. Any unresolved objections to an order must be considered by the Environment, Transport & Sustainability Committee before the order can be made.

It is not considered that any adverse human rights implications arise from the report.

*Lawyer Consulted: Hilary Woodward*

*Date: 9/6/2016*

### Equalities Implications:

- 7.3 The proposed measures will be of benefit to many road users.

### Sustainability Implications:

- 7.4 Any new motorcycle bays or Pedal Cycle bays will encourage more sustainable methods of transport.

### Any Other Significant Implications:

- 7.5 Any designated disabled bays will provide parking for the holders of blue badges wanting to use the local facilities.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Appendix A – Plan of consultation area (Showing four distinct areas)
2. Appendix B – Detailed Analysis of consultation results
3. Appendix C – Plan showing consultation results by road
4. Appendix D – Further Analysis of consultation results.

### **Background Papers:**

1. ETS Committee - 19<sup>th</sup> January 2016
2. ETS Committee – 13<sup>th</sup> October 2015



# KEY

EXISTING ZONE BOUNDARIES

CONSULTATION AREA

A  
PARKING AREA

Area 1  
Elm Grove and  
North of Elm grove

HARTINGTON ROAD

J

ROAD

VIADUCT ROAD

ROAD

NEW ENGLAND STREET

Y

DITCHLING ROAD

UNION ROAD

ELM GROVE

LEWES ROAD

TRAFALGAR STREET

Area 2  
South of  
Elm grove

C

NORTH ROAD

ST LUKES

U

QUEENS PARK

QUEENS PARK ROAD

Area 3  
East of  
Queens Park Road

QUEENSWAY

THE CAUSEWAY

Area 4  
Craven Vale





## **Appendix B - Hanover, Elm Grove and Craven Vale Residents Parking Scheme Consultation Report May 2016**

### **Background**

### **Headline Findings**

The consultation achieved a 36% response rate.

56.4% of respondents were in favour of a Residents Parking Scheme and 43.6% of respondents were against the scheme.

Preferred hours of operation for those who support having a parking scheme are - All day 9am to 8pm.

Preferred day of operation for those who support having a parking scheme are – All week, Monday to Sunday by a slight margin of 1% over those seeking Monday to Friday..

### **Methodology**

Brighton & Hove City Council Land and Property Gazetteer was used to provide property addresses in the Hanover, Elm Grove & Craven Vale Area of the city. An information leaflet, detailed maps, a questionnaire and a prepaid envelope for reply was sent to 7983 property addresses<sup>1</sup>. Respondents were invited to complete the survey online via the council's Consultation Portal should they wish to: 534 respondents (18.6%) chose this method.

2877 valid responses<sup>2</sup> were received giving a response rate of 36%.

### **Results**

#### **Would you like a parking scheme in your area<sup>3</sup>?**

Yes		No		Total
Number	%	Number	%	
1605	56.4	1239	43.6	2844

Respondents were then asked if a scheme were introduced what would be their preferred hours and days of operation. In some cases where people don't support a scheme, they have still given preferred options. This is shown in the next table<sup>4</sup>:

<sup>1</sup> A further 32 properties were mailed in error, falling just outside the proposed scheme boundary

<sup>2</sup> A further 181 invalid responses were received which were mainly duplicates or from outside the consultation – see Appendix

<sup>3</sup> A further 33 respondents did not answer this question

<sup>4</sup> These results include both those who support a parking scheme and those who do not support a parking scheme

<b>Preferred hours of Operation</b>	<b>Number</b>	<b>%</b>
All day – 9am-8pm	1118	45.8
2 periods eg 10-11am & 2-3pm	959	39.3
3 periods eg 10-11am, 2-3pm & 7-8pm	366	15.0
<b>Totals</b>	<b>2443</b>	<b>100</b>

<b>Preferred day of the week of operation</b>	<b>Number</b>	<b>%</b>
Monday to Sunday	1061	43.2
Monday to Saturday	360	14.7
Monday to Friday	1033	42.1
<b>Totals</b>	<b>2454</b>	<b>100</b>

Results on a street by street basis were as follows:

<b>Street</b>	<b>No. properties mailed</b>	<b>No. responses</b>	<b>Response rate %</b>	<b>Yes</b>		<b>No</b>	
				<b>No.</b>	<b>%</b>	<b>No.</b>	<b>%</b>
Aberdeen Road	11	1	9.1	0	0.0	1	100.0
Agnes Street	23	15	65.2	11	73.3	4	26.7
Albion Hill	128	68	53.1	57	83.8	11	16.2
Albion Street	6	1	16.7	0	0.0	1	100.0
Arnold Street	73	45	61.6	17	37.8	28	62.2
Baxter Street	37	20	54.1	5	25.0	15	75.0
Beaufort Terrace	10	5	50.0	3	60.0	2	40.0
Belgrave Street	54	28	51.9	19	67.9	9	32.1
Bembridge Street	28	10	35.7	5	50.0	5	50.0
Bentham Road	93	56	60.2	32	57.1	24	42.9
Bernard Place	2	2	100.0	2	100.0	0	0.0
Bernard Road	102	43	42.2	20	46.5	23	53.5
Billiam Terrace	16	2	12.5	2	100.0	0	0.0



Street	No. properties mailed	No. responses	Response rate %	Yes		No	
				No.	%	No.	%
Bonchurch Road	198	64	32.3	29	45.3	35	54.7
Brading Road	141	53	37.6	16	30.2	37	69.8
Carisbrooke Road	36	14	38.9	4	28.6	10	71.4
Carlyle Street	80	41	51.3	10	24.4	31	75.6
Clayton Road	59	18	30.5	6	33.3	12	66.7
Cobden Road	82	51	62.2	44	86.3	7	13.7
Coleman Street	96	41	42.7	31	75.6	10	24.4
Coronation Street	20	5	25.0	4	80.0	1	20.0
Craven Road	126	37	29.4	24	64.9	13	35.1
Cromwell Street	19	9	47.4	2	22.2	7	77.8
De Montfort Road	68	29	42.6	20	69.0	9	31.0
Down Terrace	93	32	34.4	18	56.3	14	43.8
Elm Grove	371	114	30.7	43	37.7	71	62.3
Ewart Street	108	57	52.8	40	70.2	17	29.8
Fairlight Place	14	0	0.0	0	0.0	0	0.0
Finsbury Road	98	30	30.6	23	76.7	7	23.3
Firle Road	63	16	25.4	3	18.8	13	81.3
Franklin Road	106	19	17.9	10	52.6	9	47.4
Franklin Street	45	22	48.9	13	59.1	9	40.9
Freshfield Road	120	53	44.2	31	58.5	22	41.5
Freshfield Street	63	34	54.0	16	47.1	18	52.9
Gladstone Place	151	37	24.5	25	67.6	12	32.4
Gladstone Terrace	73	37	50.7	25	67.6	12	32.4
Glynde Road	44	12	27.3	3	25.0	9	75.0
Grant Street	21	12	57.1	7	58.3	5	41.7
Grove Street	60	21	35.0	19	90.5	2	9.5
Hadlow Close	31	8	25.8	2	25.0	6	75.0
Hallett Road	62	11	17.7	6	54.5	5	45.5
Hampden Road	56	33	58.9	21	63.6	12	36.4
Hanover Crescent	54	13	24.1	3	23.1	10	76.9
Hanover Mews	17	9	52.9	5	55.6	4	44.4
Hanover Street	117	52	44.4	41	78.8	11	21.2
Hanover Terrace	109	53	48.6	44	83.0	9	17.0
Hartington Place	18	12	66.7	8	66.7	4	33.3
Hartington Road	319	124	38.9	39	31.5	85	68.5
Hartington Terrace	33	18	54.5	5	27.8	13	72.2
Hastings Road	30	11	36.7	6	54.5	5	45.5
Holland Street	57	33	57.9	25	75.8	8	24.2
Howard Road	39	15	38.5	10	66.7	5	33.3
Islingword Place	38	28	73.7	20	71.4	8	28.6
Islingword Road	162	79	48.8	59	74.7	20	25.3
Islingword Street	92	43	46.7	33	76.7	10	23.3
Jackson Street	5	2	40.0	0	0.0	2	100.0
Jersey Street	56	38	67.9	33	86.8	5	13.2

Street	No. properties mailed	No. responses	Response rate %	Yes		No	
				No.	%	No.	%
Lewes Road	154	16	10.4	6	37.5	10	62.5
Lewes Street	1	0	0.0	0	0.0	0	0.0
Lincoln Cottages	20	7	35.0	5	71.4	2	28.6
Lincoln Street	90	52	57.8	39	75.0	13	25.0
Luther Mews	5	4	80.0	0	0.0	4	100.0
Luther Street	47	24	51.1	10	41.7	14	58.3
Lynton Street	56	27	48.2	7	25.9	20	74.1
Malthouse Lane	6	0	0.0	0	0.0	0	0.0
May Road	48	14	29.2	2	14.3	12	85.7
Melbourne Street	97	13	13.4	6	46.2	7	53.8
Milton Road	26	6	23.1	4	66.7	2	33.3
Montreal Road	43	23	53.5	19	82.6	4	17.4
Monument View	16	9	56.3	3	33.3	6	66.7
Newark Place	26	7	26.9	5	71.4	2	28.6
Newhaven Street	48	10	20.8	7	70.0	3	30.0
Newmarket Road	154	20	13.0	13	65.0	7	35.0
Newmarket Terrace	6	1	16.7	1	100.0	0	0.0
Normanton Street	24	8	33.3	4	50.0	4	50.0
Pankhurst Avenue	221	73	33.0	38	52.1	35	47.9
Parham Close	21	3	14.3	3	100.0	0	0.0
Pevensey Road	27	4	14.8	3	75.0	1	25.0
Phoenix Place	12	1	8.3	1	100.0	0	0.0
Phoenix Rise	59	7	11.9	5	71.4	2	28.6
Picton Street	34	12	35.3	7	58.3	5	41.7
Plumpton Road	18	8	44.4	1	12.5	7	87.5
Quebec Street	53	34	64.2	30	88.2	4	11.8
Queens Park Rise	28	11	39.3	5	45.5	6	54.5
Queens Park Road N	123	35	28.5	12	34.3	23	65.7
Queens Park Road S	178	47	26.4	24	51.1	23	48.9
Queensway	101	33	32.7	18	54.5	15	45.5
Richmond Terrace	0	0	0	0	0	0	0
Ryde Road	49	22	44.9	5	22.7	17	77.3
Sandown Road	88	36	40.9	12	33.3	24	66.7
Scotland Street	56	30	53.6	24	80.0	6	20.0
Seville Street	43	17	39.5	14	82.4	3	17.6
Shanklin Road	177	57	32.2	19	33.3	38	66.7
Southampton Street	76	42	55.3	35	83.3	7	16.7
Southover Place	2	0	0.0	0	0.0	0	0.0
Southover Street	444	59	13.3	31	52.5	28	47.5
Southwater Close	24	8	33.3	7	87.5	1	12.5
St Helens Road	31	10	32.3	6	60.0	4	40.0
St Leonards Road	17	5	29.4	2	40.0	3	60.0
St Martins Place	44	6	13.6	4	66.7	2	33.3
Sutherland Road	8	2	25.0	2	100.0	0	0.0

Street	No. properties mailed	No. responses	Response rate %	Yes		No	
				No.	%	No.	%
Tamplin Terrace	8	3	37.5	3	100.0	0	0.0
The Causeway	49	14	28.6	4	28.6	10	71.4
Tilgate Close	22	7	31.8	4	57.1	3	42.9
Toronto Terrace	82	44	53.7	35	79.5	9	20.5
Totland Road	92	43	46.7	17	39.5	26	60.5
Upper Wellington Road	52	10	19.2	8	80.0	2	20.0
Washington Street	92	36	39.1	31	86.1	5	13.9
Wellington Road	249	48	19.3	28	58.3	20	41.7
Wellington Street	1	1	100.0	0	0.0	1	100.0
Whichelo Place	81	37	45.7	25	67.6	12	32.4
Whippingham Road	177	62	35.0	22	35.5	40	64.5
Whippingham Street	37	20	54.1	6	30.0	14	70.0
<b>Total</b>	<b>7903</b>	<b>2844</b>	<b>36.0</b>	<b>1605</b>	<b>56.4</b>	<b>1239</b>	<b>43.6</b>

The area is large and has distinct areas which show differing levels of support and so has been divided into 4 areas as follows:

- Area 1: Elm Grove and North of Elm Grove
- Area 2: South of Elm Grove
- Area 3: East of Queens Park
- Area 4: Craven Vale

Results for these areas are as follows

Area	Yes		No		Total
	Number	%	Number	%	
Elm Grove and North of Elm Grove	453	43.8	581	56.2	1034
South of Elm Grove	958	67.4	463	32.6	1421
East of Queens Park	127	47.4	141	52.6	268
Craven Vale	67	55.4	54	44.6	121
<b>Total</b>	<b>1605</b>	<b>56.4</b>	<b>1239</b>	<b>43.6</b>	<b>2850</b>

Results for each of these areas are as follows:

## Area 1 Elm Grove and North of Elm Grove

Yes		No		Total
Number	%	Number	%	
453	43.8	581	56.2	1034

Respondents were then asked if a scheme were introduced what would be their preferred hours and days of operation. In some cases where people don't support a scheme, they have still given preferred options. This is shown in the next tables:

Preferred hours of Operation	Number	%
All day – 9am-8pm	343	40.9
2 periods eg 10-11am & 2-3pm	365	43.6
3 periods eg 10-11am, 2-3pm & 7-8pm	130	15.5
<b>Totals</b>	<b>838</b>	<b>100</b>

Preferred day of the week of operation	Number	%
Monday to Sunday	277	32.7
Monday to Saturday	114	13.5
Monday to Friday	456	53.8
<b>Totals</b>	<b>847</b>	<b>100</b>

Results on a street by street basis were as follows:

Street	No. properties mailed	No. responses	Response rate %	Yes		No	
				No.	%	No.	%
Aberdeen Road	11	1	9.1	0	0.0	1	100.0
Agnes Street	23	15	65.2	11	73.3	4	26.7
Bembridge Street	28	10	35.7	5	50.0	5	50.0
Bernard Place	2	2	100.0	2	100.0	0	0.0
Bernard Road	102	43	42.2	20	46.5	23	53.5
Bonchurch Road	198	64	32.3	29	45.3	35	54.7
Brading Road	141	53	37.6	16	30.2	37	69.8
Carisbrooke Road	36	14	38.9	4	28.6	10	71.4
Coronation Street	20	5	25.0	4	80.0	1	20.0
De Montfort Road	68	29	42.6	20	69.0	9	31.0
Elm Grove	371	114	30.7	43	37.7	71	62.3
Fairlight Place	14	0	0	0	0	0	0
Franklin Road	106	19	17.9	10	52.6	9	47.4
Franklin Street	45	22	48.9	13	59.1	9	40.9
Gladstone Place	151	37	24.5	25	67.6	12	32.4
Gladstone Terrace	73	37	50.7	25	67.6	12	32.4
Hartington Place	18	12	66.7	8	66.7	4	33.3
Hartington Road	319	124	38.9	39	31.5	85	68.5
Hartington Terrace	33	18	54.5	5	27.8	13	72.2
Hastings Road	30	11	36.7	6	54.5	5	45.5
Lewes Road	154	16	10.4	6	37.5	10	62.5
May Road	48	14	29.2	2	14.3	12	85.7
Melbourne Street	97	13	13.4	6	46.2	7	53.8
Newmarket Road	154	20	13.0	13	65.0	7	35.0
Newmarket Terrace	6	1	16.7	1	100.0	0	0.0
Normanton Street	24	8	33.3	4	50.0	4	50.0
Pevensey Road	27	4	14.8	3	75.0	1	25.0
Picton Street	34	12	35.3	7	58.3	5	41.7
Ryde Road	49	22	44.9	5	22.7	17	77.3
Sandown Road	88	36	40.9	12	33.3	24	66.7
Seville Street	43	17	39.5	14	82.4	3	17.6
Shanklin Road	177	57	32.2	19	33.3	38	66.7
St Helens Road	31	10	32.3	6	60.0	4	40.0
St Leonards Road	17	5	29.4	2	40.0	3	60.0
St Martins Place	44	6	13.6	4	66.7	2	33.3
Totland Road	92	43	46.7	17	39.5	26	60.5
Upper Wellington Road	52	10	19.2	8	80.0	2	20.0
Wellington Road	249	48	19.3	28	58.3	21	41.7
Wellington Street	1	1	100.0	0	0.0	1	100.0
Whippingham Road	177	62	35.0	22	35.5	40	64.5
Whippingham Street	37	20	54.1	6	30.0	14	70.0
<b>Total</b>	<b>3317</b>	<b>1034</b>	<b>31.2</b>	<b>453</b>	<b>43.8</b>	<b>581</b>	<b>56.2</b>

## Area 2      South of Elm Grove

Yes		No		Total
Number	%	Number	%	
958	67.4	463	32.6	1421

Respondents were then asked if a scheme were introduced what would be their preferred hours and days of operation. In some cases where people don't support a scheme, they have still given preferred options. This is shown in the tables below:

Preferred hours of Operation	Number	%
All day – 9am-8pm	650	50.9
2 periods eg 10-11am & 2-3pm	428	33.5
3 periods eg 10-11am, 2-3pm & 7-8pm	198	15.5
<b>Totals</b>	<b>1276</b>	<b>100</b>

Preferred day of the week of operation	Number	%
Monday to Sunday	683	53.3
Monday to Saturday	195	15.2
Monday to Friday	404	31.5
<b>Totals</b>	<b>1282</b>	<b>100</b>

Results on a street by street basis were as follows:

Street	No. properties mailed	No. responses	Response rate %	Yes		No	
				No.	%	No.	%
Albion Hill	128	68	53.1	57	83.8	11	16.2
Arnold Street	73	45	61.6	17	37.8	28	62.2
Baxter Street	37	20	54.1	5	25.0	15	75.0
Beaufort Terrace	10	5	50.0	3	60.0	2	40.0
Belgrave Street	54	28	51.9	19	67.9	9	32.1
Bentham Road	93	56	60.2	32	57.1	24	42.9
Billam Terrace	16	2	12.5	2	100.0	0	0.0
Carlyle Street	80	41	51.3	10	24.4	31	75.6
Cobden Road	82	51	62.2	44	86.3	7	13.7
Coleman Street	96	41	42.7	31	75.6	10	24.4
Cromwell Street	19	9	47.4	2	22.2	7	77.8
Ewart Street	108	57	52.8	40	70.2	17	29.8
Finsbury Road	98	30	30.6	23	76.7	7	23.3
Grant Street	21	12	57.1	7	58.3	5	41.7
Grove Street	60	21	35.0	19	90.5	2	9.5
Hampden Road	56	33	58.9	21	63.6	12	36.4
Hanover Crescent	54	13	24.1	3	23.1	10	76.9
Hanover Mews	17	9	52.9	5	55.6	4	44.4
Hanover Street	117	52	44.4	41	78.8	11	21.2
Hanover Terrace	109	53	48.6	44	83.0	9	17.0
Holland Street	57	33	57.9	25	75.8	8	24.2
Howard Road	39	15	38.5	10	66.7	5	33.3
Islingword Place	38	28	73.7	20	71.4	8	28.6
Islingword Road	162	79	48.8	59	74.7	20	25.3
Islingword Street	92	43	46.7	33	76.7	10	23.3
Jackson Street	5	2	40.0	0	0.0	2	100.0
Jersey Street	56	38	67.9	33	86.8	5	13.2
Lewes Street	1	0	0.0	0	0.0	0	0.0
Lincoln Cottages	20	7	35.0	5	71.4	2	28.6
Lincoln Street	90	52	57.8	39	75.0	13	25.0
Luther Mews	5	4	80.0	0	0.0	4	100.0
Luther Street	47	24	51.1	10	41.7	14	58.3
Lynton Street	56	27	48.2	7	25.9	20	74.1
Malthouse Lane	0	0	0	0	0	0	0
Milton Road	26	6	23.1	4	66.7	2	33.3
Montreal Road	43	23	53.5	19	82.6	4	17.4
Newark Place	26	7	26.9	5	71.4	2	28.6
Newhaven Street	48	10	20.8	7	70.0	3	30.0
Phoenix Place	12	1	8.3	1	100.0	0	0.0
Phoenix Rise	59	7	11.9	5	71.4	2	28.6
Quebec Street	53	34	64.2	30	88.2	4	11.8
Queens Park Road N	123	35	28.5	12	34.3	23	65.7
Queens Park Road S	178	47	26.4	24	51.1	23	48.9
Richmond Terrace	0	0	0	0	0	0	0

Street	No. properties mailed	No. responses	Response rate %	Yes		No	
				No.	%	No.	%
Scotland Street	56	30	53.6	24	80.0	6	20.0
Southampton Street	76	42	55.3	35	83.3	7	16.7
Southover Place	2	0	0.0	0	0.0	0	0.0
Southover Street	444	59	13.3	31	52.5	28	47.5
Tamplin Terrace	8	3	37.5	3	100.0	0	0.0
Toronto Terrace	82	44	53.7	35	79.5	9	20.5
Washington Street	92	36	39.1	31	86.1	5	13.9
Whichelo Place	81	37	45.7	25	67.6	12	32.4
<b>Total</b>	<b>3405</b>	<b>1421</b>	<b>41.7</b>	<b>958</b>	<b>67.4</b>	<b>463</b>	<b>32.6</b>



### Area 3: East of Queens Park Road

Yes		No		Total
Number	%	Number	%	
127	47.4	141	52.6	268

Respondents were then asked if a scheme were introduced what would be their preferred hours and days of operation. In some cases where people don't support a scheme, they have still given preferred options. This is shown in the tables below:

Preferred hours of Operation	Number	%
All day – 9am-8pm	81	37.0
2 periods eg 10-11am & 2-3pm	119	54.3
3 periods eg 10-11am, 2-3pm & 7-8pm	19	8.7
<b>Totals</b>	<b>219</b>	<b>100</b>

Preferred day of the week of operation	Number	%
Monday to Sunday	62	29.0
Monday to Saturday	31	14.5
Monday to Friday	121	56.5
<b>Totals</b>	<b>214</b>	<b>100</b>

Results on a street by street basis were as follows:

Street	No. properties mailed	No. responses	Response rate %	Yes		No	
				No.	%	No.	%
Clayton Road	59	18	30.5	6	33.3	12	66.7
Down Terrace	93	32	34.4	18	56.3	14	43.8
Firle Road	63	16	25.4	3	18.8	13	81.3
Freshfield Road	120	53	44.2	31	58.5	22	41.5
Freshfield Street	63	34	54.0	16	47.1	18	52.9
Glynde Road	44	12	27.3	3	25.0	9	75.0
Hallett Road	62	11	17.7	6	54.5	5	45.5
Pankhurst Avenue	221	73	33.0	38	52.1	35	47.9
Plumpton Road	18	8	44.4	1	12.5	7	87.5
Queens Park Rise	28	11	39.3	5	45.5	6	54.5
<b>Total</b>	<b>771</b>	<b>268</b>	<b>34.8</b>	<b>127</b>	<b>47.4</b>	<b>141</b>	<b>52.6</b>

## Area 4: Craven Vale

Yes		No		Total
Number	%	Number	%	
67	55.4	54	44.6	121

Respondents were then asked if a scheme were introduced what would be their preferred hours and days of operation. In some cases where people don't support a scheme, they have still given preferred options. This is shown in the tables below:

Preferred hours of Operation	Number	%
All day – 9am-8pm	41	42.3
2 periods eg 10-11am & 2-3pm	41	42.3
3 periods eg 10-11am, 2-3pm & 7-8pm	15	15.5
<b>Totals</b>	<b>97</b>	<b>100</b>

Preferred day of the week of operation	Number	%
Monday to Sunday	37	37.8
Monday to Saturday	17	17.3
Monday to Friday	44	44.9
<b>Totals</b>	<b>98</b>	<b>100</b>

Results on a street by street basis were as follows:

Street	No. properties mailed	No. responses	Response rate %	Yes		No	
				No.	%	No.	%
Craven Road	126	37	29.4	24	64.9	13	35.1
Hadlow Close	31	8	25.8	2	25.0	6	75.0
Monument View	16	9	56.3	3	33.3	6	66.7
Parham Close	21	3	14.3	3	100.0	0	0.0
Queensway	101	33	32.7	18	54.5	15	45.5
Southwater Close	24	8	33.3	7	87.5	1	12.5
Sutherland Road	8	2	25	2	100	0	0
The Causeway	49	14	28.6	4	28.6	10	71.4
Tilgate Close	22	7	31.8	4	57.1	3	42.9
<b>Total</b>	<b>398</b>	<b>119</b>	<b>29.9</b>	<b>67</b>	<b>55.4</b>	<b>54</b>	<b>44.6</b>

## Demographic Information

Age	Number	%
18-24	103	4.5
25-34	349	15.2
35-44	634	27.7
45-54	584	25.5
55-64	330	14.4
65-74	179	7.8
75+	112	4.9
<b>Total</b>	<b>2291</b>	<b>100</b>

Gender	Number	%
Male	1146	46.5
Female	1309	53.1
Other	10	0.4
<b>Total</b>	<b>2465</b>	<b>100</b>

Do you identify as the gender you were assigned at birth?	Number	%
Yes	2255	98.2
No	41	1.8
<b>Total</b>	<b>2296</b>	<b>100</b>

Ethnicity		Number	%
White	White English/ Welsh/ Scottish/ Northern Irish/ British	2087	86.6
	White Irish	40	1.7
	Gypsy or Irish Traveller	1	0
	Any other white background	143	5.9
Asian or Asian British	Bangladeshi	5	0.2
	Indian	15	0.6
	Pakistani	4	0.2
	Chinese	12	0.5
	Any other Asian background	11	0.5
Black or Black British	African	4	0.2
	Caribbean	20	0.8
	Any other Black background	2	0.1
Mixed	Asian & White	20	0.8
	Black African & White	3	0.1
	Black Caribbean & White	7	0.3
	Any other mixed background	21	0.9
Any other ethnic group	Arab	6	0.2
	Any other ethnic group	10	0.4
<b>Total</b>		<b>2411</b>	<b>100</b>

<b>Sexual orientation</b>	<b>Number</b>	<b>%</b>
Heterosexual/ straight	1923	87.8
Lesbian/ Gay woman	91	4.2
Gay man	113	5.2
Bisexual	51	2.3
Other	11	0.5
<b>Total</b>	<b>2189</b>	<b>100</b>

<b>Religion or Belief</b>	<b>Number</b>	<b>%</b>
I have no particular religion	1008	46.3
Buddhist	58	2.7
Christian	564	25.9
Hindu	9	0.4
Jain	2	0.1
Jewish	15	0.7
Muslim	28	1.3
Pagan	15	0.7
Sikh	2	0.1
Agnostic	108	5.0
Atheist	309	14.2
Other	43	2.0
Other philosophical belief	16	0.7
<b>Total</b>	<b>2177</b>	<b>100</b>

<b>Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 month?</b>	<b>Number</b>	<b>%</b>
Yes, a little	212	9.1
Yes, a lot	159	6.8
No	1960	84.1
<b>Total</b>	<b>2331</b>	<b>100</b>

Of those who answered “yes”, disabilities were as follows:

Please state the type of impairment which applies to you	Number
Physical impairment	209
Sensory impairment	39
Learning disability/ difficulty	16
Autistic spectrum	8
Long-standing illness	127
Mental health condition	75
Development condition	9
Other	12
<b>Total</b>	<b>495</b>

Are you a carer?	Number	%
Yes	166	7.2
No	2152	92.8
<b>Total</b>	<b>2318</b>	<b>100</b>

If yes to carer, do you care for	Number
Parent	60
Child with special needs	36
Other family member	22
Partner/ spouse	36
Friend	12
Other	2
<b>Total</b>	<b>168</b>

Armed Forces Service	Yes	No
Are you currently serving in the UK Armed Forces (this includes reservists or part-time service, eg Territorial Army)?	2	2219
Have you ever served in the UK Armed Forces?	65	2131
Are you a member of a current or former serviceman or woman’s immediate family/ household?	44	2105

## Appendix

203 responses were removed from reporting as they fell into the following categories:

- Responses from residents outside the area
- No address given
- Mailed in error on boundary of proposed scheme area
- Duplicates

50.3% of these responses were against the introduction of a parking scheme in the Hanover, Elm Grove and Craven Vale area as show in the table below<sup>5</sup>:

Why removed from main report	In favour of parking scheme		Not in favour of parking scheme		Total
	Number	%	Number	%	
No address given	2	16.7	10	83.3	12
Outside area	6	24	19	76	25
Duplicates	73	55.3	59	44.7	132
Mailed in error	18	60.0	12	40.0	30
<b>Total</b>	<b>99</b>	<b>49.7</b>	<b>100</b>	<b>50.3</b>	<b>199</b>

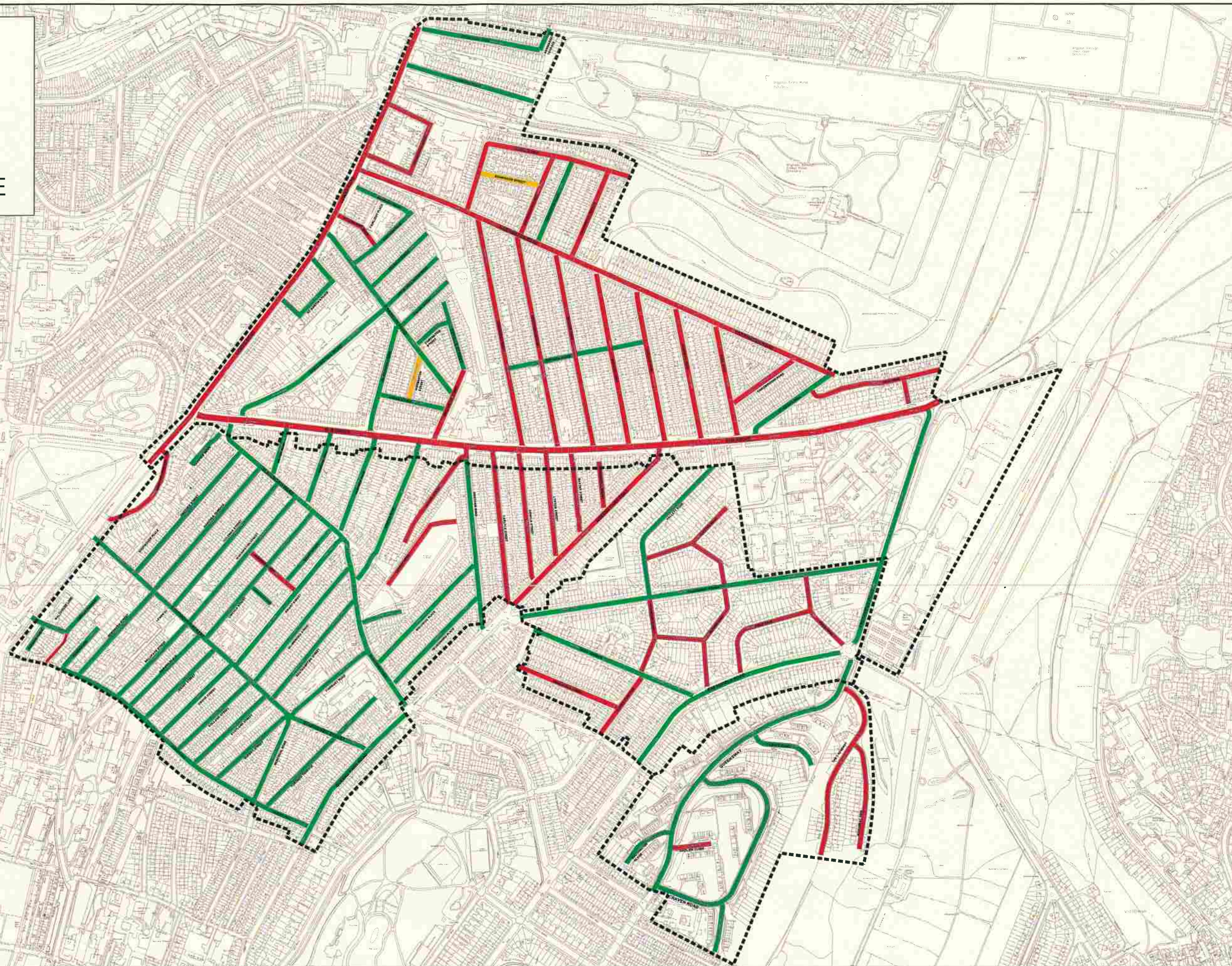
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<sup>5</sup> 4 people did not answer this questions



# KEY

- YES
- NO
- 50/50
- NO RESPONSE



## Appendix C

Hanover initial parking consultation  
Road by road analysis





## Appendix D - Hanover, Elm Grove and Craven Vale May 2016

### Arnold Street, Baxter Street, Carlyle Street, Cromwell Street, Lynton Street and Queens Park Road (North)

#### Results

Would you like a parking scheme in your area<sup>1</sup>?

Yes		No		Total
Number	%	Number	%	
53	29.9	124	70.1	177

Respondents were then asked if a scheme were introduced what would be their preferred hours and days of operation. In some cases where people don't support a scheme, they have still given preferred options. This is shown in the next table, of those who support a scheme, the hours of operation and preferred days of the week are as follows:

Preferred hours of Operation	Number	%
All day – 9am-8pm	40	29.2
2 periods eg 10-11am & 2-3pm	85	62.0
3 periods eg 10-11am, 2-3pm & 7-8pm	12	8.8
<b>Totals</b>	<b>137</b>	<b>100</b>

Preferred days of the week of operation	Number	%
Monday to Sunday	34	24.6
Monday to Saturday	18	13.0
Monday to Friday	86	62.3
<b>Totals</b>	<b>138</b>	<b>100</b>

<sup>1</sup> 2 people did not answer this question



<b>Subject:</b>	<b>Fiveways (Area F) / Hollingbury Road &amp; Ditchling Gardens (Area G) Traffic Amendment Order</b>		
<b>Date of Meeting:</b>	<b>28<sup>th</sup> June 2016</b>		
<b>Report of:</b>	<b>Acting Executive Director of Environment, Economy &amp; Culture</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Charles Field</b>	<b>Tel: 29-3329</b>
	<b>Email:</b>	<b>Charles.field@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>Preston Park, Hollingbury &amp; Stanmer.</b>		

## **1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The purpose of this report is to consider support, comments and objections to an Amendment Traffic Order for the recently implemented Fiveways parking scheme area (Area F) and Hollingbury Road & Ditchling Gardens (Area G). Permission to proceed with the scheme was agreed at the Environment, Transport & Sustainability (ETS) Committee meeting on 19<sup>th</sup> January 2016.
- 1.2 This Amendment Traffic Order includes a number of changes made during the implementation of the schemes along with the proposed relocation of a taxi rank from Hollingbury Terrace to Ditchling Road (Appendix A) and double yellow lines in Adams Close.

## **2. RECOMMENDATIONS:**

- 2.1 That the Committee is recommended to (having taken into account of all the duly made representations and objections):

Approve the Brighton & Hove Various Controlled Parking Zones Consolidation Order 2015 Amendment Order No.\* 201\* (Ref: TRO-11a-2016) and Brighton & Hove Outer Areas (Waiting, Loading and Parking) and Cycle Lanes Consolidation Order 2013 Amendment No.\* 201\* (Ref: TRO-11b-2016)

## **3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 At the Environment, Transport & Sustainability Committee on 13<sup>th</sup> October 2015 Members agreed that a new resident parking scheme be considered within the Fiveways area and that this proposal be progressed to the final design with the Traffic Order advertised to allow further comment.
- 3.2 During implementation of the scheme a number of minor changes were made to the scheme e.g moving or removing a motorcycle bay and these have been advertised as amendments to the relevant Traffic Orders.
- 3.3 As part of the Traffic Order process a number of concerns were outlined regarding moving the taxi rank from Hollingbury Terrace (all day) to overnight only (6pm-6am) on Ditchling Road. There were also concerns about the legal TRO process in regard to Taxi Ranks so this has been discussed with Legal

Services and re-advertised to ensure it meets the additional requirements for Hackney Carriage stands under the Local Government (Miscellaneous Provisions) Act 1976.

- 3.4 Due to road safety concerns from possible vehicle displacement outlined by residents, double yellow lines have been included on the amendment Traffic Orders for parts of Adams Close

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 The main alternative option is doing nothing which would mean the proposals would not be taken forward.
- 4.2 However, it is the recommendation of officers that these proposals are proceeded with for the reasons outlined within the report.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 The Traffic Regulation Amendment Orders were advertised on 29<sup>th</sup> April 2016 and members of the public had until 27<sup>th</sup> May to outline support, comments or objections. The Ward Councillors for the areas were consulted, as were the statutory consultees such as the Emergency Services.
- 5.2 Notices were also put on street for the 29<sup>th</sup> April 2016 in relevant locations; these comprised of the notice and the reasons for it. The notice was also published in the Brighton & Hove Independent newspaper on the 29<sup>th</sup> April 2016. Detailed plans and the Orders were available to view at the Customer Service Centres at Bartholomew House and Hove Town Hall.
- 5.3 The documents were also available to view and respond to directly on the Council website.
- 5.4 The Amendment Traffic Orders include minor changes to the two recently implemented parking schemes, the taxi rank relocation from Hollingbury Terrace to Ditchling Road and double yellow lines in parts of Adams Close. A number of comments, support and objections were received to the advertised Traffic Regulation Orders.
- 5.5 The comments, support and objections are summarised and explained in detail in Appendix B and a plan showing the taxi rank proposals which has received comments/objections is shown in Appendix A.

##### *Summary of comments, support and objections*

- 5.6 31 items of support and 4 objections were received in relation to the relocation of a 24 hour taxi rank in Hollingbury Terrace to an overnight taxi rank (6pm-6am) in Ditchling Road. In addition a petition was received by the taxi trade with 164 signatures outlining objections to the removal of the taxi rank.
- 5.7 The 31 items of support for the removal of the Taxi rank outlined two main reasons. Firstly 26 of the responses outlined that the bay is rarely used while 21 of them outlined it would be better utilised for parking for residents and their

visitors or for other purposes such as double yellow lines, pedal cycle parking bay etc

5.8 The 4 objections to the removal of the taxi rank came from the taxi trade and outlined the following reasons;

- Mainly used in daytime so if replaced should be 6am to 6pm rather than other way round. (2 taxi drivers comments)
- Established bay and no evidence to date that taxis do not use it. Confirmed that it is used to wait for hiring or waiting for radio bookings
- Residents say rank not used but no constructive evidence in support of this and this is refuted by evidence provided by Streamline
- Pressure to remove rank is due to increase in parking restrictions
- Proposed bay is unacceptable
- Shared proposed bay is contrary to section 64 (1) of the 1976 act
- Deprive residents access to bay during day
- Deprive residents of access to bay during night if loaders making use of facility
- Doesn't take into account the demand by the public for Hackney Carriages – returning to another stand will mean
  - i. Greater delay for public in getting a taxi by both waiting at rank or via radio
  - ii. Environmental damage by taxis having to do more mileage
- New proposed rank smaller – reduce the service to the public
- New proposed rank more difficult to travel northwards and not so close to bus stops
- More taxis given plates a year, but no more extra rank space

5.9 A petition was also received by the taxi trade with 164 signatures outlining objections to the removal of the taxi rank which were;

- Shared proposed bay is contrary to section 64 (1) of the 1976 act.
- Deprive residents easy access to bay during day.
- Deprive residents of access to bay during night if loaders making use of facility or if rank is abused.
- Established bay and no evidence to date that taxis do not use it.
- Additional noise and inconvenience to residents during the daytime hours due to unloading.
- New proposed rank smaller which will reduce the service to the public
- The current rank is in regular use.

5.10 As the comments show there is a variation in what the taxi trade outline and nearby resident observations. The Council needs to be able to provide a balance in parking and local residents clearly do not believe that the rank is of use to them, if the local customer base have lost faith that taxis will be available in the rank then is arguable that the bay is no longer respected.

5.11 The proposed shared bay for taxis and loading, will not permit loading during the times it is a taxi rank, it will also not allow taxis to wait during the hours it is a loading bay. It will be a taxi rank only during the hours of 6pm to 6am, therefore the proposed shared bay is not contrary to section 64 (1) Local Government (Miscellaneous Provisions) Act 1976.

- 5.12 Two items of support were also received to the proposed double yellow lines in Adams Close

## **6. CONCLUSION**

- 6.1 It is the recommendation of officers that these proposals are proceeded with for the reasons outlined within the report.
- 6.2 The Committee is recommended to approve the Traffic Orders as advertised which include relocating the taxi rank from Hollingbury Terrace (all day) to Ditchling Road (6pm-6am) and double yellow lines in Adams Close.
- 6.3 To consider the concerns outlined by the taxi trade the Council will work with the Hackney Carriage Officer and taxi trade to consider the taxi rank requirements in nearby locations in the area. If suitable locations and funding are agreed then this could be advertised through a Traffic Order at a later date.

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

### Financial Implications:

- 7.1 The capital costs associated to implementing the parking schemes is estimated to be £0.100m, which will be funded by borrowing. The annual income from the scheme is forecasted to be approximately £0.068m, which after the estimated costs of managing the scheme would generate sufficient surplus income to fund the borrowing repayments. The recurring financial impact of the scheme will be reflected within the service revenue budget and reviewed as part of the budget monitoring process.

*Finance Officer Consulted: Steven Bedford*

*Date: 01/06/2016*

### Legal Implications:

- 7.2 The Council regulates traffic by means of orders made under the Road Traffic Regulation Act 1984. The procedure for making such orders is contained in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 which require public notice of proposed orders to be given and for the relevant documents to be placed on deposit for public inspection. Any person may object to the making of an order. Any unresolved objections to an order must be considered by the Environment, Transport & Sustainability Committee before the order can be made.

Proposals for hackney carriage stands are also governed by s63 of the Local Government (Miscellaneous Provisions) Act 1976. Publicity is similar to the publicity requirements under the 1996 Regulations referred to above save that the period allowed for representations is 28 days under the 1976 Act as opposed to 21 days under the 1996 Regulations.

The legality of the proposed shared taxi and loading bay is noted in the report.

It is not considered that any adverse human rights implications arise from the report.



Equalities Implications:

- 7.3 The proposed measures will be of benefit to many road users.

Sustainability Implications:

- 7.4 The new motorcycle bays will encourage more sustainable methods of transport.

Any Other Significant Implications:

- 7.5 Any legal disabled bays will provide parking for the holders of blue badges wanting to use the local facilities.

**SUPPORTING DOCUMENTATION**

**Appendices:**

1. Appendix A – Proposed change to the taxi rank

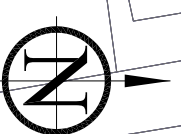
**Documents in Members' Rooms**

1. None


**Background Documents**

1. ETS Committee – 19<sup>th</sup> January 2016  
2. ETS Committee – 13<sup>th</sup> October 2015





 **Proposed shared bay**  
6am - 6pm -Loading bay only  
6pm - 6am -Taxi rank only

 **Proposed removal of Taxi rank**  
Replaced with Permit holder only bay

Hollingbury  
Terrace

Double yellow line restrictions would apply across all vehicle crossovers/dropped kerbs.  
Where there are no parking bays indicated, double yellow line restrictions would apply along  
kerb side with the exception of private roads.



<b>Subject:</b>	<b>Victoria Road Parking Proposals</b>		
<b>Date of Meeting:</b>	<b>28<sup>th</sup> June 2016</b>		
<b>Report of:</b>	<b>Acting Executive Director of Environment, Economy &amp; Culture</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Charles Field</b>	<b>Tel: 29-3329</b>
	<b>Email:</b>	<b>Charles.field@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>South Portslade</b>		

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

- 1.1 The purpose of this report is to provide an update on the current situation for the additional parking restriction proposals in Victoria Road and seek permission to make the necessary traffic order as advertised.
- 1.2 The Traffic Order has been advertised due to the pending change of use of Portslade Town Hall. As part of the process the Members of the Committee are being asked to consider the objection made to the traffic order.

**2. RECOMMENDATIONS:**

- 2.1 Having taken into account the objection received the Committee agrees to make the Brighton & Hove Outer Areas (Waiting, Loading and Parking) and Cycle Lanes Consolidation Order 2013 Amendment No.X 201X as advertised.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 Due to the pending change of use of Portslade Town hall, local councillors raised concerns about the lack of parking provision in the local vicinity.
- 3.2 Discussions with Ward Councillors led to several site visits to the area to establish how parking provision could be increased and how that might best be achieved given the nature of Victoria Road as a haulage through route.
- 3.3 Following an investigation of the existing restrictions, officers concluded that the now redundant single yellow line restriction on the northern side of Victoria Road could be removed with some parking areas marked out to maximise the parking capacity.
- 3.4 To be able to achieve this, and following the advice of the Council's Road Safety team, it was necessary to include short lengths of double yellow lines on the north side and double yellow lines over the driveways on the southern side of Victoria Road to facilitate the transit of large vehicular traffic that regularly use this route (see Appendix A). The proposals underwent statutory consultation, as referred to in paragraph 5.1 below.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 The main alternative option is doing nothing which would mean the proposals would not be taken forward.
- 4.2 However, it is the recommendation of officers that these proposals are proceeded with for the reasons outlined within the report.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 The proposals were advertised on Friday 4<sup>th</sup> March 2016, allowing a period of 21 days for representations to be made. Notices were placed on street and the order was advertised in the local press.
- 5.2 Site visits have been undertaken with Ward Councillors and following discussions regarding the proposals they are supportive of the way forward.
- 5.3 This formal consultation produced one objection pertaining to double yellow lines being placed outside of driveways. The objection being specifically that the resident wanted to be able to park over the dropped kerb facilitating the driveway to their property.
- 5.4 The proposed double yellow lines across driveways are necessary to provide clear areas that vehicles can pull into to allow the transit of large vehicles along this stretch, and to keep the dropped kerbs clear of parked cars for this purpose and to ensure access.

#### **6. CONCLUSION**

- 6.1 It is recommended that the proposals are agreed as advertised. If the proposals are agreed implementation can be carried out in a timely manner.

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

##### Financial Implications:

- 7.1 It is anticipated that the costs of implementing the recommendation of this report will be £2,000, which will be funded by receipts from the disposal of land at the Portslade Town Hall site.

*Finance Officer Consulted: Steven Bedford*

*Date: 24/05/16*

##### Legal Implications:

- 7.2 The Council regulates traffic by means of orders made under the Road Traffic Regulation Act 1984. The procedure for making such orders is contained in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 which require public notice of proposed orders to be given and for the relevant documents to be placed on deposit for public inspection. Any person may object to the making of an order. Any unresolved objections to an order

must be considered by the Environment, Transport & Sustainability Committee before the order can be made.

- 7.3 It is not considered that any adverse human rights implications arise from the report.

*Lawyer Consulted: Hilary Woodward*

*Date: 24/5/16*

Equalities Implications:

- 7.4 No Equalities implications that are we are aware of.

Sustainability Implications:

- 7.5 No Sustainability implications that we are aware of.

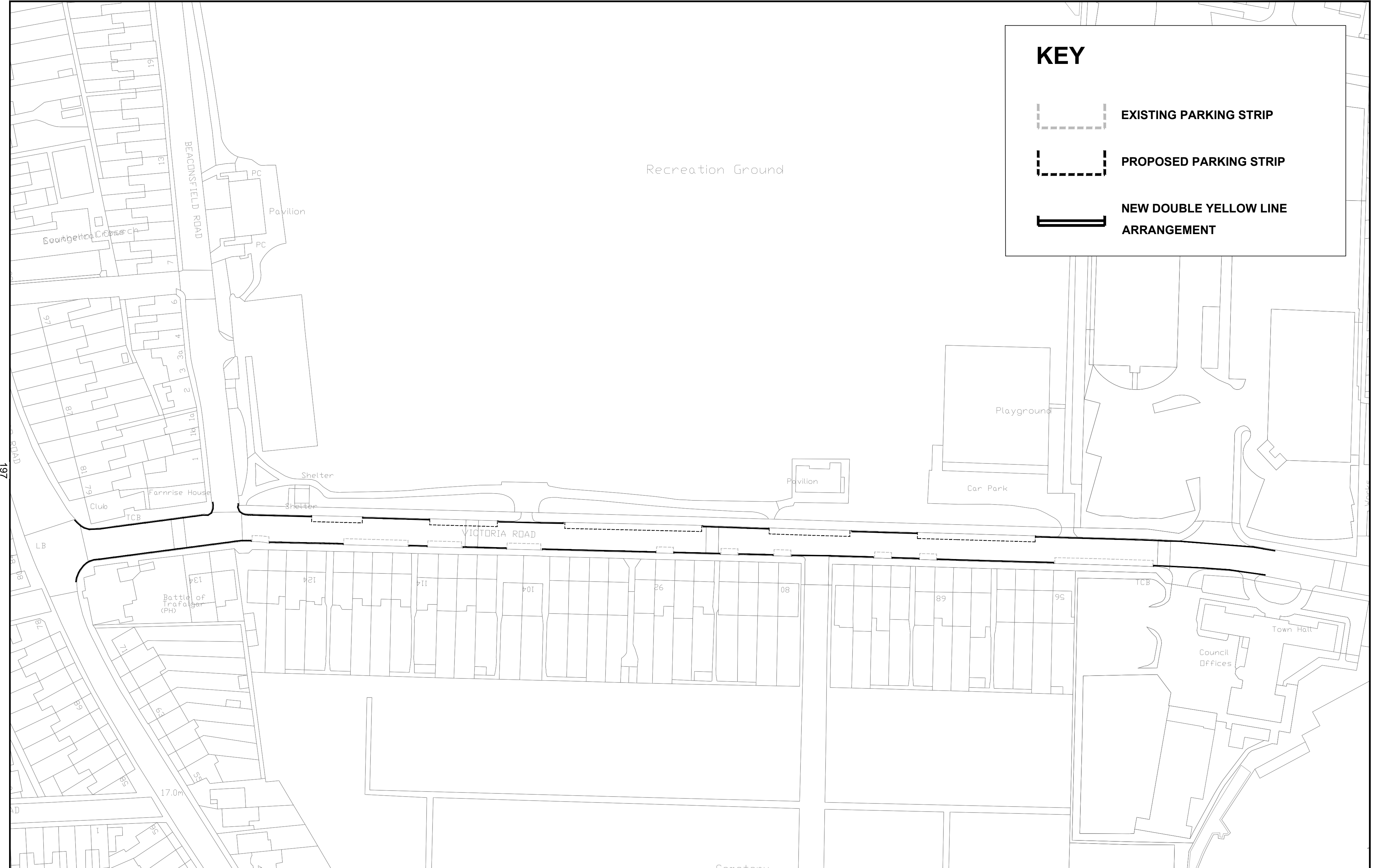
## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Appendix A – Plan of Victoria Road proposals.







# APPENDIX A



<b>Subject:</b>		<b>TRO Amendment Objection: Haddington Close/Street</b>	
<b>Date of Meeting:</b>		<b>28 June 2016</b>	
<b>Report of:</b>		<b>Acting Executive Director for Economy, Environment &amp; Culture</b>	
<b>Contact Officer:</b>	<b>Name:</b>	<b>Matthew Thompson</b>	<b>Tel: 29-0235</b>
	<b>Email:</b>	<b>matthew.thompson@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>		<b>Central Hove</b>	

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

- 1.1 Brighton & Hove City Council has a statutory duty to reduce the number of people killed and seriously injured on its roads under the Road Traffic Act 1988. The Council also has a statutory duty to promote safe and sustainable modes of transport, under the Education Act 1996/2006. The Council's Safer Roads Strategy for 2014-2020 supports continued casualty reduction efforts within an annual Safer Routes to Schools Programme.
- 1.2 St Andrew's Church of England Primary School has been expanded to raise capacity from 466 places in 2016 to 650 by 2022. The Planning agreement set aside funds for walking and cycling infrastructure improvements relevant to the catchment area of the school, which have been delivered by the Safer Routes to School programme in 2015-16.
- 1.3 The Traffic Regulation Order amendment (TRO-9a-2016) deals with new on street pay and display/ residents parking bays and new school keep clear markings outside a new school gate on Haddington Street, and disabled parking bays and loading and waiting restrictions on Haddington Close. (see Appendix 1).

**2. RECOMMENDATIONS:**

- 2.1 That the committee agrees to adopt the Traffic Regulation Order amendment TRO-9a-2016 as proposed.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The amendments to this TRO are part of a wider 'Safer Routes to School' scheme in 2015-16 around the expansion of three schools, including St Andrews Church of England Primary in central Hove. The St Andrew's scheme includes signage, raised tables, dropped kerbs, tactile paving, bollards, barriers and new pavement waiting areas in Haddington Street/ Close. These are specifically

designed to improve safety around the school gate on Haddington Street, which is being opened for pupil access to relieve pressure on the Belfast Street entrance.

- 3.2 Several elements relating to parking and loading in the area have been grouped together under this amendment. (See also 4.3 and 4.5 below). One aspect of the amendment proposes that ten disabled bays in Haddington Close, which currently have no waiting restrictions, become maximum three hour waiting/ no return in one hour (8am-6pm Monday to Saturday inclusive). Three extra disabled bays are being added to the existing disabled bays affected by this time limit.
- 3.3 One objection has been received to this aspect of the TRO amendment. (see Appendix 2). The respondent believes the waiting restrictions will discriminate against disabled people accessing employment with George St businesses though he concedes that the actual change will not affect him directly. He also raised concerns about blue badge enforcement in the area.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 Officers have responded to the objection by making the point that the reinstated pay and display/ residents parking bays opposite 1-13 Haddington Street and other existing pay and display bays can also be used all day by holders of a valid blue badge for free. However, the respondent does not believe this is an acceptable alternative, as the new bays don't provide extra space around car doors for wheelchair users. He does not accept there is a problem with current parking arrangements.
- 4.2 The council's city wide policy regarding disabled parking is to provide a disabled bay in a residential area if a disabled applicant lives within 50 metres of the bay. In commercial areas, time-limited bays near shops and amenities are designed to provide a greater turnover of parking and therefore allow more people to access services and shops. If bays are full all day with the same vehicles, it reduces the number of disabled people who can visit George Street.
- 4.3 School Keep Clear lining (SKCs) on both sides of the carriageway outside the school gates on Haddington Street are also part of the TRO amendment. The Head Teacher would like to start using the new gates for pupil access at the start of the autumn term.
- 4.4 The Department for Transport has now authorised the installation of SKCs without a TRO amendment. (New 'Traffic Signs and Regulations General Directions' came into force on 22 April 2016). The council could therefore install these without further delay. However, separating the SKC's from the other elements detailed below would mean a new amendment covering those elements would be needed. This would create a further delay to allow for advertising and objections, and a likely repeat of the current objections. This delay would create a potential hazard (see 4.5 - 6).
- 4.5 The current TRO amendment also introduces loading restrictions at the southern end of Haddington Close to prevent any parking or loading on the double yellow

lines in the turning bays there. Any parking or waiting in these bays means larger delivery lorries sometimes have to reverse all the way past the Haddington Street school gate to the Malvern Street junction to turn around. This means there could still be an occasional (but significant) hazard outside the school gate when it comes into use in September.

- 4.6 Blue badge holders are entitled to park on double yellow lines for up to three hours and any vehicle may wait or load on double yellow lines for up to five minutes. This means Council enforcement can't currently prevent the turning bays from being blocked. This type of Blue badge parking is more likely if other disabled bays in the Close are being occupied all day.

## **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 The TRO amendment was advertised in the local press on 15 April 2016 and notices were posted in the locality in accordance with standard procedures. Details of the amendment have been sent to the full list of statutory consultee and relevant council officers. No other comments have been received.
- 5.2 As part of the Safer Routes to School scheme, residents and businesses in the area received hand delivered correspondence including plans for the proposed measures and lining. Other statutory consultees also received these plans, as did governors and senior managers at St Andrew's Church of England Primary School. Ward councillors have been consulted and briefed on developments. No comments regarding the disabled parking, loading restrictions or SKC's were received.

## **6. CONCLUSION**

- 6.1 The amendment extends blue badge parking in Haddington Close and allows a greater turnover of vehicles which will improve access for the majority. All day parking for those accessing employment is also provided for blue badge holders in mixed pay and display/ residents bays. While restrictions in terms of space to the sides of vehicles apply to most of these bays, there are some which are parallel to wide areas of footway, allowing wheelchair access.
- 6.2 Parking in the turning bays at the southern end of Haddington Close, some of which is by blue badge holders, is creating a hazard which will become more of an issue when the school opens its Haddington Street gate to pupil access.

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

### Financial Implications:

- 7.1 The cost of implementing the recommendation of this report is estimated to be approximately £1,000 and will be funded from the approved Safer Routes to School budget as part of the 2016-17 Local Transport Plan capital programme.

*Finance Officer Consulted: Steven Bedford*

*Date: 27/05/16*

Legal Implications:

- 7.2. The Council regulates traffic by means of orders made under the Road Traffic Regulation Act 1984. The procedure for making such orders and any amendments to such orders is contained in the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 which require public notice of proposed orders and amendments to be given and for the relevant documents to be placed on deposit for public inspection. Any person may object to the making of an order or an amendment to an order. Any unresolved objections to an order or an amendment must be considered by the Environment, Transport & Sustainability Committee before the order or amendment can be made. It is not considered that any adverse human rights implications arise from the report.

*Lawyer Consulted Stephanie Stammers*

*Date: 31/05/16*

Equalities Implications

- 7.3 None

Sustainability Implications:

- 7.4 The measures as set out in the report are designed to encourage parents, carers, staff and pupils to travel sustainably to and from the school site.

Any Other Significant Implications:

- 7.5 None

**SUPPORTING DOCUMENTATION**

**Appendices:**

1. TRO-9a-2016 Statement of Reasons
2. TRO Objection – comments collated
3. Officer correspondence with the Objector
4. Map of Loading restrictions and disabled parking bay lining
5. Map of school keep clear lining around new pupil access gate

**BRIGHTON & HOVE CITY COUNCIL  
ROAD TRAFFIC REGULATION ACT 1984**

**Brighton & Hove Various Controlled Parking Zones Consolidation Order 2015  
Amendment Order No.\* 201\***

Brighton & Hove City Council (“the Council”) in exercise of its powers under Sections 1, 2, 3, 4, 19, 32, 35, 35A, 44, 45, 46, 46A, 47, 49, 51, 53, 55, 61, 63, 63A, 66, 117 and 124 (1) (c) & (d) of the Road Traffic Regulation Act 1984 (“the 1984 Act”) as amended and Part 6 of the Traffic Management Act 2004 and of all other enabling powers after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the 1984 Act hereby makes the following Order.

1. This Order may be cited as The Brighton & Hove Various Controlled Parking Zones Consolidation Order 2015 Amendment Order No.\* 201\* and shall come into operation on the XX day of MONTH 201\*.
2. The Brighton & Hove Various Controlled Parking Zones Consolidation Order 2015 is amended as follows:

**ARTICLE AMENDMENTS**

**PART 10 – INDEX OF SCHEDULE I**

Part 2.6 No Loading Monday to Saturday 8am to 6pm  
Add “N” into the CPZ Column

**SCHEDULE AMENDMENTS**

**Controlled Zone N**

**Part 2.6 No Loading Monday to Saturday 8am to 6pm**

Add new item:-

<b>Item No</b>	<b>Street Name</b>	<b>Side of Road</b>	<b>Description</b>	<b>Zone</b>
I	Haddington Close	East, South & West	From a point on the east side 3.3m north of the southern kerbline of Haddington Close southwards, westwards, and northwards to a point on the west side 25.1m north of the southern kerbline of Haddington Close, a distance of 48m.	N

**Part 3.1 – No Stopping on School Keep Clear Markings Monday to Friday 8am to 6pm**

Add new items:-

Item No	Street Name	Side of Road	Description	Zone
2	Haddington Close	east side	From the southern boundary of 13 Haddington Street southwards for a distance of 31.56m.	N
3	Haddington Close	west side	From a point 122.5 north of the southern kerbline of Haddington Close northwards for a distance of 37.56m	N

**Part 5.1 – Shared Permit or Pay & Display Parking Places Monday to Sunday - 9am to 8pm Tariff Band 4 - Short Term 2 hours - (No return within 4 hours)**

Add new item:-

Item No	Street Name	Side of Road	Description	Zone
24a	Haddington Street	west side	5m wide, at 90 degrees to the kerb, from a point 16.1m south of the southern kerbline of Malvern Street southwards for a distance of 38.4m, 16 parking bays in total.	N

**Part 9.1 – Disabled Badge Holders at any time**

Revoke the following items:-

Item No	Street Name	Side of Road	Description	Zone
37	Haddington Close	West	From a point 25.1 metres north of the southern kerbline of Haddington Close north for a distance of 13.2 metres (adjoining Tesco Car Park).	N
38	Haddington Close	West	From a point 46.4 metres north of the southern kerbline of Haddington Close north for a distance of 26.4 metres (adjoining Tesco Car Park).	N



**Part 9.6 – Disabled Badge Holders Parking Places 8.00am to 6.00pm Monday to Saturday (inclusive) Maximum Length of Stay 3 hours no return within 1 hour**  
Add the following item:-

<b>Item No</b>	<b>Street Name</b>	<b>Side of Road</b>	<b>Description</b>	<b>Zone</b>
10	Haddington Close	West Side	From a point 25.1 metres north of the southern kerbline of Haddington close northwards for a distance of 73 metres.	N

**MADE UNDER THE COMMON SEAL OF  
BRIGHTON & HOVE CITY COUNCIL**

this ..... day of ..... 2016

Executed as a deed by affixing the common seal of  
**BRIGHTON & HOVE CITY COUNCIL** in the presence of

.....  
Authorised Officer



**Sent: Monday 25 April 15:27**  
**Subject: Road traffic act - Haddington street/ close, Hove**  
**to: [parking.consultation@brighton-hove.gov.uk](mailto:parking.consultation@brighton-hove.gov.uk)**

**Amendment order no. 201 (ref. tro-9a-2016)**

The above order proposes to introduce parking time limits to disabled bays. Whilst time limits will not affect many disabled (myself included), it should be borne in mind that there are disabled who work in / around this area. Surely it is better to encourage the disabled back to work. (The real problem here is the illegal use of blue badges!)

**Wednesday 18 May (in response to direct officer contact – see appendix 3).**

Just to comment on your proposals, I feel they contain too many ifs and buts. If drivers don't arrive at a certain time then they won't be able to park. The present system works, so why change what's not broken? When police are carrying out checks there are plenty of spare places. Making the times shorter won't alter the position regarding misuse.

**Tuesday 24 May**

Having now seen the new bays outside the school, they are not disabled bays. There is not enough room for disabled people to get out their cars.



Sent 5 May 2016

Dear Mr XX

Thank you for your comments dated 25 April regarding this advertised Traffic regulation order amendment.

I have asked officers to respond to your comments on the proposed restrictions to the disabled parking bays in Haddington Close. Our interpretation of your comments is that you believe that putting time limits on these parking bays could discourage disabled drivers who work in that area from going out to work and that you have questions about blue badge enforcement.

In general, our parking infrastructure team favour time-limited bays near shops and amenities as it provides a greater turnover and therefore allows more people to access the provision. If the bays are full all day with the same vehicle it greatly reduces the number of people who can visit George Street.

However, I recognise your real concern is for disabled people working in the area who need access to parking. For precisely this reason, Blue Badge holders are also entitled to use exclusive pay and display bays as well as shared bays (pay and display and permit holders) free of charge and for an unlimited period.

Sixteen such bays are being reinstated near the junction of Haddington Street and Malvern St opposite numbers 1-13. For those arriving before 8.30am each weekday, these will provide opportunities for all day parking for disabled people working in the area with a valid blue badge permit. It is true that during the school drop off period between 8.30am and 9.00 am, parking here may be more difficult, but on numerous site visits at this time, I have observed that most people arrive on foot and that this school related traffic very quickly subsides after 9am, (although there could be more demand after 9am for parking by shoppers).

Our parking enforcement team report that this area is on the regular list for Blue Badge fraud and misuse checks. On top of this, the street receives a fair amount of on foot Civil Enforcement Officer patrols. In the last month 96 visits have taken place and 16 Penalty Charge Notices have been issued to vehicles parked in contravention of the traffic regulations. If anyone is ever concerned that blue badge misuse is occurring, they can always contact our enforcement team (0845 603 5469) and it will be fully investigated.

Please let me know if this answer provides you with any reassurance and if so, whether would you consider withdrawing your objection to the Traffic Regulation Order amendment? You can do this simply by stating it in an email response.

Yours Sincerely

**Matthew Thompson**  
**Project Officer**

24 May 2016

Dear Mr XX

Thank you for your response today. The bays are for residents & pay and display and as such can be used by any blue badge holder. We recognise some people will need wider areas around their doors than the doors provide however. Having taken quite a few parking places away, the council had a duty to reinstate as many bays as possible to facilitate shopper parking.

Your objection will be heard by the Environment, Transport and Sustainability committee in due course. I will let you know the date and give you instructions on what to do should you wish to make a further personal submission in writing or in person. The report on your objection will be published before the committee meets and you will be able to view it online.

Yours sincerely

**Matthew Thompson**  
**Project Officer**  
Road Safety Team

KEY

Rev	Revision details	
	Signed	Date
Drawn:	Ben Stride	March 2016
Surveyed:	surveyed	-
Checked:		
Approved:		
File/Acad ref:	S:\	



Project Name

**Safer Routes to Schools**  
**St Andrew's C.E. Primary School, Hove**

Drawing Title

**Haddington Close, Hove**  
**Proposed Loading Restrictions and**  
**Disabled Bays Limited to 3 hours**

Drawing No	Scale	Rev
BHCC/BS/TRO/HC/3	N.T.S. @ A3	

Amended Disabled Badge Holders  
Parking Places 8am - 6pm Monday  
to Saturday (inclusive) Maximum  
Length of Stay 3 hours no return  
within 1 hour  
(CPZ N, Part 9.3, New Item)

Amended Disabled Badge Holders  
Parking Places 8am - 6pm Monday  
to Saturday (inclusive) Maximum  
Length of Stay 3 hours no return  
within 1 hour  
(CPZ N, Part 9.3, New Item)

New No Loading Monday to  
Saturday 8am - 6pm  
(CPZ N, Part 2.5, New Item)

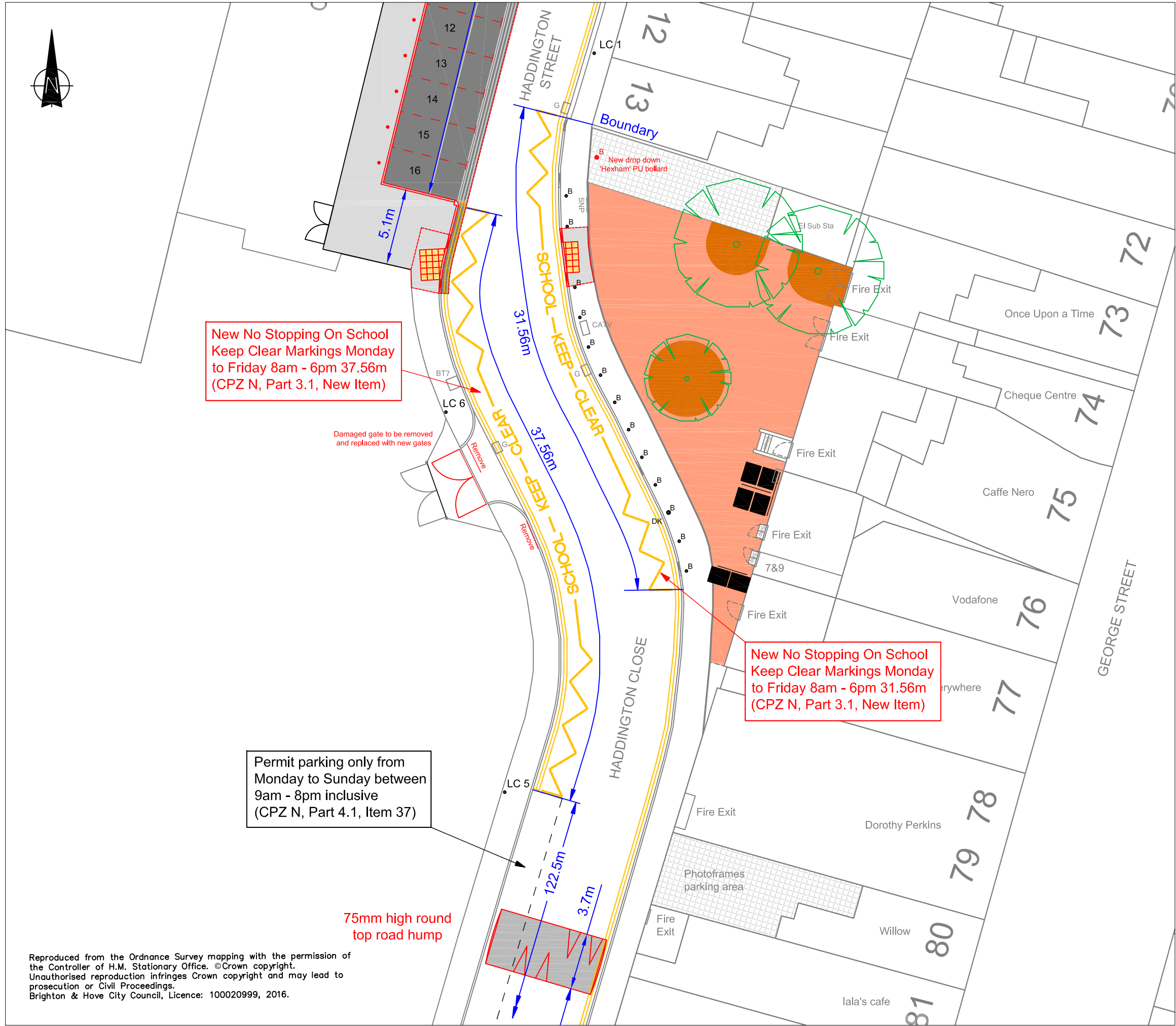
Exclusive Low Tariff Short Term  
Pay and Display 2hr no return  
within 4hrs Mon-Sun 9am-6pm  
(CPZ N, Part 6.1, Item 27)



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KEY

Rev	Revision details	Date
	Signed	
Drawn:	Ben Stride	March 2016
Surveyed:	surveyed	-
Checked:		
Approved:		
File/Acad ref:	S:\	



Project Name

**Safer Routes to Schools**  
**St Andrew's C.E. Primary School, Hove**

Drawing Title

**Haddington Close, Hove**  
**Proposed School Keep Clear Markings**

Drawing No	Scale	Rev
BHCC/BS/TRO/HC/2	1:250 @ A3	

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<b>Subject:</b>		<b>Parking payment systems</b>	
<b>Date of Meeting:</b>		<b>28<sup>th</sup> June 2016</b>	
<b>Report of:</b>		<b>Acting Executive Director for Economy, Environment &amp; Culture</b>	
<b>Contact Officer:</b>	<b>Name:</b>	<b>Paul Nicholls</b>	<b>Tel: 29-3287</b>
	<b>Email:</b>	<b>paul.nicholls@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>		<b>All</b>	

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

- 1.1 The report seeks approval for the procurement of 330 card-only Pay and Display machines, upgrades to the existing 320 Pay and Display machines to accept card payments only, and additional upgrades to 150 newer cash machines to allow them to accept the new £1 coin and card payments.
- 1.2 It should be noted that in addition to the 650 new and upgraded contactless card machines, the customer would still be able to pay by cash at 150 cash and card Pay and Display machines or at the 150 Paypoint outlets in the city.
- 1.3 The report aims to balance the needs to provide convenient, reliable payment facilities, reduce cash handling risks and obtain best value for money given the requirement to upgrade all machines to allow payment with the new £1 coin from March 2017

**2. RECOMMENDATIONS:**

That the Environment Transport and Sustainability Committee:

- 2.1 Notes the procurement options evaluated in this report and recommends that Policy, Resources & Growth Committee approves the report's recommendations (Option 3) for the procurement of Pay and Display machines, for the reasons explained in the report.

That the Policy, Resources & Growth Committee:

- 2.1 Approves the procurement of 320 card-only Pay and Display machines, upgrades to the existing 330 Pay and Display machines to accept card payments only, and additional upgrades to 150 newer cash machines to allow them to accept the new £1 coin and card payments;
- 2.2 Grants delegated authority to the Executive Director Economy, Environment and Culture to award the contract(s) following the procurement .

### 3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The Council's Corporate Plan commits to deliver "*a well run city – keeping the city safe, clean, moving and connected*". The Council's Transport Vision is "*to develop an integrated and accessible transport system that is well maintained and enables people to travel around and access services as safely and freely as possible*".
- 3.2 In 2013 drivers mainly had to pay in cash for parking with only 55 of the city's 1,380 pay and display machines able to accept card payments,. Following complaints from traders about drivers continually asking for change for their parking, Transport Committee in January 2013 approved the introduction of a new service to allow payment for parking by phone.
- 3.3 Over 40% of drivers now pay for their on street parking by phone. In 2015 Budget Council approved a saving of £225,000 from reducing the number of on street Pay and Display machines from 1,380 to the 800 currently in service. The last phase of machine removals was completed in January 2016.
- 3.4 The steady increase in customers choosing to pay for parking by phone has helped reduce wear and tear on the machines as they take much less cash. There is however still demand for conveniently located Pay and Display machines and this is expected to continue for the 7 to 10 years expected lifespan of the average machine.
- 3.5 Much of the remaining stock of Pay & Display machines is showing signs of corrosion following years of service. The annual cost of machine maintenance is approximately £500,000 with the upkeep of cash machines (which need frequent emptying), generally higher than card machines. The 425 'Stellio' machines are the oldest model of machine in service and they cannot be upgraded to accept card payment.
- 3.6 The proposed procurement is in response to an increase in attempted thefts, damage to cash only machines and to minimise the cost of upgrading all cash machines to accept the new £1 coin. Since 2008, the total cost of thefts from cash Pay & Display machines is estimated at £150,000. Recently, between January and March this year, customers were inconvenienced by 51 incidents of attempted thefts from machines with £14,995 stolen. Damage to these machines cost almost £30,000 and also creates a period of machine 'down time' until fully repaired
- 3.7 Operating cash Pay & Display machines involves additional expenses in terms of machine maintenance, cash collection and reconciliation costs compared to card only machines. There are a number of specific risks associated to the transit and safekeeping of the council's cash from on-street parking fees and charges. These risks include:
- theft from machines;
  - cash collection and transit operations;
  - banking and payment operations;
  - company failure or insolvency of the cash collection and transit supplier leading to potential loss of return of cash collected to the council.

Management of these risks was a key consideration during the appraisal of parking payment options for this report. By reducing the number and value of cash transactions and implementing other actions identified in this report, the above risks will be reduced having a potentially positive financial impact for the council. 3.9 Exposure to these risks could be managed by providing alternative payment methods such as card payment and reducing the amount of cash held on street. The 150 remaining cash machines that are less than 7 years old could be relocated to areas covered by CCTV and fitted with additional security features where appropriate. As a similar number of 'Paypoint' outlets accept cash payments for parking (without additional charge) drivers would still be able to pay in cash at over 300 locations in the city.

- 3.10 In March 2017, the Royal Mint will replace the current one pound coin with a new, 12 sided version. All Pay & Display machines would need to be upgraded to accept the new £1 coin at an estimated cost of £188,000
- 3.11 The latest Pay and Display machines still issue a ticket but also ask the driver to enter their vehicle registration. This allows electronic verification of paid parking time in the same way as phone parking sessions are verified. Digital information about which spaces are in use could also allow for the development of apps to help drivers find a parking space in exclusive paid parking bays.
- 3.12 The current stock of Pay and Display machines is shown in the table below. Intermittent mobile network coverage is a problem in some areas and this can affect customer's ability to pay using Chip and PIN (where a live authorisation is required). To improve reliability new machines would include "Contactless" since this method allows payments, up to a limited amount (£30), to be processed without live authorisation.

#### Current stock of Pay & Display machines and proposals

Machine type	Current stock	Proposals for replacement before the new £1 is introduced in March 2017
Stellios – up to 16 years old, <i>cannot</i> be upgraded to accept cards	425	Replace with 330 new card only machines.
Strada cash only machines can be upgraded to accept cards	320	Upgrade 225 machines to accept card payments only and upgrade 95 machines to accept card and new £1 coin cash payments
Strada card and cash machines	55	Upgrade to accept new £1 coin
Total	800	150 cash and card machines, 650 card only machines -Total 800 machines

## 4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

### 4.1 Five options were considered:

- 1) Upgrade all existing cash machines to accept new coins
- 2) Replace all existing machines to accept credit and debit cards and cash, and capture vehicle registrations
- 3) Replace old machines with 330 card-only Pay and Display machines, upgrades to the existing newer Pay and Display machines to accept card payments only, and additional upgrades to 150 newer cash machines to allow them to accept the new £1 coin and card payments
- 4) Remove all machines and simply offer Pay-by-Phone and PayPoint
- 5) Do nothing – This option was discounted and not evaluated as machines need to be able to accept the new £1 coin after March 2017

### 4.2 The table below summarises the options evaluated:

	Option 1 Upgrade all 800 to take new £1	Option 2 Replace all 800 with cash and card	Option 3 Replace/Upgrad e with 650 card only 150 cash and card	Option 4 Remove all machines
Allows payment without pre-registration	✓	✓	✓	✗
Capture VRM data	✗	✓	✓	✓
Reduced cash collection costs	✗	✗ (minimal)	✓ (significant)	✓
Reduced risk of theft	✗	✗ (minimal)	✓ (significant)	✓
<b>One off capital costs</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Coin upgrade cost	£0.188	£0.000	£0.035	£0
Machine upgrade cost (excluding coin)	£0.000	£0.000	£0.477	£0.000
Cost of new machines inc installation	£0.000	£3.590	£1.271	£0.000
removal/signage relocation costs	£0.000	£0.000	£0.045	£0.360
<b>Total Capital costs</b>	<b>£0.188</b>	<b>£3.590</b>	<b>£1.828</b>	<b>£0.360</b>
<b>Annual Operational costs</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Cash service costs including loss of income from theft	£0.444	£0.381	£0.122	£0.000
Card processing costs (fixed and per transaction)	£0.375	£0.800	£0.874	£0.860

costs to be absorbed by the council)				
Machine Maintenance and Running Costs	£0.538	£0.508	£0.368	£0.100
Annual Machine Replacement	£0.528	£0.000	£0.222	£0.000
Scheme Annual Borrowing Costs over 7 years	£0.031	£0.599	£0.305	£0.060
<b>Total Annual Operational costs</b>	<b>£1.916</b>	<b>£2.288</b>	<b>£1.891</b>	<b>£1.020</b>

- 4.3 Option 3 is recommended because it offers the best value for money option for balancing the immediate needs of responding to the coin change and providing a physical on-street payment option. It will reduce the risks and costs associated with providing hundreds of cash holding machines across the city. The card processing costs would be paid by the council, not the driver.
- 4.4 Option 1 is not recommended due to the increasing cost of parts and maintenance and the increasing risks and costs of maintaining quantities of cash in hundreds of machines across the city.
- 4.5 Option 2 is not recommended because of the high investment required and risks attached with still maintaining 800 cash machines on street.
- 4.6 Option 4 is not recommended because whilst Pay by Phone does now account for a large proportion of payments, there is still a significant demand for a physical on-street payment option. Equalities issue have been identified for the elderly and others who may not have a mobile and may have mobility issues.to use limited Paypoint facilities as the only way of paying by cash.
- 4.7 The option of buying fewer Pay and Display card only machines was considered. Most streets currently have on average one machine. Reducing this number any further would mean that in some cases drivers would have much further to walk to pay for their parking causing difficulty for some people with mobility problems but without a blue badge.
- 4.8 Consideration was given to removing the 150 newer cash Pay and Display machines to eradicate all cash collection costs and losses to thefts by allowing cash payments at paypoint outlets only with all machines accepting card payments only. These remaining cash machines are however relatively new and in good working order. Keeping them in service would allow for cash payments in areas not well covered by the remaining cash option of Paypoint outlets throughout the city and areas of expected high demand for a cash payment facility
- 4.9 The re-introduction of the parking voucher system was considered to reduce cash collection on street. This system was however withdrawn because it was expensive to administer, with printing costs, retail fees and the cost of keeping

shops stocked with vouchers. Mistakes when scratching off or using the vouchers also sometimes resulted in Penalty Charge Notices being issued. Paypoint shops already allow drivers to pay for their parking in cash with details of the vehicle and paid parking sent electronically to enforcement agents

- 4.10 The best value option for keeping machines on street is to procure machines and upgrades of the same brand as those currently in situ within the city, as opposed to procuring a new brand of machine which would increase costs. The Council will therefore choose the most economically advantageous option for this procurement.
- 4.11 One option is to use an existing parking contract in order to procure the required goods and services. The alternative option is to use a national framework for this procurement. Quotations will be obtained from both options prior to a decision being made on the best value strategy to undertake for this procurement.
- 4.12 It is envisaged that the contract duration may be 7 years (which is similar to the lifespan of a Pay and Display machine) but this will be determined once more research has been conducted regarding the maintenance options available to the Council.

## **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 As part of the Citywide Parking Review carried out in 2012 when almost all parking had to be paid in cash, residents were asked which payment methods they would consider using. At that time 78% responded that they would use card payments if available (the most popular option). This compares to 67% who said they would use a mobile 'phone.
- 5.2 Overall 95% of the UK population have a bank card. This number is likely to be even higher amongst drivers given the need to insure and tax their vehicles. The age group least likely to have a bank card is the under 26 group.
- 5.3 A full communications campaign would accompany these proposals if approved to help members of public familiarise themselves with the new machines and access the various payment methods and options available. A map would be displayed on all card only machines showing the location of the nearest cash payment facility. Covers could also be purchased for cash and card machines with different branding to make them more easily identifiable on street

## **6. CONCLUSION**

- 6.1 It is recommended that the Committee approve option 3 the procurement of 330 card-only Pay and Display machines, upgrades to the existing 320 Pay and Display machines to accept card payments only, and additional upgrades to 150 newer cash machines to allow them to accept the new £1 coin and card payments. This offers the best value for money, balancing the immediate needs of responding to the coin change and providing a physical on-street payment option, whilst removing the risks and costs attached with providing hundreds of



cash holding machines across the city. Reducing thefts should also mean drivers wishing to pay at a machine receive a more reliable service.

- 6.2 By providing for all parking sessions to be recorded digitally, this recommendation has the potential to deliver a more efficient and cost effective enforcement service. Better information about parking activity could be used to help drivers find an on street parking space.

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

### Financial Implications:

- 7.1 The financial implications of the four options have been reviewed to assess the anticipated initial capital costs and impact on recurring operational revenue costs, which are summarised in the main body of this report. The capital costs are based on quotes from suppliers and are considered to be reliable estimates. The ongoing operational costs are based on current costs and best estimate assumptions for changes in payment behaviour.
- 7.2 The capital costs associated to the recommendations in this report will be funded by unsupported borrowing, with appropriate repayments made over a seven year period funded from the parking services revenue budget. It is anticipated that the capital costs of the preferred option will be approximately £1.828m in the current financial year. It is anticipated that the reduction in ongoing costs as a result of the implementation will be sufficient to fund the borrowing repayment costs. Any significant variation between anticipated and actual costs will be reported as part of the council's budget monitoring process.
- 7.3 If the recommendations of this report are approved, the capital funding will require Policy, Resources & Growth Committee approval to be added to the capital programme which can be sought as part of the Targeted Budget Monitoring (TBM) reporting process.
- 7.4 The recurring financial impact of the approved recommendation will be incorporated in future years budget as part of the budget setting process when information on the costs and income becomes more robust and can be accurately forecast. It is not anticipated that the implementation of option three will have a significant impact on the level of parking income receivable or change in parking behaviour, as it is anticipated that the majority of on-street pay and display users will be able and willing to pay by the alternative available methods. The potential implications on levels of income have not been assumed within the financial appraisal of the options as it is difficult to predict, however the impact on the levels and type of parking income as a result of this project will be reviewed.
- 7.5 The costs of a communication campaign will be funded from existing revenue budgets within the parking service.
- 7.6 The proposed procurement process is subject to compliance with the council's Contract Standing Orders and Financial Regulations. Is it essential that all Chief Officers follow Contract Standing Orders as well as Financial Regulations in the procurement and control of contracts. The achievement of value for money when procuring goods and services is a key task to ensure that public money is well

spent. The councils Contract Standing Orders states that contracts above the value of £0.500m require approval from the relevant committee or executive decision-making body.

*Finance Officer Consulted: Sue Chapman*

*Date: 24/5/16*

Legal Implications:

- 7.7 If the Council decides to procure the services under the current parking services contract, it will need to be varied to take account of this new requirement. As the value of the variation to the services is over the EU threshold for supplies and services, then the Public Contracts Regulations 2015 will need to be complied with, as well as satisfying Contract Standing Orders and value for money. If the Council decides to procure under an external framework contract, then it will need to show compliance with the afore-mentioned legislation, CSOs and value for money. As the value of the proposed contract is over £250,000 the form of contract will require approval from the Head of Law and it will need to be sealed.

*Lawyer Consulted: Jo Wylly*

*Date: 25/5/16*

Equalities Implications:

- 7.8 Blue badge holders can park for free for an unlimited time in paid parking bays. Younger age groups (under 26) are the least likely to have a bank card and so would have further to walk if they wanted to pay by cash. A full Equalities Impact Assessment has been completed in respect of the proposed change to payment options. A number of mitigating measures to reduce the impact of this change are to be put in place, such as the inclusion of maps showing the location of the nearest cash outlet on card only machines and making cash machines easier to identify on street through branding

Sustainability Implications:

- 7.9 A move to card payment options would reduce some vehicle emissions arising from cash collections and most machine maintenance call outs

Any Other Significant Implications:

- 7.10 These proposals would reduce the risk of theft of cash from Pay & Display machines by reducing on-street cash options and reverting to card payments or paying by cash in PayPoint retail outlets. Investment in machines should also improve the look of the street environment through the removal of old corroded machines.

## **SUPPORTING DOCUMENTATION**

### **Appendices**

None

## **Documents in Members' Rooms**

None

## **Background Documents**

Transport Committee report introducing phone parking

<http://present.brighton-hove.gov.uk/ieDecisionDetails.aspx?AllId=31440>



<b>Subject:</b>		<b>Removal of Non-motorised Vehicles</b>	
<b>Date of Meeting:</b>		<b>28<sup>th</sup> June 2016</b>	
<b>Report of:</b>		<b>Acting Executive Director Economy, Environment &amp; Culture</b>	
<b>Contact Officer:</b>	<b>Name:</b>	<b>David Fisher</b>	<b>Tel: 29-2065</b>
	<b>Email:</b>	<b>David.fisher@brighton-hove.gcsx.gov.uk</b>	
<b>Ward(s) affected:</b>		<b>All</b>	

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

- 1.1 Following the recommendation from Environment, Transport & Sustainability Committee on 13<sup>th</sup> October 2015 The Highway Enforcement team has undertaken a more detailed investigation and consultation into the use of the Highways Act 1980 to develop a highway policy that will assist in the removal of Non-Motorised Vehicles (NMV's) from the Public Highway.
- 1.2 NMV's left upon the public highway generate a large number of complaints from residents particularly about the vehicles taking up valuable parking spaces and attracting anti-social behaviour. The Highway Enforcement team currently deal with abandoned Non-Motorised Vehicles (NMV's) whilst the Travellers Liaison team deal with lived-in NMV's on the public highway. However the council does not have a policy to deal with NMV's that are neither lived-in nor abandoned, and therefore these are able to remain stored on the public highway.

**2. RECOMMENDATIONS:**

- 2.1 That the committee agree the new policy to deal with NMV's on the public highway.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 This report focuses on the issues surrounding use of the public highway as a storage facility for Non-Motorised Vehicles (NMV's). NMV's can include caravans and trailers. The definition used in this report is: A vehicle or structure that cannot move by independent means.

The storage of NMV's for unlimited periods on the public highway prevents others from making use of the area and causes inconvenience and frustration to Brighton and Hove residents, business and visitors.

Opportunities for parking are reduced for residents' vehicles, which are subject to road fund licence, insurance, MOT and within parking schemes, parking permit costs. NMV's such as caravans and trailers are not subject to these legal

requirements, and therefore it could be seen as unreasonable for them to remain stored on the public highway for long durations.

The Council currently assesses abandoned NMV's under the Refuse Disposal (Amenity) Act 1978 and carries out removals when necessary. However, if an owner has come forward to claim the property that legislation is no longer applicable. This report seeks to address the issue of NMV's stored indefinitely on the public highway, and which have identified owners, therefore not falling into the category of being abandoned.

- 3.2 NMV's are becoming an increasing problem across Brighton and Hove. Since 2012 the Highway Enforcement team have dealt with over 400 reports of problem NMV's. Of the 400 reports we have only removed about 40 from the public highway as genuinely abandoned. The majority are claimed by local owners.

A large number of the reports are also passed over to the Travellers' Liaison Team who will check if the NMV is being lived in; if so they can serve a notice under Section 77 of the Criminal Justice and Public Order Act 1994 that requires the NMV is moved on. Whilst this does solve the initial issue, the NMV is normally moved to another location on the public highway.

For the period 1 April 2015 until 31 Mar 2016 there were 193 Section 77s served on suspected lived-in vehicles. Of these 79 (41%) were sent to legal services so that the Council could apply for Magistrates' court orders.

The Highway Enforcement team and NSL who manage the city's parking enforcement carried out a survey between August 2015 and October 2015 to assess how many NMV's were parked on the public highway. There were over 120 NMV's parked on the public highway including in controlled parking zones. This is an increase from 70 in January and February 2015 when a similar survey was carried out.

- 3.3 Following research into other local authorities' approach, it is proposed that Brighton & Hove City Council consider a policy to deal with NMV's on the public highway. This policy if adopted would seek to address the issue of non-motorised vehicles as structures stored indefinitely on the public highway, and which have identified owners, therefore not falling into the category of being abandoned or lived in.

Section 143 of the Highways Act 1980 provides that highways authorities have the power, following the service of a notice, to remove structures from the highway where such structures are present without lawful authority. There must be a period of at least one month between service of the notice and removal of the structure. The authority may recover any costs reasonably incurred from the person having control or possession of the structure. For the purposes of the section a "structure" includes a structure on wheels.

Whilst the Highway Enforcement team already have the delegated powers under the Highways Act 1980 to use this piece of legislation and do so for other structures (walls, posts etc.), the council does not use it to remove NMV's.

- 3.4 If the policy was adopted there would be a cost to the council. This cost would include the removal and storage of any NMV. These costs could be offset by charging owners for the return and possibly selling on of any NMV's with financial value that were not claimed. However there is little to no scrap value in NMV's and the council would be charged for disposal for any unclaimed vehicles.

Recovery contractors have quoted £50 per removal. The Council does not have facilities to securely store caravans and therefore Sussex Police have been approached regarding their vehicle pound in Shoreham-by-Sea. The Police would charge in the region of £20 per day. The NMV's would either be claimed within 14 days or disposed of. If the NMV was not reclaimed and there was no value in either selling the vehicle or scrap value there would be an additional charge of £350 for disposal of non-recyclable waste.

Based on these figures and the number of NMV's that could potentially be removed using this policy and then disposed of, the very worst case scenario would be a cost to the council of over £81,600 for the first year. However the true cost will be considerably lower as most NMV's will be removed by their owners from the public highway. In any event, case law has held that whether something can be classed as a structure and removed under s143 depends on its degree of permanence. In the case law concerned 13 months was considered to be sufficiently permanent so this requirement and taking the most contentious cases only, would reduce the costs considerably. In 2011 Portsmouth City Council set aside £5000 to cover the cost of their policy. The cost will reduce over time as the public become aware of the policy and the number of NMV's stored on the public highway reduce.

- 3.4 The policy would complement the council's overall control of NMV's on the public highway and will not replace other forms of control. Any reports of NMV's would still go through the current investigations by the Highway Enforcement Team and Travellers' Liaison Team. Only after these routes have been investigated would this policy come into effect.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 Allowing NMV's to remain on the public highway could be considered; NMVs are generally owned by local residents and it could be argued that allowing them to remain on the public highway is helpful as residents can enjoy the benefit of owning a NMV whilst not having to pay for storage. However this could result in an increase in complaints and the possibility of anti-social behaviour including litter and befouling of the surrounding area which can indirectly cost the council in officer time and resources as well as affecting the local community.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 Following the Environment, Transport and Sustainability Committee on 13<sup>th</sup> October 2015 a public consultation was carried out. (Appendix 2-3)

## 6. CONCLUSION

- 6.1 Following the consultation and reviewing the number of complaints received by the council regarding NMV's on the public highway it is clear that there is public support for adopting the policy set out in Appendix 4.
- 6.2 Whilst a budget must be identified to cover the cost of the policy the saving to other departments including an increase in available parking and reduction of costs to city clean for clearing areas around NMV's should mitigate this budget.

## 7. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 7.1 The cost of implementing measures associated with the new policy will be funded from the existing Highways Enforcement revenue budget within the Transport service. It is difficult to predict the cost of such measures as it is unknown what impact the policy will have on the behaviour of owners, however based on similar Local Authority comparators it is estimated that the cost will be between £5,000 and £10,000 per year. The costs will be reviewed as part of the budget monitoring process and any significant budget variations will be reported. Where possible, costs will be recovered by charging owners and selling non-motorised vehicles to minimise the cost met from the council's general fund.

*Finance Officer Consulted: Steven Bedford*

*Date: 27/05/16*

### Legal Implications:

- 7.2 The legislative background to the recommended policy is set out in the body of the report.

It is not considered that the recommendation gives rise to any adverse human rights implications.

*Lawyer Consulted: Hilary Woodward*

*Date: 31/5/16*

### Equalities Implications:

- 7.3 Following consideration there are no disproportionate negative implications against anyone because of a protected status.

### Sustainability Implications:

- 7.4 There are no sustainability implications



## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Crime and Disorder Implications
2. Public Consultation Report
3. Consultation Map
4. Draft Policy

### **Background Documents**

1. Environment, Transport & Sustainability committee report 13<sup>th</sup> October 2015

Crime & Disorder Implications:

- 1.1 If the policy is adopted there is a potential to reduce antisocial behaviour and the fear of crime and antisocial behaviour.

Risk and Opportunity Management Implications:

- 1.2 None

Public Health Implications:

- 1.3 None

Corporate / Citywide Implications:

- 1.4 None

## Non-motorised vehicles on the highway

### Public Consultation February/ March 2016

#### Background

Non-motorised vehicles (NMV's, e.g. trailers and caravans) parked on the public highway may cause a nuisance to nearby residents and businesses, especially where parking is at a premium. At the Environment Sustainability and Transport Committee on 13<sup>th</sup> October 2015 it was agreed that BHCC should consult the public as to whether they would support the council in preventing non-motorised vehicles being left on the highway for long durations.

#### Methodology

Highway Enforcement officers from BHCC and Civil Enforcement Officers from NSL carried out an audit on city streets where we have received complaints about concentrations of non-motorised vehicles being kept on the highway. A city-wide map was produced where concentrations of these vehicles were found, showing high and low levels of NMVs on-street see Appendix 4

A postcard inviting residents/ businesses to go online to complete a short questionnaire was sent to property addresses within the immediate vicinity of high levels of NMV instances (321 property addresses). Paper copies of the questionnaire were available on request. The survey was also publicised regularly on the council's Corporate and Transport Twitter feeds and also on the Council website. Anyone from across the city could complete the questionnaire.

#### Results

165 responses were received; 162 (98%) were received online and 3 (2%) were paper copies. 30 responses were removed as invalid: 4 duplicates and 26 invalid addresses<sup>1</sup>, leaving 135 valid responses.

Respondents were asked: do you own, or look after, a non-motorised vehicle? 127 (95.5%) said No and only 6 (4.5%) said yes<sup>2</sup>. The table below gives details of where the 6 people who own or look after an NMV(s) park or leave these<sup>3</sup>:

Type of NMV	Where parked	Comments
Trailers (2)	<ul style="list-style-type: none"><li>• Private land (1)</li><li>• Driveway (1)</li></ul>	<ul style="list-style-type: none"><li>• Trailer hidden at side of house</li></ul>
Caravans (4)	<ul style="list-style-type: none"><li>• Private land (3)</li><li>• Other (1)</li></ul>	<ul style="list-style-type: none"><li>• I pay £500 a year to store this</li><li>• Paying for storage on private land</li><li>• Public land (parks, open areas etc) since I can't afford housing</li></ul>

<sup>1</sup> Respondents have not given a full address or any address at all.

<sup>2</sup> Two people did not answer this question

<sup>3</sup> Some people own more than one NMV

Other (1)	<ul style="list-style-type: none"> <li>Private land (1)</li> </ul>	
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109 (82%) respondents say they would support the council stopping the parking of non-motorised vehicles on streets, 20 (15%) said they would not support this and 4 (3%) said they were unsure.

The table below shows differences in levels of support for the council stopping the parking of NMVs on the highways between those who own, or look after, NMVs and those who don't<sup>4</sup>

	Support		Don't support		Don't know/ not sure	
	No.	%	No.	%	No.	%
Own or look after an NMV	2	33.3	4	66.7	0	0
Don't own or look after an NMV	105	84.0	16	12.8	4	3.2
<b>Totals</b>	<b>107</b>	<b>81.7</b>	<b>20</b>	<b>15.3</b>	<b>4</b>	<b>3.1</b>

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<sup>4</sup> Not everyone answered these questions, therefore the numbers in the table do not add up to the total number of respondents.

On a road by road basis, levels of support are as follows:

	Street	Yes		No		Don't know	
		Number	%	Number	%	Number	%
Own/look after an NMV							
By Area/ street							
Kingsway	Basin Road North	1	100	0	0	0	0
Other <sup>5</sup>		1	20	4	80	0	0
Don't own/look after an NMV							
By Area/ street							
Carden:	Carden Hill	4	100	0	0	0	0
Hartington	Shanklin Road	2	50	2	50	0	0
Kingsway	Basin Road North	2	100	0	0	0	0
	Kingsway	6	100	0	0	0	0
Pankhurst and Freshfield	Pankhurst Avenue	2	40	3	60	0	0
	Freshfield Road	4	100	0	0	0	0
St Helens	Carisbrooke Road	0	0	0	0	0	0
	Hartington Road	1	100	0	0	0	0
	St Helens Road	4	80	1	20	0	0
Surrenden	Gordon Road	0	0	0	0	0	0
	Herbert Road	0	0	0	0	0	0
	Preston Drove	2	100	0	0	0	0
	Surrenden Road	2	100	0	0	0	0
Surrenden North	Surrenden Holt	1	100	0	0	0	0
	Surrenden Road	7	87.5	0	0	1	12.5
Other <sup>6</sup>		68	84	10	12.3	3	3.7

<sup>5</sup> Not in an area with known high concentrations of on-street NMVs

<sup>6</sup> Not in an area with known high concentrations of on-street NMVs

Respondents were also asked for comments about the parking of non-motorised vehicles on the highway. These have been themed and grouped as follows<sup>7</sup>:

<b>Comment</b>	<b>Number of times mentioned</b>
NMVs take up parking spaces that could be used by residents (cycles x1)	36
NMVs are an eyesore/ attract crime	25
Don't like long term parking of NMVs	14
NMVs block the line of vision for drivers and pedestrians	13
Want NMV parking to be charged as MVs	13
Don't like people living in NMVs	12
There needs to be time-limited parking for NMVs/ need to have a licence like skips	6
NMVs get displaced when new parking zones introduced	5
Want commercial vehicles and camper vans etc to be looked at	5
NMVs are not a problem	4
Some NMVs are used as storage/ sheds	3
Where can these park, need a parking facility for these	2

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<sup>7</sup> Only comments with more than one mention are listed.

## Demographic Information

### Gender

Gender	Number	%
Male	60	46.2
Female	69	53.1
Other	1	0.8
<b>Total</b>	<b>130</b>	<b>100</b>

Do you identify as the gender you were assigned at birth?	Number	%
Yes	116	95.1
No	6	4.9
<b>Total</b>	<b>133</b>	<b>100</b>

### Age

Age	Number	%
U18	1	0.9
18-24	3	2.6
25-34	14	12.2
35-44	21	18.3
45-54	33	28.7
55-64	23	20.0
65-74	17	14.8
75+	3	2.6
<b>Total</b>	<b>115</b>	<b>100</b>

### Disability

Disability	Number	%
Yes, a little	7	6
Yes, a lot	27	23.1
No	83	70.9
<b>Total</b>	<b>117</b>	<b>100</b>

Of those who answered “yes”, disabilities were as follows:

Please state the type of impairment which applies to you.	Number
Physical impairment	20
Sensory impairment	1
Learning disability/ difficulty	2
Long-standing illness	11
Mental health condition	3
Development condition	0
Other	1
<b>Total</b>	<b>37</b>

Ethnicity		Number	%
White	White English/ Welsh/ Scottish/ Northern Irish/ British	103	83.1
	White Irish	1	0.8
	Gypsy or Irish Traveller	2	1.6
	Any other white background	7	5.6
Asian or Asian British	Bangladeshi	1	0.8
	Indian	0	0
	Pakistani	0	0
	Chinese	2	1.6
	Any other Asian background	2	1.6
Black or Black British	African	0	0
	Caribbean	1	0.8
	Any other Black background	0	0
Mixed	Asian & White	1	0.8
	Black African & White	1	0.8
	Black Caribbean & White	0	0
	Any other mixed background	1	0.8
Any other ethnic group	Arab	1	0.8
	Any other ethnic group	1	0.8
<b>Total</b>		<b>124</b>	<b>100</b>

Sexual Orientation	Number	%
Bisexual	10	9.3
Gay Man	4	3.7
Heterosexual/ straight	90	83.3
Lesbian/ Gay Woman	1	0.9
Other	3	2.8
<b>Total</b>	<b>108</b>	<b>100</b>

Religious Belief	Number	%
I have no particular religion or belief	49	43.8
Buddhist	3	2.7
Christian	39	34.8
Hindu	0	0
Jain	1	0.9
Jewish	1	0.9
Muslim	1	0.9
Pagan	1	0.9
Sikh	0	0
Agnostic	2	1.8
Atheist	11	9.8
Other	2	1.8
Other philosophical belief	2	1.8
<b>Total</b>	<b>112</b>	<b>100</b>



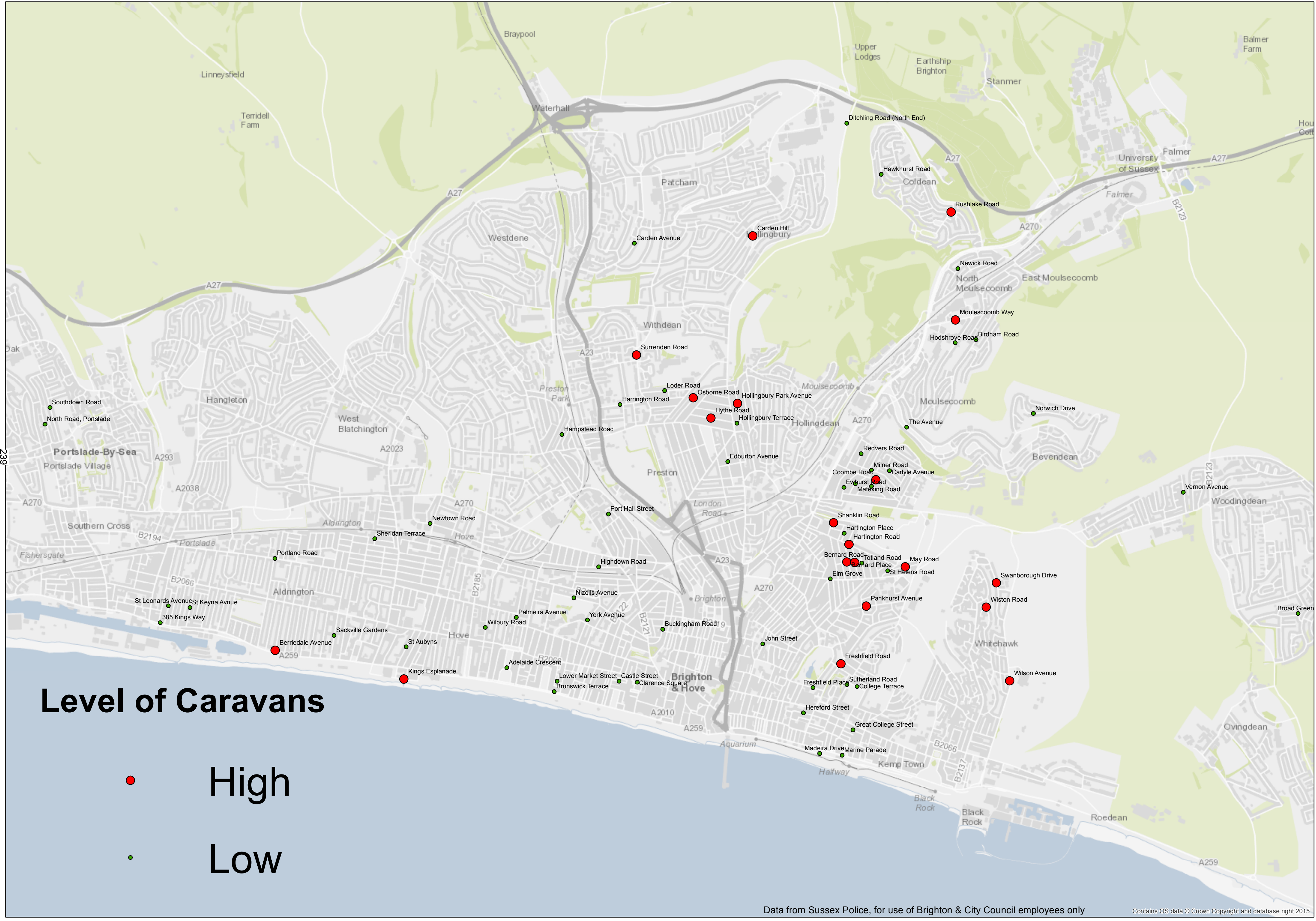
<b>Are you a carer</b>	<b>Number</b>	<b>%</b>
Yes	12	9.9
No	109	90.1
<b>Total</b>	<b>121</b>	<b>100</b>

<b>If yes, do you care for a:</b>	<b>Number</b>
Parent	8
Partner or Spouse	3
Child with special needs	1
Friend	1
Other family member	0
Other	1
<b>Total</b>	<b>14</b>

<b>Armed Forces</b>	<b>Yes</b>		<b>No</b>	
	<b>Number</b>	<b>%</b>	<b>Number</b>	<b>%</b>
Are you currently serving in the UK armed forces?	0	0	105	100
Have you ever served in the UK armed forces?	6	5.7	99	94.3
Are you a member of a current or former serviceman or woman's immediate family/ household?	6	5.5	103	94.5













## Transport Operational Policy Statement: Highway Functions

### Control of Non-motorised vehicles on the public highway

HP 8/11

#### Objective:

To control the storage of non-motorised vehicles on the public highway

#### Policy:

1. Non-motorised vehicles (referred to as NMV's) means caravans, trailers, boats, horseboxes and any other vehicles and structures that are not defined under the Road Traffic Act 1988 as a motor vehicle; i.e. a vehicle or structure that cannot move by independent means.
2. The public highway of Brighton and Hove should not be used to store NMV's either attached or unattached to a towing vehicle. The council considers these to be unauthorised structures as defined under the Highways Act 1980.
3. Under the Highways Act 1980, the Council has authority to give notice to NMV'S that have been identified as being stored on the public highway in contravention of the Policy, requiring removal of the NMVS.
4. The council will serve written notice to the owner and affixing this to the vehicle where appropriate, requiring removal from the public highway within 28 days. The notice attached to a NMV requires removal from the public highway altogether, not solely the road in which it was stored at the time the notice was issued.
5. If the owner or responsible person fails to comply with the requirements of the notice, the Council will remove the NMV and hold it in storage for a period of 14 days.
6. Any person wanting to claim the NMV from storage must provide evidence of ownership and pay removal and storage fees before the NMV will be returned. Evidence of ownership can be in the form of:
  - CRiS document (Caravan Registration & Identification Scheme)
  - Insurance document
  - Purchase invoice or receipt
  - Any other official form of ownership that links the NMVS to the person claiming to be the owner.
7. After 14 days' storage of a removed NMV and either (a) no contact from the owner and/or (b) failure to reimburse the Council for removal and storage costs, the Council has no further obligation to store the NVM.
8. Provided the policy and procedures have been followed correctly, the Council shall

not be responsible for compensating any person or persons following the destruction of any NMV and its contents.
<p><b>Supporting information:</b></p> <p>Under Section 143 of the Highways Act 1980, the Council has authority to give notice to NMV'S that have been identified as being stored on the public highway in contravention of the Policy, requiring removal of the NMVS.</p> <p>The Council has authority under Sections 320 and 321 of the Highways Act to remove the NMVS on expiration of the Notice when the owner or responsible person fails to comply with the requirements of the notice.</p>
<p><b>References:</b></p> <ul style="list-style-type: none"> <li>• Highways Act 1980</li> <li>• Road Traffic Act 1988</li> </ul> <p><b>Previous approval:</b> None</p>
<b>Date of approval:</b>
<b>Review by:</b> 5 years or if any major changes required