

Environment, Transport & Sustainability Committee

Date: 24 November 2020
Time: 4.00pm
Venue Virtual Meeting (Microsoft Teams)

Note: in response to current Government Regulations this meeting is being held as a virtual meeting for councillors and accessible via Skype. Public speaking and engagement opportunities will be made available.

The meeting will also be webcast live to the internet.

Members: **Councillors:** Heley (Chair), Lloyd (Deputy Chair), Wilkinson (Opposition Spokesperson), Wares (Group Spokesperson), Appich, Brown, Davis, Fowler, Hills and Williams

Contact: **John Peel**
Democratic Services Officer
01273 291058
john.peel@brighton-hove.gov.uk

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AGENDA

PROCEDURAL MATTERS

33 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.

34 MINUTES

7 - 60

To consider the minutes of the meeting held on 29 September 2020.

Contact Officer: John Peel

Tel: 01273 291058

35 CHAIRS COMMUNICATIONS

36 CALL OVER

- (a) Items 39 – 49 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.

37 PUBLIC INVOLVEMENT

61 - 62

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

- (a) **Petitions:** To receive any petitions presented by members of the public to the full Council or at the meeting itself.
 - (i) Seven Dials cycle storage
- (b) **Written Questions:** To receive any questions submitted by the due date of 12 noon on the 18 November 2020.
- (c) **Deputations:** To receive any deputations submitted by the due date of 12 noon on the 18 November 2020.

38 MEMBER INVOLVEMENT

63 - 68

To consider the following matters raised by Members:

- (a) **Petitions:** To receive any petitions submitted;
 - (i) Keep Princes Street Pedestrianised- Councillor Childs
 - (ii) A new crossing and traffic calming for Freshfield Road- Councillor Childs
- (b) **Written Questions:** To consider any written questions;
 - (i) Stanmer Village parking- Councillor Wares
 - (ii) Old Shoreham Road- Councillor Wares
 - (iii) Transport Partnership- Councillor Wares
 - (iv) Task & Finish Groups- Councillor Wares
 - (v) Urgency Powers- Councillor Wares
 - (vi) CCTV- Councillor Wares
- (c) **Letters:** To consider any letters;
- (d) **Notices of Motion:** to consider any Notices of Motion referred from Council or submitted directly to the Committee.
 - (i) Temporary Cycle Lane on Old Shoreham Road- Conservative Group

ENVIRONMENT & SUSTAINABILITY MATTERS

- 39 OPEN SPACES STRATEGY UPDATE 69 - 90**
Report of the Executive Director, Economy, Environment & Culture
Contact Officer: Paul Campbell Tel: 07816753581
Ward Affected: All Wards
- 40 FLEET STRATEGY 91 - 126**
Report of the Executive Director, Economy, Environment & Culture
Contact Officer: Ian Greene Tel: 01273 294707
Ward Affected: All Wards
- 41 HOUSEHOLD WASTE RECYCLING SITES 127 - 130**
Report of the Executive Director, Economy, Environment & Culture
Contact Officer: Lynsay Cook Tel: 01273 291851
Ward Affected: All Wards
- 42 KEEPING THE CITY CLEAN 131 - 164**
Report of the Executive Director, Economy, Environment & Culture
Contact Officer: Lynsay Cook Tel: 01273 291851
Ward Affected: All Wards
- 43 IMPACT OF TREE DISEASES 165 - 176**
Report of the Executive Director, Economy, Environment & Culture
Contact Officer: Robert Walker Tel: 01273 294349
Ward Affected: All Wards
- TRANSPORT & PUBLIC REALM MATTERS**
- 44 EMERGENCY ACTIVE TRAVEL MEASURES - BLUE BADGE HOLDER PARKING AND ACCESS FOR DISABLED PEOPLE 177 - 186**
Report of the Executive Director, Economy, Environment & Culture
Contact Officer: Mark Prior Tel: 01273 292095
Ward Affected: All Wards
- 45 PARKING ANNUAL REPORT 2019-2020 187 - 240**
Report of the Executive Director, Economy, Environment & Culture
Contact Officer: Paul Nicholls Tel: 01273 293287
Ward Affected: All Wards
- 46 PARKING PERMIT REVIEW 241 - 252**
Report of the Executive Director, Economy, Environment & Culture
Contact Officer: Peter Turner Tel: 01273 295890
Ward Affected: All Wards

- 47 PARKING SCHEME UPDATE REPORT 253 - 270**
- Report of the Executive Director, Economy, Environment & Culture
- Contact Officer: Catherine Dignan Tel: 01273 292235*
Ward Affected: Patcham; Preston Park; Withdean
- 48 FREDERICK GARDENS REQUEST FOR GATES 271 - 276**
- Report of the Executive Director, Economy, Environment & Culture
- Contact Officer: Andrew Westwood Tel: 01273 292468*
Ward Affected: St Peter's & North Laine
- 49 BTN BIKESHARE REORGANISATION 277 - 390**
- Report of the Executive Director, Economy, Environment & Culture
- Contact Officer: Matthew Thompson Tel: 01273 293705*
Ward Affected: All Wards
- PART TWO**
- 50 BTN BIKESHARE REORGANISATION - EXEMPT CATEGORY 3 391 - 418**
- Report of the Executive Director, Economy, Environment & Culture (copy circulated to Members only)
- Contact Officer: Matthew Thompson Tel: 01273 293705*
Ward Affected: All Wards
- 51 PART TWO PROCEEDINGS**
- To consider whether the items listed in Part Two of the agenda and decisions thereon should remain exempt from disclosure to the press and public.
- 52 ITEMS REFERRED FOR FULL COUNCIL**
- To consider items to be submitted to the 17 December 2020 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*

ACCESS NOTICE

In response to the current situation with Covid-19 and the easing of Regulations, this Committee meeting will be held virtually via Skype and web cast simultaneously.

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

The closing date for receipt of public questions and deputations for the next meeting is 12 noon on the fourth working day before the meeting.

For those members of the public wishing to actively take part in the meeting a link will be emailed so that they can join the meeting.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

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Therefore, by joining the meeting via the link provided you are deemed to be consenting to being filmed and to the possible use of those images and sound recordings for the purpose of web casting and/or Member training. If members of the public do not wish to have their image captured, they should ensure they do not use the skype video facility and provide a static image.

FURTHER INFORMATION

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

Date of Publication - Monday, 16 November 2020

BRIGHTON & HOVE CITY COUNCIL
ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE

4.00pm 29 SEPTEMBER 2020

VIRTUAL MEETING (SKYPE)

MINUTES

Present: Councillor Heley (Chair) Lloyd (Deputy Chair), Wilkinson (Opposition Spokesperson), Wares (Group Spokesperson), Appich, Brown, Davis, Fowler, Hills and Williams

PART ONE

14 APPOINTMENT OF CHAIR

14.1 **RESOLVED-** That Councillor Heley be appointed as sole Chair of the Committee.

15 PROCEDURAL BUSINESS

15(a) Declarations of substitutes

15.1 There were none.

15(b) Declarations of interest

15.2 Councillor Lloyd declared a non-pecuniary interest in several items across the agenda as his employer was referenced within some of the reports.

15(c) Exclusion of press and public

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

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

16 MINUTES

16.1 **RESOLVED-** That the minutes of the previous meeting held on X be approved and signed as the correct record.

17 CHAIRS COMMUNICATIONS

17.1 The Chair provided the following Communications:

“This year has been unprecedented, and the challenges we have faced due to the Covid-19 pandemic have been enormous.

The emergency active travel measures have sparked lively debate across the city, and I hope that through the ongoing consultation process residents will feel like they are part of the process of improving cycling and walking infrastructure across our city. We must remember the reasons why the council have swiftly implemented these measures. The pandemic has meant that the way we move around has had to change: physical distancing on public transport had the potential to push more people into private cars. To avoid this where possible, safe infrastructure must be provided. Improving our air quality has never been more important, with the threat of a respiratory illness such as covid, and lockdown has also led to residents appreciating green open spaces and the traffic free streets. We must also remember the biggest threat that we collectively face: the climate crisis. We only have 9 years to reach net zero by 2030, and active travel will play a vital role in the decarbonisation of our city. The fast implementation of these schemes has created some challenges, but in the weeks since the Greens took over the running of the council, we’ve moved swiftly to meet with campaigners and communities, to understand concerns and to adapt schemes.

When it comes to disability rights, my message is clear: we are listening. As a council we have a duty to make sure that disabled people are not adversely impacted by the schemes we introduce, and I am well aware of the concerns raised by many in the disabled community, and that the council could do better on this.

Yesterday, myself and my colleagues met with BADGE and possibility people to discuss the ongoing concerns on disabled access in parts of the city. As chair, I’m making engagement with the disabled community one of my top priorities.

Myself and other members of the administration are speaking to officers about a number of ideas that aim to elevate the voices of disabled people within council decision making. They include:

- Appointing a councillor as lead member for disability rights
- Speaking to the equalities team about having a staff member that specialises in disability issues
- Co opting a member to speak on behalf of the disabled community to the ETS committee
- Providing training for ETS committee members on issues that impact the disabled community
- Formalising the advisory group, that some disabled groups attend, and establishing an Active Travel Forum
- Establishing a cross-council working group, with councillors, officers and members of the disabled community, to make sure that disabled voices are heard across all council departments and policy decision making

As chair of this committee I am committed to working closely with members of the disabled community and campaigners going forward, to make sure that our city is truly accessible for all.

This month, the council implemented the Schools Streets programme across 14 schools in Brighton and Hove, with many more to start soon. School Streets involves limiting traffic on roads around schools for drop off and pick up times. This makes physical distancing at the school gates easier, but also allows children to walk, bike, or scoot to school safely. I'm delighted that this scheme is being trialled after being put forward by my Green colleagues when we were in opposition. A survey by Sustrans found that nearly two-thirds of UK teachers wanted roads closed around their schools. The evidence is clear: our children can also flourish when there is space to walk to and from school without danger.

It's been great to see phases 1 & 2 of Valley Gardens opened to residents and visitors in recent weeks. The transformation of this space has been remarkable, and I would like to thank officers, partners, stakeholders and the Local Enterprise Partnership for helping to turn this long-term vision into a reality. Especially to those who have worked through the Covid-19 pandemic.

We now see an area full of new trees, wildflowers and green space. New cycle ways mean people can ride safely and public transport is given a greater priority. It's a great example of a space where sustainable and active travel can thrive.

Valley Gardens is an important project for our city and one we can be very proud of delivering and I'm looking forward to seeing work on phase three begin in 2021.

Last week, we held the city's first climate assembly. Working with IPSOS MORI and the sortition foundation, the council are bringing together 50 residents that reflect the diversity of Brighton and Hove, to discuss how we can decarbonise transport in order to become a carbon neutral city by 2030. We don't want policy making to feel like a distant and bureaucratic process: we want residents to feel that they have agency and a loud voice that politicians will listen to, and a chance to have a say in the changes required that will affect all of our daily lives. The feedback from residents will go straight to the heart of decision making and inform our 2030 plan.

This year has been one of the worst for Elms disease. In the last couple of weeks, I've visited Preston Park with the Elm expert Peter Bourne, and Stanmer park with City Parks officers, to see the impact of Elms disease and of ash dieback. With next year expected to see the loss of many more trees, I've asked officers to urgently pull together a communications campaign to raise awareness of the disease and ways to prevent the problem from worsening.

I am pleased to let you know that at the end of last week, all residents on the garden waste waiting list were invited to join the service. I want to thank residents on the waiting list for their patience while Cityclean made improvements to the garden waste service. In March 2017, the service had 4800 customers; it is now over 9000. I'd like to congratulate the team for their hard work and dedication in driving forward the service to enable residents across the city to compost their garden waste.

Tomorrow, we will be launching a consultation seeking feedback on managing commercial bins on the highway. We receive numerous complaints about bins that cause problems by remaining on the public highway, blocking the pavements and roads and attracting fly-tipping and vermin. They also cause problems for social distancing. So, for the city centre and areas where there is a high footfall, narrow pavements and high traffic, we are proposing to introduce time-banded collections. To find a system of

managing commercial bins that works for everyone, I am encouraging residents, businesses, waste management providers and other stakeholders to share their vital input and get involved and complete the consultation. You can find it on the council's website.

The last two weeks have seen significant efforts from stakeholders across the city to carry out community clean ups during the Keep Brighton & Hove Tidy fortnight. I'd like to pass my thanks on to businesses, community groups, tidy up teams, volunteers and councillors and council staff who were all involved in helping keep the city clean through graffiti paint-outs, sticker removal, street jet washing, weeding, beach and park cleans and litter picking. This is only the beginning and we will continue to tackle graffiti, fly-tipping, littering and all other ways of keeping our city clean and tidy.

Finally, I wanted to recognise the Black Lives Matter activists and campaigners that have been mobilising and protesting this year, in our city and across the world. You are doing vital work, and the council needs to do more to be actively anti-racist. Even in the UK and the USA, those most affected by climate change tend to be the very poorest, and predominantly from black and minority ethnic communities.

Evidence offered at a recent High Court enquiry into the government's efforts to tackle air pollution indicated that white-British people are exposed to 14.9% less air pollution than other ethnic groups. Meanwhile, in both urban and rural areas, black-British populations are exposed to the most air pollution, at a rate almost 30% higher than that of their white counterparts.

On this committee all members and officers must recognise that there is no climate justice without social justice".

18 CALL OVER

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

- Item 22: Urgent Response Transport Action Plan- update
- Item 23: 2020 Review of Air Quality Management
- Item 24: Electric vehicle charging point installation update
- Item 25: Parking Scheme Update
- Item 26: Stanmer Park Traffic Regulation Order
- Item 27: Stanmer Park designation as Country Park
- Item 29: City Environment Modernisation Update
- Item 30: Graffiti Reduction Strategy Update
- Item 31: Environmental Enforcement Framework

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

- Item 28: The Living Coast Biosphere Management Strategy 2020-2025

19 PUBLIC INVOLVEMENT

(A) PETITIONS

(i) Tichborne Street change of parking zone from Z to Y

19.1 The Committee considered a petition signed by 66 people requesting Tichborne Street be moved from parking zone Z to Y.

19.2 The Chair provided the following response:

“The Council receives a large number of requests for traffic calming across the City and there is no specific funding set aside for this outdated policy. We therefore prioritise requests from roads regarding speeding or perception of high traffic volumes where there is an existing casualty history within the last three years. We have checked the collision database and there has been one casualty on Coleman Avenue in the last 3 years. Whilst no injury is ever acceptable on the highway, we must prioritise the best we can with the funding available. I also want to tell you that my colleagues on this committee have specifically contacted Sussex Police with regards to increases in speeding in the city and asked for some additional support – however again we are informed that there is a need to prioritise areas with more fatalities. We understand this is frustrating.

Council is part of the Sussex Safer Roads Partnership and works with other bodies and Authorities to help improve road safety in the Sussex region. The Police are important partners and work with the Council and the community to help address concerns about speeding via its SpeedWatch initiative. You can find out more about Community Speed Watch on the Sussex Safer Roads Partnership website.

I want to assure you that we take road safety concerns very seriously. We have purchased a series of mobile vehicle activated signs that measure the speed of vehicles and flash up warnings when drivers are exceeding the limit. The signs are moved around the City to help modify driver behaviour and to help us gather data on sites where speeding has been raised as a concern. In light of the concerns you have raised we will add Coleman Avenue to the list of sites to be considered as part of this programme”.

19.3 **RESOLVED-** That the Committee note the petition.

(ii) Speed Bumps

19.4 The Committee considered a petition signed by 43 people requesting speed bumps on Coleman Avenue to reduce vehicle speeds.

19.5 The Chair provided the following response:

“Thank you for raising your concerns about Coleman Avenue.

The Council receives a large number of requests for traffic calming across the City and there is no specific funding set aside for this outdated policy. We therefore prioritise requests from roads regarding speeding or perception of high traffic volumes where there is an existing casualty history within the last three years. We have checked the collision database and there has been one casualty on Coleman Avenue in the last 3 years. Whilst no injury is ever acceptable on the highway, we must prioritise the best we can with the funding available. I also want to tell you that my colleagues on this committee have specifically contacted Sussex Police with regards to increases in speeding in the city and asked for some additional support – however again we are

informed that there is a need to prioritise areas with more fatalities. We understand this is frustrating.

The Council is part of the Sussex Safer Roads Partnership and works with other bodies and Authorities to help improve road safety in the Sussex region. The Police are important partners and work with the Council and the community to help address concerns about speeding via its SpeedWatch initiative. You can find out more about Community Speed Watch on the Sussex Safer Roads Partnership website.

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19.6 **RESOLVED-** That the Committee note the petition.

(iii) Weed management on pavement and walkways

19.7 The Committee considered a petition signed by 207 people that requested the Council increase weed management across the city.

19.8 The Chair provided the following response:

“With regard to the management of weeds, there are some important considerations: Our City Environmental Management services has committed to become pesticide free by 2022. A plan was developed to end the use of pesticide in the city’s parks, open spaces, pavements and highways in November 2019. The service will not engage contractors to use pesticide on any land managed by these departments. This means that, since the decision was taken, the removal of weeds in parks and on hard surfaces has been undertaken in-house and using manual techniques.

As part of this approach, we know that Cityclean workers have been open that they would not be able to remove weeds to same extent as before.

But, Cityclean has cleared most of the worst affected areas in the city; but I do have to inform you that the weeding and deep cleaning schedule has been badly impacted upon by the Covid-19 pandemic and effects of restrictions and lockdown; as I’m sure you will understand cleansing operatives were also diverted to cover staff who had to self-isolate.

The weeding season ends in October when the focus will change to leaves. We will then look at what has gone well, the positive and negative impact on the environment including pavements and where we can make improvements. We will take this time to trial new brushes for the mechanical sweepers and review funding, equipment and resources for the following year. A report will be brought to committee in the New Year. On your point about aesthetics, while I agree we have to keep streets easy to navigate, many residents have asked us not to remove weeds when they have seen the insects flourish due to other concerns for biodiversity, so I am also listening to when these comments are raised.

Our Streets Cleansing operatives continue to work hard to remove weeds and leaves from the most affected areas of the city, and I want to let you know that Residents who would like excessive weeds removed from public land can contact report this online and

street cleaners will attend the area. I'd be pleased to let you know in writing how to do this and also to reflect your comments in the report coming in the new year on resources available for weeding in the city".

19.9 **RESOLVED-** That the Committee note the petition.

(iv) Foot and Cycle Path for Roedean Road and Traffic Calming

19.10 The Committee considered a petition signed by 239 people that requested a foot and cycle path and traffic calming measures on Roedean Road.

19.11 The Chair provided the following response:

"There are a number of other locations in the city where this has also been raised, some of which are on today's agenda, but I want to thank you for raising the need for pedestrians and cycles to improve community safety in your area; particularly as there are no pavements where you mention.

The council is currently developing its Local Cycling and Walking Infrastructure Plan, and I can confirm that your comments and request about pedestrian and cycling issues in this location have been noted by officers and will be considered as part of this ongoing work.

When we investigate providing new footways, we do have to consider the overall costs which can include the need to re-construct road surfaces and drainage and divert or lower underground services if there is space to do so.

These works can be major and would need to be considered as part of our overall prioritisation of similar locations, in order to determine their suitability for being progressed within the budget available at the time.

But I thank you for raising this and for emphasising the importance of being able to walk safely, so as I mentioned we will pass this onto officers working on the local cycling and walking infrastructure plan".

19.12 **RESOLVED-** That the Committee note the petition.

(v) Traffic Calming on Arundel Terrace

19.13 The Committee considered a petition signed by 34 people requesting traffic calming measures be introduced on Arundel Terrace to deter speeding drivers using the road as a rat-run.

19.14 The Chair provided the following response:

"Thank you for raising your concerns about Arundel Terrace.

As I have mentioned previously the Council receives a large number of requests for traffic calming across the City and the current demand exceeds the available resources. This means that requests have to be prioritised where there is an existing casualty history within the last three years. We have checked the collision database and there has been one casualty on Arundel Terrace in the last 3 years. Whilst no injury is ever acceptable on the highway, we must prioritise the best we can with the funding available.

Road safety concerns very seriously and the Council works with the Sussex Safer Roads Partnership and other bodies and Authorities to help improve road safety across the whole Sussex region. The Police are important partners and work with the Council and the community to help address concerns about speeding via its SpeedWatch initiative. Information about that is available online.

We have also purchased a series of mobile vehicle activated signs that measure the speed of vehicles and flash up warnings when drivers are exceeding the limit. The signs are moved around the City to help modify driver behaviour and to help us gather data on speed and volumes of vehicles on sites where rat running has been raised as a concern. In light of the concerns you have raised we will add Arundel Terrace to the list of sites to be considered as part of this programme speed of vehicles and flash up warnings when drivers are exceeding the limit”.

19.15 **RESOLVED-** That the Committee note the petition.

(vi) Disabled Parking Access in City Centre

19.16 The Committee considered a petition signed by 43 people requesting that various matters relating to disabled parking access be reviewed.

19.17 The Chair provided the following response:

“Thank you for raising this important issue that I’m sure you’ll appreciate is also being addressed in other parts of the agenda today, so I hope you will be able to listen to the debates upcoming.

With the need to respond quickly to coming out of lockdown many changes to the city have been implemented. In some cases, this has meant that disabled parking has been altered or moved although every effort has been made to either increase or at least maintain current provision. However, I do acknowledge that it hasn’t always created the conditions of inclusion that we would want all disabled people in our city to feel.

Many of the changes are temporary and continue to be monitored and an update will be presented within a report on our agenda today. Having only taken control of the running of the council some weeks ago, I do want to stress that this is a major concern for us, and I do want to let you know that we are focused on now working actively working with a number of disability groups to try to ensure that access for the mobility impaired is maintained, and please be assured that listening to the disabled community is a high priority for us”.

19.18 **RESOLVED-** That the Committee note the petition.

(B) WRITTEN QUESTIONS

(i) Diesel Vehicles

19.19 Adrian Hill put the following question:

“Last year 30 brand new 100% diesel buses were purchased with investment from the council. They produce similar amounts of CO2 to older buses. The buses recharge by running their diesel engines at maximum at bus stops and crossings therefore emitting pollution in the most sensitive and polluted areas of Brighton. Can the council implement

a very clear roadmap, with strict and enforceable targets, dates, penalties and incentives, to help the transition from fossil fuels to renewable energy and create investment guidelines so no more council money is invested in diesel vehicles and council licensed vehicles become fossil fuel free?”

19.20 The Chair provided the following reply:

“Thank you for this question on an incredibly important topic. Firstly, I should explain that the 30 new hybrid electric buses that you refer to were funded privately by the Brighton & Hove Bus Company at a cost of over £9 million pounds, and without any subsidy from the council. Those buses have a Euro 6 standard engine which is the highest level for a diesel engine. This means that they are amongst the cleanest in operation in the country and they are able to run at zero-emissions through the city centre’s Low Emission Zone. Outside of that zone, the buses do use their diesel-powered generator, but only when needed. The Low Emission Zone requires all buses running through the city centre to be Euro 6 compliant by 2024- an important goal

In terms of what you ask about a roadmap for the transition from fossil fuels, there are a number of updates so bear with me. In 2019, the Big Lemon bus company received funding from the Government’s Low Emission Bus Scheme to purchase five electric buses, helping its fleet to become fully electric. Brighton & Hove Buses has also been trialling hydrogen-fuelled buses and has stated an ambition to operate a completely zero-emissions fleet by 2030. As technology has developed, we encourage the city’s bus operators’ investment in improving their fleets as part of our successful Quality Bus Partnership, and we really appreciate their commitment to helping make the city a cleaner and better place for everyone.

A continuation of this investment will help make a significant impact in reducing the effects of emissions from all vehicles on people’s health and our environment, especially diesel-powered ones. Electrification will play a big role in that process and will continue to be part of our wider strategy. Our significant investment in electric vehicle charging infrastructure for cars will really help with increasing the uptake of those vehicles by residents or visitors. We are also providing rapid charging points for taxis.

We all have a part to play in reducing emissions and the council must do all that it can to achieve that, and lead by example wherever possible. For example, in CityClean, our waste and recycling operation, we are currently developing a ten-year programme to replace current diesel and petrol vehicles with carbon-neutral alternatives. This will initially focus on electric vehicles, but we are also exploring hydrogen-fuelled power cells once the technology has been developed more. By using hydrogen, we can also work in collaboration with Brighton and Hove Buses, demonstrating that we will work together with our partners across the city to tackle these problems.

The way ahead will also be based around a number of plans and actions:-

- The Greater Brighton Energy Plan, which the council has played a significant role in, is another good example of how partners are developing and delivering projects that will reduce energy demand, cut carbon emissions, and bring community benefits, and also contribute to a resilient energy system for the future.
- The development of the council’s Carbon Neutral Programme for the city will be helped by the new Climate Assembly, which started last week and is focusing on reducing carbon emissions from transport and travel.

- And the delivery of a new Air Quality Action Plan will show how we will tackle particular problems in the new Air Quality Management Areas that are the subject of a report later on today's agenda.

You also raise the important point about council investments. We do have a sustainable procurement policy, that builds, for example, a requirement for CO2 reduction into specifications and requires suppliers to demonstrate they are minimising environmental impacts – and while not in the remit of this committee, I agree this has potential to be further developed in line with our 2030 carbon neutral commitments.

I hope that the detail goes some way to explain all that we plan to do in the coming months and years to ensure that the city and its residents are not adversely affected by the type of polluting vehicles that you have raised in your question. But of course, there is always more to do, and I welcome the points you have raised”.

19.21 Adrian Hill asked the following supplementary question:

“Do you agree that the time is right to introduce an ULEZ or Clean Air Zone on London Road? The pollution is doing too much damage to our health”

19.22 The Chair provided the following reply:

“Yes, I certainly do agree and when I was in Opposition, I put forward the idea of introducing a ULEZ”.

(ii) Water run-off

19.23 Sarah Broadley-Karlsson put the following question:

“Water run-off is a major issue for in the Westfield Avenue area of Saltdean. When there is a storm, road water run-off runs down the driveways and floods to just below our doorsteps- occasionally rising above and flooding the front of our property. Pathway drains were installed but more are required. This will be crucial if the Coombe Farm planning goes ahead on current land that acts a flood plain. Will the council confirm they will install desperately needed additional water run-off drainage and frequent cleaning of the current drainage system to prevent properties flooding?”

19.24 The Chair provided the following reply:

“Thank you for your question. I am sorry to hear of the flooding you mention here. It's important that these are raised with the council; as if an area is flooded reporting it to the council means we can prioritise strategic interventions. As it stands there are no records of flooding occurring at properties on this street and our highways maintenance team are not aware of it as a location where they receive complaints. However, I appreciate that you are raising it here. Our highway maintenance team undertake scheduled cleaning to maintain the drainage system together with emergency inspection and maintenance if there is a reported problem. They can be contacted via our website if there is a highway drainage problem such as a blocked drain or gully.

Planning applications for proposed developments since 2015 have been required to incorporate sustainable drainage principles into the design under National (and Local) Planning Policy. The council has published guidance on what is required and how to achieve it which forms requirements for obtaining Planning Consent to then be controlled through Planning Conditions to ensure the design is delivered and maintained. As a result, it is not expected that new development on greenfield land will exacerbate any downstream flood risk, indeed it would be reduced for large return period storms. The development at Coombe Farm could be expected to reduce overland flow from the existing farmland.

However, I want to assure you that I will ask officers to get in touch with you to assess the problem in Westfield Avenue and see what interventions can be made, to address the issues there”.

19.25 Sarah Broadley-Karlsson asked the following supplementary question:

“If you have no record of that, why has pathway drainage been installed further down the road?”

19.26 The Chair provided the following reply:

“It seems like a site visit is a good idea so we can get in touch with you”.

(iii) Clifftop fencing

19.27 Miranda Pellew put the following question:

Could the Council seriously consider replacing the fence along the clifftop from the Marina to Saltdean to deter attempted suicides? There have been several attempted and successful suicides in recent months and the current fencing is totally inadequate to prevent accidents. Suicide, and the intention of suicide, has profound effects on families, of course but also incidental passers-by. In addition, I am sure many police officers and paramedics suffer the effects of trauma. Furthermore, a fence must be cheaper than the consequences of suicide. If people can be saved by a simple fence, this should be implemented

19.28 The Chair provided the following reply:

“Firstly, can I thank you for raising this important issue here and also flag that this discussion will include repeated mention of suicide, which can be very distressing. I want to share my concern about this area and also raise that the council does recognise this location as a priority area for action. Suicide is deeply traumatic, and we must all do more to focus on prevention and supporting those around us. It’s also a particularly important discussion to be having this September, suicide prevention month. Identifying common locations where suicides take place and intervening to prevent these incidents is a key element of the Brighton & Hove Suicide Prevention Strategy. There have been 20 deaths at this location between 2006-2020 (as at 10th August 2020). You will also be aware it is an issue associated with cliffs along the East Sussex coast.

To date we have addressed deterioration of the existing fence earlier this year when improvements and repairs to posts and wire were installed. Following a site review

additional Samaritan signs have also been installed at the highest risk locations with measures of help and contacts. We have worked with the Marina Management to look at ways of minimising risks too.

A working group will be established by the end of 2020. We will work with stakeholders to identify further options for improving the fencing and preventing suicides including restricting access in order to reduce suicides.

We are also in the process of commissioning a resource to support those who have witnessed incidents of suicide. But in the short term if you have been affected by Suicide please consider contacting our local service SOS Rethink on 01273 709060 or sos.mendos@rethink.org – it is also important that individuals, friends and families have access to information and help they need to discuss suicide prevention”.

19.29 Miranda Pellew asked the following supplementary question:

“Can the timeline be implemented sooner than 2020? I feel that incidents are only going to increase as winter approaches”

19.30 The Chair provided the following response:

“I will ask about the timeline and get back to you”

(iv) AQMA

19.31 Nigel Smith put the following question:

“Having voted £40k to identify, set up and monitor a traffic experiment to reduce NO2 in AQMA2, residents have been told the monitoring equipment for air quality and traffic flows is still not providing useful reports after nearly a year. If this is true will you investigate this further example of mismanagement of our congested roads...if it is not true, please provide evidence to refute this story”.

19.32 The Chair provided the following reply:

“The monitoring of air quality levels requires certain conditions and timescales to ensure that it is providing an accurate record, especially for any comparisons to be made. A minimum of one calendar year’s data would be recommended to enable a clear indication of average air quality levels over that period, because various factors such as air temperatures, atmospheric conditions and traffic levels can all vary throughout the year.

The Experimental Traffic Order that was put in place for the traffic management scheme in Rottingdean High Street started in October 2019, between Autumn and Winter when temperatures begin to fall. This change can often result in higher nitrogen dioxide levels being recorded. Since then, as we are all aware, most of 2020 has been far from an average year because of the pandemic.

One major aspect of that has been traffic levels, which have fluctuated hugely in the last six months. This will have significantly affected the amount of emissions from vehicles, and the traffic conditions in the High Street, when compared to a more ‘normal’ set of circumstances. Any monitoring results will therefore not provide a realistic basis for comparing the effects of the scheme that has been introduced.

Diffusion tubes are being used to monitor outdoor nitrogen dioxide in the High Street. Some additional equipment has also been installed to provide real-time information, but this is being tested and is only being used as a comparison with diffusion tube readings. These data are still awaited from the contractor who has experienced restrictions on staff movements during lockdown.

I therefore believe that it is the lack of suitable data for the study because of the effects of the pandemic that may be the problem, rather than the equipment. For these reasons, officers are reviewing the data that they do have and are considering the options available to them. Once this has been completed, they will be able to update the Parish Council and ward councillors accordingly, as well as residents. I hope this clarifies the situation for you”.

19.33 Nigel Smith asked the following supplementary question:

“I know from today’s agenda that the proposal to extend the bus lane on the A259 between Greenways and Roedean Road has now been withdrawn. Can you reassure residents that this proposal, in the absence of any research or planning was supported by a bizarre and unqualified statement that removing one lane of traffic on the A259 between Greenways and Roedean Road would not cause congestion or any delays, that this will not be reintroduced without a full impact assessment and comprehensive consultation with local councillors and stakeholders?”

19.34 The Chair provided the following reply:

“Thank you, what you are referring to is not on the agenda and would need a new report to be reintroduced. If you like, I can speak to officers and get back to you about some of the detail”.

(v) Underground waste bin service

19.35 Derek Wright read the following question:

“I want to ask the council officers to commission a report on the feasibility of introducing an underground waste bin collection service, as used in other Heritage centres and in many European resorts. The council could trial such a system here, by planning it into the public realm designs of Valley Gardens Phase 3, Madeira Drive and Black Rock. It would result in hiding underground the, unsightly communal and commercial waste bins that blight the seafront and our conservation areas. This didn't happen in Valley Gardens phase 1 &2 which has resulted in the Commercial and Council bins blighting the area”.

19.36 The Chair provided the following reply:

“Thank you for your question. I can see the benefit of underground bin systems which are used in many places in Europe. They are clearly much tidier and take up less space on the highway. Cityclean is already exploring the possibility of underground bin systems for the future.

There are challenges with these systems as they can be costly to introduce in some areas due to existing underground infrastructure and in some cases may be impossible

to install. They tend to be installed in new developments on greenfield sites, but we are aware that in some older European cities they are extensively provided.

I will ask transport, major projects and Cityclean to explore the possibility of introducing underground waste bins for Valley Gardens 3, Madeira Drive and Black Rock.

Cityclean will also need to consider the fleet required to empty from these types of bins, so this is something we would need to consider as part of the Fleet Replacement Programme.

Due to the levels of investment that would be required, and capacity constraints this is something that would need to be considered as a long-term project.

In the shorter term, we are working to improve on-street communal bins. This includes regular cleaning and maintenance regimes, as well as the installation of bins bays to ensure bins do not migrate to places they should not be. Tomorrow we will be launching a consultation on how we can better manage commercial bins on the highway.

Measures on limiting when a commercial bin can be placed on the public highway are commonplace in many towns and cities across the UK and we will be looking to implement some similar arrangements. The consultation is available on the council's website".

19.37 Derek Wright asked the following supplementary question:

"When are the new waste bins going to be installed next to the benches in Valley Gardens?"

19.38 The following reply was provided on behalf of the Chair:

"They are on order and I can let Mr Wright and the committee members know when that happens".

(vi) Motorcycle noise

19.39 Paul Tofts read the following question:

"Loud noises cause stress and attack well-being and mental health, particularly for children and disabled people. Noise from powerful motorcycles, ridden anti-socially, often by non-residents, can be extremely disturbing, at locations such as the approach to the City, Valley Gardens and the seafront. Excellent work by this Committee to encourage walkers and cyclists to reclaim these spaces is threatened with irrelevance by such environmental degradation.

In Paris the Police have cameras to monitor noisy motor cyclists and take action against offenders.

Is the Environmental Committee responsible for addressing the degradation of the Environment by throbbing motorcycle noise?"

19.40 The Chair provided the following reply:

"The noise from loud motorcycles can be very disturbing for the city's residents and wildlife and while the council would like to reduce this impact, the responsibility for managing vehicle emissions and safety falls to the government agency "The Driver and Vehicle Standards Agency". They are responsible for setting safety standards and also ensuring vehicles are working correctly through the MOT process. I will ask officers to

write to the DVLA outlining your concerns and how local authorities can play a part in limiting noise from vehicles.

However, there is more that the council can do. Both Cllr Davis and Lloyd feel very strongly about this matter as well, and the increase in very loud motorbikes must be seen as completely unacceptable and we know it is distressing to residents and harmful to wildlife. We are aware that many motorbikes break the 82 decibel limit so we will be writing to local police to ask them to pull over and fine if necessary, motorbikes with excessively loud engines. We are also aware that 'noise cameras' are being trialled that will be able to capture the details and fine the owners of excessively loud motorbikes. This technology is still being trialled but we will watch the outcomes carefully and will be pushing for them to be introduced in Brighton and Hove as soon as it is possible to do so, and I will ask officers to write to the Secretary of State for Transport on this matter".

19.41 Paul Tofts asked the following supplementary question:

"How else can motorcycle noise be monitored, mitigated, regulated and discouraged and punished?"

19.42 The Chair provided the following reply:

"I think I've outlined all the things that I'm aware of and if monitor the impact of the noise cameras and we keep lobbying for them to be introduced here, that would be good. We will continue to speak to Sussex Police and DVLA".

(vii) Temporary cycle lanes

19.43 Elena Kerrigan read the following question:

"My 5 year old and I now cycle 2 miles from Portslade to school near Hove Park along the temporary cycle lane on the Old Shoreham Road. The first regular exercise I've done in years. We're avoiding buses because of Covid and don't want to have to buy a second car (my keyworker husband commutes by car). Some councillors are calling for the lanes to be removed, and for other temporary lanes not to be implemented. If this happens, how will the council provide safe, socially distanced, environmentally responsible travel for us, and thousands of other families across our city?"

19.44 The Chair provided the following reply:

"Thank you for your welcome comments and I am delighted that you and your child are using the cycle lanes. The council is committed to active travel and has asked for further funds from the government's emergency active travel fund tranche 2 to extend facilities in the city. With Covid cases rising, this is more important than ever, but safe cycle routes also improve air quality, the health of our residents and will help us transition to net zero toxic carbon emissions by 2030. You also raise an important point that the cycle lane on Old Shoreham Road serves lots of schools in the area. I hope that councillors from all parties will support the administration's commitment to improving and expanding cycle infrastructure. Separately from the emergency active travel fund, which Old Shoreham Road is a part of, we are developing a local cycling and walking infrastructure plan, to establish a network of safe walking and cycling routes

across the city. As you may be aware the current arrangements are covered in items on the agenda today and will be discussed later in this meeting, too”.

(viii) London Road and Dyke Road cycle lane impact assessments

19.45 Katherine Sykes read the following question:

“What impact assessments, and mitigation, are in place for the London Road and Dyke road cycle lane proposals. Assessments and mitigation that take into account impact on local communities, in this case specifically the Westdene community, including impact on whole of The Deneway as an essential access road, the Westdene estates infrastructure, parking, congestion, air pollution, safety and equity of access?”

19.46 The Chair provided the following reply:

“The council has submitted a bid to the governments active travel fund tranche 2 for the London Road. At this stage the detail of the scheme has not been developed so the impacts on communities is not known. Clearly, if the bid is successful then the detailed proposals will be available for comment as they are worked up. It is important to acknowledge the changes that the pandemic has had on the city and the importance that active travel plays in providing alternatives to the car”.

(ix) Graffiti Reduction Strategy

19.47 Robert Rosenthal read the following question:

“In the event that the committee decide against requiring private homeowners or landlords to clean up graffiti on their own properties, how will the council facilitate its removal?”

19.48 The Chair provided the following reply:

“The results of the public consultation demonstrate there is little appetite to enforce against homeowners for the removal of graffiti from their property. Therefore, this has not been included as a recommendation on today’s agenda. Instead, other means will be adopted to encourage the removal of graffiti from this type of property. This will include:

- Writing to homeowners to ask them to remove the graffiti as it is causing a nuisance on the locality
- Offering paint through our Community Clean Up Scheme to help them remove it
- Offering the services of our chargeable graffiti removal service (if approved by committee) at an appropriate rate to encourage the removal

The recent Keep Brighton & Hove Tidy activities have demonstrated how proud residents and businesses are to live and trade in the city and their commitment to keeping it clean and tidy. We will be harnessing this enthusiasm and continuing to support them to do this and I hope, and expect, homeowners to do the same”.

19.49 Robert Rosenthal asked the following supplementary question:

“Could you tell us a little bit about this recommended contracting service that you might get to do the job on behalf of people?”

19.50 The following reply was provided on behalf of the Chair:

“It is referenced in the report and what we’re looking at is offering a low-cost graffiti removal service so that people who are excluded because they can’t afford to use a commercial service will be able to take advantage of that service”.

(x) Cycle Infrastructure

19.51 Sue Birch read the following question:

“As a mobility impaired disabled person who uses a bike as a mobility aid to get around and who does not own a car I rely on safe and properly integrated cycling infrastructure to get to work, to University and to get around the city to socialise. If the current temporary cycle lanes are removed and new ones under Tranche 2 not implemented, can the council guarantee that disabled and mobility impaired cycle users ability to get around safely will not be restricted?”

19.52 The Chair provided the following reply:

“Thank you for your question. I hope that councillors from all parties will support the administration’s commitment to improving and expanding cycle infrastructure.

I am pleased to say that work on the Local Cycling, Walking Infrastructure Plan has started. The plan seeks to identify a coherent and comprehensive network of walking and cycling routes across the city that will provide the facilities you are seeking. This plan will provide the vehicle for expanding these facilities and enable the council to obtain the necessary funding to implement them. A public consultation on the plan will be starting later this year.

The council is committed to active travel and has asked for further funds from the government’s emergency active travel fund tranche 2 to extend facilities in the city. With Covid cases rising, this is more important than ever.

40% of residents in Brighton and Hove do not own a car, so we need safe transport for everyone. We also want to ensure that cycle lanes are wide enough to be accessible for all types of bikes including disabled users”.

19.53 Sue Birch asked the following supplementary question:

“How much weight is put on the online survey as it has become fairly obvious that it is open to manipulation by various campaign groups and not targeting key stakeholder groups”

19.54 The Chair provided the following reply:

“I would like for the council to do a bit more consultation offline and I’ll take on board your comments about schools as I think reaching young people is important”

(C) DEPUTATIONS

(i) Top Triangle Parking Survey

19.55 The Committee considered a Deputation that set out the results of a recent parking survey conducted in the Top Triangle area of Hanover and related parking problems.

19.56 The Chair provided the following response:

“Thank you for your petition and I am sorry to hear of the difficulties you are having with parking in this area.

As you are aware there has been extensive consultation with residents with the initial consultation and the subsequent review of the area. Officers responded to resident comments within the planned review by changing the roads where residents in those roads requested a change of scheme.

Officers are now working on other areas as outlined in the Parking Scheme Priority timetable to respond to a large number of residents across the city who have parking difficulties and who have patiently waited for a parking scheme consultation in their area. This timetable was agreed by this committee last year and this request will need to be added to this timetable to consult on these roads a third time when the timetable is next reviewed in late 2021. All correspondence from areas across the Council will be analysed with officer recommendations on the way forward discussed fully by members of this committee”.

19.57 **RESOLVED-** That the Committee note the Deputation.

(ii) Cycle Lane Projects - Current Consequences and Exhaust Emission

19.58 The Committee considered a Deputation relating to perceived problems caused by the introduction of the cycle lane on Old Shoreham Road.

19.59 The Chair provided the following response:

“Access for Blue light services is of course important in the city and I must stress that they are consulted on every change that is made to the road network. If concerns were raised by emergency services, the council would not ignore them. All blue light services were informed of the plans before the schemes were implemented and no concerns were raised.

The measures currently implemented with the Urgent response Transport Action plan are under review and ongoing consultation, and an update will be presented later in the meeting. The report is of course available on the website if you wish to view the latest information”.

19.60 **RESOLVED-** That the Committee note the Deputation.

(iii) Funding for temporary cycle lanes

19.61 The Committee considered a Deputation that expressed support for the funding of more sustainable methods of transport and the additional economic and health benefits.

19.62 The Chair provided the following response:

“Thank you for the support and the sound reasoning that you have put forward as to why the Emergency Active Travel Funding tranche 2 funding is key to ensuring how the city promotes active travel and the strong link with the need to prepare for the challenges that the pandemic will pose in the future. I also really appreciate your emphasis on an evidence-based approach to implementing active travel infrastructure, and highlighting the health, environmental and social advantages that cycling can bring.

I agree that we need to improve active travel infrastructure in order to help our city reach net zero by 2030, to improve road safety, to clean up our air and to protect our health. We need to do all we can to support the 40% of residents who don't have a car. We are also aware of the importance of improved engagement with communities affected by changes.

The update on the Urgent response Transport Action will be presented later in the meeting and it is available on the council's website, so I do hope you will stick around to hear the discussion”.

19.63 **RESOLVED-** That the Committee note the Deputation.

(iv) Stanmer Park/Brighton Dogwatch

19.64 The Committee considered a Deputation that noted the health benefits of dog walking and expressed concern for that in relation to the proposed parking charges for Stanmer Park.

19.65 The Chair provided the following response:

“Physical activity is important, and the council does want to encourage it. However, when you drive to a site to get physical activity people have to pay in or around many of our parks. We also want to encourage people to use sustainable transport to get to Stanmer- there are regular busses and trains that take you right to the entrance, and it is also accessible by bike. The park has blue badge spaces for those that rely on cars to get around.

We are well aware of the high number of park users who use parks to exercise both their dogs and themselves and have kept most areas of the city's parks open to dog walkers. I am aware that there has been some discussion about the price of the season tickets, and it is felt one that does not encourage university parking will not be affordable for most park users.

More detail on charging for Stanmer Park parking, feedback from the public and the review period for the proposed scheme can be found within the Stanmer Park Traffic Regulation Order report Item 25 on the agenda today. I must emphasise that the money raised from parking charges in Stanmer Park will be ringfenced to be spent on improving the park itself”.

19.66 Councillor Wares noted that it was a concerning trend that cohorts were missed from consultation exercises and noted that his Group had put forward an amendment to the related report that would seek to pause activity in this area.

19.67 **RESOLVED-** That the Committee note the Deputation.

(v) Aldrington Rec (Wish Park) Football Club Storage Space

19.68 The Committee considered a Deputation that requested storage space for Aldrington Recreation ground for Poets' Corner Football Club.

19.69 The Chair provided the following response:

"It is fantastic to hear how well the club is doing. Unfortunately, the Council does not currently have spare building space at Aldrington Recreation Ground. Within the City there is already a shortage of space for City parks equipment storage and the council has to rent space at the moment – so if any space could be identified for it, we would need to use it to reduce costs. Officers have checked the locations you have suggested but they are not available to offer for alternative storage.

A long time ago the council agreed to steel shipping containers for clubs to store equipment in some locations such as Wish Park, but these have proved to be both unsightly and, in some cases, have caused problems for residents. They also require planning permission. We will therefore not be agreeing to the use of containers going forwards.

Officers advise that most sports organisations in our parks would like to have storage space and we are keen to work with sports organisations to improve facilities in parks without detracting from other park users enjoyment of the parks but we are generally not in a position to provide storage facilities for clubs. I am sorry that this was not the answer you were hoping for, but I would be happy to link you up to Cityparks staff".

19.70 **RESOLVED-** That the Committee note the Deputation.

(vi) Old Shoreham Road temporary cycle lane usage

19.71 The Committee considered a Deputation that set out traffic count data recorded by residents for the usage of the temporary cycle lane on Old Shoreham Road that suggested it was under-utilised and not fit for purpose.

19.72 The Chair provided the following response:

"The measures introduced in direct response to coming out of lockdown were supported and funded by government to encourage and promote active travel. This is mainly due to the clear health benefits and the impact that the pandemic has had on public travel and the need to socially distance. With a rise in Covid 19 levels across the country, these measures are once again crucial.

An update will be received later in the meeting with regard to these measures and they will of course continue to be monitored. There has been no decision taken by the committee currently to make these facilities permanent and further consultation will be carried out before any decision is taken. Your point about only 4% of school children feeling safe using cycle lanes is shocking and to me only highlights the need to improve cycle infrastructure".

19.73 **RESOLVED-** That the Committee note the Deputation.

(vii) Blue Badge parking/Disability Access

19.74 The Committee considered a Deputation that highlighted the significant problems caused by the changes to parking relating to the Covid Transport Action Plan and requested that the Council make urgent reparation to all parking issues, access and curfews and commit to including future improvements to enhance disabled citizens' outcomes within Tranche 1 & 2 schemes.

19.75 The Chair provided the following response:

"Thank you for your deputation. As you'll be aware we have only taken over running the council recently, but I want to assure you that although these temporary transport changes have been introduced quickly, by instruction of central government due to the nature of the covid-19 pandemic, we remain committed to delivering inclusive and accessible transport for all. The changes helped people move safely around the city during the pandemic, avoided overcrowding on public transport, supported people back to work and businesses to reopen.

Our Public Sector Equality duty still applies as we make these changes, and you are right that the council must ensure the principles of fairness, dignity and equality underpin our ongoing response. As you mention, officers have now prepared an Equalities Impact Assessment on the measures within the Transport Action Plan which has been informed by direct engagement with partners, community groups and disability representatives, as well as the survey results. Your input via the informal advisory group has been very valuable for this too. It is important that this assessment informs our decisions on the Action Plan today.

Importantly, many of the changes have been implemented using the Experimental Traffic Regulation Order process which is supporting ongoing consultation whilst the measures are in place. The process means we can truly be responsive and adapt the changes flexibly, based on direct feedback from the public, and the consultation is ongoing. It's already been used to move the closure point on Madeira Drive for increased disabled parking, and to amend the restrictions in North Laines to improve disabled access. We also have a proposal to consider today that would reopen a large section of Madeira Drive and considerably improve access to the seafront for disabled car users.

In addition to this, the Council have recently advertised an amendment to the City wide parking place order which, subject to statutory consultation, would allow blue badge holders the opportunity to park in permit holders bays in any of the City's four 'light touch' parking schemes. This proposal was brought forward in response to concerns raised about access for visitors in these areas and could provide blue badge holders with access to an additional 7073 parking bays across the City. Responses to this proposal can be submitted via the Councils TRO Proposal page following the usual process.

I am aware that you have provided feedback on all the specific TROs mentioned in your deputation directly to officers as part of your involvement in the informal weekly advisory group and discussions are ongoing. All formal responses to the experimental traffic orders will also be presented to members of this committee before any final decision is made on whether schemes should be removed, remain or whether significant changes are required, such as in the case of Madeira Drive.

Again, I want to thank you for voicing the concerns of the disabled community, and as Chair I want to keep listening and engaging with the community and campaigners. I recognise that overall, this is picture mirrored across the country where the speed with which implementation was required has created concern. I fully understand that the fact

remains that if you are disabled, moving around the city will be a major issue and serious inequalities remain across the board for disability inclusion, so I welcome the feedback on the changes.

Due to the importance of this topic, I am recommending that this committee call for a report”.

19.76 The Committee members collectively agreed that the urgency required for the Covid Transport Plan had led to mistakes being made and supported the call made by the Chair that the committee receive a report on the matter. Councillor Wares stated that changes needed to be made and noted that the Council had potentially broken the law.

19.77 **RESOLVED-** That the Committee request an officer report on the matter.

20 ITEMS REFERRED FROM COUNCIL

(A) PETITIONS

(i) A food waste collection and disposal system for Brighton & Hove

20.1 The Committee considered a petition referred from the Full Council meeting held on 13 August 2020 and signed by 1307 people that requested a food waste collection and disposal system in Brighton & Hove.

20.2 The Chair provided the following response:

“Thanks for your petition about this very important issue. The council is committed to promoting a reduction in food waste and we are actively exploring the introduction of a food waste domestic collection.

The introduction of a food waste collection would present a substantial cost to the Local Authority. However, as part of the National Resources and Waste Strategy the government have said that they will provide funding to Local Authorities who do not yet have a food waste collection to assist them to introduce a collection. Officers are working on developing a scheme and costing it while we are waiting for further announcements as to the funding package which has been promised to council's who need it. The project has been delayed due to the pandemic but has been restarted over the summer and we are expecting a report with options for consideration to be brought to committee next year.

What I can reassure you of is the fact that none of our domestic food waste goes to landfill. Less than 3% of all of our waste goes to landfill. It goes to the Energy Recovery Facility where it is burned and used to generate electricity. The calorific value of the food is very beneficial to the generation of electricity and makes a significant contribution to the electricity generated, which fuels around 25000 homes. This also means that our food waste is not generating the high levels of methane and carbon into the atmosphere through the process of landfill.

A factor that we are taking into consideration in our analysis in relation to food waste collections, is the potential carbon cost of doing so. To introduce a new collection will entail more refuse trucks collecting and tipping the waste. We want to be sure that we are not increasing the carbon cost and pollution in the city by introducing a separate collection of food which would defeat much of the purpose.

In the meantime, we would like to encourage residents to minimise their food waste production and compost any food waste they do generate if they are able to do so. The council works closely with Brighton and Hove Food Partnership who are an excellent organisation working to promote food waste reduction. There are many elements to their work, but they critically aim to ensure that excess food from supermarkets is distributed to those who most need it through foodbanks and community kitchens; they provide healthy eating and cooking classes and work on community food growing projects. The council has created a new Food Policy Officer post who will be recruited to shortly to work along-side B&H Food partnership and other organisations in the city. In partnership with B&H Food partnership we provide around 40 community composting schemes. In addition the council sells subsidised home composters and wormeries for those who have a garden. And if you already have a garden waste collection you can add your food waste to your brown bin”.

20.3 **RESOLVED-** That the Committee note the petition.

(ii) Parking Zone S

20.4 The Committee considered a petition referred from the Full Council meeting held on 13 August 2020 and signed by 24 people that requested controlled parking zone S be increased from a Monday to Friday scheme to include weekends.

20.5 The Chair provided the following response:

“Thank you for your petition.

The Area S parking scheme was reviewed in late 2018 with a questionnaire sent to all households after a year of the scheme being introduced.

At that time 60% of 681 respondents to the questionnaire outlined they would like to keep the hours / days as they are. There are currently no plans to review the area further but if more residents come forward to outline this is a concern then it is something officers can consider adding to the parking scheme timetable when it is next reviewed”.

20.6 **RESOLVED-** That the Committee note the petition.

(i) Re-open Madeira Drive

(ii) Keep Madeira Drive closed

20.7 The Committee considered two petitions referred from the Full Council meeting held on 13 August 2020 with one signed by 2884 people requesting Madeira Drive be kept closed and the other signed by 9748 people requesting Madeira Drive be re-opened.

20.8 The Chair provided the following response:

“Madeira Drive was closed, providing space for walking, cycling, running and other activities, on 20th April during the early peak of the Covid-19 Pandemic. This was in response to the Government’s very strong directives to encourage Cities to support social distancing and active travel necessary for public health and to allow for social distancing. This measure was delivered using Traffic Regulation powers and

subsequently included within an Urgent Response Transport Action Plan agreed at May Policy & Resources Covid Recovery Sub – Committee and further updated and agreed at 23rd June ETS Committee.

At this Committee it was agreed to continue to keep Madeira Drive closed to cars and would also be modified to re-locate the closure point from Marine Parade to the lower level of Dukes Mound and Madeira Drive.

An updated design has been worked on by officers that is detailed on our agenda today. This proposal will include re-opening the road for one-way eastbound traffic movements from the Place Pier eastbound. This will allow access to parking facilities including an increased number of Blue Badge holder Bays, and loading bays including general loading and coach drop off points. some reinstated parking facilities and a two-way segregated on carriageway cycle facility. This means that space for local residents to use for socially distanced exercise, walking and cycling will continue to be available while access for businesses and Blue Badge Holders will be provided and increased. All vehicles will be authorised to freely use the re-opened section of road and to have access to Black Rock Car Park. Access for all businesses will also be provided for”.

20.9 **RESOLVED-** That the Committee note the petitions.

(iii) **Remove Old Shoreham Road Cycle Lane Extension–**

(iv) **Make Old Shoreham Road Cycle Lane Permanent and Establish a Citywide Cycle Network**

Deputation

(i) **Support for the review of the temporary cycle lane extension on Old Shoreham Road**

20.10 The Committee considered two petitions referred from the Full Council meeting held on 13 August 2020 with one signed by 4400 people requesting the temporary cycle lane on Old Shoreham Road be removed and the other signed by 5135 people requesting the temporary cycle lane on Old Shoreham Road be made permanent. Furthermore, the committee considered a Deputation that expressed support for a review on the temporary cycle lane.

20.11 The Chair provided the following response:

“As you will be aware the coronavirus (Covid-19) pandemic has created a number of challenges and changes for the city in respect of how the transport network is being, and will be, used. With the implementation of government restrictions in response to the public health crisis, there has been a new demand to increase the ways that people can exercise and travel while physical distancing.

Communities in the west of our City are poorly served by cycle infrastructure and as a result many rely on private cars and public transport to access work. Once the lockdown restrictions begin to ease, we need to ensure that there are suitable alternatives for those who are willing and able to choose an active way to travel. This will in turn ensure that there is capacity within the network for those people who are unable to travel by foot, cycle or public transport.

If we were to take no action to support alternative modes of travel and everyone chose to travel by private car, congestion would increase leading to poor air quality. The city

also only has a limited amount of parking availability and those residents without access to a car would also be left with limited options to access their place of work or other local amenities.

The cycle lane is currently temporary and is being monitored closely in terms of both safety and usage. An update on the scheme will be provided as part of a report that will be presented to this committee today”.

20.12 **RESOLVED-** That the Committee note the petitions and Deputation.

(C) DEPUTATIONS

(ii) Deputation concerning a request for the whole of The Deneway (BN1 8QR and BN1 5AZ) to have safe road markings

20.13 The Committee considered a Deputation referred from the meeting of Full Council held on 13 August 2020 request the whole of The Deneway to have road marking on the basis of road safety concerns.

20.14 The Chair provided the following response:

“I am pleased to say that due to the work of the Withdean Councillors, parking infrastructure officers have visited the WEST side of the Deneway to discuss with the councillors the installation of double yellow lines on the west side of the road. Officers will be happy to include the plans for extending yellow lines to the west side of the Deneway in the next Citywide Traffic Regulation Order which we hope to advertise in November/December this year. The plans will then be subject to local consultation and will be advertised on the West side of the Deneway and local residents will be encouraged to respond to this consultation”.

20.15 **RESOLVED-** That the Committee note the Deputation.

(iii) Madeira Traders compromise

20.16 The Committee considered a Deputation referred from the Full Council meeting held on 13 August 2020 that requested that requested a compromise position from the Council in relation to the closure of Madeira Drive and future improvements.

20.17 The Chair provided the following response:

“Thank you for your Deputation. I do realise the challenging times we are facing, but during the covid-19 pandemic it became clear that Madeira Drive needed to change for the wellbeing of residents.

The Urgent Transport Action Plan report that is later on our agenda has a specific recommendation for this area, and this will be debated later in the meeting. You will be able to watch that the debate on the council webcast.

It became apparent that in previous years, engagement with traders had been minimal, but my colleague Cllr Davis has frequently visited Madeira Drive in recent months, to meet with traders to discuss their concerns and opinions on Madeira Drive, and it is clear that there are a plethora of different opinions on what the future of Madeira Drive

should look like. I hope that many of the traders will be happy with the plan put forward in today's meeting".

20.18 **RESOLVED-** That the Committee note the Deputation.

(iv) Tackling air pollution and congestion on the A259 from Brighton Old Steine to Eastbourne

20.19 The Committee considered a Deputation referred from the meeting of Full Council held on 19 December 2019 that requested an independent audit of the source data and analysis that the Valley Gardens project is based on be undertaken, followed by open publication of their conclusion in relation to potential impact for funding applications for the A259.

20.20 The Chair provided the following response:

"Thank you for your comments. However, I am aware that you received a full response to the issues that you raised from the former Chair of this committee when you presented it to Full Council. Mr Shepherd also received a further response from my colleague Councillor Littman as Chair of the Audit & Standards Committee when the same points were raised, and this is all set out in the published minutes, so I can refer some of the enquiries to those. I understand that there has been a considerable amount of ongoing correspondence with various council officers about this matter.

On each occasion, I do want to note the council has confirmed that the council's Business Case has been independently audited by the LEP for the purposes of enabling the funding to be allocated. This process is complete, the funding has been released and the design work for Phase 3 will be progressed, taking into account the recent, further consultation and ongoing stakeholder engagement. The project will be further considered by this committee next year.

Given your primary concern relates to the A259, I would expect that any future study of the route which is considered as part of the government's Major Road Network programme will be based on the most up to date data at the time. I believe that that programme has been affected by the impacts of tackling the Covid-19 pandemic, like many other workstreams have, but when it restarts, I am sure that the Department for Transport will be clear about what information is required for that process. I have no doubt that all the local authorities involved will comply with the relevant guidance to enable the project to have the best chance of success of securing funding. We will also want to ensure that tackling carbon emissions and reducing them significantly will be a key part of any study that comes forward, in order to ensure that we maximise its contribution to meeting our goal of carbon neutrality by 2030".

20.21 **RESOLVED-** That the Committee note the Deputation.

21 MEMBER INVOLVEMENT

(B) WRITTEN QUESTIONS

(i) Manton Road Safety

21.1 Councillor Yates read the following question:

“Could the Chair agree undertake to review the safety of Manton Road, Bevendean in the near future please? As a very narrow single track one way road with encroaching bushes on one side and a footway on the other side which is regularly completely obstructed by pavement parking, residents have asked for action to be taken by the council to ensure that all residents and users can share the space safely and without fear of speeding vehicles”.

21.2 The Chair provided the following reply:

“The Council’s road safety engineering programme is referred to as the High Risk Sites Programme and this tackles the worst sites in the City. This programme looks at clusters of accidents in priority of dealing with the worst locations first. The casualty record is considered to determine whether there are patterns of collisions that can be tackled, whether the Highway layout is appropriate and whether there are benefits in making changes as sometimes making changes can actually make the problem worse. I can confirm that there have been no casualties reported in Manton Road in the last 3 years and therefore the road would not meet the criteria for a full safety review under this programme. However, we have noted your specific concerns about vegetation and footway parking and will pass these on to the relevant teams for further consideration”.

(ii) Brighton Marina and Gasworks site

21.3 Councillor Fishleigh read the following question:

“Nearly 2,000 new flats will be built at Brighton Marina and the Gasworks site over the next few years.

I know that there is no master plan for transport for this area but we will need new roads, flyovers, bridges, tunnels, pavements, cycle paths and bus lanes to transport people into, around and out of the area”.

Please would you tell me what the process and timescales are for planning, financing and building these?”

21.4 The Chair provided the following reply:

“Brighton Marina and the Gas Works Site just north of the A259 have been identified for redevelopment in Policy DA2 of the City Plan Part 1 which was adopted in 2016. A high-level assessment of infrastructure needs, including transport, for all of the policy allocations was carried out to support their inclusion within the Plan.

A more detailed assessment of transport measures and opportunities is set out in the adopted Brighton Marina Masterplan Planning Advice Note from 2008. This helps to inform future regeneration and transport measures which will be suitable to accommodate development in the area.

New development is an opportunity to secure improvements to infrastructure. As planning applications come forward on the main sites in the area – the Marina Outer Harbour application is due to be considered by the Planning Committee tomorrow and we await proposals for the Gas Works site – I can assure you they will be carefully assessed by City Transport and Planning officers and, if approved, any necessary measures will be secured as part of the decision. The funding mechanisms will be

determined by the planning process, and the construction timescales will be planned by the developer.

The assessment will include the cumulative impact of other development sites and will ensure that the right infrastructure is put in place for people and vehicles to support new development and encourage and provide safe, accessible and sustainable travel options”.

21.5 Councillor Fishleigh asked the following supplementary question:

“The council is allowing utility companies that have to take up paving slabs to replace these slabs with unsightly tarmac. Please would you clarify if this is an official policy”.

21.6 The Chair stated that a written response would be provided.

(iii) Ovingdean to Roedean temporary bus lane

21.7 Councillor Fishleigh withdrew the question.

(iv) Valley Gardens Phase 3

21.8 Councillor Wares read the following question:

“On or around the 6th September various publications and social media posts referred to comments made by the Executive Director at a meeting on the 4th December 2018 in respect to Valley Gardens phase 3. The alleged comment was “to make driving in the centre of the city so difficult that fewer people do it”. That I can only presume reflects the then Labour Administration’s approach. Is this the adopted underpinning strategy for Cllr. West, the Co-Chair responsible for transport in the city?”

21.9 The Chair provided the following reply:

“Thank you for your question Cllr Wares. I am sure you will recall that the Valley Gardens Phase 3 project has a very clear set of Core Design Objectives which were approved by this committee in June 2018. They focus on improving walking, cycling and public transport use; tackling congestion; improving road safety and the public realm; creating accessible spaces; and enhancing the environment. They do not include making driving difficult. I’m hopeful you will have also noted the improvements as a result of the opening of VG1 and VG2.

The scheme therefore embodies many of the objectives that are part of the council’s wider transport strategy which is set out in its current Local Transport Plan, approved in 2015. We are all working together to achieve these objectives across the city and involving partners and stakeholders along the way. Through the development of a new Local Transport Plan, we will have a further opportunity to discuss and agree the transport vision and strategy for the city, and I look forward to doing so as the Chair of this committee”.

(v) Cityclean

21.10 Councillor Wares read the following question:

“On the 14th July, whilst in opposition, Brighton & Hove Green councillors issued a statement that said that it was time to end missed recycling and refuse collections. It also said that it was time to end repeated excuses over missed collections. Now Cllr. Heley is in charge of Cityclean, will she please confirm that she endorses that statement and take personal responsibility for future missed collections. Will the Co-Chair also confirm that no more excuses will be given?”

21.11 The Chair provided the following reply:

“It is absolutely the time to end missed collections. As an opposition member I was also critical of Cityclean’s performance and as chair I will continue to hold the service to account, and work closely with officers to do all that I can to improve the service for our residents.

I hope committee agrees with me when I say that the amount of work taking place at Cityclean to improve performance, as highlighted in the Modernisation Programme update on today’s agenda, is impressive. This demonstrates the efforts being made to improve the service across the city.

Complaints are down, compliments are up and the percentage of vehicles off the road due to faults is decreasing. While we are not yet seeing a corresponding reduction in missed collections, we can hope that the projects within the Modernisation Programme will shortly make an impact.

The review of persistent missed collections and the subsequent request for Traffic Regulation Orders will implement measures, such as double yellow lines, will remove the access issues, enabling Cityclean trucks to enter roads.

The investment in technology which we are being asked to endorse today will improve the communication between Cityclean teams, meaning any reports of missed collections can directly sent to the relevant crew to resolve, lessening the impact of the missed collection on residents”.

(vi) Cityclean

21.12 Councillor Wares read the following question:

“At Full Council I asked if Cllr. Heley thought the agreement between the unions and the council that prevented strikes earlier in the year should be made public. Cllr. Heley was reluctant to answer. The council have responded to my Freedom of Information request to say they have the information but don’t consider it in the public interest to release the documents. Now Cllr. Heley has had time to consider the matter, please could she provide an answer today?”

21.13 The Chair provided the following reply:

“Thank you for your question. You have received a very detailed written response to your FOI request, from the previous administration, which sets out in full the explanation as to why the agreement is exempt from disclosure under the Freedom of Information Act and how you may appeal this decision.

While personal data in the agreement has been anonymised as far as it is possible to do so, it is considered that sufficient other information exists in the public domain to render individuals referred to in the agreement identifiable. As a result, the agreement is considered to include the personal data of third parties. There was also considered to

be a strong likelihood that releasing the agreement would significantly impact the effective conduct of the council's affairs".

21.14 Councillor Wares asked the following supplementary question:

"Do you agree that the information should not be made public?"

21.15 The Chair provided the following reply:

"Yes, at the moment I do agree"

(vii) Madeira Drive

21.16 Councillor Wares read the following question:

"With the Tranche 1 and 2 bids for Covid-19 transport measures there is little or no mention of Madeira Drive. Please could Cllr. West confirm how all the physical measures, the cost of traffic orders and the employment of marshals are being paid for, what is the cost to date and what is the daily cost to employ marshals?"

21.17 The Chair provided the following reply:

"The costs associated with Madeira Drive have been paid for within existing budgets for both the physical changes and the ongoing costs for the closure. The stewarding for the closure is £382.20 a day"

21.18 Councillor Wares asked the following supplementary question:

"Just to confirm, that is not coming out of the council's Tranche 1 funding, it's coming from existing budgets?"

21.19 The following reply was provided on behalf of the Chair:

"Yes, that's correct"

(viii) Parking revenue

21.20 Councillor Wares read the following question:

"The loss of parking revenue due to the Covid-19 measures implemented by the council by suspending parking is likely to run into millions. As this revenue props up a number of provisions and services such as senior citizen, disabled and school bus passes and subsidised bus routes, please can Cllr. West confirm what the council's plan is to make up for the lost revenue, for example are you bringing in a congestion charge?"

21.21 The Chair provided the following reply:

"For the financial year 2020/21, the Council can and will make a claim to central government for eligible income lost from sales, fees and charges as a result of the pandemic. The total claim can be for 75% of the eligible income lost (less a 5%

deduction from the original budget for administrative costs and any other relevant mitigating savings). The grant claim will include parking income lost as a result of Covid-19 related measures for suspending parking temporarily (including the closure of Madeira Drive).

The latest details of the forecast parking income losses and the estimated value of the grant to cover these losses will be reported to the October 2020 Policy & Resources Committee as part of the 2020/21 TBM 5 Budget Monitoring report. In opposition, I put forward a few policy ideas that would raise money for the council such as an ULEZ and congestion charge and I believe that we need certain powers from central government to do some of those things but in theory, yes, we'd like to do that".

(ix) North Street

21.22 Councillor Wares read the following question:

"In a recent press release Cllr. West referred to North Street being the 3rd most polluted street in England. North Street remains 2-3 times above the legal limit. As confirmed in council reports, North Street is primarily used by buses, taxis and delivery vehicles. Please would Cllr. West advise by what year does he intend to ensure North Street pollution levels are below the legal limit and in giving that date, will he take personal responsibility if the target is missed".

21.23 The Chair provided the following reply:

"We have a report later on the agenda about air quality, and it refers to the council's annual report which includes the most up to date data for 2019 and was published earlier this year. Monitoring takes place at three points along North Street, so we have very clear information about what is happening from year to year. The highest levels of nitrogen dioxide are recorded at the busy Clock Tower junction, where there are tall buildings and traffic lights to enable everybody to move safely. Although they exceed standards, the results show that there has been continuous improvement over a number of years in this part of the Ultra-Low Emission Zone, as there been elsewhere in the city, but there is still a lot of work to do.

The development of a new Air Quality Action Plan, which will come to this committee next year, will provide the recommended actions that we can all sign up to and ensure that we identify and assign responsibilities for making the city a cleaner and healthier place for people to live, work, shop and visit. Continuing to work with our local bus and taxi companies to reduce emissions will undoubtedly play a key part in addressing the problems in North Street. I do hope that they can continue with their investment plans for cleaner, low emission vehicles in these difficult times, and that the welcome decision to un-pause our SCRIF money for retrofitting exhausts on older buses will help too. Add in the feasibility work for delivering a Car Free City Centre by 2023 and an expanded Ultra Low Emission Zone, and I am confident that we can significantly influence the pace of the continued air quality improvement that we have already seen in North Street, and hope we can count on your support for these important measures".

21.24 Councillor Wares asked the following supplementary question:

"You didn't give me a date by which North Street would be resolved, do we have a date when that will become a priority?"

21.25 The Chair provided the following reply:

“As soon as possible”.

(x) Temporary transport measures

21.26 Councillor West read the following question:

“For months now I have been trying to obtain an unequivocal answer to the simple question “once a Covid-19 response to transport measures is no longer needed, will all the Experimental traffic regulation orders remain, as it appears the Experimental status doesn’t need Covid-19 as a requirement for them to remain legal”. Please could Cllr. West provide that answer as it will confirm whether or not the council intends to make the measures permanent and that the claims of “temporary” are misleading and the term “trojan horse” is more accurate as transport changes installed under the guise of Covid-19 will occur?”

21.27 The Chair provided the following reply:

“When the Conservative Government issued its emergency powers in April, revised in May, this year and specific Statutory Guidance under The Traffic Management Act it also set out a range of provisions for Local Authorities to follow including local choice of which Traffic Regulation Order (TRO) type to use. The Government allowed the choice to be determined by Local Authorities to suit its local circumstances and conditions. The various Covid-19 Urgent Response Transport Action Plan measures have been advertised through the Experimental Traffic Regulation Order process which after the initial consultation allows 6 months for comments and then the order needs to come back to this Committee anytime within 18 months to determine the way forward. Committee members can then determine whether to revoke or make permanent the Order (including any amendments required). Any amendments in the meantime can also come back to this Committee for members to agree the way forward such as the proposal to be discussed today to revoke the experimental Traffic Regulation Order for Madeira Drive with a new proposal through a Permanent Traffic Regulation order”.

21.28 Councillor Wares asked the following supplementary question:

“If there is no longer a Covid response required, will the Experimental Traffic Orders be rescinded there and then, or will you keep them in place to run their course?”

21.29 The Chair provided the following reply:

“It is quite clear now that Covid 19 is not just going to have an end date, it will be an ongoing thing and I think I have answered that we have that 18 month window to make changes and everything does have to come back to committee. So, I don’t really think the argument of a trojan horse is that valid as it needs committee approval”.

(xi) Madeira Drive

21.30 Councillor Wares read the following question:

“There have been several announcements by the Administration that Madeira Drive will be reviewed to repurpose its use and potentially not be open to traffic in any form save for events that might be permitted. As the Administration’s Valley Gardens phase 3’s design and the assumptions they make, albeit to many still viewed as flawed, specifically requires Madeira Drive to be a one-way road, please could Cllr. West either confirm that regardless of future plans, Madeira Drive will always at least be open to one-way traffic or that he agrees to suspend work on Valley Gardens phase 3 until the future of Madeira Drive has been designed, consulted upon and any subsequent proposal agreed by the appropriate committees?”

21.31 The Chair provided the following reply:

“Officers have reviewed the Madeira Drive road closure and considered comments made from businesses and stakeholders. A recommendation has been made to this Committee to re-open the road for one-way eastbound traffic movements from the Place Pier eastbound. This will allow access to parking facilities including double the number of Blue Badge Bays, loading bays and coach drop off points. All vehicles will be authorised to freely use the re-opened section of road and to have access to Black Rock Car Park.

These recommendations have been considered in-line with future proposals such as Valley Gardens, Phase 3 and Black Rock development”.

(xii) Pavement Weeds

21.32 Councillor Wares read the following question:

“Across many parts of the city, pavements are becoming dangerous due to the amount and size of weeds and other vegetation growing in and besides them. It was proposed that weeds would be manually cleared but there appears to have been very little activity. Accepting the pandemic will have influenced progress, the activity of clearing weeds could have been done in a safe manner. The concern is that pavements now have significant trip hazards and impede those using wheelchairs, mobility scooters, walking aids or prams and buggies. Also, because “pavement weeds” have been allowed to grow they will be more difficult to remove, it will take longer and thus be more costly and are quite likely causing structural damage to the pavements themselves. Please could Cllr. Heley advise what is being done to clear the weeds and will sufficient resource and funding be made available to repair and replace damaged pavements?”

21.33 The Chair provided the following reply:

“Our City Environmental Management services has committed to become pesticide free by 2022. A plan was developed to end the use of pesticide in the city’s parks, open spaces, pavements and highways in November 2019. The service will not engage contractors to use pesticide on any land managed by these departments. This means that, since the decision was taken, the removal of weeds in parks and on hard surfaces has been undertaken in-house and using manual techniques.

When adopting this approach, Cityclean were open that they would not be able to remove the weeds to the same extent and therefore, there would be more weeds.

However, this also brings some benefits of encouraging insects and increased biodiversity. Indeed, many residents have asked us not to remove weeds when they have seen the insects flourish.

Cityclean has cleared most of the worst affected areas in the city. However, the weeding and deep cleaning schedule was quite badly impacted by the covid-19 pandemic and lockdown. Street Cleansing operatives were diverted to other more urgent front line Cityclean and beach front services to cover staff who had to self-isolate.

The weeding season ends in October when the focus will change to leaves. We will then look at what has gone well, the positive and negative impact on the environment including pavements and where we can make improvements. We will take this time to trial new brushes for the mechanical sweepers and review funding, equipment and resources for the following year. A report will be brought to committee in the New Year. Our Streets Cleansing operatives continue to work hard to remove weeds and leaves from the most affected areas of the city.

Residents who would like excessive weeds removed from public land can contact report this online and street cleaners will attend the area”.

21.34 Councillor Wares asked the following supplementary question:

“Can I invite you to have a walk around Patcham and Hollingbury with me and perhaps part of Withdean as well and you will see for yourself that the claim that the worst affected areas have been dealt with have not been done”.

21.35 The Chair provided the following reply:

“Yes, I will come to Patcham and Withdean to have a look at weeds”.

(C) LETTERS

(i) Council ponds

21.36 The Committee considered a Letter from Councillor Osborne that requested better management of council ponds.

21.37 The Chair provided the following response:

“As a result of the climate crisis, we are seeing an increase in hot and dry summers. This is noticeable in our ponds which are not stream fed but either rely entirely on rainfall or collect runoff from surrounding roads. During times of drought these ponds receive no additional water. With hotter drier summers this is likely to be a regular problem so much so that we don’t believe that the majority of our ponds are suitable for fish and are working to a long-term solution to remove the fish. Preston Park Rock Garden and St Ann’s Well Garden ponds are an exception; they are not filled by rain but from bore hole and mains water and are still suitable for fish.

With regard to Falmer Pond, no fish were moved by the Environment Agency. Indeed, they told us that we could not move them without a license from them for which we would have to get the fish tested for disease (30 fish which would be euthanized). We didn’t proceed with this as we didn’t think there were enough fish left in the pond to test and we could not find anyone willing to take them.

A pump was installed to aerate it while there was enough water to pump around and investigated filling the pond from the water main, but this requires permission from Southern Water. Southern Water are not willing to give permission in times of drought when their priority is to maintain drinking water supplies. They did offer to provide treated effluent suitable for discharge into a stream, but this requires a permit from the Environment Agency who refused to grant it as they were concerned about a build-up of pollutants should the water further evaporate. This left us in the unfortunate position of having a pond with distressed fish with no way of removing the fish, increasing the water level, or aerating the water once the level had dropped to a level where the silt would foul the pump which was distressing for staff as well as the public.

We completed a survey last year which identified several issues with the pond including the amount of silt and deterioration to the inlet and outlet which now leak. This means that while the pond may fill quickly after rain, the level quickly drops to the level of the leak. This is not far above the level of the silt, so it does not take long for evaporation to reduce the amount of water such that the fish begin to struggle. The cost of carrying out the suggested repairs is not something that can be met from existing budgets, but officers have bid into the governments recently announced Green Recovery Fund for money to carry out these works

Signage is put up but unfortunately doesn't tend to last very long. The rangers used to do more outreach, e.g. run guided walks, etc., but this was one of the things that was cut to meet budget savings with the rangers being asked to concentrate more on facilitating volunteers helping to maintain our parks and open spaces.

I have asked officers to explore the with council's communication team how we can provide more information to the public on issues relating to ponds across the city.

I hope the problems we've experienced with our ponds recently will serve as a stark reminder for members about how the global climate crisis is having and will continue to have such a devastating impact on our wildlife".

21.38 **RESOLVED-**That the Committee note the Letter.

(ii) Wildflowers

21.39 The Committee considered a Letter from Councillor Osborne that requested support for Hollingdean and Stanmer to become a trial 'Wildflower Ward' starting with the grass verges along the bus route up Davey Drive and The Crestway.

21.40 The Chair provided the following response:

"This sounds like a lovely idea that would help increase the biodiversity in the city. The contents of Councillor Osbourne's letter align closely with the objectives of the Open Spaces Strategy. Therefore, if the committee agrees, I will instruct officers to bring a report to the November meeting of this Committee to cover all areas of the strategy, including grass verges".

21.41 **RESOLVED-** That the Committee receive a report on the matter.

(iii) LCWIP

21.42 The Committee considered a Letter from Councillor Wares that expressed concern regarding his concerns relating the progress and focus of the Local Cycling & Walking Infrastructure Plan (LCWIP).

21.43 The Chair provided the following response:

“The LCWIP is still in development and is an ongoing process which welcomes input and involvement from stakeholders and members (and the wider public when the draft document is produced). The needs and views of all stakeholders need to be taken into account and balanced when developing this document. What has been presented to stakeholders / members at this current stage is the draft walking / cycling network proposals, these are very much a work in progress for discussion with stakeholders and the approach which we have largely followed to this point is the suggested approach in the national guidance.

The LCWIP Technical Guidance from Department for Transport suggests for the walking network to focus on identifying Core Walking Zones and Key Walking Routes to and from these. This is in order to focus on the areas with most demand in terms of trip attractors (e.g. schools, shopping areas, workplaces) and therefore the most potential for improvement to journeys / attracting new pedestrian journeys or longer walking trips. Focusing away from these areas is unlikely to have the same effect in terms of the potential for modal shift. That said, we understand the point being raised with regards to the suburban journeys in the city and the potential for influencing these journeys and potential for modal shift to sustainable modes. The LCWIP has identified 20 Core Walking Zones and associated Key Walking Routes, while many of these zones are near the city centre area (e.g. central Brighton, Seven Dials, London Road), many are also focused on outlying areas (e.g. Patcham, Hangleton and Woodingdean). For the cycling routes, these are focused predominantly on strategic where there is highest propensity to cycle, in line with the national Propensity to Cycle Tool (PCT).

For the LCWIP to have a key focus on the suburban areas instead of the high footfall areas / high propensity strategic cycle routes, this would require a significant change of focus which would need to be considered and agreed through the project governance mechanisms. Focusing away from the Core Walking Zone approach of considering areas with higher footfall / strategic routes for cycling, and switching to areas with larger geographical spread of facilities / residential properties would require more of an area-based approach to the process in order to gain the most benefit from provision of walking and cycling interventions in less built-up areas.

We are considering Councillor Wares’ comments on this subject alongside other comments gathered as part of this stakeholder engagement phase.

Following this stage of stakeholder engagement, we will be revising the draft network based on the feedback and engaging further with stakeholders on the changes as a result of their feedback”.

21.44 **RESOLVED-** That the Committee note the Letter.

(iv) SCAPE Project Carden Avenue

21.45 The Committee considered a Letter from Councillor Wares that requested urgent works to address potential gaps in the SCAPE Project in Carden Avenue that if not addressed, would continue to cause flooding in the area despite the project.

21.46 The Chair provided the following response:

“Scape is a project which is being partially funded by the Interreg 2seas programme. A programme which is funded by the EU. This is a pilot scheme which is looking at adapting to the climate change through water management. The Carden Avenue scheme is our (BHCC’s) offering to this research project. It is not intended to provide a solution to the flooding, but to show in principle that this sort of intervention could work in an urban environment. This is why the Carden Avenue scheme scope has changed over time. The scope has been reduced, to meet the timeframe of the programme, and also meet the funding. In this area, any intervention will improve the current situation. Following completion, it is expected that the scheme should provide an improvement to flood risk to the residents in the immediate and down-stream areas.

BHCC acknowledge the issue raised about the large amount of water coming downstream and have engaged with Southern Water to undertake further investigations. BHCC thinks that there might be a missed connection. An initial inspection at the Hollingbury retail park has taken place, but no missed connections were identified. However not all connections were investigated at the time. To date Southern Water have been reluctant to invest in monitoring in the system, as the system is large, and there are a number of branches which feed into the main sewer along Carden avenue, even though we, the council, have offered to pay for the work. As the Lead Local Flood Authority, we believe that with specific targeted monitoring points, an assessment of the inflow of water into the system can be made and provide findings. I will also ask officers to pick up this issue with you after the meeting to make sure everything has been covered”.

21.47 **RESOLVED-** That the Committee note the Letter.

(v) The Deneway Patcham

21.48 The Committee considered a Letter from Councillor Wares that requested extension of the double yellow lines on the north side of The Deneway to prevent pavement parking.

21.49 The Chair provided the following response:

“Thank you for your letter Councillor Wares, The Parking Infrastructure Team would be happy to consider extending the double yellow lines in The Deneway and will add this to the next Citywide Traffic Regulation Order which we hope to advertise in November/December this year. Officers would be happy to meet ward councillors to discuss this”.

21.50 **RESOLVED-** That the Committee note the Letter.

(vi) Parklets

21.51 The Committee considered a Letter from Councillor Hills that request the Committee calls for a report to consider how a parklet scheme might be put together and piloted in the city and for agreement that parklets could be considered as part of the pilot Low Traffic Neighbourhood scheme in Hanover and Elm Grove, subject to approval by residents.

21.52 The Chair provided the following reply:

“Thank you for your letter. I love the idea of Parklets and can see the benefits they would bring to residents and to the environment.

This will need careful consideration because of the costs of installation and also the ongoing maintenance costs. Therefore, before making a decision I think it is important to ask officers to cost this so that we can consider how parklets could be funded.

As you have said the committee has already agreed to proceed with the development of a Low Traffic Neighbourhood (LTN) in the Hanover area. We are in the process of identifying a suitable budget and resource to take this scheme forward. Once this is in place then then we would be happy to explore the options for trailing a parklet as part of the Hanover LTN so long as this can be funded and there is community commitment to the ongoing care of the planting.

Officers will be in touch with ward councillors to discuss this further once we are in a position to take this forward. I therefore propose that we request officers to provide a report to a future committee”.

21.53 **RESOLVED-** That the Committee receive a report on the matter.

(D) NOTICES OF MOTION

(i) Equalities and Emergency Active Travel Fund

21.54 Councillor Wares moved the following Notice of Motion on behalf of the Conservative Group:

In light of recent allegations in various media and press releases by the campaign group BADGE and Possibility People, and to ensure that the council has not fallen into disrepute, this Committee requests that the Chief Executive: -

1. Asks the Equality and Human Rights Commission to instigate an investigation into the council such that the allegations can be fully assessed and independently reported on; and
2. Asks the Local Government Association to review and report on the allegations regarding claims made in bids to Central Government for monies from the Emergency Active Travel Fund.

21.55 Introducing the motion, Councillor Wares detailed several matters of deep concern relating to the introduction of the Emergency Active Travel Fund measures and disability groups. Councillor Wares stated that the seriousness of the allegations made required an urgent, independent investigation.

21.56 Brown formally seconded the motion and stated that the allegation that the council failed to consult in accordance with the Equalities Act was very serious and must be investigated.

21.57 The Chair provided the following response to the motion:

“The allegations you refer to relate to the level of consultation carried out before temporary transport measures were implemented in response to the Covid-19 crisis and the information included in our bid to government for funding from the Emergency Active Travel Fund.

I want to assure you that although these measures have been introduced quickly, to help minimise the effects of the public health emergency, we remain committed to delivering inclusive and accessible transport for all.

Conservative MP and secretary of state for transport Grant Shapps himself said the following: “ If work has not started within four weeks of receiving your allocation under this tranche of funding, or has not been completed within eight weeks of starting, the Department will reserve the right to claw the funding back by adjusting downwards a future grant payment to your authority. This will have a material impact on your ability to secure any funding in tranche 2.”

Bids for the government funding had to be submitted at extremely short notice – within eight working days. This meant that formal consultation on proposals, of the sort you might expect in non-emergency situations, was not practicable. But we recognise going forward, that we need to go above and beyond what is required of us when it comes to consultation.

Importantly, the Experimental Traffic Regulation Order process being used to implement many of the changes, is facilitating ongoing consultation whilst the measures are in place. The process empowers us to be truly responsive and allows for the changes to be quickly adapted based on direct feedback from the public. It is a different approach to consultation and directly linked to the challenging timescales set by the Department for Transport and conservative government.

Having become the administration just weeks ago, and with myself becoming Chair only last week, I want to stress that this situation does need to be resolved and its vital disability groups feel part of the response to the changes and measures to combat Covid-19.

I have met with BADGE and Possibility People and am instructing officers to work collaboratively with them going forward. I am also asking officers to establish a formal Active Travel forum, so stakeholders can have a say in council schemes.

I set out in my chair’s communications at the beginning of this meeting some of the things we are exploring. I will make sure that going forward, officers will work more closely and collaboratively with disability representatives, including BADGE and PossAbility People, and talking with other community groups to help identify where the temporary changes may be having disproportionately negative effects, to take action where necessary

We must make sure the principles of fairness, dignity and equality underpin our ongoing response.

I am pleased therefore, that we have an Equalities Impact Assessment to consider alongside recommendations on the Urgent Response Transport Action Plan at this meeting. This assessment is crucial to us meeting our Equality Duty and we must take note of the impacts highlighted for all groups with protected characteristics in making decisions today.

To ensure our decisions are informed by as many voices as possible, I am also pleased to see that officers are proposing public consultation takes place on further schemes, and that we will have the opportunity to agree those measures as well as the consultation plan before work continues.

With a positive, collaborative and responsive approach in place I do not feel it is necessary to invite the Equality and Human Rights Commission or the Local

Government Association to investigate the Council's handling of the process for implementing these emergency measures. The focus now must be on the way forward and positive engagement, and this is the priority for myself and my colleagues.

I also note that the conservative government has been trying to scrap the EHRC for years, a body that has often exposed the discrimination against disabled people as a result of conservative government policy. Poverty Britain points to Equality and Human Rights Commission (EHRC) research that found disabled people had been disproportionately affected by austerity measures introduced by successive Tory-led governments between 2010 and 2017. The research (PDF), published in November 2017, found that, on average, the impact of tax and benefit changes on families that included a disabled adult would reduce their income by about £2,500 per year; if the family also included a disabled child, the impact would be more than £5,500 per year. It also highlights a report by the UN committee on the rights of persons with disabilities, which found in November 2016 that the UK government was guilty of "grave" and "systematic" violations of disabled people's rights.

In conclusion, if the Conservative members on this committee could contact their colleagues in government to lobby for an increase in support for disabled people, I would be grateful".

- 21.58 Councillor Williams stated that the decisions made in response to the Covid pandemic were made quickly and for good reason. Councillor Williams that the committee now needed to look forward and address the matter by conducting meaningful and widespread consultation on permanent changes, not temporary ones.
- 21.59 Councillor Appich noted that the Conservative Group had supported the changes when they were made and that was a matter of public record. Councillor Appich stated that decision were requested to be made by central government in haste and whilst mistakes had been made, it was important to move forward and undertake meaningful consultation. Councillor Appich stated that she found the motion to be one of political posturing and would not be supporting it.
- 21.60 Councillor Hills stated that central government had given clear instructions to local authorities that to receive funding, an application would need to be made within eight days that was a very tight deadline. Councillor Hills stated that rather than make judgements in hindsight, the council needed to learn lessons and ensure that permanent changes were widely consulted upon.
- 21.61 Responding to the debate, Councillor Wares stated that he was deeply concerned that his committee colleagues were unwilling to investigate the serious allegations.
- 21.62 Councillor Wares requested a recorded vote on the motion.
- 21.63 Councillor Brown seconded the request.
- 21.64 A recorded vote on the Notice of Motion was undertaken with the following outcome:
- Councillor Appich: Against
Councillor Brown: For
Councillor Davis: Against
Councillor Fowler: Against

Councillor Heley: Against
Councillor Hills: Against
Councillor Lloyd: Against
Councillor Wares: For
Councillor Williams: Against
Councillor Wilkinson: Against

21.65 Therefore, the motion failed.

21.66 **RESOLVED-** That the Committee note the Notice of Motion.

(ii) Historic Motoring Events on Madeira Drive

21.67 The Committee considered the following Notice of Motion referred from the meeting of Full Council held on 13 August 2020:

This council resolves to:

- (1) Recommends to ETS Committee that any post-Covid changes to the layout of Madeira Drive do not prevent historic motoring events from taking place

21.68 The Chair provided the following response:

“Madeira Drive was closed on 20th April during the early peak of the Covid-19 Pandemic in response to the Government’s very strong directives to encourage Cities to support social distancing and active travel necessary for public health and alternative mobility potential. This measure was delivered using Traffic Regulation powers and subsequently included within an Urgent Response Transport Action Plan agreed at May Policy & Resources Covid Recovery Sub – Committee and further updated and agreed at 23rd June ETS Committee.

At this Committee it was agreed to continue to keep Madeira Drive closed and would also be modified to re-locate the closure point from Marine Parade to the lower level of Dukes Mound and Madeira Drive and to improve accessibility to Black Rock. Officers have now considered options for Madeira Drive based on monitoring and consultation and will be providing recommendations at 29th September ETS Committee. These recommendations include a re-opening of Madeira Drive for eastbound traffic with an east-west bound on carriageway cycle facility and reinstated parking on the north side. It is proposed this scheme will require further detail design and will be delivered through a Traffic Regulation Order Process allowing a full consultation of the parking arrangements prior to installation. As part of these design processes we will consult with Event Organisers to ensure we deliver a scheme that can support and enhance crucial City Events”.

21.69 Councillor Wares stated that he did not feel the response adequately addressed the request of the Notice of Motion that was ensuring that motoring events continued on Madeira Drive in a post-Covid world.

21.70 Councillor Wares requested a recorded vote on the motion.

21.71 Councillor Brown seconded the request.

21.72 A recorded vote on the Notice of Motion was undertaken with the following outcome:

Councillor Appich: For
Councillor Brown: For
Councillor Davis: For
Councillor Fowler: For
Councillor Heley: For
Councillor Hills: For
Councillor Lloyd: For
Councillor Wares: For
Councillor Williams: For
Councillor Wilkinson: For

21.73 Therefore, the motion was carried.

21.74 **RESOLVED-** That the Committee agree that any post-Covid changes to the layout of Madeira Drive do not prevent historic motoring events from taking place.

(iii) Litter Reduction

21.75 The Committee considered the following Notice of Motion referred from the meeting of Full Council held on 13 August 2020:

This Council requests that:

1. A report is commissioned for the next suitable meeting of the ET&S Committee, outlining a further strategic response to the problem of littering, including:
 - joint working between the council, supermarkets and hospitality industry that can stem the flow of rubbish at the source
 - the development of a voluntary scheme, whereby businesses can be supported to develop a 'return/refund' system for disposable items, to help minimise littering among customers; and where participation is rewarded e.g. through promotional materials / stickers for businesses who join the scheme;
 - details on how any strategy aligns with the council's unnecessary single-use plastics pledge
 - an update on the council's food waste trial
 - the strategy to deal with seasonal increases in littering especially on the beaches to avoid unnecessary build-up of waste by bins whilst also not impacting on general residential household waste and recycling collection services through-out the city
 - the potential to increase the number of Civil Enforcement Officers employed by the council
 - the potential to increase the number of staff and support equipment (including vehicles) that can be dedicated to litter picking throughout the city on a planned or response basis

21.76 The Chair provided the following response:

“This Notice of Motion requires a substantial amount of work by officers and I would like them to have time to undertake a review of the summer streets, seafront and enforcement issues and service prior to making recommendations to committee. I am therefore proposing that the committee note this NOM and request a report from officers to be presented at a future ETS committee”.

21.77 **RESOLVED-** That the Committee agree to the request made in the Notice of Motion.

22 URGENT RESPONSE TRANSPORT ACTION PLAN - UPDATE

22.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that updated on the transport network measures taken by the Council in the short term to respond to the Covid-19 emergency. The report also set out recommendations in relation to specific measures that were implemented as part of the package of emergency measures approved at the Environment, Transport & Sustainability Committee on 23 June 2020.

22.2 Councillor Wilkinson moved a motion on behalf of the Labour Group to amend the recommendations as show in bold italics and strikethrough below:

2.2 Delegate authority to the Executive Director Economy, Environment & Culture to review and make amendments to the Old Shoreham Road cycle lane in respect of specific traffic movements, including the right hand turn into Olive Road ***and the Carlton Terrace junction*** to ease congestion, ***and a general review of road markings and signage to optimise safety.***

2.3 Give approval for the Executive Director Economy, Environment & Culture to commence detail design and the Traffic Regulation Order process to re-open Madeira Drive one-way eastbound, improve blue badge capacity and relocate cycle facilities as detailed in paragraph 3.17 of this report and the plan contained in Appendix B, ***and for this process to remain under constant review with alternative options weighed up and reported back to Committee to assess.***

2.4 ***Agree to a pause in implementing Tranche 2 changes, in order to ensure local residents and stakeholder groups are consulted and are able to offer input into the process. Request that officers agree a window with the Department for Transport that allows for meaningful consultation to take place, without placing the Tranche 2 funding at risk, and our expectation is that this window be no less than 6 weeks; and***

2.5 Agree that subject to the Council securing funding for Tranche 2 of the government's Emergency Active Travel Fund, a report is brought to a Special or Urgency Committee ***meeting of the Environment, Transport & Sustainability Committee*** to agree the measures being taken forward and the associated consultation plan.

22.3 Councillor Williams formally seconded the motion.

22.4 Councillor Wares moved a motion on behalf of the Conservative Group to amend the recommendations as shown in bold italics and strikethrough below:

The Committee is recommended to:

- 2.1 Note the update to temporary measures that have been implemented as part of the Urgent Response Transport Action Plan contained in Appendix A, and that **except where altered by the following recommendations**, the committee agrees they remain in place while the threat from Covid-19 is again escalating, and that officers continue to monitor those schemes and report findings back to **the November a future Committee**.
- 2.2 **Request** ~~Delegate authority to the Executive Director Economy, Environment & Culture to~~ **remove the temporary cycle lane on** review and make amendments to the Old Shoreham Road. ~~cycle lane in respect of specific traffic movements, including the right hand turn into Olive Road to ease congestion.~~
- 2.3 **Request** ~~Give approval for the Executive Director Economy, Environment & Culture to~~ **urgently** to commence detail design and the Traffic Regulation Order process to re-open Madeira Drive one-way eastbound, **restore and** improve blue badge capacity **and unfettered access for everybody to Changing Places public toilets** and relocate cycle facilities as detailed in paragraph 3.19 6 of this report and the plan contained in Appendix C.
- 2.4 **Request the Executive Director Economy, Environment & Culture to urgently alter the Traffic Regulation Orders in respect to New Road to allow Blue Badge holders to access and park in New Road the same as all other road users and to provide Blue Badge parking in proximity to New Road for Blue Badge use during the closed period. In respect to the city centre to allow Blue Badge holders long-term parking as opposed to the current 3-hour limit.**
- 2.5 **Request the Executive Director Economy, Environment & Culture to urgently install the eight fit for purpose disabled bays in Bartholomew Square and via consultation with stakeholders representing Blue Badge holders, relocate the two now inaccessible disabled bays in London Road.**
- 2.6 **Request the Executive Director Economy, Environment & Culture to urgently commission an independent road safety audit on the “floating” disabled parking bays on the A259 with emphasis on them being fit for purpose for use by Blue Badge holders.**
- 2.47 **Postpone Tranche 1 proposals not already implemented (save for those changes detailed in points 2.2 – 2.6 inclusive and** Agree that subject to the Council securing funding for Tranche 2 **proposals until** of the government's Emergency Active Travel Fund, a report is brought to a Special or Urgency Committee to agree the measures being taken forward and the associated **public and stakeholder** consultation plan. **The report to include assessments relating to, inter alia, economic, financial, social, equalities, pollution & air quality, traffic movement & displacement and journey time impacts such that future decisions can be based on considered opinions, evidence and assessments capable of future monitoring comparisons.**

- 22.5 Councillor Brown formally seconded the motion.
- 22.6 The Chair stated that the Green Group would be supporting the Labour Group motion but not the Conservative Group motion as to agree would place the Tranche 2 funding at risk and many of the issues identified were already being addressed.
- 22.7 Councillor Fowler stated that the temporary measures had realised benefits and it was right to learn and consult to improve the measures going forward.
- 22.8 Councillor Lloyd stated that traffic was the sole cause of traffic and every effort needed to be made to reduce levels to the benefit of people and the environment.
- 22.9 Councillor Davis noted that the Council had supported a Carbon Neutral city by 2030 and these types of measures were fundamental to that.
- 22.10 Councillor Wares stated that the dissent relating to the proposals was because the plans were rushed and had not been sufficiently thought through and the council were not listening to all road users.
- 22.11 Councillor Wilkinson stated that central government expected changes and the urgency relating to funding meant that it had not been possible to do so in the way it normally would be. Councillor Wilkinson stated that it was important that consultation with all stakeholders and communities was thorough going forward and that bold changes were needed to respond to the pandemic and create a better, cleaner environment for the city and its residents.
- 22.12 Councillor Wares asked for clarification that the cycle lane on Old Shoreham Road was not subject to a Traffic Regulation Order (TRO) and would remain permanent until the committee decided otherwise.
- 22.13 The Head of Transport Projects & Engineering confirmed that to be the case and added that any decision on the permanent status of all the schemes brought in would be for the committee.
- 22.14 The Chair then put the Labour Group motion to the vote that passed.
- 22.15 The Chair then put the Conservative Group motion to the vote that failed.
- 22.16 The Chair then put the recommendations as amended to the vote that were agreed.
- 22.17 **RESOLVED-** That the Committee:
- 1) Note the update on temporary measures that have been implemented as part of the Urgent Response Transport Action Plan contained in Appendix A, and agree these remain in place while the threat from Covid-19 is again escalating, and officers continue to monitor the schemes and report findings back to a future Committee.
 - 2) Delegate authority to the Executive Director Economy, Environment & Culture to review and make amendments to the Old Shoreham Road cycle lane in respect of specific traffic movements, including the right hand turn into Olive Road and the Carlton Terrace

junction to ease congestion, and a general review of road markings and signage to optimise safety.

- 3) Give approval for the Executive Director Economy, Environment & Culture to commence detail design and the Traffic Regulation Order process to re-open Madeira Drive one-way eastbound, improve blue badge capacity and relocate cycle facilities as detailed in paragraph 3.17 of this report and the plan contained in Appendix B, and for this process to remain under constant review with alternative options weighed up and reported back to Committee to assess.
- 4) Agree to a pause in implementing Tranche 2 changes, in order to ensure local residents and stakeholder groups are consulted and are able to offer input into the process. Request that officers agree a window with the Department for Transport that allows for meaningful consultation to take place, without placing the Tranche 2 funding at risk, and our expectation is that this window be no less than 6 weeks.
- 5) Agree that subject to the Council securing funding for Tranche 2 of the government's Emergency Active Travel Fund, a report is brought to a Special meeting of the Environment, Transport & Sustainability Committee to agree the measures being taken forward and the associated consultation plan.

23 2020 REVIEW OF AIR QUALITY MANAGEMENT

- 23.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that set out the outcomes of a technical, Detailed Air Quality Assessment based on calendar year evidence up to and including 2019, and proposes amendments to the city's two existing Air Quality Management Areas [AQMA] which were declared in 2013.
- 23.2 Councillor Wares moved a motion on behalf of the Conservative Group to amend the recommendations as shown in bold italics and strikethrough below:

That the Committee:-

- 2.1 ~~Notes~~ **Approve** the proposed boundaries of the city's Air Quality Management Areas (**AQMAs**) as set out in Appendix 2;
- 2.2 Request that the Executive Director ***consults the Citizen Assembly on Climate Change on the proposed AQMAs in 2.1 together with the comments expressed by this Committee*** ~~takes all necessary steps to vary the 2013 Air Quality Management Area Order in accordance with Appendix 2;~~
- ~~2.3 Request that the Executive Director undertakes the necessary work to develop and consult on the revised, draft Air Quality Action Plan;~~
- 2.4 **3** Request that officers bring a report to a future Environment, Transport & Sustainability Committee which includes the results of the consultation on the draft Air Quality Action Plan ***with the Citizen Assembly on Climate Change for further*** ~~and a final document for consideration and approval.~~

- 23.3 Councillor Brown formally seconded the motion.

- 23.4 The Chair stated that the Green Group would not be supporting the motion as it misunderstood the purpose of the report and the remit of the Climate Assembly. The Chair explained that purpose of the Climate Assembly was to consider the future decarbonisation of the city and not deal with technical council policy documents.
- 23.5 Councillor Appich asked when the next review would take place and what would trigger that review.
- 23.6 The Senior Technical Officer explained that the consultation would take place between March and May 2021 and the monitoring review took place in July of every year.
- 23.7 Councillor Wares stated that there was no misunderstanding of the role of the Climate Assembly, the motion detailed a suggestion and it was up to the committee to determine that. Councillor Wares encouraged the committee members to read the 2020 Detailed Assessment of Air Quality in Brighton & Hove that was listed as a background document but was very thorough and informative.
- 23.8 The Chair then put the Conservative Group motion to the vote that failed.
- 23.9 The Chair then put the recommendations to the vote that were agreed.
- 23.10 **RESOLVED-** That the Committee:-
- 1) Approves the proposed boundaries of the city's Air Quality Management Areas as set out in Appendix 2;
 - 2) Requests that the Executive Director takes all necessary steps to vary the 2013 Air Quality Management Area Order in accordance with Appendix 2;
 - 3) Requests that the Executive Director undertakes the necessary work to develop and consult on a revised, draft Air Quality Action Plan;
 - 4) Requests that officers bring a report to a future Environment, Transport & Sustainability Committee which includes the results of the consultation on the draft Air Quality Action Plan and a final document for consideration and approval.

24 ELECTRIC VEHICLE CHARGING POINT INSTALLATION UPDATE

- 24.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that updated on progress with installing lamp post chargers in areas of the city with no off-street parking. Following discussions with UK Power Networks it also informed the Committee of the precise locations of the rapid taxi hubs and proposed infrastructure as well as the outcome of informal consultation with residents nearby and formal consultation on changes to parking restrictions.
- 24.2 In response to questions raised by Councillor Wilkinson, the Parking Strategy & Contracts Manager explained that progress would be monitored through residents' requests and feedback and consultation with ward councillors about the suitability of existing bays and locations of new bays.

24.3 RESOLVED-

- 1) That Committee notes progress with the installation of over 200 lamp post chargers and that in November 2019 the council submitted a further successful bid for 5 fast chargers (£37k) of funding and a further bid for 12 fast chargers (£82K) has been awarded this month.
- 2) That Committee notes the outcome of consultation with residents living close to the location of fast and rapid taxi chargers and notes the specific locations and infrastructure designs for rapid taxi chargers following discussions on local grid capacity with UK Power Networks.

25 PARKING SCHEME UPDATE

- 25.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that updated Committee on the progress of the recent resident parking scheme detailed design consultation in South Portslade.
- 25.2 Councillor Wilkinson noted that Beaconsfield Road and Southdown Avenue would be excluded from the scheme as cul-de-sacs of Victoria Road that had voted against the scheme. Councillor Wilkinson stated that this would cause difficulties in these two roads and asked if they could be included in the scheme in some form.
- 25.3 The Head of Parking Services explained that to include the two roads in the scheme would cause legal difficulty and problems in terms of signage and enforcement and clarity. Furthermore, it would set a precedent in the city for individual roads to be included in parking schemes that would exacerbate such problems.
- 25.4 **RESOLVED-** That the Committee having taken account of all duly made representations and comments, agrees to proceed to the next stage of advertising a Traffic Regulation Order for the smaller area in the South Portslade Area (Appendix A) as detailed in this report for a light touch parking scheme Monday to Friday 11-noon and 6-7pm.

26 STANMER PARK TRAFFIC REGULATION ORDER

- 21.1. The Committee considered a report of the Executive Director, Economy, Environment & Culture that set out the comments and objections to the draft Traffic Regulation Order (TRO) for the introduction of charges and parking controls in Stanmer Park.
- 21.2. Councillor Wares moved a motion on behalf of the Conservative Group to amend the recommendations as shown in bold italics and strikethrough below:
 - 2.1 That having taken account of all duly made representations and objections, the Committee ***requests the Executive Director Economy, Environment & Culture to further explore the potential to introduce a season ticket for Stanmer Park.*** ~~approves as advertised the following order~~

~~Brighton & Hove (Stanmer Park) Various Restrictions and Off-Road Parking Order 202* (TRO-2-2020)~~

~~with minor amendments in response to the consultation, as set out in paragraphs 5.5, 5.7 and 5.9 of the report.~~

~~2.2 That Committee agree that should, during implementation, the Executive Director Economy, Environment & Culture consider that further minor amendments to the TRO are appropriate, such changes are advertised as an amendment Traffic Regulation Order.~~

~~2.3 That the Committee approve that all income from parking charges in Stanmer Park is used towards improved access, management and maintenance of Stanmer Park.~~

~~2.4 That Committee agree that the parking scheme be reviewed in 18 months after implementation to consider how well it is working and to recommend any amendments to the scheme and whether the income raised from the parking scheme gives scope for subsidising public transport to and within Stanmer Park with any recommendations for changes to the scheme to be presented in a report to the Environment, Transport & Sustainability (ETS) Committee.~~

~~2.5 2 That Committee agree for officers to consult with residents and businesses located in Stanmer village street on a separate parking scheme for Stanmer village. , and report back to the November 2020 meeting on the ETS Committee.~~

2.3 That a report is brought back to a future ETS Committee to consider the implementation of a Traffic Regulation Order for the introduction of parking charges taking account of 2.1 and 2.2 above.

21.3. Councillor Brown formally seconded the motion.

21.4. Councillor Fowler observed that recommendation 2.5 already set out a commitment to consult with residents and stakeholders. In addition, Councillor Fowler stated that she would not be supporting the Conservative Group motion.

21.5. Councillor Davis stated that the Green Group would not be supporting the Conservative Group motion as the report clearly set out why the changes were needed. Councillor Davis stated that he hoped bus transport links to the area would be improved in the future.

21.6. Councillor Wares asked for confirmation that the introduction of a car park and paid parking was part of the agreement with the Heritage Lottery Fund (HLF). Councillor Wares also asked for clarification on the contradiction in the report that increased parking income would be used improve the park, but the parking charges would be structured as such to encourage more sustainable, alternative methods of transport. Councillor Wares expressed his disappointment that the consultation results had been ignored.

21.7. The Estate Regeneration Project Manager explained that the agreement with the HLF was that the council would maintain and manage the Park and parking income would be one source of funding that. The Estate Regeneration Project Manager added that it was

accepted that people would still drive to the park and that would cause a financial impact in terms of maintenance and it was therefore felt reasonable to charge for parking.

21.8. The Chair then put the Conservative Group motion to the vote that failed.

21.9. The Chair then put the recommendations to the vote that were agreed.

21.10. RESOLVED-

- 1) That, having taken account of all duly made representations and objections, the Committee approves as advertised the following order:
Brighton & Hove (Stanmer Park) Various Restrictions and Off-Road Parking Order 202* (TRO-2-2020) with minor amendments in response to the consultation, as set out in paragraphs 5.5, 5.7 and 5.9 of the report.
- 2) That Committee agree that should, during implementation, the Executive Director Economy, Environment & Culture consider that further minor changes to the TRO are appropriate, such changes are advertised as an amendment Traffic Regulation Order.
- 3) That the Committee approve that all income from parking charges in Stanmer Park is used towards improved access, management and maintenance of Stanmer Park.
- 4) That Committee agree that the parking scheme be reviewed 18 months after implementation to consider how well it is working and to recommend any amendments to the scheme and whether the income raised from the parking scheme gives scope for subsidising public transport to and within Stanmer Park with any recommendations for changes to the scheme to be presented in a report to the Environment, Transport & Sustainability (ETS) Committee.
- 5) That Committee agree for officers to consult with residents and businesses located in Stanmer village street on a separate parking scheme for Stanmer village, and report back to the November 2020 meeting of the ETS Committee.

27 STANMER PARK DESIGNATION AS COUNTRY PARK

- 27.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that requested permission to apply for accreditation to Natural England to designate Stanmer Park as a Country Park.
- 27.2 Several members of the committee expressed their support for the proposals.
- 27.3 **RESOLVED-** That the Environment, Transport & Sustainability Committee agrees that the council applies to Natural England for Stanmer Park to become accredited as a Country Park.

28 THE LIVING COAST BIOSPHERE MANAGEMENT STRATEGY 2020 - 2025

28.1 RESOLVED-

- 1) That the Committee endorses the refreshed management strategy for The Living Coast on behalf of the city council.
- 2) That the Committee notes the update on key projects being developed and delivered by The Living Coast.
- 3) That the Committee encourages elected members to champion and support The Living Coast biosphere programme in their work and wards.

29 CITY ENVIRONMENT MODERNISATION UPDATE

- 29.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that provided Modernisation progress update and information and updates relating to several Cityclean service areas since the January 2020 update. The report was also seeking approval to progress two key areas of service improvement and modernisation: the expansion of the communal bin service and investment in IT systems.
- 29.2 In response to questions raised by Councillor Wares, it was explained that more information on the Waste Strategy would be brought to the November meeting of the committee and a report on the effectiveness of the Weed Management programme to a meeting in the New Year. Surplus from commercial services was being reinvested back into the service, particularly on the health and safety measures needed and this was a specific service focus currently.
- 29.3 In response to questions raised by Councillor Brown, it was explained that the everyone on the garden waste collection waiting list should have been contacted and any residents that may have been missed could be followed up. A specific project to improve park bins would be discussed with residents and stakeholders over the winter months ready for the summer of 2021.
- 29.4 **RESOLVED-**
- 1) That Environment, Transport & Sustainability Committee note the progress of the Modernisation Programme and the service and performance updates in Appendices 1, 2, 3, 5 and 6.
 - 2) That Environment, Transport & Sustainability Committee approve for officers to begin the necessary work and consultation to expand the communal bin area as per Appendix 4. This will involve consultation with residents, ward councillors, operatives and the trade unions.
 - 3) That Environment, Transport & Sustainability Committee approve to initiate a consultation on introducing communal collections from Preston Circus to Dyke Road Drive immediately to accommodate the introduction of a two-way segregated cycle lane along part of the A23.
 - 4) That Environment, Transport & Sustainability Committee recommends to the October 2020 Policy & Resources Committee that it approve, as part of the TBM05 Budget

Monitoring Report, the £529k investment in IT systems funded from the Corporate Modernisation Fund (as detailed in 3.34 to 3.36).

30 GRAFFITI REDUCTION STRATEGY UPDATE

30.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that detailed the outcomes of the consultation on the Graffiti Reduction Strategy approved in November 2018 and made recommendations based on the results.

30.2 Councillor Wares moved a motion on behalf of the Conservative Group to amend the recommendations as shown in bold italics below:

That the Committee:

- 2.4 Delegate authority to the Executive Director Economy, Environment & Culture to use Community Protection Warnings and Community Protection Notices in relation to graffiti removal from small to medium sized enterprises (less than 250 employees) within Brighton & Hove as detailed at Appendix 4-3.
- 2.5 Agree not to introduce a graffiti enforcement approach for homeowners, ***charities, community run facilities (including those leased from the council) and other such like organisations.***

30.3 Councillor Brown formally seconded the motion.

30.4 The Chair stated that the Green Group would be supporting the motion.

30.5 Councillor Wilkinson stated that the Labour Group would be supporting the motion and welcomed the report whilst acknowledging that there were areas for improvement.

30.6 Councillor Wares asked for legal clarification on whether the council could face legal action if it did not enforce the rules on its own properties.

30.7 The Lawyer confirmed that the council could not take legal action against itself.

30.8 The Chair then put the Conservative Group motion to the vote that passed.

30.9 The Chair then put the recommendations as amended to the vote that were agreed.

30.10 **RESOLVED-** That the Committee:

- 1) Note the outcomes of the consultation at Appendix 1.
- 2) Delegate authority to the Executive Director Economy, Environment & Culture to use Community Protection Warnings and Community Protection Notices in relation to graffiti removal from Statutory Undertakers' property within Brighton & Hove as detailed at Appendix 2.
- 3) Delegate authority to the Executive Director Economy, Environment & Culture to use Community Protection Warnings and Community Protection Notices in relation to graffiti

removal from large businesses (250 employees or more) within Brighton & Hove as detailed at Appendix 3.

- 4) Delegate authority to the Executive Director Economy, Environment & Culture to use Community Protection Warnings and Community Protection Notices in relation to graffiti removal from small to medium sized enterprises (less than 250 employees) within Brighton & Hove as detailed at Appendix 3.
- 5) Agree not to introduce a graffiti enforcement approach for homeowners, charities, community run facilities (including those leased from the council) and other such like organisations.
- 6) Approves the creation of a chargeable graffiti removal service, funded through Service Level Agreements.
- 7) Delegate authority to the Executive Director Economy, Environment & Culture (following consultation with Acting Chief Finance Officer) to revise the chargeable graffiti removal service fee in response to the prevailing market prices for the services provided at least annually.

31 ENVIRONMENTAL ENFORCEMENT FRAMEWORK

- 31.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that sought approval to update the Environmental Enforcement Framework. The Head of Business Support & Projects noted that there was an error in the report at paragraph 5.2 and it was no longer intended to consult on enforcement on cycling along the Promenade nor nitrous oxide cannister littering.
- 31.2 Councillor Wilkinson moved a motion on behalf of the Labour Group to amend the recommendations as shown in bold italics below:
 - 2.3 That the Environment, Transport & Sustainability Committee approves for a public consultation to take place for the introduction of Public Space Protection Orders to manage environmentally anti-social behaviour as outlined in paragraph 3.18 – 3.20 below, ***and the outcome of said consultation be reported back to the Environment, Transport & Sustainability Committee prior to any decision being made on the use of PSPOs.***
- 31.3 Councillor Fowler formally seconded the motion.
- 31.4 In response to questions from Councillor Williams, it was explained that the issuing of PSPO's was no more serious or criminalising than the other type of Fixed Penalty Notice's issued by the council and was intended to be a bespoke measure in hotspots of the city where such issues were a nuisance.
- 31.5 In response to questions from Councillor Brown, it was stated that an update on CCTV enforcement relating to fly tipping and graffiti and what difference the telephone hotlines had made would be reported to the November meeting of the committee.

- 31.6 In response to a matter raised by Councillor Appich, it was explained that the reason that nitrous oxide cannisters would not form part of the consultation was because the issue was already covered in legislation relating to littering. Furthermore, the use of nitrous oxide was illegal and was therefore was a criminal rather than enforcement matter.
- 31.7 The Chair then put the motion to the vote that passed.
- 31.8 The Chair then put the recommendations, as amended to the vote that were agreed.
- 31.9 **RESOLVED-**
- 1) That the Environment, Transport & Sustainability Committee approves the updated Environmental Enforcement Framework as detailed in Appendix 1 (tracked changes version) and Appendix 2 (clean version).
 - 2) That the Environment, Transport & Sustainability Committee approve the £80 Fixed Penalty Notice for Dog Control Orders.
 - 3) That the Environment, Transport & Sustainability Committee approves for a public consultation to take place for the introduction of Public Space Protection Orders to manage environmentally anti-social behaviour as outlined in paragraph 3.18 – 3.20 below.
 - 4) That the Environment, Transport & Sustainability Committee grants delegated authority to the Executive Director, Environment, Economy & Culture to enforce the offences included in the updated Environmental Enforcement Framework.

32 ITEMS REFERRED FOR FULL COUNCIL

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

The meeting concluded at 11.05pm

Signed

Chair

Dated this

day of

Subject: Petitions
Date of Meeting: 24 November 2020
Report of: Monitoring Officer
Contact Officer: Name: John Peel **Tel:** 01273 291058
E-mail: john.peel@brighton-hove.gov.uk
Wards Affected: Various

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

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

2. RECOMMENDATIONS:

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

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

3. PETITIONS

3. (i) Seven Dials Cycle Storage – Mark Bason

To receive the following petition signed by 108 people at the time of publication:

We the undersigned petition Brighton & Hove Council to install secure and sheltered bicycle storage in Seven Dials. By signing the petition, we indicate our interest in making use of such storage.

In the local transport plan, the council recognises the benefits of cycling to the city. It also highlights the fear of traffic as one of the main reasons why more people do not cycle. However, without adequate cycle storage for everyone, many are unable to take advantage of the benefits of cycling.

It is difficult to own a bicycle if you don't have a secure space to store it. This problem is especially acute in flats and small homes.

On-street storage is inadequate for the needs of regular cyclists due to the risks of bicycle theft and exposure to the elements. We note that the bicycle storage facility at Brighton train station is not suitable for permanent storage nor does it address the need

As an example of the response to the need, many UK councils have installed BikeHangars for their communities. These BikeHangars fit into a standard 2-metre parking bay and hold six bikes in the space of half a car. In Lambeth, the availability of these cycle parking spaces is outstripping demand. Users pay £3.50 per month for rental.

We request:

At a minimum, we would like to see the implementation of a Bike Hangar (or similar) pilot scheme. This would be an opportunity to test the feasibility before expanding across the city.

Contingent upon the success of the scheme, a broader consultation with the public over higher-capacity solutions for bicycle storage.

Include plans for bicycle storage should be included in the next local transport plan.

Subject: Petitions
Date of Meeting: 24 November 2020
Report of: Monitoring Officer
Contact Officer: Name: John Peel **Tel:** 01273 291058
E-mail: john.peel@brighton-hove.gov.uk
Wards Affected: Various

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To receive any petitions submitted by Members.

2. RECOMMENDATIONS:

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

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

3. PETITIONS

3. (i) Keep Princes Street Pedestrianised – Councillor Childs

To receive the following paper and e-petition signed by 451 people at the time of publication:

"We the undersigned petition Brighton & Hove Council to We the undersigned petition Brighton & Hove Council to maintain current restrictions to vehicular access to Princes St, withdraw plans to permit vehicular access as a through road and maintain pedestrianization. Through traffic was stopped from accessing Edward St around 30 years ago. Since this time, this unique road has become a peaceful haven in the city centre providing pedestrian access to local cafes and two GP surgeries. The road is narrow and reopening as a cut through would lead to pollution, reduced pedestrian access, risk of accidents".

3. (ii) A new crossing and traffic calming for Freshfield Road – Councillor Childs

To receive the following petition signed by 343 people at the time of publication:

“We the undersigned petition Brighton & Hove Council to Install a new pedestrian crossing at the junction of Freshfield Rd and Queens Park Terrace and install permanent traffic calming measures on the road.

Residents have campaigned for a crossing at this busy point of the road for many years. Scores of Children and parents using St Luke's Primary School have to cross the road daily and risk vehicles speeding down the hill.

Vehicles speed down the Hill regularly leading to real risks of harm to pedestrians including users of 3 schools.

Current council procedures mean until there is a serious accident no action can be taken. We believe this is nonsensical and fails to take account of near misses, minor incidents and unreported risks”.

WRITTEN QUESTIONS

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

The following written questions have been received from Members:

(1) Councillor Wares- Stanmer Village parking

September Committee required parking controls to support Stanmer Village residents and businesses be brought back to this November Committee. This hasn't happened. However, I am advised by the Assistant Director of City Environment that consultation is due to take place. I am further assured that the parking charge TRO for the whole of Stanmer Park will not be introduced until a decision on the village scheme is made; a report on the matter is anticipated for January 2021 with the start date for both (if agreed) to be February 2021. In the absence of a report, please would the Chair agree that the advice provided by the Assistant Director is accepted and forms the basis upon which Committee agrees this matter will be progressed?

(2) Councillor Wares- Old Shoreham Road

On the 30th August 2020 the Administration posted on their Councillor Facebook page that cycling on Old Shoreham Road had gone up by 61% since the introduction of the cycle lane installed as part of Covid measures. The Deputy Chair of ETS had previously made the same claim to this Committee in June. Please could the Chair confirm, in light of their own report at last ETS Committee, that the post was fake news?

(3) Councillor Wares- Transport Partnership

For over a year and again in recent times we have been trying to understand who makes decisions as to who can sit on the Transport Partnership, what the qualifying criteria is and when sitting members were last reassessed to ensure they met the criteria. The Transport Partnership is increasingly being referred to especially in support of transport projects. However, it is unclear what the democratic process is to ensure that the Transport Partnership is accountable, properly represents all interests and remains objective in its work. Absent of clear advice and scrutiny, the Transport Partnership risks being viewed as a closed shop.

(4) Councillor Wares- Task & Finish Groups

Over a month ago we raised with Executive Officers concern that the task and finish groups overseeing the LCWIP, Valley Gardens Phase 3 and Stanmer Park had all long expired in being legitimate and permissible groups under the Constitution. None were renewed after six months and all are now over a year old which is Constitutionally prohibited. We were advised that the issue would be resolved with reference back to Committee. Please could the Chair confirm that

the three task and finish groups are now disbanded and invalid and advise when Committee will review and decide on alternative arrangements for the future, if any.

(5) Councillor Wares- Urgency Powers

When the section of cycle lane on the A259 was removed between the Aquarium junction and West Street we were briefed by the Assistant Director that the decision was taken by officers using delegated urgency powers. That being correct, officers are required to report the use of urgency powers to Committee. That didn't happen in September and is not on this agenda. When will the use of urgency powers be properly reported to Committee or was the advice originally given incorrect and the decision was made under some other power; if so please, could the Chair clarify?

(6) Councillor Wares- CCTV

With the evolving success of using CCTV to combat fly-tipping, would it be possible for the Cityclean to consider focussing on council estates. Many estates have communal bin areas that are targeted by others that dump their waste in or around the bin areas. It may be that in collaboration with the Housing department, CCTV equipment could be procured so that it remains dedicated to supporting just council estates.

NOTICE OF MOTION

TEMPORARY CYCLE LANE ON OLD SHOREHAM ROAD

CONSERVATIVE GROUP

This Committee agrees:-

1. To request officers to urgently remove the cycle lanes installed on Old Shoreham Road between Sackville Road and Hangleton Lane junctions.

Proposed by: Cllr. Lee Wares

Seconded by: Cllr. Vanessa Brown

Supporting information

The cycle lane was installed on the 11th May 2020 as part of the Covid temporary measures.

The cycle lane has only been subject to a survey and is not proposed to be subject to any further consultation. The survey results were published on xxxxxxxx and 64% of the respondents were against the cycle lane.

The cycle lane is not subject to a traffic regulation order and unless decided otherwise by Committee could remain indefinitely.

Other than advice that since 2016, cycling on this section of Old Shoreham Road has increased by 206 cycle journeys a day (that data collected in the summer), the council has provided no other monitored information. There have been no assessments provided that deal with reasons behind changes in travel habits, journey times, congestion, vehicle displacement, air quality, pollution levels or social or economic impacts. It would appear that other than the cycle lane “existing”, no attempt is being made to quantify its benefit or disbenefits.

Subject:		The Open Spaces Strategy (2017/27) Update	
Date of Meeting:		24th November 2020	
Report of:		Executive Director, Economy, Environment & Culture	
Contact Officer:	Name:	Paul Campbell	Tel: 01273 294754
	Email:	Paul.campbell@brighton-hove.gov.uk	
Ward(s) affected:		(All Wards);	

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

- 1.1 This report provides an update on the Open Spaces Strategy (2017/27) and also seeks approval for three projects arising from the strategy.
- 1.2 These projects are all linked to the Open Spaces Strategy but further to this also link to the council's priorities of increasing biodiversity and becoming a Carbon Neutral City by 2030.

2. RECOMMENDATIONS:

- 2.1 That the committee approves the initiation of Traffic Regulation Order (TRO) statutory consultations to introduce car parking charges for car parks in several city parks listed in Appendix 1.
- 2.2 That the committee approves the initiation of a consultation in relation to a refresh of the Allotments Strategy 2014- 2024 Delivery Plan, to ensure transparency and a refocus on delivery of the objectives of the strategy.
- 2.3 That the committee approves a trial of wildflower areas on grass verges in the Stanmer Park and Hollingdean ward in response to a letter by Councillor Martin Osbourne for the Environment, Transport & Sustainability Committee.

3. CONTEXT/ BACKGROUND INFORMATION**Open Spaces Strategy (2017/27) Update**

- 3.1 The updates for Open Spaces Strategy can be found at Appendix 2.
- 3.2 Some of the key updates from the Strategy to date include:
 - the completion of the city's very first draft Tree Strategy,
 - the imminent completion of Stanmer Park restoration of the walled garden project and partial completion of the Valley Gardens project (led by CityTransport),
 - the planting of thousands of bulbs along the London Road,

- two new accessible toilets added to our parks maintained by third parties,
- the completion of the Volunteering website with Community Works
- over £100,000 in savings made through assets being transferred to sports clubs,
- completion of a Woodland Management Plan for Stanmer Park and related income from logging and a Forestry Commission grant.
- A new Volunteer Path Warden Scheme, now with 80% coverage of the countryside rights of way network.
- 64 countryside gates replaced. 3.7km of paths resurfaced and a new bridleway at Hove Golf and a new footpath at Ovingdean Grange. ROWIP Road Crossing, Wilson Avenue / Roedean Road – new Toucan crossing and cycle path
- 46 new waymark posts installed.
- New online Paths & Green Spaces access map on the council website

Car Parking Charges

- 3.3 As part of the Open Spaces Strategy, City Parks had objectives to identify savings and or increase revenue opportunities. The Finance and Assets Management section of the report encouraged City Parks to ‘build resilience and prioritise potential new funding’ and ‘identify new ways of funding the city’s open spaces. Overall, there was a strong emphasis for City Parks to seek out new funding to make the service more resilient.
- 3.4 At present car parking charges exist in East Brighton Park and Preston Park. Car parking charges are to be introduced at Stanmer Park early next year. This provides an important source of income for investment in parks where other budgets have reduced over time. The income from parking charges will help to support City Parks budgets and avoid a potential reduction in services. estimate of the net income that could be generated from introducing parking at the sites listed in appendix 1 is up to a maximum of £50,000 per year.
- 3.5 Further to this, wherever possible the council wants to encourage people to avoid travelling to parks by car and to use public transport or active travel options such as walking and cycling. It is hoped that The introduction of car parking charges should encourage this shift which is an essential part of the decarbonisation of the city. Provision will be made for designated disabled parking for those residents and visitors for whom car travel is the only option.
- 3.6 In addition, some park users and staff report to us that the free car parking in many parks is being used by non-park users as a source of free parking for lengthy periods of time. Introducing paid car parking will help to address this problem.
- 3.7 If agreed the Traffic Regulation Order consultations are planned to take place over the next 15 months with an anticipated date of 31st March 2022 for the implementation.

Allotment Strategy 2014-24

- 3.8 Brighton & Hove City Council provides approximately 3000 allotments plots and has around 4000 plot users. There are currently 2000 people on the waiting list for an allotment plot. Allotments are a significant asset to the city, enabling: residents to grow their own food; reducing food miles and therefore the carbon costs of food production; increasing biodiversity in the city and providing substantial health, social and wellbeing benefits to residents and communities.
- 3.9 It is worth noting that there are also 207 vacant allotment plots in the city. The demand for plots in the city centre is much higher. Empty plots are typically available in locations at the edges of the city.
- 3.10 In 2014/15 City Parks and the Brighton and Hove Allotment Federation (BHAF) worked with allotment holders to consult on the development of the service. Details of the vision and objectives can be found in Appendix 3. This resulted in the Open Spaces Strategy 2017/27 commitments to: a) Work collaboratively with the Allotment Federation, b) Review the Allotment strategy principles, c) Reduce water leaks across sites and d) Work with allotment holders to explore water saving opportunities. We invested £15,000 to reduce leaks at two allotment sites in 2017, we worked with BHAF and housing to investigate recycling guttering for plot holders, we offered water butts for plot holders and we explored with councillors water catchment opportunity's on large roofed buildings near allotments. We also installed a new water system at East Brook Farm.
- 3.11 Unfortunately, the council has not progressed some of the actions in the Allotments Strategy to the extent that we and other stakeholders such as BHAF would have wanted to.
- 3.12 Recent discussions with stakeholders suggest that this is in part due to a lack of time frames and unclear accountability and relationships between council officers and other stakeholders such as BHAF, Allotments Associations, plot holders, site reps and volunteers.
- 3.13 It is therefore recommended that we undertake a consultation with all stakeholders including those people on the waiting list with a view to developing a new refreshed time banded delivery plan for the strategy. The plan will also provide clarity on roles and responsibilities. The council is also proposing to involve a facilitator to assist with the consultation and to promote improved working relationships between all parties.
- 3.14 City Parks anticipate a draft of the new delivery plan will be ready for March 2021.

Wildflower Verges

- 3.15 The Open Spaces Strategy consultation identified 70% of the responders agreed or strongly agreed that City Parks should cut grass verges less. Only 4.9% said City Parks should spend more resource on them in the future.
- 3.16 A letter presented to Environment Transport & Sustainability Committee by Cllr Martin Osborne is attached at Appendix 4. He has asked the City Parks explore

cutting grass verges less across the city to promote wildlife and to trial this aspiration in Stanmer and Hollingdean area.

- 3.17 City Parks have been implementing wildflower grass areas across the city for over twenty years. One of the largest examples of this is in Saltdean Oval which was completed around ten years ago. City Parks also have added bulbs and wildflowers to the verges of the Lewes Road leading up to Stanmer Park.
- 3.18 More recently City Parks and City Transport have worked with the country's leading wildflower expert, Nigel Dunnet, on wildflower planting in Valley Gardens.
- 3.19 The benefits of wildflower verges go beyond the anticipated biodiversity improvements they would make. It is anticipated there will be minimal financial savings for City Parks. However, there could be some reasonable and scalable environmental benefits such as: less cutting leading to a reduction in fossil fuels burned, fewer pollutants entering the local environment and reduced noise pollution. Staff would be exposed to less vibrating machinery, and there is the potential for revenue savings. In our experience, not all residents are going to agree with reductions in grass verge cutting.
- 3.20 It is important to note that for City Parks to deliver change, significant sections, rather than individual small grassed areas, would need to be adopted as wildflower verges at once.
- 3.21 A plan for engaging with ward councillors and residents to implement this is set out in Appendix 5.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

Car Parking

- 4.1 The council could continue to allow free parking in the city parks listed in Appendix 1. However, there is a risk that without new income generated for our parks, budget savings will lead to reduced investment and a deterioration in the facilities that we are able to provide to residents. Other sources of income generation and/or cost reduction continue to be investigated and progressed where possible, such as grant funding applications and the use of S106 contributions. However, parking income will provide a reliable and consistent source of income that can be used across all of the city's parks as needed – including those parks that will not attract S106 or grant funding for specific projects.
- 4.2 If this recommendation was not supported, the failing infrastructure of playgrounds, trees, paths etc. would proceed at a greater pace. In addition, communities that do not have access to S106 funds would lose another opportunity for investment, making the city even more unequal for investment.
- 4.3 Furthermore, the council would continue to lose revenue from on-street parking as people avoid charges by using open spaces to park their cars.

Allotments

- 4.4 A new Allotment Strategy Delivery Plan is essential to provide clarification and transparency for service users and other stakeholders. Best practice requires a

consultation with stakeholders to ensure the policy is fit for purpose and adopted by all. The alternative would be to continue without a new delivery plan, but this is not recommended as the current situation is not satisfactory and not productive.

Wildflower Verges

- 4.5 The implementation of wildflowers in grassed areas has already been steadily progressing across the city in an ad-hoc manner by City Parks. The proposal provides a focus prior to implementing a more systematic approach of change across the city where that can be monitored.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 **Carparking:** City Parks have identified that The Opens Spaces Strategy consultation seeks them to secure new funding streams and maximise their assets. Each car parking scheme will be subject to a statutory TRO consultation.
- 5.2 **Allotments:** The recommendation seeks to hold a consultation as the most transparent means of engagement with members of the public with an interest in the service.
- 5.3 **Wildflower:** The Opens Spaces Strategy consultation provided one of the strongest steers to reduce the cutting of grass verges in the city as well as recognising that the second most common reason people used the city's parks was for contact with nature. In addition, engagement through ward councillors and local residents will also be sought to develop the detail of the proposal.

6. CONCLUSION

Car Parking

- 6.1 In line with the outcomes of the Open Spaces Strategy and the significant investment requirements facing City Parks, it is recommended that the introduction of car parking charges in parks is extended to the car parks set out in **Appendix 1** via TRO consultations and use any car parking revenue secured to mitigate some of the financial challenges facing the department.

Allotments

- 6.2 A new Allotments Strategy Delivery Plan will provide clarity and transparency to all parties is essential to move the service forward and to deliver the outstanding strategic goals.

Wildflowers

- 6.3 It is proposed that grass verges be converted to encourage wildflower areas in Stanmer and Hollingdean is trialled. This will be in line with Councillor Osborne's letter and subject to further engagement with ward councillors and residents.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The costs of implementing the three recommendations of this report (the initiation of Traffic Regulation Order statutory consultations to introduce car parking

charges for car parks in several city parks, the initiation of a public consultation to develop a new Allotments Delivery Plan and a trial of wildlife areas on grass verges) will be contained within existing Parks Services budgets. This will be reviewed and monitored as part of monthly budget monitoring.

- 7.2 The introduction of car parking charges for five additional parks sites will potentially generate net additional income. Further work to estimate the likely net value of this income - after parking enforcement and set-up costs (for example, signage) - is required.

Finance Officer Consulted: Jess Laing

Date: 10/11/2020

Legal Implications:

- 7.3 There are no direct legal implications arising from the report. Should it be decided that TROs are to be progressed, these will be made under the provisions of the Road Traffic Regulation Act 1984 and include a period of statutory public consultation.

Lawyer Consulted: Hilary Woodwood

Date: 28/10/20

Equalities Implications:

- 7.4 Investment in car parking could improve equalities as parts of the city which currently do not attract section 106 investment would benefit. Furthermore, the improved car parking space would ensure better facilitates for blue badge holders and provide more accessible surface for all.
- 7.5 A more transparent allotment service would benefit all members of the community who can access the spaces.
- 7.6 It is important to ensure that grass verges which are cut less don't become a hazard with long grass flopping and blocking pavements for pedestrians and car users in their vicinity.

Sustainability Implications:

- 7.7 These Wildflower increases on grass verges and less rigorous cutting regime would benefit the environment and all residents with less noise and fossil fuel pollution and support greater biodiversity.

SUPPORTING DOCUMENTATION

Appendices

1. Parks being considered for parking charges and or enforcement:
2. Open Spaces Strategy Update 2017-27
3. Allotment Strategy 2014-2024 - Vision and Objectives
4. Letter from Cllr Osborne
5. Wildflower timetable for implementation

Background Documents

1. Allotment Strategy 2014-2024
2. Open Spaces Strategy as a Background document 2017 -2027

Appendix 1

Parks being considered for parking charges and or enforcement:

- Wild park
- Vale Park
- Victoria Recreation Ground
- Saltdean
- Saunders Park
- Hollingdean Park
- Happy Valley
- East Hill Park

Types of Open Spaces			
Title	Policies Summarised	What have we done so far (2017-2020)?	What's next 2020 -2023?
Parks & Gardens	1. Encourage wildlife and habitats to thrive. 2. Cityparks to operate more commercially. 3. Park benches improved for greater accessibility.	1. Increased wildlife locations and biodiversity through reduced maintenance practices. But also created specific features like the returning around 500sqm of meadow grass to the Coronation Garden in Preston Park. Working with City transport to deliver over 1000 sqm of wildflowers in Valley Gardens Park. Worked with a number of Friend's Groups to improve their local parks, wildlife and habitats (Queens Park, Withdean, Stanmer, St Anne's, Moulsecoomb forest garden.) 2. The slow transfer of sports assets to clubs and organisations will have already saved Cityparks around £100,000. In final negotiations with Kings College to lease parks building (COVID dependant) £10,000 revenue. Ongoing income from sponsorships or roundabout approximately £6000/year. 3. Two new bench designs have been tendered and commissioned since 2017 offering a vastly improved access for all. Seating which is higher, more upright and contains at least two arm rest. Around 40 benches have been added to parks and streets across the city over the last three years.	1. Less mowing of grass verges and cutting of hedges, more plants allowed to grow to full size reducing the disturbance to wildlife, ongoing. New major water habitat creation in Wild Park £1.8 million investment from Highways England will be one of the city's largest Sustainable Urban drainage systems 2021/22. 2. Cityparks to explore car parking income for more sites 2021/22. Cityparks to partner with café business to reduce toilet and changing rooms liabilities 2021/22. Work with more sports organisations to lease assets - ongoing. 3. Bench design tender for across the city worth over £100,000 of section 106 investment 2021/23.
Playgrounds	4. Optimise, rationalise and prioritise play across the city. 5. Introduce more natural play features into playgrounds. 6. New playground features to last for 15 years without maintenance or come with a maintenance package. 7. Playgrounds to be designated Smoke free areas	4. Few opportunities to change playground strategically as the primary challenge is maintenance. 5. A limited number of wooden animals and carved benches have been added to sites. And contouring of the landscape is encouraging in all play tenders such as at Stanmer and Whitehawk. However wooded fencing, bark and sand are a future maintenance challenge for Cityparks. 6. All built site compliant to 15 years standard and are actively looking at warranties and contract's where this looks it is not complying and will be challenged. 7. Multiple smoke free signs added by the public health team to a number of playgrounds.	4. We have undertaken a comprehensive review of our playgrounds and have identified that around 32 of them will need around £2.5m pounds of investment. At the time of writing around three fifths of this income had been identified, mostly through section 106 but also capital and revenue income. We will be going to Policy and Resources with a full paper about this in January. 5. Stanmer Park is likely to have a significant wooden play trail installed if possible. All other new wooden features are to be specified so that the wood doesn't touch the ground and sits on a metal foot or sleeve. 6. All tenders will specify 15 years maintenance free requirement for play apparatus. 7. Check with Public health team if they will continue adding smoke free signs.
Natural Green Spaces	8. Promote conservation management of habitats. 9. Encourage investment for public rights of way 10. Continue to implement wildflower planting	8. Management conservation ongoing across South Downes. Changing the Chalk programme. BHCC major Contributor to this multi-agency partnership project. Now in Development phase of HLF bid. Continued support of our Local Access Forum – with additional representation for disability access and equestrian access. A new Volunteer Path Warden Scheme, now with 80% coverage of the countryside rights of way network. 9. 64 countryside gates replaced. 3.7km of paths resurfaced at a cost of £169,516. Creation of a new bridleway at Hove Golf and a new footpath at Ovingdean Grange. ROWIP Road Crossing, Wilson Avenue / Roedean Road – new Toucan crossing and cycle path. The creation of urban green spaces, an access for all footpath from Brighton to Devils Dyke and new accessible volunteering and participation opportunities to increase people's connection with the South Downs and contribute to improving their own health and wellbeing. 46 new waymark posts installed. New online Paths & Green Spaces access map on the council	8. Flagship project for the Living Coast Biosphere restoring 90 hectares of species rich chalk grasslands within the Southdown's National Park. Waterhall site still being progressed for rewilding. 9. Changing the Chalk Bid: new multi-user path links to Ditchling Beacon and the Devil's Dyke. Stanmer Restoration Project – creation of a new circular bridleway route around the park. Three Cornered Copse – bridleway widening and resurfacing (Toads Hole Valley Development). Improvements to ped and cycle crossing of the Dyke Rd crossing of the A27. Surface upgrades of the existing multi-user paths: Falmer Rd and Ditchling Rd south. Highways England bids to improve A27 crossing points for pedestrians and cyclists. SDNPA 'gateway' signage on the urban fringe. Access path from Ditchling Road North to Ditchling Bacon to be develop 2022/23.

		website. Implementation of the England Coastal Path signage (grant of £12k) – currently underway. 10. Establishment and management of bee bank. The main achievement is getting the polytunnel permanently sited at Stanmer for wildflower propagation and undertaking professional insect and plant surveying on the 19 existing bee and butterfly banks across BHCC. Polytunnel wildflower video created.	10. Creation of 20 new areas of urban green space in The Living Coast using local Downland flora and introducing butterfly species. This project will work with volunteers to propagate wildflowers, and to plant and maintain the new green spaces created. It will also connect with South Downs Seed Hub at RBG Kew / Wakehurst and new potential collaboration for Black Rock.
Outdoor Sports and Physical Activities	11. Optimise outdoor sports and physical activities including skateparks and fixed gyms 12. Invest in artificial pitches. 13. Work with public health to promote health benefits. 14. Promote the importance of open and play space health 15. Support and engage with sports clubs to increase their responsibilities for the management of sports assets.	11. Hove parks lights upgrade after many years. Saunders park multi use games areas improved with new fencing, new basketball back-boards and a funky new floor surface by local artist. 12. Hove park artificial pitch completed. 13. Ongoing work with public health as required. 14. Work led by public health team ongoing. 15. Estimated £100,000 saved through sports clubs taking on leases and assets.	11. MUGA to be improved potentially in either, Moulsecoomb or Coldean between 2021/23. Potentially, new stake park identified for Moulsecoomb 2023. 12. Need to identify location for new artificial pitches. 13. Ongoing work led by public health 14. Ongoing work led by public health 15. Anticipate another £150,000 of saving made through new lease arrangement of assets transferred to sports clubs by 2022.
Small Grassed Areas	16. To be managed as natural green spaces and to increase wildlife. 17. New or modified small grassed areas to act soakaways where this doesn't conflict with previous policy	16. Reduce mowing to encourage wildlife has occurred at Hove Park, Benfield, Lagoon, St Ann's, Preston Park. Reduced mowing was also trialled at St Nicholas Cemetery, but it had to be reversed following needles appearing in the long grass. Hove Cemetery reduced moving without impacting the visual quality of the space and therefore increased biodiversity and wildlife. 17. Cityparks worked with Planning and transport colleagues to develop SCAPE Sustainable drainage solution for Carden Avenue and Norton Road. Reduced grass cutting in parks mentioned and on grass verges have assisted in slowing storm water enter the ground.	16. Trial proposed for Stanmer and Hollingdean are to change grass verges into wildflower areas increasing biodiversity 2021/23. Cityparks will continue to identify grassed areas to increase wildlife and biodiversity. 17. All the new grass areas converted into wildflower space and meadow grass assist in slowing the impact of rainwater/storms.
Allotments	18. Continue to work with the allotment Federation to become more self-sufficient and wherever possible and practical.	18. Cityparks met with the Federation on a number of occasions to talk about the service. BHAF successfully led on a campaign to raise donations from plot holders which attracted over £5,000 each year. Cityparks invested £15,000 to reduce leaks at two allotment sites in 2017/18, we worked with BHAF and housing to investigate recycling guttering for plot holders, we offered water butt for plot holders and we explored with councillors water catchment opportunity's on large buildings near allotments. We also installed a new water system at East Brook Farm.	18. Work with BHAF and other stakeholders to revitalise develop an Allocations Policy providing greater transparency. A consultation with plot holders and non-plot holders is being sought through committee. Progress on repairing the water infrastructure.
Cemeteries and Churchyards	19. Site to be managed closer to natural green spaces where this doesn't impact the visitor experience.	19. Reduced mowing in Hove cemetery creating attractive wildflower areas and increasing biodiversity. Reduced mowing was also trialled at St Nicholas Cemetery, but it had to be reversed following needles appearing in the long grass.	19. Work with bereavement service to expand biodiversity and wildflower areas. Working with St Nicholas Church to light building and provide much need handrail up to church on steep path 2021/22. Working toward Woodvale cemetery becoming a Green flag Standard Park 2022/23

City-wide Challenges & Opportunities			
Title	Policies Summarised	What have we done so far (2017-2020)?	What's next 2020 -2023?
Trees	20. Continue investment for control of Elm disease. 21. Trees to be recognised as a Strategic infrastructure asset. 22. Use water porous material around trees instead on non-porous surfacing materials.	20. Filled the vacant position for head of Arboriculture. Invested in consultant to inspect the trees across the city generally to bring service up to statutory standards. Completed tree inspections in all major parks. Contractors brought in to manage out- break of Elm disease in February 2020. Information campaign started to raise the profile of the Elm disease. Worked with Network Rail and surrounding Local Authorities to minimise the impact from outside of the city's boundaries. Utilised contractors to assist in keeping the disease under control. 21. Ongoing work with planning to ensure trees are properly represented to compete for Community Infrastructure Levy. Cityparks also secured capital investment to remove street tree stumps and replant new trees. Cityparks provide The Campaign for Rural England with the concept for 'Plant your Postcode'. 22. City transport are leading on the use of water porous materials around street trees and have done so at a number of sites such as Valley Gardens, Vouge Gytratory and on Sommerhill Road near St Ann's Wells Garden.	20. Ongoing. There is a concerted effort to develop the Arboricultural in order to increase capacity. Several new positions have been approved and tree planting officers have recently been appointed. The increased capacity of the team will enable a greater focus on preventative work to conserve trees and improve resilience of our tree stock as well as introduce new trees and woodlands. 21. Ensure we work closely with planning to submit our tree proposal for the Community Infrastructure Levy. This investment will ensure we increase our canopy cover across the city and vary the diversity of our tree species for greater disease resilience. 22. Continue to work with city transport and on projects promoting water porous materials around trees, which also reduce the risk of Elm tree roots raising up the pavement and tarmac.
Health and wellbeing	23. Biosphere promoted more to support health and wellbeing and reduce health inequalities.	23. Worked with new Biosphere officer to promote the Living Coast. Invested in Rights of Way projects to encourage greater walking in the south Downs. Invested in new Stanmer gates to assist public access. Biosphere embedded into the Stanmer main maps to join the links between the South Downs and the City. First Biosphere bench carved from tree trunk created at Hollingdean Park promoting local nature creepy crawlies. Worked closely with Special Educational Needs and Disability children and their families to secure enclosed quiet space for them during COVID lockdown in St Anne's sensory garden, East Brighton tennis courts and East Hill Park walled garden. Created two new accessible toilet cubicles at Saunders and Dyke Road Park.	23. Five to ten more benches at Stanmer to be carved from wood promoting the environment, wildlife and heritage. All of these are to form part of a growing city-wide network to encourage walking 2021/22. Interpretation lecterns at Stanmer to include wider environmental narrative about water, wildlife and animals. Working with Highways England and the south downs to deliver the £1.8m drainage garden to Wild Park 2021/22. Ambitions to work with GP clinic in Whitehawk, Vale Park and St Anne's to promote social prescribing volunteering in the local park 2022/23. The dialogue has started for this ambition.
Heritage	24. Support the progression of Brighton & Hove's Historic Built Environment Conservation report 2015.	24. Completed ten-year plan of heritage projects for Cityparks. Commissioned three conversation management plans for St Nicholas Churchyard, Preston Park and Queens Park. Presented the Draft Tree Strategy to a collection of conservation people in the city. Restored shelter and the wildflower Centenary Garden in Preston Park and improved access for all through it. Worked with Bereavement Service and local BME organisation to celebrate historic figure at Woodvale Cemetery which made national press. Worked with volunteers, public and specialist to recorded oral histories of people who lived and worked around Stanmer Park.	24. Complete Stanmer Park. Consider undertaking Lottery applications for: St Nicholas churchyard tombstones 2021/23, all of Preston parks historic features 2022/23, Woodvale cemetery as a park, Queens Park waterfall area and historic features, Tarner parks lookout tower. Potential lottery application needed for the Traditional Agricultural buildings which are now needing significantly more investment to restore 2022/23. If all of the lottery bids were successful, this would be around £10-15m of new work to manage.
Anti-social behaviour	25. See Brighton and Hove Community safety Strategy 201/20	25. Ongoing work with Community Safety and the Police to address ASB in parks.	25. Continue to work with related services to tackle drug use and ASB in parks.
Litter & Dog fouling	26. Adopt the national strategy on litter being produced by government in England.	26. Cityparks are working with city clean to review the optimum emptying of parks bins by the services. Large 1100 litre bins trialled at the Level for mechanical truck emptying but note, these larger bins attract unwanted domestic and commercial waste.	26. Ongoing review of waste in parks. Trial to locate the three recycling bins on the sea front in parks to be progressed 2021/22. Await review of role of environmental enforcement officers and field officers to maximise the effectiveness between the differing officers.

Public realm	27. Integrated design approach to be adopted for the development of streets linked to parks and open spaces. 28. All benches to meet minimum design standards for equitable seating, promoting accessibility for the widest range of users. 29. A general principle of tarmac as the preferred material for parks and streetscapes where water porous surfaces are not feasible.	27. City Transport working with Cityparks have added a number of improve crossings to parks such as around St Anne's Garden and East Brighton Park and the new Valley Gardens scheme. 28. Most new seating in parks and on streets is complying to the Cityparks design guide standards which are in line with Transport for London's standards. The guide is also being used by some housing officers. 29. Surfacing materials across the city are still a little mixed between slabs, tarmac, resin bound gravel and other porous surfaces.	27. Cityparks continue to work on large scale projects with officers in Estates, and transport to deliver integrated design solutions. 28. New bench tender to be commissioned in 2021/22 valued at over £100,000 worth of benches for the city. Anyone will be able to sleep on them if they choose. 29. Need to reduce the use of paving slabs in parks to minimise where weeds between the gaps joins.
Volunteering	30. Seek to apply the councils volunteering strategy into Cityparks to create an appropriately resources sustainable quality volunteering experience for residents and visitors.	30. Worked closely with communities' team and Community Works to develop Volunteering Plus website in 2018. Worked closely with the City in Bloom and others to guide the creation of the Green spaces Forum. A service created to be the go between for Friends of Parks group wanting to talk with Cityparks. The forum has been so successful Cityparks have seen an 80% dropped in inquiries from Friends' Groups. Worked with multiple Friends Groups across the city to deliver a varied range of interventions such as the Friends of Withdean Park, East Hill Park, St Anne's Park, Queens Park and many more.	30. The range service to secure the correct software and electronic equipment so they can monitor their activities further 2021. Work closer with allotment site reps so they feel better supported by Cityparks for their incredible service 2021/22. Develop active Friends of Stanmer Park group to support the management of the estate like is achieved at a National Trust site. The development of a volunteering programme linked with GP clinics for social prescribing 2022/23.
Delivery Models and Resources			
Title	Policies Summarised	What have we done so far (2017-2020)?	What's next 2020 -2023?
Parks Foundation	31. No policy	31. On hold due to capacity and potential costs of overheads against potential to raise money.	31. Could be revisited when there is additional capacity and improved economy.
Parks Trusts	32. Citywide Parks Trust of Individual Parks Trust	32. Discontinued	32. Discontinued
Sponsorship Advertising and donations	33. As part of 2020 financial strategy to mitigate impact of savings, develop a well-rounded progressive sponsorship and advertising initiative.	33. Sponsorship conversations have been limited with few significant opportunities for parks to progress. However, roundabout sponsorship has continued attracting around £8,000 per year for Cityparks. Cityparks worked with City Transport to look at advertising billboards on their land. The report concluded that there were very few sites of real value. Allotment holders have donated around £5,000 for the last two years towards the service which was a scheme led by the Brighton & Hove Allotment Federation.	33. Cityparks will continue to look for sponsorship, advertising and donation opportunities through the course of its work.
Development funding	34. Maximise opportunities to fund opens spaces form developers' contributions	34. An extensive programme of section 106 funded projects have been delivered in the last ten years.	34. The parks projects team is to be expanded to enable the progression the S106 projects more rapidly. Cityparks will place bids for CIL funds. This came into force from October 5 th 2020. Use section 106 to match fund lottery projects for Preston Park or St Nicholas Churchyard.
External funding	35. Grants and awards	35. Cityparks continue to apply for and secure small, medium and large awards when it can. Stanmer Park will be our largest sum at £3.5m, but smaller grants have also been secured.	35. Cityparks are considering undertaking Lottery applications for: St Nicholas churchyard tombstones 2021/23, all of Preston parks historic features, Woodvale cemetery as a park, Queens Park waterfall area and historic features, Tarner parks lookout tower. Potential lottery application needed for the Traditional Agricultural

			buildings which are now needing significantly more investment to restore 2022/23. If all of the lottery bids were successful, this would be around £10-15m of work to manage. They are also looking at Historic/Highway England large grant for Stanmer potentially worth several million.
Open Spaces Hire	36. To support a review of fees and charges for the hire or open space and other commercial activity.	36. Buildings and spaces for mobile businesses in City Parks are available to rent generating an income towards the maintenance of parks infrastructure . There has been an impact on income level as a result of Covid.	36. Cityparks are still examining how and if we can charge professional dog walkers and professional fitness trainers that are increasingly using our space commercially. A previous attempt to do this before the Open Spaces Strategy under a voluntary donation scheme not successful so we will approach this area with caution. Cityparks are looking at temporary mobile food units hiring spaces in parks such as coffee, ice-cream and sandwich bars 2022/23.
Finance and Asset management	37. Cityparks to work towards full cost recovery, invest to save, adoptions, asset reviews and asset transfers.	37. Cityparks recently invested £160,000 of section 106 money to bring a café and toilet back to life in Saunders Park, and made the café in Dyke Road Park made fully accessible to wheelchair users for the first time. Both of these schemes generated greater revenues for the council, reduced our ongoing maintenance of toilets and improved the toilet provision for all. We have been working closely with sports clubs to transfer the management of assets over to them. At present around £100,000 of savings have been made and a further £150,000 is predicted over the next 24 months. A traffic regulation order has now been completed for Stanmer Park which will allow Cityparks to charge for parking at our largest park for the first time. This is the backbone to the 7 million pound restoration investment that is taking place at Stanmer and anticipates to see an annual income of £600,000 per year from car parking. To achieve this, the current 300,000 car visits per year would need to pay on average £2 per visit. Cityparks have been working with the estates Team and housing to identify any small-scale development opportunities in our parks typically of disused buildings.	37. The ongoing transfer of sports assets to sports clubs will continue over the next three years. We are exploring the options of introducing car parking charges in more ty parks to assist in paying for the growing infrastructure cost and investment required such as playgrounds and tree planting. Cityparks have identified at least five café owners where we could take the same approach as Dyke Road park and transfer the maintenance of toilets to the owner, increase their floor space, increase their rent and invest our section 106 money to create a stronger quality business offer for the public.
Partnership and Collaboration	38. Build more formal partnerships with the private, public and third sector organisations	38. At Stanmer Park we are building a formal relationship with Plumpton college as part of the restoration project. Cityparks are building a relationships with other organisations who are have an interest in having a presence in our City Parks. We are working with the south Downs National Park Authority and Highway England to implement 1.8 million pound wildlife scheme in Wild Park. Our rights of Way officer are working with the South Downs and National Trust to improve links through the downs. We are working with the Forestry Commission to manage the Woodland at Stanmer park and have approach the Sussex Wildlife Trust and RSPB regarding our section 106 planting programme.	38. At Stanmer Park we are seeking to work with 5-10 local schools to carve tree truck into seating depicting the wildlife and heritage of Stanmer. As above we will be working with around 5 cafes to develop their premises in partnerships. This could also lead to potentially new revenue streams for parks 2021/23. We continue to build stronger relationships with active Friends groups and support them in raising money for our parks. We hope to work closer with GP clinics to promote social prescribing. We look forward to a clear stronger working relationship with the Brighton and Hove Allotment Federation, we will continue to work with friend groups to deliver wildlife enhancing schemes across the city, we will work with the Plant Your Postcode organisation to increase tree planting in the city, we will tender large contracts for playgrounds, gate, benches, planting, paths etc. which should provide us with competitive rate s and new longer term partnership with suppliers and service providers, we will work closer with the Green Spaces forum who have done an excellent job in supporting Friends of Parks over the last 3 years.

Appendix 3

Allotment Strategy 2014-2024

Vision and Objectives

The Vision:

Enjoyable, inclusive, sustainable and affordable allotments for Brighton & Hove.

The Objectives:

1. Provide an economic way for people to produce good quantities of high quality, locally grown food.
2. Increase the number of people participating in food growing on allotments, so that all sections of the community – particularly the most vulnerable - can enjoy the benefits and fulfil their horticultural potential.
3. Ensure sufficient availability of good quality, accessible land for allotments.
4. Work towards a self-sustaining and efficiently run service that keeps down costs for both tenants and the Council.
5. Encourage on site participation to ensure the protection and promotion of allotments for food growing.
6. Support the very best practice in growing, so that allotments are a source of education and inspiration for the whole city in good food and healthy living.
7. Ensure that the allotment sites, alongside the main role of food growing, play a role in conserving the biodiversity of the city contributing to a healthy living environment.
8. Take a co-operative and participative approach to running the service and developing allotment policies and practices.
9. Ensure that learning and evidence gathered from the development of this strategy is shared within the city and used to inform other policy work.

Appendix 4

Geoff Raw
Chief Executive Office
Brighton and Hove City Council
Hove Town Hall
Norton Road
Hove, BN3 3BQ

17 September 2020

LETTER TO ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE

Dear Geoff,

I am submitting the following letter under Council Procedure Rule 23.3 to be included on the agenda for the Environment, Transport and Sustainability Committee meeting of 29th Sep 2020.

In Hollingdean and Stanmer, like many other of the residential areas in Brighton and Hove, there is a large proportion of grass verges which separate the road from the homes and the path where pedestrians walk. As such they are an important safety buffer, but they also improve the look of the area as well as a number of other benefits. However, for a number of reasons they often end up being an underused patch of land or alternatively become abused by car owners, who use the verges to park on.

I'm glad to see that the restrictions for parking on grass verges exists in some parts of the city including in the Surrenden Road area and the trial use of TROs seems like a sensible option which could be extended across the whole city. However, a possibly more pragmatic way of reducing people parking on the grass verges and also of utilising the space better would be to plant wildflowers along the verges. This has been proven to put drivers off parking on them as they are less likely to drive over flowers. Furthermore, the wildflowers create corridors for important insects and pollinators to travel along and therefore increases the biodiversity of the area and addresses the ecological emergency that we sadly find ourselves in, and which the council acknowledged at the end of 2018 but is yet to really take forward initiatives to make a significant difference to this.

I have already been in communication with the Head of Operations at City Parks who confirmed that they are willing to discuss the feasibility of certain streets, but the process remains unclear about what the assessment will look at. Therefore, I am requesting that a short report is brought to the next ETS committee which would set out a clear and transparent procedure for getting wildflowers in other parts of the city and which discusses the issues that might restrict this. I know that this is something that a variety of other groups are interested in as well as other councillors, so this report can be used to refer to for any groups that wish to plant wildflowers on their grass verges.

In addition, I'm asking that the ETS Committee supports the idea of Hollingdean and Stanmer becoming a trial 'Wildflower Ward' starting with the grass verges along the bus route up Davey Drive and The Crestway, see map [1], but hopefully expanding to as many parts of the ward as possible in the future. As part of this trial, the financial implications of such a project could be fully assessed; there are projected costs to purchase the wildflowers and to distribute and subsequently monitor their progress, but there would be savings in terms of less mowing which according to my previous enquiries normally happens 8-10 times per year but could be reduced, which is something that was supported by the Big Conversation Consultation where 70% stated that we should be cutting the grass less [2]. Furthermore, in terms of sustainability implications, the biodiversity gains could be calculated using net biodiversity gain calculations similar to which are used to calculate the gains for particular housing developments.

If committee agree to Hollingdean and Stanmer becoming a trial 'Wildflower Ward' I ask for officers to meet with me, other ward councillors and local residents who have previously expressed interest to me such as those involved in the Growing Hollingdean project, to discuss the project further, including timescales for such a project, and for a report to be scheduled to return to committee next year updating on the progress of the project and highlighting the implications noted above, in addition to any other relevant factors. This could then be used to decide on the wider rollout of wildflower verges across Hollingdean and Stanmer and beyond to the rest of the city and be added as an update to the open spaces strategy "small grassed areas" section.

Yours sincerely,
Cllr Martin Osborne

Appendix 5

Wildflower timetable for implementation

- **December:** undertake site visit with ward councillors to look at potential sites.
- **December/January:** meet with resident, Friends Groups and interested environmental organisations to discuss proposal.
- **January:** identify and confirm sites for development and map sites to calculate areas.
- **February:** communicate plan to general public and interested parties
- **February – March:** reduce mowing on grass verges to promote wildflowers and plug plant if feasible.
- **April:** onwards, third party to monitor and evaluate the impact of the project.
- Report back to committee on the bio-diversity results 2023.

Subject:	Fleet Strategy 2020 - 2030		
Date of Meeting:	Environment Transport and Sustainability Committee		
Report of:	Executive Director Environment Economy and Culture		
Contact Officer:	Name:	Ian Greene	Tel: 01273 294707
	Email:	ian.Greene@brighton-hove.gov.uk	
Ward(s) affected:	All		

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

- 1.1 This report introduces the corporate Fleet Strategy 2020-2030
- 1.2 The strategy sets out how it is intended to provide fleet for the functions of the council ensuring best value for money is achieved and the efficiency of services is maximised.
- 1.3 The recommended approach is to work towards the decarbonisation of council fleet by 2030 in order to contribute to becoming a Carbon Neutral City by 2030

2. RECOMMENDATIONS:

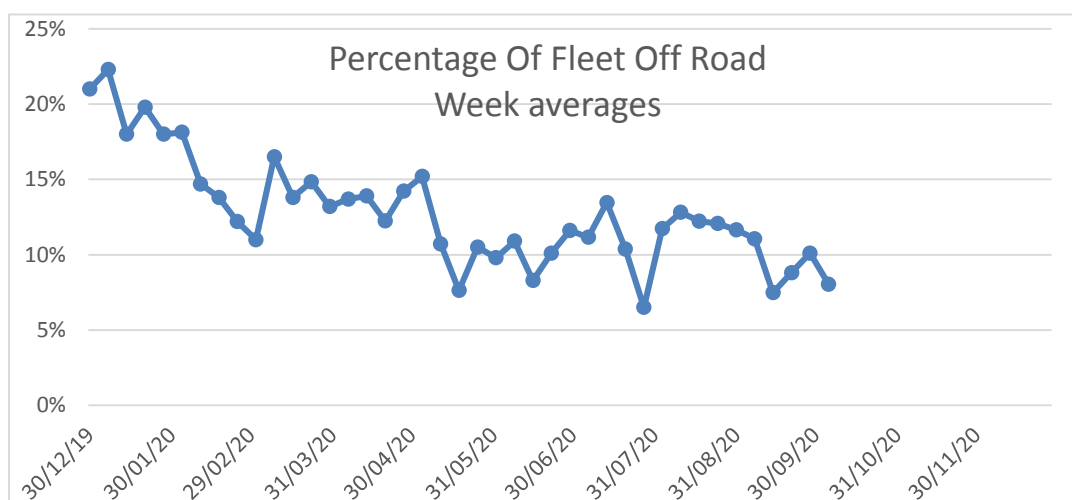
- 2.1 That the committee recommends to Policy & Resources Committee that the Fleet Strategy 2020-2030 (appx 1) and Action Plan (appx 2) are adopted.
- 2.2 That the committee recommends to Policy & Resources Committee that the model of centralised purchasing through the Fleet Service using unsupported borrowing is continued as opposed to leasing.
- 2.3 That the committee recommends to Policy & Resources Committee that approval for £1 million of additional capital investment funded from unsupported borrowing is agreed for 2021/22 to enable the decarbonisation of the council's refuse vehicle fleet on the basis that borrowing costs are repaid from savings in the Fleet revenue budget.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The Fleet Service sitting within City Environmental Management provide a fleet procurement, maintenance and management service for the whole council.
- 3.2 The council's fleet currently comprises of 411 vehicles, ranging from mopeds, minibuses, tractors, vans and cars. This includes 57 Heavy Goods Vehicles

which are subject to Operator Licence Requirements. Our fleet is primarily owned (291 vehicles) and purchased through unsupported borrowing.

- 3.3 The Fleet Service also provides a maintenance and repair service based at Hollingdean depot
- 3.4 In some areas of the council, such as Cityclean, the fleet is aging. The optimum replacement age of a vehicle to recoup vehicle costs and maintain reliability is 7 years. In Cityclean 40 vehicles are over 7 years old and in need of replacement or substantial refurbishment in order to reduce maintenance costs and service disruption due to repairs. This scenario is replicated in many areas of the council.
- 3.5 In Cityclean an active vehicle replacement programme has commenced ending all costly hire and lease arrangements. Improvements have been made in the performance of the workshop reducing the days that vehicles are off the road causing service disruption. The table below demonstrates the improvements made.



- 3.6 The strategy sets out for objectives for corporate fleet procurement and management for the next ten years which are:
 - Provide council fleet which enables the delivery of high quality and efficient council services.
 - Minimise the carbon produced for the whole life cycle of vehicles in the council fleet from production to emissions
 - Working with Greater Brighton Economic Board and partner organisations develop low carbon infrastructure to provide clean energy solutions to fuel new fleet technologies
 - Achieve the highest possible vehicle maintenance and driving standards across the council, ensuring regulatory compliance for staff and customers

- 3.7 The action plan in appendix 2 sets out the detail of how these objectives will be achieved.
- 3.8 Purchasing centrally through the Fleet Service will continue to ensure best value for money by maximising purchasing power to reduce costs to the council. The model in table 1 of the strategy demonstrates the benefit of purchase and resale at the optimum time to be more cost effective than leasing or hiring vehicles.
- 3.9 Our current fleet is primarily fuelled with diesel. In 2017/18 it was estimated that 2370 tonnes of carbon was emitted by council fleet fuel which amounted to 11% of the council's total carbon production.
- 3.10 In order to achieve a Carbon Neutral City by 2030 it is critical that as the council replaces fleet, that low carbon low emission vehicles are opted for wherever possible. A report to Environment Transport and Sustainability Committee in November 2019 recommended that the council took a flexible approach to fleet procurement, aiming to achieve maximum carbon reduction per pound when replacing vehicles. At the time the untried and tested nature and lack of supply of some low carbon vehicles rendered them prohibitively expensive.
- 3.11 This approach has been taken over the last 12 months and the council now owns 12 electric vans and 15 hybrid cars.
- 3.12 Technological improvements and supply of non fossil fuel vehicles is progressing rapidly. While electric vehicles are becoming more readily available new technologies for low carbon low emission vehicles are emerging such as hydrogen cell fuelled vehicles. There are opportunities to introduce vehicles that support active travel such as cargo bikes and electric bikes. The improving network of cycle lanes assists in making this a more feasible fleet option for some services.
- 3.13 We are now at a point when heavier and more technical vehicles types such as HGVs have been shown to be fully functional, reliable and more readily available. City of Westminster already use a fleet of electric RCVs for refuse collection. Biffa in Manchester have one EV RCV and have just ordered another 20. Glasgow City Council has recently placed an order for a fleet of hydrogen fuelled RCVs. Refurbished electric RCVs and other vehicles are now becoming available reducing the carbon costs of production and supporting circular economy principles. An advantage of electric RCVs is that they have fewer moving parts, lower maintenance costs and are projected to operate efficiently for 10-15 years rather than 7-10 years for diesel vehicles. A table comparing new technologies for RCVs is attached as appendix 3.
- 3.14 A number of models suggest that the transition from diesel to electric vehicles can be made without incurring substantial additional costs over the life time of the vehicle by reinvesting savings from fossil fuels and maintenance into borrowing for new electric vehicles. A report demonstrating this by the Energy Savings Trust, commissioned by Manchester City Council, is attached at appendix 4.
- 3.15 However some investment is needed up front to start releasing these savings and for this reason it is recommended that additional borrowing of £1m is permitted to allow for investment in electric fleet as part of the RCV ten year

replacement programme. It is important to note that the replacement programmes will need to be iterative, changing as service needs change, new technologies become available and costs change. In order to decarbonise the fleet by 2030 it is recommended that the council starts the transition to low carbon fleet and progress reports on the effectiveness and savings realised are brought to committee annually so that additional borrowing to enable purchase of additional low carbon vehicles can be considered.

- 3.16 The strategy includes working with all relevant council services to develop 9 year decarbonisation vehicle replacement models.
- 3.17 In order to maximise decarbonisation, it is critical that only clean energy is used to fuel the fleet and that sufficient infrastructure is developed in line with the replacement models in order to deliver the clean energy required. In order to do so the council will continue to work with Greater Brighton Economic Board, partner organisations and other Local Authorities to achieve this.
- 3.18 It is important to note that the RCV replacement programme will need to progress alongside investigations and if necessary investment into the power infrastructure at Hollingdean depot. An action in the Fleet Strategy is to prepare a business case, looking at different options and costs for the required infrastructure.
- 3.19 The strategy also sets out the Fleet Service role in overseeing driving standards across the council and actions to drive up standards and increase efficiency by reducing the risk of accidents and associated costs.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 Purchase costs for diesel vehicles are substantially lower than EV's, the cost of maintenance and fuelling are much greater.
- 4.2 Diesel vehicles will be available up to and beyond 2030, however consideration for the end of life disposal must be given as our old fleet may be used again elsewhere in the world.
- 4.3 Over the next few years, it is anticipated the demand for EV trucks will overtake production and lead times will increase.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The draft strategy has been shared with relevant departments and the trade unions for feedback and comment.
- 5.2 Driver feedback on demonstration models will be sought. This will help determine the correct choice of vehicle.

6. CONCLUSION

- 6.1 The Fleet Strategy 2020-2030 if adopted will set out a route map for the council to increase efficiency through the provision of fit for purpose fleet and to contribute towards becoming a carbon neutral city by 2030.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The capital budget for investment in fleet replacement for 2021/22 (and beyond) is currently £1.5 million. The proposal is to increase this to £2.5 million per year (subject to review and agreement as part of the annual budget setting process). The additional cost of unsupported borrowing for 2021/22 is an estimated £1.132 million in total or £162,000 per year (assuming an interest rate of 3.2% and an asset life of 7 years). This can be funded from both within existing Fleet Management budgets and from ongoing revenue savings generated by lower fuel and maintenance costs for green (electric)
- 7.2 The ongoing (and any additional) investment in a decarbonised fleet will be reviewed for affordability at least annually as part of annual budget setting process.

Finance Officer Consulted: Jess Laing

Date: 10/11/2020

Legal Implications:

- 7.3 There are no direct legal implications arising from the report.

Lawyer Consulted: Hilary Woodward

Date: 28/10/20

Equalities Implications:

- 7.4 A range of adaptations can be sourced to enable employees with specific needs to have access to them.

Sustainability Implications:

- 7.5 BHCC have a commitment to being Carbon Neutral by 2030 and have started this process now by introducing Electric and Hybrid vehicles now. Wherever possible circular economy principles will be applied.

Brexit Implications:

- 7.6 There are several UK based manufacturers that produce Electric HGV vehicles. There are a number of products sourced within the UK, Europe and throughout the rest of the world for the production of these.

SUPPORTING DOCUMENTATION

Appendices:

1. Fleet Strategy 2020-2030

2. Fleet Strategy Action Plan 2020-2030
3. Comparison of Vehicle technologies
4. Energy Saving Trust Fleet Review – for Manchester City Council

Background Documents

1. None

Brighton & Hove City Council Fleet Strategy 2020 – 2030

Introduction and Background

The council fleet provides vehicles for specific job functions such as refuse and recycling collections, maintenance operatives and for visiting officers. The council's fleet currently comprises of 411 vehicles, ranging from mopeds, minibuses, tractors, vans and cars. This includes 57 Heavy Goods Vehicles which are subject to Operator Licence Requirements. Our current fleet is primarily fuelled with diesel.

Brighton and Hove City Council has pledged to become a carbon neutral city by 2030 by cutting green-house gas emissions as far as possible and offsetting carbon emissions where this is not possible.

Council fleet is primarily owned rather than leased (291 vehicles are owned) and purchased through unsupported borrowing. This has proven the most cost effective way to provide council fleet. The majority of council fleet is procured by the Fleet Service which is part of City Environmental Management.

In 2017/18 it was estimated that 2370 tonnes of carbon was emitted by council fleet fuel which amounted to 11% of the council's total carbon production. In order to achieve a carbon neutral city by 2030 it is imperative that the council accelerates the move away from fossil fuels. This will also have the benefit of improving air quality in the city.

The transition to lower emission vehicles has started and we now have 12 electric vehicles and 15 hybrid vehicles.

New vehicle technologies are rapidly developing primarily in the form of electric powered vehicles. Hydrogen cell fuelled vehicles are now available but limited at present by hydrogen production and the infrastructure that is required to supply it.

In the context of limited resources and emerging technologies which may be effective but often initially expensive, decarbonisation of the council fleet will be a challenge. In order to ensure the highest carbon reduction per £ in the future it will be essential that all purchasing is carried out through the fleet service.

A further challenge will be the requirement for new clean fuel infrastructures and working with the Greater Brighton Economic Board and partner organisations will be central to ensuring that the council fleet is ready to take advantage of new technologies.

Purpose of the Fleet Strategy 2020-2030

The purpose of this strategy is to set out a corporately agreed approach to ensure that the council has a fleet that enables efficient service delivery across all council departments. Further to this to achieve the aim of decarbonisation of council fleet substantially funded through efficiencies derived from the reduction in use of fossil

fuels, and by driving down costs in fleet maintenance. Ten year replacement programmes will be developed for each service area in order to plot the course towards a completely carbon neutral fleet. These replacement programmes will need to be iterative responding to changing service needs, emerging technologies and future funding parameters. The council will have to weigh up the purchase costs and potential vehicle lifetime costs against carbon reduction benefits for each purchase. As new technologies mature, the costs will reduce, new suppliers will come into the market and reliability will improve. In order to ensure maximum carbon reduction per pound a business case will be produced for each purchase of a new vehicle type/technology. At the start of the ten year period there will be some vehicle types where the technology is not ready to allow the move away from fossil fuels and/or where the costs are prohibitive, when re-procurement is required to meet service needs. Retaining older diesel vehicles is harmful to the environment and would introduce higher fuel and maintenance costs than necessary. Over the ten year period the need to purchase fossil fuel reliant vehicles will rapidly decrease.

In order to reduce carbon emissions further refurbishment of vehicles will be considered in line with circular economy principles.

The council will continue with a system of centralised purchasing through the Fleet service in order to ensure best value for money. Table 1 below illustrates the benefit of a purchasing approach as opposed to lease or hire.

Table 1– Illustrative cost comparison of purchase vs hire costs - 26 tonne diesel RCV

	Purchase Cost <i>plus interest on loan over seven years</i>	Estimated residual value <i>After seven years</i>	Annual Cost	Monthly Cost	Seven year cost
Spot Hire	N/A	N/A	£52,800	£4400	£369,600
Lease Hire	N/A	N/A	£42,960	£3580	£300,720
Purchase New	£173,460 (plus £22902 interest)	£68,139 (based on 12.5% p.a depreciation)	£28,052		£128,223

NB: Maintenance (for purchased vehicles) and non-fair wear and tear for hire are excluded but over 7 years likely to be equal are

The council has a responsibility to ensure compliance with driving regulations and to seek to have the highest driving standards to ensure staff and public safety. The strategy sets out a new approach to ensuring that these standards are consistently maintained across the council. Systems to enable assurance, monitoring and continuous improvement will be key to delivering this.

With these aims in mind the council is setting out the following strategic objectives to deliver and work to over the next 10 years:

1. Provide council fleet which enables the delivery of high quality and efficient council services.
2. Minimise the carbon produced for the whole life cycle of vehicles in the council fleet from production to emissions
3. Working with Greater Brighton Economic Board and partner organisations develop low carbon infrastructure to provide clean energy solutions to fuel new fleet technologies.
4. Achieve the highest possible vehicle maintenance and driving standards across the council, ensuring regulatory compliance for staff and customers

The Fleet Strategy 2020-2030 Action Plan sets out how these objectives will be achieved. It is critical that the council moves towards low carbon vehicle options as demand for them is rapidly increasing and production slots are limited. This is particularly relevant in the case of specialist vehicles such as Refuse and Recycling Vehicles which can take 12 months from procurement to delivery.

Governance and Review

The delivery of the fleet strategy is led by the Head of Fleet who sits within City Environmental Management. The Head of Fleet will provide quarterly updates to the City Environmental Management Leadership team with any highlights and exceptions being flagged to the Executive Director of Economy Environment and Culture.

Annual progress reports will be provided to Environment Transport and Sustainability Committee

As this is a council wide strategy, relevant decisions in relation to fleet replacement and procurement will need to be signed off by the relevant departmental Assistant Director or Executive Director in line with council policy and procedures including financial regulations and contract standing orders.

A set of Key Performance Indicators has been developed in order to monitor the outcomes of the strategy delivery. In some cases further development of recording systems will be required in order to provide the data required.

Table 2 – Monitoring and Performance Indicators

	Indicator Description	Reporting Frequency
Fleet Use	Vehicle Downtime – days lost due to maintenance and repair	Monthly
	Vehicle Utilisation – days fleet is available but unused	Quarterly
Compliance	Number of Accidents	Quarterly
	Number of vehicle defects	Quarterly
	Number of MOT first time passes/failures	Quarterly
Operational	Fuel usage - incl average mpg per vehicle type/age	Annually
	CO2 emissions	Annually
Costs	Maintenance cost per vehicle type/age	Annually
	Tyre costs per vehicle	Annually
	Operating costs per vehicle type/age	Annually
	Insurance claims awarded against the council - number and total costs	Quarterly

Reference	Objectives and Actions	Lead / Stakeholders	Target	Progress

1. Provide council fleet which enables the delivery of high quality and efficient council services

1.1	Develop ten year replacement programmes for all council fleet that meet service requirements	Fleet/ all relevant departments	30.09.21	started
1.2	Fleet replacement plans to be developed in consultation with relevant service providers and where appropriate fleet users	Fleet/all relevant departments	30.09.21	started
1.3	Provide Fleet options with adaptations that meets the needs of users with specific needs.	Fleet	ongoing	started
1.4	Procure all council fleet to ensure compliance with decarbonisation principles and procurement legislation and policy with a view to minimising costs through the maximisation of buying power	Fleet/all relevant departments	30.09.21	started
1.5	Work with suppliers to push for a fuller understanding of their carbon costs of production and to ensure suppliers have policies for offsetting their carbon costs	Fleet	ongoing	started
1.6	Provide a flexible fleet approach for services through central purchasing through borrowing in order to minimise the need for expensive lease and hire options	Fleet/all relevant departments	ongoing	started
1.7	Undertake an audit of council plant and machinery in order to rationalise and replace with a view to reducing cost and improving efficiency	Fleet/all relevant departments	31.03.22	started
1.8	Explore the options of a procurement and workshop commercial service for partner organisations to generate income to reinvest in decarbonised fleet and to promote the use of low carbon technologies by partner organisations	Fleet	30.06.21	
1.9	Minimise additional costs to the council of investment in new fleet technologies by reinvesting the savings from the reduction of fossil fuels and workshop efficiencies.	Fleet	31.12.21	

Reference	Objectives and Actions	Lead / Stakeholders	Target	Progress

2. Minimise the carbon produced for the whole life cycle of vehicles in the council fleet from production to emissions

2.1	Develop ten year replacement programmes for all council fleet that are responsive to emerging technologies	Fleet/all relevant departments	30.09.21	started
2.2	Take opportunities to refurbish existing fleet to low carbon emission technologies rather than replace in line with circular economy principles	Fleet	ongoing	started
2.3	Develop programmes to ensure that fleet is renewed at the optimum time in the lifecycle of the vehicle to recover residual value and ensure that opportunities to reduce emissions are taken.	Fleet	ongoing	started
2.4	Develop options that promote active travel wherever possible such as bikes cargo electric bikes and cargo bikes	Fleet with Sustainable Travel	30.09.21	started
2.5	Work with suppliers to push for a fuller understanding of their carbon costs of production and to ensure suppliers have policies for offsetting their carbon costs	Fleet	ongoing	started
2.6	Work with procurement to explore the option of an amendment to the corporate procurement policy – requiring all contractors to use – or work towards using low emission low carbon vehicles	Fleet/Procurement	31.03.21	

3. Working with Greater Brighton Economic Board, other Local Authorities and partner organisations develop infrastructure to provide clean energy to fuel new fleet technologies

3.1	Work with Property Service and Highways to scope out EV charging points requirements for council fleet and develop a business case to deliver this	Fleet/Property Services/highways	30.06.21	
3.2	Explore options for the introduction of clean energy production at Hollingdean depot and other key fleet hubs – such as solar panels	Property Services/Fleet	31.12.21	started
3.3	Through the council's Sustainability Team work with the Greater Brighton Economic Board to ensure fleet procurement is aligned to emerging clean fuel supplies	Sustainability Team/Fleet	ongoing	started

Reference	Objectives and Actions	Lead / Stakeholders	Target	Progress

4. Achieve the highest possible vehicle maintenance and driving standards across the council, ensuring legal compliance

4.1	Continue to ensure compliance with the council's Operators Licence and drive continuous improvement through a suite of KPIs	Fleet	ongoing	
4.2	Develop a virtual network of fleet leads for every department in the council to disseminate information and ensure a consistent approach to driving standards, fleet procurement and fleet maintenance	Fleet/all relevant departments	31.03.21	
4.3	Review the Corporate Drivers Standard and develop systems for ensuring compliance across the organisation	Fleet/all relevant departments	30.03.21	
4.4	Work with council drivers and service managers to end the practice of engine idling to reduce emissions and costs to the council	Fleet/all relevant departments	30.03.21	
4.5	Develop Driver Handbooks for different vehicle types which sets out the council's driving standards, legal requirements and local procedures relating to driving while on council business	Fleet/all relevant departments	30.03.21	started
4.6	Continue and promote the HGV driver training apprenticeship scheme	Cityclean Operations	ongoing	started
4.7	Develop an Accident Reduction Programme to ensure council drivers are trained to the highest standards, that staff and public safety risks are minimised and that costs of insurance claims and vehicles off road are minimised	Fleet/all relevant departments	31.03.21	started
4.8	Explore the introductions of new technologies into vehicles to support the accident reduction programme and increase service efficiency such as external CCTV, dash cams and other in cab technologies	Fleet/ICT	30.06.21	

Appendix 3

Vehicle Technology Type Comparison

Standard Diesel

For	Against
Cheaper	High Maintenance Cost
Readily Available	Higher Carbon Emissions
No Charging Needed	High Diesel and Adblue Cost
Limited Lifespan	Low Residual value
Already Familiar With	Reliability
	Long lead time

Electric

For	Against
Lower Maintenance Cost	Upgrades to Electric supply
Zero Carbon Emissions	Mechanics will require new training
Low Cost Charging	Cost
High Residual value	
Reliability	
Shorter lead time	

Electric Refurbishment of Own Fleet

For	Against
Cheaper than new electric	Upgrades to Electric supply
Zero Carbon Emissions	Mechanics will require new training
High Residual value	Short warranty cost
Lower Maintenance Cost	Not completely tested as new
Shorter lead time	Not all parts renewed
Low Cost Charging	
Re-using old fleet	

Electric/Hydrogen

For	Against
No charging required	Hydrogen supply required
Zero Carbon Emissions	Mechanics will require new training
High Residual value	Technology not readily available
Lower Maintenance Cost	Not completely tested as new
	High Cost

EST Fleet Review – Electric Refuse Collection Vehicles

Manchester City Council

CONS/1920/058

November 2019

Data Analysis & Model	Tom Endacott
Report Author	
Project Manager	Chris Endacott
Peer Review Report	Helen Acott



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The Energy Saving Trust (EST) is an organisation providing a Fleet Support Programme funded by the Department for Transport (DfT). Our remit is to provide unbiased, pragmatic “best practice” advice that enables fleets to become energy efficient, reducing both costs and emissions.

Glossary of Terms

Abbreviation	Meaning
4WD	Four Wheel Drive
AfC	Agenda for Change – NHS grey fleet payments
ANPR	Automatic Number Plate Recognition
BEV	Battery Electric Vehicle
BIK	Benefit in Kind – taxation of company cars
CAZ	Clean Air Zone (England and Wales, excluding London)
CCC	Committee on Climate Change
CDV	Car Derived Van e.g. Ford Fiesta van
CHP	Combined Heat and Power generation
CNG	Compressed Natural Gas
DBEIS	Department for Business, Energy and Industrial Strategy
DVSA	Driver and Vehicle Standards Agency
eRCv	Electric Refuse Collection Vehicles
ESOS	Energy Saving Opportunity Scheme
EV	Electric Vehicle
GHG	Greenhouse Gas - Not just carbon dioxide
GTW	Gross Train Weight
GVW	Gross Vehicle Weight (see also MAM)
HCV	Heavy Commercial Vehicle
HDV	Heavy-Duty Vehicle
HGV	Heavy Goods Vehicle
ICE	Internal Combustion Engine – Petrol/Diesel/Gas
LCV	Light Commercial Vehicle – a van
LEZ	Low Emission Zone (Scotland)
LNG	Liquid Natural Gas
LWB	Long Wheel Base
MAM	Maximum Authorised Mass (new version of GVW)
MID	Motor Insurance Database
mpa	miles per annum
MPV	Multi-Purpose Vehicle

Abbreviation	Meaning
NCAP	New Car Assessment Programme - Safety
NEDC	New European Driving Cycle (replaced by WLTP)
NG	Natural Gas
NPV	Net Present Value
NTS	National Travel Survey
OEM	Original Equipment Manufacturer
OLEV	Office of Low Emission Vehicles
PHEV	Plug-in Hybrid Electric Vehicle
PSV	Public Service Vehicle (e.g. buses)
PTO	Power Take-Off
PV	Photovoltaic (electricity generation)
RCV	Refuse Collection Vehicle
RDE	Real Driving Emissions (RDE1 and RDE2)
REEV	Range Extended Electric Vehicle
SECR	Streamlined Energy and Carbon Reporting
SWB	Short Wheel Base
TTW	Tank to Wheel
ULEV	Ultra-Low Emission Vehicle
ULEZ	Ultra-Low Emission Zone (London only)
UW	Unladen Weight
VCA	Vehicle Certification Agency
VED	Vehicle Excise Duty
VRM	Vehicle Registration Mark
VRU	Vulnerable Road User
WLC	Whole Life Cost
WLTP	Worldwide Harmonised Light Vehicle Test Procedure
WTW	Well to Wheel
ZEZ	Zero Emission Zone

1 Executive Summary

This report was sought by Manchester City Council (MCC) to assess a proposal by vehicle manufacturer Electra and the council's waste collection operator Biffa to supply and operate twenty-seven 27 tonne electric Refuse Collection Vehicles (eRCVs) for ten years from 2020. This analysis was undertaken by the Energy Saving Trust (EST).

The work was focused on the cost and carbon savings over the period as well as the impact on other environmental factors such as energy consumption and air quality.

Based on the data supplied we estimate that:

- Greenhouse gas emissions will be reduced by between 7,069t and 9,354t
- Energy consumption would fall by between 27.8 MWh and 37.1 MWh
- Nitrogen oxide emissions will be reduced by up to 34,801kg
- Particulate emissions will be reduced by up to 71kg
- The eRCV fleet will cost from £0.25m and £1.29m more to operate (10 years).
- CAZ charges at 2020 prices could cost a diesel RCV fleet £700,000 each year.

Vehicle data was provided by Electra, operational data by Biffa and supplemental data by MCC.

The main uncertainty in the data set provided related to the amount of fuel used by the current Euro V refuse vehicles in a year; Biffa put this figure at close to 14,700 litres and MCC data suggested a lower figure of about 12,000 litres.

This difference impacts on the total carbon emissions as well as the total cost of fuel and is multiplied by the size of the fleet and the 10-year operational period. To accommodate this uncertainty, we have modelled both rates of consumption which is why a range of carbon savings, energy savings and costs have been given.

Other uncertainties include the future price of both diesel and electricity. Diesel pricing is very volatile and in the last ten years has been as low as £0.90 per litre and as high as £1.22 per litre (prices exclude VAT). The electricity price is less volatile and is not so influenced by international events. For both fuels, we have modelled an average annual increase based on price data from the last ten years.

Finally, there is considerable uncertainty about the future acceptability of Euro VI diesel engines operating in Clean Air Zones (CAZ). The HCV Euro VI standard is old (January 2013) and may not deliver the reductions in emissions hoped for. If that is the case it may be necessary for regulators to require a higher emission standard or to ban all diesel vehicles from the CAZ at some point in the period 2025 to 2030. This would clearly add significantly to the cost of operating a Euro VI diesel fleet as it must either be replaced early or pay zone entry fees.

Based on the data provided by Electra, Biffa and MCC and considering all the uncertainties, it would appear there is a strong case in favour of procuring electric RCVs. An eRCV has been operated by Biffa on all the routes proposed for the new vehicles and the operator is confident the eRCVs can deliver the service. The electric vehicle has also proved popular with the drivers and operatives.

The proposal will introduce a large fleet of electric vehicles to the council's operations and prepare the way for a future all-electric MCC refuse fleet which could be achieved by 2025.

In the worst-case scenario – low diesel usage and low diesel prices – the eRCV fleet costs £1.29m more over 10 years or £4,800 per vehicle per year. However, with high diesel use, the project would almost break-even over ten years and there is a strong possibility that future emission controls, higher diesel prices, carbon taxes and lower off-peak electricity prices would result in large costs savings.

The existing Euro VI diesel RCV fleet could continue to operate until 2025 covering collections on the green waste routes, the only service that proved a challenge for the evaluation eRCV because of the 20-mile trip to the tipping point. By 2025 battery prices will have fallen further, energy densities improved and eRCVs capable of servicing the green waste routes will be available. The Euro VI diesel fleet's chassis could be converted to electric, or new eRCVs purchased.

The projected additional costs of the project are lower than the net present value of the predicted energy and carbon savings (HM Treasury methodology), this is true with both high and low diesel usage. The project therefore represents value for money in terms of the carbon reductions achieved.

Introducing a large eRCV fleet is in line with the commitments made when MCC declared a "Climate Emergency" and, if combined with on-site photovoltaic (solar) electricity generation and battery storage, could result in zero-emission waste collection by 2030. The adoption of the eRCV fleet would be a significant step on the "Road to Zero" for MCC tackling a major component of the council's road transport emissions - both GHG and air quality.

2 Project background

Biffa has operated MCC's refuse collection fleet since 2015. When Biffa took over the operation of the fleet, it replaced approximately half of the RCVs with diesel Euro VI compliant vehicles.

The other half of the fleet is now nearing the end of its operational life and needs to be replaced in 2020. Biffa approached MMC with a thorough proposal to use electric RCVs (eRCV), supplied by Electra, instead of conventional diesel RCVs.

The proposed introduction of eRCVs is in line with several of MCCs aims and objectives, including acting to improve air quality and reduce greenhouse gas (GHG) emissions.

To support its proposal Biffa operated a fully electric RCV, manufactured by Electra, on a six-month-long trial. The trial covered all three refuse collection types (organic, recycling, and residual) and was very successful. The vehicle was able to complete all the rounds although it was at the edge of its range with organic waste collection due to the longer distance required to tip. Feedback from drivers and operators was very positive, despite initial scepticism.

Biffa engaged an electrical engineer to survey the two depots eRCVs would be based at to ensure charging would be possible. They then produced a detailed and well thought out cost model for the operation of the electric RCVs, and identified several key points for further discussion:

1. Euro VI is an old standard and may have a limited life in Clean Air Zones.
2. Vehicles could be leased avoiding high initial capital costs.
3. Existing Euro VI fleet could be retrofitted with an electric drivetrain.
4. External funding could be sought to support the project.

The Energy Savings Trust (EST) was asked to review the proposal, and to comment on the project. In order to do this, the impacts of adopting electric RCVs has been compared to the "business as usual" case of using conventional diesel RCVs.

3 Methodology

3.1 Overall approach

Biffa has identified 27 RCVs that need replacement, the two options for replacing these are either electric RCVs or Euro VI diesel RCVs. The whole life cost, carbon emissions, and air quality implications have been modelled for each option based on a 10-year operating period. Whole life cost modelling aims to account for the whole cost of operating a vehicle excluding staff and allows for high initial capital cost of eRCVs to be offset by reduced running costs. A full list of all the factors in the model can be found in [Appendix A](#).

3.2 Capital costs

The capital cost of an electric RCV is approximately £200,000 higher than that of an equivalent diesel, as shown in Table 3-1. This cost model includes a £20,000 grant from the Office for Low Emission Vehicles ¹. Electra is currently in the process of gaining approval for this grant.

Table 3-1 – Initial capital costs of an electric RCV & diesel RCV.

Diesel RCV		Electric RCV	
Drivetrain and chassis	£90,000	Glider chassis	£65,000
		Electric drivetrain	£130,000
		Battery (287kWh) ²	£120,000
RCV body	£46,000	RCV body	£46,000
Split lifter	£16,500	Split lifter	£16,500
Grant funding	£0	Grant funding	-£20,000
Total cost	£152,500		£357,500

Biffa engaged an electrical engineer to survey both the Hammerstone and Longley Lane depots who estimated costs of the required charging infrastructure at £150,000. There is also a cost in maintaining the bulk diesel tanks and associated

management software required for the diesel fleet, this cost has not been included in the analysis.

At the end of these vehicles’ predicted life, the batteries will still have a commercial value for use in other applications such as static energy storage where requirements for energy density (kWh per kilogramme) are not so high. Electra have agreed that they will repurchase the batteries at 30% of their initial cost (£36,000 each).

3.3 Tax and maintenance

The RCVs will be required to pay both vehicle excise duty (VED) and the road user levy (RUL). For a diesel RCV these are £300 & £315 a year respectively, for the electric RCVs these are both £0, as all zero (tailpipe) emission vehicles in all size categories are currently zero-rated.

Biffa report service, maintenance, and repair (SMR) costs for a diesel RCV to be an average of £5,000 per annum, this expenditure is weighted towards the latter part of the vehicle’s life. Electric RCVs should cost less than this, in part due to a drastic reduction in the number of moving parts in the drive train of an electric vehicle. The reduction in eRCV SMR is conservatively estimated at 30%, which Electra agree is a reasonable figure, putting an electric RCV’s average annual SMR at £3,500.

3.4 Electricity and fuel consumption

Electricity use is based on each eRCV using 80% of the charge in its 200kWh battery each day, and each RCV operating for 260 days a year. This usage is consistent with the trial data supplied by Biffa and represents a conservative estimate of the requirements for the test routes.

Biffa report the current annual fuel consumption of the diesel fleet is 14,774 litres annum. Data supplied by MCC shows the average fuel consumption of an RCV in 2018/19 was 11,492 litres, although Biffa believes this is due to a problem with the dataset itself. To account for this the model is run for two scenarios, one with Biffa’s reported consumption of 14,774 litres per year, and one with 12,000 litres per year to represent the lower consumption in MCCs dataset.

The current Euro VI RCVs at MCC consume 17% more fuel than the Euro V RCVs they replaced so the fleet of new Euro VI diesel RCVs would see the same increase in fuel consumption.

¹ <https://www.gov.uk/government/publications/plug-in-van-grant>.

² A smaller 225kWh battery is available for £105,000.

3.5 Fuel price

The price of both electricity and diesel has been based on current rates. This is £1.05 ex. VAT per litre for diesel, and 10.35 pence per kWh for electricity (MCC cost at Hammerstone Road). The climate change levy has been added to electricity at 0.775 pence per kWh, which is the rate for 2021/22.

3.6 Fuel price increases

The cost of a litre of diesel and a kWh of electricity is can be expected to rise over the next 10 years. AA road fuel price data and [QEP 3.1.2](#) were used to determine that the average annual price increases over the past 10 years of 1.79% for diesel, and 2.73% for electricity. The resulting prices, shown in Table 3-2, represent one of the largest sources of uncertainty in this project.

Table 3-2 - Predicted cost of electricity and diesel to MCC.

Year	Diesel £ per litre	Diesel £ per kWh	Electricity £ per kWh
2020/21	£1.069	£0.101	£0.114
2021/22	£1.088	£0.103	£0.117
2022/23	£1.107	£0.104	£0.120
2023/24	£1.127	£0.106	£0.123
2024/25	£1.147	£0.108	£0.126
2025/26	£1.168	£0.110	£0.129
2026/27	£1.188	£0.112	£0.133
2027/28	£1.210	£0.114	£0.136
2028/29	£1.231	£0.116	£0.140
2029/30	£1.253	£0.118	£0.143

The price of energy is subject to significant variation and diesel fuel is impacted by both international events and government taxation policy. Electricity prices are also impacted by factors such as the green levy and world gas prices. Diesel has been both much cheaper and significantly more expensive than it is today (November 2019) and that volatility in price means this is one area of the model that may significantly underestimate future costs.

3.7 Air quality impact

The COPERT5 model estimates that in the UK a 26-tonne Euro VI rigid diesel HCV travelling at an average of 5 km an hour will produce 7.2483 g km⁻¹ of NO_x, and 0.0147 g km⁻¹ of PM₁₀ from the exhaust (data at: naei.beis.gov.uk/data/ef-transport). Non-exhaust PM from tyres and brakes has not been included in this estimate. Resuspension from the road surface is expected to be similar for both vehicle types and although tyre wear may increase with weight (the batteries add about one tonne to the unladen weight) the eRCVs should produce less brake dust due to the use of regenerative braking.

3.8 Greenhouse gas (GHG) footprint

GHG emissions from diesel RCVs are based on the litres of diesel consumed, the CO₂e emissions from burning a litre of diesel are relatively constant so there is no need to change this over the 10-year life of the RCVs. It is currently 2.594 kg CO₂e per litre of diesel. (see [Appendix B](#))

Conversely, GHG emissions from a kWh of UK grid electricity are expected to continue to fall over the next 10 years. In order to address this reduction, we have used predicted emission factors from BEIS Energy and Emissions Projections (EEP) 2016 which we have corrected to bring 2019 in-line with the BEIS GHG factor for UK grid GHG emissions. This methodology puts the 2030 Scope 2 GHG emissions for UK grid electricity at 135.5 g CO₂e per kWh (see [Appendix D](#)).

All Euro VI diesel RCVs are fitted with a selective catalytic reduction (SCR) system in the exhaust to remove nitrogen oxides (NO_x), these use an additive known as AdBlue® (also referred to as Diesel Exhaust Fluid – DEF) which is a formulation of Urea. Diesel RCVs will release CO₂ from the reduction of NO_x by AdBlue®. Actual consumption of AdBlue® by MCCs Euro VI RCVs was not available so it's estimated at 3.5% of the diesel used by volume (this follows the current GHG reporting methodology), so for every 100 litres of diesel burnt we would expect a diesel Euro VI RCV to consume 3.5 litres of AdBlue® producing 0.762 kg of CO₂.

3.9 Clean air zone (CAZ) compliance

Manchester's councils are introducing a CAZ across the whole of Greater Manchester in 2021, both replacement options will meet the charge-free entry requirements for the 2021 CAZ. However, there is a significant risk that before 2030 the entry requirements for vehicles will need to be much stricter and, if diesel vehicles are still permitted, they will have to meet a more stringent emissions test than Euro VI which was first introduced for heavy commercial vehicles in January 2013. Therefore, there is a risk that 2020 Euro VI diesel RCVs may have to pay to enter the CAZ in the later part of their operating life, possibly from 2027 onwards.

4 Outcomes

4.1 Whole life cost

Under the two scenarios (Table 4-1), Biffa and MCC (see Section 3.4), the additional cost of the eRCV fleet varies between £0.25 million and £1.29 million respectively.

Under the Biffa scenario, the diesel RCVs consume an extra 878 thousand litres of diesel and 31 thousand litres of AdBlue®, increasing the WLC of the fleet by just over £1 million.

4.2 Greenhouse gas emissions

Table 4-2 details the predicted emissions of the 27 RCVs during their operating life. GHG emissions are given in tonnes of CO₂ equivalent, or CO₂e, and include the other GHGs emitted by the fleet (methane and nitrous oxide) expressed in terms of their carbon dioxide equivalence.

Operating the electric fleet saves between 7,069 and 9,354 tonnes of GHG emissions over the 10-year life of the vehicles. There are also significant NO_x and PM₁₀ savings, although these are likely to be an underestimate as they are based on average emissions for rigid 26-tonne HCVs not RCVs. This project presents opportunities for significant carbon savings, costing between £130 and £22 per tonne of GHG saved (MCC and Biffa scenarios respectively).

Although we have no reason to doubt either model, the energy consumption of the fleet under the Biffa model is closer to that seen in other urban refuse collection fleets.

The estimate is based on Tank to Wheel (TTW) factors and does not include other lifecycle CO₂e emissions relating to the extraction, refining and distribution of the fuels, known as Well to Wheel (WTW) factors, nor does it include the manufacture and disposal of the vehicles. The methodology is compliant with international GHG reporting standards.

Table 4-1: Whole life cost of the electric and diesel RCV options.

Scenario	Fleet	Capital Cost ¹	VED & RUL	Grant funding & RBV ²	Energy/Fuel Cost ³	SMR	Total Cost
MCC	Electric	£10,342,500	£0	£-1,512,000	£1,598,877	£945,000	£11,374,377
	Diesel	£4,117,500	£166,050	£0	£4,448,440	£1,350,000	£10,081,990
Biffa	Electric	£10,342,500	£0	£-1,512,000	£1,598,877	£945,000	£11,374,377
	Diesel	£4,117,500	£166,050	£0	£5,476,771	£1,350,000	£11,110,321

¹ Includes infrastructure costs. ² RBV = Residual Battery Value. ³ Includes AdBlue® used in diesel exhaust systems.

Table 4-2: Fleet emissions and energy consumption.

Scenario	Fleet	Scope ¹	GHG emissions (tonnes CO ₂ e) ²	Tailpipe NO _x (kg)	Tailpipe PM10 (kg)	Energy Consumption (MWh)
MCC	Electric	2 & 3	2,814	0	0	12,480
	Diesel	1	9,883	28,266	57	40,283
Biffa	Electric	2 & 3	2,814	0	0	12,480
	Diesel	1	12,168	34,801	71	49,595

¹ GHG reporting Scopes. ² Includes 1 tonne of GHG emissions arising from the use of AdBlue in diesel exhaust systems.

4.3 Cost of savings

HM Treasury working with DBEIS, DEFRA, & DfT publish a toolkit that can be used to assess the value of marginal (judged at national scale) changes in greenhouse gas emissions due to changes in energy use. Using this toolkit, the Biffa scenario has a net present value (NPV) of £2.021 million, the MMC scenario has an NPV of £1.431 million. Given the costs are below the NPV, this project represents good value for money. (see [Appendix E](#))

5 Discussion

5.1 Uncertainty in the model

Price of fuel.

The predicted cost of diesel RCVs varies significantly with the cost of fuel; a one pence increase in the starting price of fuel results in a £51,000 increase in the cost of the diesel RCVs over the lifetime of the project.

This is also true for the eRCVs, the current depot electricity price (10.35 pence per kWh) was negotiated when the main demand at the site was during operational hours (9-5, Mon-Fri) – it is a low daytime rate. MCC staff and EST believe that this cost could be significantly reduced: a more typical overnight, off-peak, rate would be £0.08 per kWh – a reduction of one fifth on current daytime prices.

Carbon intensity of electricity

MCC plan to redevelop the Hammerstone depot, part of this redevelopment could include installation of photovoltaic (PV) electricity generation and battery storage. If the electric RCVs are partially charged from this their GHG emissions could be significantly lowered as this would be counted as a zero-emission power source. The time of charging also matters – see [Appendix C](#) for a full discussion of this issue.

Actual performance of the vehicles

There is a small risk, despite the extensive testing carried out by Biffa and Electra, that the electric vehicles will not be able to perform all refuse collection routes required. The organic routes, with longer distances to tip, are likely to be the most difficult for the eRCVs. Given that only half of the fleet is being electrified, these routes may need to be done with the current diesel Euro VI RCVs. When these are up for replacement, MCC will have more than enough data from operating eRCVs to assess if larger batteries are needed in the next group of replacement vehicles.

Changes in tax structure

There are several changes future governments could make that would impact on the cost of running the RCV fleet, these include:

- Re-instating fuel duty escalator.
- Introduce a carbon tax.
- Increase VED/RUL on diesel vehicles.
- Stop zero-rating electric vehicles.
- Introduce road pricing (taxation based on road usage and vehicle metrics).

Predicting change is difficult but in the event of a robust government response to climate change, it is likely that taxes on carbon-intensive fuels will increase in the next 10 years. This would further increase the cost of operating diesel RCVs.

Future clean air zone compliance

Implementing eRCVs is the least expensive option if Euro VI vehicles are charged to enter the Greater Manchester CAZ in the latter part of the decade. Based on current operations the 27 vehicles would be charged £702,000 a year in entry fees, two years of this would more than offset the increased costs in both scenarios.

The London ULEZ only guarantees entry for Euro VI vehicles until 2025, if TfGM use same time frame diesel RCVs would pay from 2027 onwards, costing over £2 million.

5.2 Road to zero emissions

A few years ago, electrifying a fleet of RCVs would have been a challenging proposal. Now, with the help of Biffa and Electra, there is a clear pathway to do so. With this project the “Road to Zero by 2030” is possible – electrifying the entire fleet, starting with these 27 vehicles. Reducing the GHG emissions further will require MCC to install to onsite PV and battery storage.

In electrifying this fleet, MCC and Biffa will hopefully learn a significant amount about the challenges present when implementing a fleet of large electric vehicles. The council can not only use this knowledge within their own fleets, e.g. when replacing the other half of the RCV fleet but may be able to help other large vehicle operators in Greater Manchester electrify their own fleets.

5.3 MCCs climate emergency declaration

On the 10th of July 2019, Manchester City Council formally declared a climate emergency, committing to become a “zero-carbon city” by 2038 if not sooner. Part of the declaration of a Climate Emergency included the commitment to:

“Become carbon neutral by the earliest possible date.” - Notice of Motion - Climate Emergency, 10th July 2019.

Electrifying 50% of the refuse collection fleet represents a practical option to achieve this aim. Based on the evidence presented to us we believe this to be a low risk and cost-effective way of reducing GHG emissions in the short term and achieving zero-emission refuse collection in the long term if combined with PV and battery storage.

6 Appendices

Appendix A: Factors used in the eRCV model with sources

Variable Description	Model Value	Units	Source
Litres in a Gallon (also now the definition of a gallon)	4.54609	litres per gallon	BEIS UK GHG Factors 2019
Conversion factor miles to km	1.60934	km per mile	Current definition of a UK mile
Year of introduction of the new fleet	2020		MCC
Quantity of eRCVs to be introduced	27		Biffa - Current Euro IV & Euro V vehicles.
BEV RCV Lifespan (years)	10	Years	Biffa
ICE RCV Lifespan (Years)	10	Years	Biffa
Operational Days/yr	260	Days	Biffa
Average Speed Diesel and Electric Vehicles (km/hour)	5	km/hour	Confirmed by Biffa & MCC
Glider chassis cost	£65,000	£	Electra
e-drivetrain cost	£130,000	£	Electra
Battery pack cost	£120,000	£	Electra
EV Chassis & drivetrain cost	£315,000	£	Calculated
eRCV Grant (Minimum £8K, Max £20K)	£20,000	£	OLEV - first 200 Zero Emission HCVs
Diesel chassis cost	£90,000	£	Electra
RCV body cost	£46,000	£	Electra
Split lifter cost	£16,500	£	Electra
Full e-vehicle cost (excluding Grants)	£377,500	£	Calculated
Full diesel vehicle cost	£152,500	£	Calculated
Longley Lane Charging Infrastructure	£50,000	£	Biffa
Hammerstone Road Charging Infrastructure	£100,000	£	Biffa
Charging infrastructure cost	£150,000	£	Biffa
Battery residual value %	30%	%	Electra - Second market as Storage
Climate Change Levy	£0.00775	£/kWh	MCC
Cost of electricity at depot	£0.1035	£/kWh	MCC
kWh in eRCV battery	200	kWh	Electra

Variable Description	Model Value	Units	Source
% Battery used per day	80%	% Charge	Biffa
Charging Losses (AC/DC conversion)	10%	% Lost	Electra claim 1% but no data available
Average kWh used per eRCV per year	46,222	kWh	Biffa with charging loss added
Average annual electricity price increase over the last nine years	2.73%	% Increase	DBEIS
Average Fuel Consumption of Euro V diesel (mpg)	3.4	Mpg	Biffa
Average Fuel Consumption of Euro VI diesel (mpg)	2.9	Mpg	Biffa
Increase in fuel used - Euro V to Euro VI.	17.24%	% uplift	Biffa
Average litres per RCV per year – current Euro V & IV	12,000 / 14,774	Litres	MCC / Biffa
Average litres per RCV per year – Euro VI	14,069 / 17,321	Litres	Calculated using uplift
Annual mileage Diesel and Electric Vehicles (miles)	8,975	Miles	Calculated
£/litre diesel	£1.06	£/litre	Biffa
Average annual diesel price increase over the last 10 years	1.79%	% per annum	AA monthly reports
% Rate AdBlue for Euro VI	3.50%	% AdBlue	BEIS UK GHG Factors 2019.
AdBlue Cost (£/l)	£0.35	£/litre	Bulk delivery 1000 litres (more is less)
RCV Road Levy (Band D)	£315	£/annum	<u>DVLA V149/1</u>
RCV Road Levy (All Zero Emission CVs are Zero rated)	£0	£/annum	Confirmed Pers Comms. CE/DVLA Tel
RCV VED Diesel (Band D1)	£300	£/annum	<u>DVLA V149/1</u>
RCV VED Electric (All Zero Emission CVs are Zero rated)	£0	£/annum	Confirmed Pers Comms. CE/DVLA Tel
Diesel RCV SMR (ex Tyres) – Lifetime Average Cost per Annum	£5,000	£/annum	Electra/NRG
eRCV % SMR Saving	30%	% reduction	Electra/NRG
eRCV SMR (ex Tyres) – Lifetime Average Cost per Annum	£3,500	£/annum	Calculated from ICE Cost and % Saving
CAZ Surcharge for Euro VI diesel HCV	£100	£/day	Based on current CAZ charges

Appendix B: CO₂e & kWh Methodology

Calculating fleet CO₂e emissions (DBEIS 2019 Dataset)

Expected fuel consumption data was available so the GHG emissions and energy use could be calculated by applying the following factors to the quantity of fuel or energy consumed.

Fuel	Unit	GHG Scope	kg CO ₂ e/unit	kWh/unit
Diesel*	litre	1	2.59411	10.60465
Electricity	kWh	2	0.25560	
Electricity T&D	kWh	3	0.021775	

*The Diesel factors is for the biofuel blend sold for road transport use in the UK.

Electric Vehicles and Plug-In Hybrids

Because EVs do not directly burn a fuel their Scope 1 emission is zero, hence they are correctly rated by the OEMs as 0 gCO₂/km.

The emissions of a battery electric vehicle (BEV) arising from the consumption of electricity fall under GHG Scope 2 and Scope 3 emission reporting.

The factor to use for an all-electric vehicle (EV) is linked to the source of the electricity. If it is drawn from the national grid, then the current Scope 2 factor for carbon should be used to which should be added the Scope 3 factor for Transmission and Distribution (T&D).

If the electricity is generated from other sources, for example, a combined heat and power (CHP) plant or energy from waste (EfW) plant, then an appropriate factor must be determined for that plant.

If it has come from on-site renewables such as photovoltaic or wind, then it can usually be considered as zero-emission.

If the EVs are charged on-site the GHG emissions may already be reported under the site's Scope 2 and 3 reporting of electricity consumed. Every effort should be made to avoid double accounting.

Renewable Energy Guarantees Origin (REGO) certificates.

Many organisations have opted to have their grid electricity supplied from renewable sources backed by REGO certificates.

The carbon emissions of the electricity can be reported in line with the “market-based” (consumer) value calculated by the supplier (e.g. 0 gCO₂e/kWh if 100% renewable) but it should also be reported alongside the “location-based” (national) figure.

This is because the zero-carbon benefit of the electricity has already been accounted for in the national grid figure. The benefit cannot be taken twice, nor can the carbon factor for other consumers be adjusted upwards to compensate.

The requirement to do this is fully documented in:

[HM Government: Environmental Reporting Guidelines](#): Including streamlined energy and carbon reporting guidance. March 2019, Pages 48-49.

[GHG Protocol, Scope 2 Guidance](#), Corporate Standard, Section 1.5.1, Page 8.

What is permitted is time-specific emission factors. The HM Government guidelines state: “Where available, time-specific (e.g. hour-by-hour) grid average emission factors should be used in order to accurately reflect the timing of consumption and the carbon-intensity of the grid.”

The carbon intensity of the grid varies throughout the day and the year. The grid data is publicly available, but organisations may have difficulty providing hourly consumption data.

Where a company generates its own renewables on-site or locally and does not supply the grid it can be accounted for as a 0 gCO₂e/kWh supply.

Appendix C: Charging electric vehicles

The time of day a BEV is charged is critical as commercial consumers can have three tariffs “Red”, “Amber” and “Green” that are linked to time bands (see Table 6-1).

Table 6-1: Typical commercial electricity tariffs and time bands

	Red	Amber	Green	Units
Tariff	£0.24	£0.14	£0.08	£/kWh
Time	16:00-19:00	07:00-16:00 19:00-23:00	00:00-0700 23:00-00:00 All Day Sat/Sun	

There is a move to merge bands “Red” and “Amber” to have a weekday daytime and an evening & weekend off-peak rate. It is important to charge the vehicle when the electricity cost is at a minimum.

Table 6-2: Impact of charging band on the cost per mile of a battery vehicle.

Factor	Red	Amber	Green	Units
Cost of kWh to charge	£0.24	£0.14	£0.08	£/kWh
Vehicle energy consumption	3.5			Miles/kWh
Electricity Cost per mile	£0.069	£0.040	£0.023	£/mile

The importance of a low overnight tariff and the ability to restrict charging to the off-peak period is apparent from Table 6-2.

GHG emissions

Charging time-of-day will also impact on the GHG emissions associated with the electricity as the carbon intensity of the grid is at its worst during periods of peak use.

Figure 6-1: UK Grid Carbon Intensity – Daily Variation, 2018

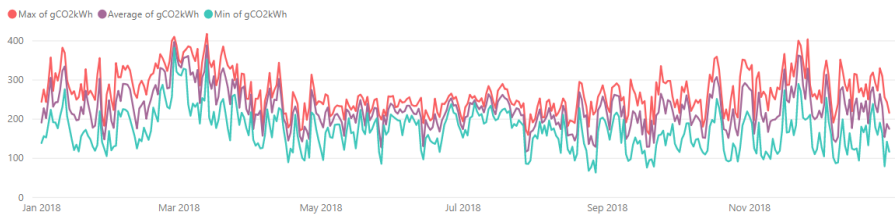
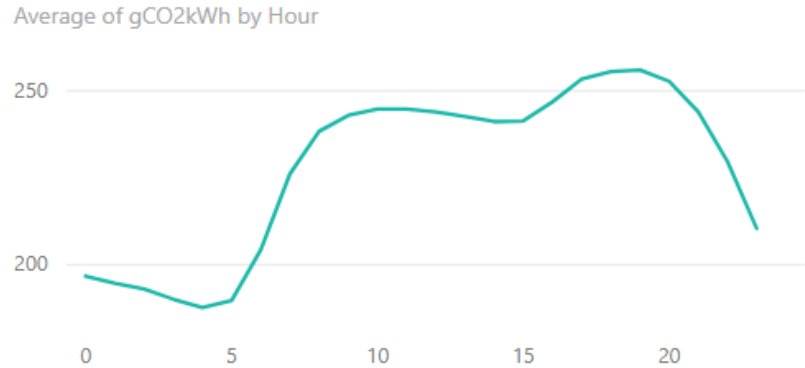


Figure 6-1 demonstrates how the carbon intensity of the UK grid varies from month to month, day to day and during the day with demand, temperature, wind and sun all having a part to play. On the 27th August 2018 (lowest point on the green line) the grid minimum during the day was 64 gCO₂/kWh while on the 13th March 2018 (highest point on the red line) the grid peaked at 418 g/kWh.

Figure 6-2 shows how the carbon intensity of the grid, and therefore the electric vehicle charged from the grid, depends on the time of day. In 2018 average daily emissions ranged from a low of 188 g/kWh at 04:00 to a high of 257 g/kWh at 19:00.

Figure 6-2: UK average GHG emission per kWh by time of day (2018)



When to charge a BEV

It is not possible to predict when the grid will be at its minimum and in any case that might not be a good time to charge the vehicle. What we can do is look at how the carbon intensity of the grid varies during the average day and adjust the charging regime to fit that.

As can be seen in Figure 6-2 the best time to charge a vehicle during 2018 was from 23:00 to 06:00 hours. Fortunately, high carbon intensity is usually linked to demand which is linked to price so the best time to charge a BEV from a GHG perspective is also the best time from a price perspective.

In 2018 the worst time to charge was mid-morning and late afternoon/early evening when charging BEVs could make the grid worse by adding to high demand and forcing additional high-carbon generation to be brought on-line.

Driving back to the depot at the end of the working day (Monday to Friday) and just plugging in would leave the vehicle charging when the carbon intensity of the grid is at its worst (15:00 to 21:00) and the cost is usually at its maximum.

This would not only cost more and produce more carbon. The knock-on impact of EV users just plugging their vehicles in at the end of the day would be to increase peak demand and the grid would respond by adding more generating capacity; initially storage but then gas and finally coal. The EV would have had the effect of increasing UK electricity carbon emissions.

As more wind and solar generation comes on-line, there may be other times during the working day when it is optimal to top-up BEVs but they may not fit with operational requirements.

Implementing a BEV fleet is not just about buying electric vehicles and putting a charging infrastructure in place. It is also important to understand when it is best to charge the vehicle to minimise cost, GHG emissions and the impact on the grid.

Vehicle to Grid (V2G)

In the future smart metering and a dynamic link between the grid and the EV may allow owners to automatically charge their vehicle when the cost of electricity falls below a certain price, or the carbon intensity is low.

It may also be possible to sell electricity back to the grid (Vehicle to Grid – V2G) when demand is high. Ovo and Nissan are operating a project in the North East to test this technology which started in April 2018 and ends in March 2020. One of the factors to determine is the impact of rapid discharge of the car battery to the grid on battery life. The work is funded by UK Research and Innovation (Innovate UK) as project “Sciurus”.

A fleet of HCVs with 200 kWh or 300 kWh battery packs returning to the depot at 17:00 with 20-30% battery capacity represents a significant store of electricity. In the future, this could be sold back to the grid to cover peak demand at a price higher than that paid for it when the vehicle was charged.

Appendix D: Grid carbon intensity, 2016 to 2030

Year	DBEIS Actual GHG Factor	CCC cost-effective path projection	BEIS Energy and Emissions Projections 2016	BEIS % Reduction	Corrected GHG Projection Factor Used
2016	412.1	238.8	238.8		412.1
2017	351.6	234.8	226.4	5.2%	351.6
2018	283.1	226.8	214.0	5.5%	283.1
2019	255.6	218.8	201.5	5.8%	255.6
2020		210.8	189.1	6.2%	239.8
2021		199.5	184.3	2.5%	233.8
2022		188.3	179.5	2.6%	227.7
2023		177.1	174.7	2.7%	221.6
2024		165.9	170.0	2.7%	215.5
2025		154.6	165.2	2.8%	209.5
2026		142.5	153.5	7.1%	194.7
2027		130.3	141.8	7.6%	179.9
2028		118.2	130.2	8.2%	165.1
2029		106.1	118.5	9.0%	150.3
2030		93.9	106.8	9.8%	135.5
2031		86.6	99.5	6.8%	126.2
2032		81.0	82.8	16.9%	105.0

Predicting the future is an inexact science and predicting the carbon intensity of the grid in 10 years' time has many variables associated with it ranging from the growth in renewables to the completion of nuclear power plants currently under construction.

The DBEIS EEP 2016 projections are already out of step with the DBEIS published GHG factor for the year. This may reflect the fact that the grid GHG factor is two years behind the published emission factor for the year.

To maintain consistency with the fleet GHG footprint, we have adjusted the DBEIS GHG reporting factor for 2019 to be in line with the annual percentage reduction as projected by the DBEIS.

We have also displayed the Committee for Climate Change (CCC) prediction which is less optimistic than the DBEIS in the early years but predicts much lower emissions in 2030.

Appendix E: Output from UK Government NPV Model

More detail on the model, its uses and methodology can be found at: <https://www.gov.uk/government/publications/valuation-of-energy-use-and-greenhouse-gas-emissions-for-appraisal>.

Results for predicted energy use changes under Biffa scenario:

Initial Inputs

Changes in Energy Use

Additional Assumptions

Results

Cost-Effectiveness

Sensitivity Analysis

MCC eRCV

Results Summary

(£, 2018)

Net change in energy use

Net change in emissions

Net air quality impact

£850,686

£676,105

£494,450

NPV (Net Present Value)

£2,021,241

→

Annualised NPV

£234,818

Total other costs (including policy costs)

Total other benefits

£0

£0

NPV inc. other costs/benefits

£2,021,241

→

Annualised NPV

£234,818

CLICK TO GO BACK

Energy price scenario: Central

Carbon price scenario: Central

Base year: 2020

Appraisal period (years):

10

CLICK TO ADD OTHER POLICY COSTS AND BENEFITS

This allows you to calculate the Cost-Effectiveness Indicator

CLICK TO CONDUCT SENSITIVITY ANALYSIS

You can test for sensitivities in energy and carbon prices here

CLICK TO CREATE CUSTOMISED DETAILED OUTPUTS

You can use this tool to create customised tables from this spreadsheet to input directly into Impact Assessments.

Other Major Outputs

CHANGES IN CO₂e EMISSIONS

(minus indicates an emissions saving)

Total appraisal period

(Mt CO₂e)

Net emissions CO₂e in the traded sector

Net emissions CO₂e in the non-traded sector

0.001

-0.011

Carbon Budgets

UK GHG EMISSIONS

(minus is a reduction in emissions)

(Mt CO₂e)

2008-2012

2013-2017

2018-2022

2023-2027

2028-2032

Net change in CO₂e (traded)

Net change in CO₂e (non-traded)

0.000

0.000

0.000

0.001

0.000

0.000

0.000

-0.003

-0.006

-0.002

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Results for predicted energy use changes under MCC scenario:

Initial Inputs

Changes in Energy Use

Additional Assumptions

Results

Cost-Effectiveness

Sensitivity Analysis

MCC eRCV

Results Summary

(£, 2018)

Net change in energy use

Net change in emissions

Net air quality impact

£499,860

£540,478

£390,762

NPV (Net Present Value)

£1,431,099

Total other costs (including policy costs)

Total other benefits

£0

£0

NPV inc. other costs/benefits

£1,431,099

CLICK TO GO BACK

Other Major Outputs

CHANGES IN CO₂e EMISSIONS

(minus indicates an emissions saving)

Total appraisal period

(Mt CO₂e)

Net emissions CO₂e in the traded sector

Net emissions CO₂e in the non-traded sector

0.001

-0.009

Energy price scenario: Central

Carbon price scenario: Central

Base year: 2020

Appraisal period (years): 10

Annualised NPV £166,258

Annualised NPV £166,258

CLICK TO ADD OTHER POLICY COSTS AND BENEFITS

This allows you to calculate the Cost-Effectiveness Indicator

CLICK TO CONDUCT SENSITIVITY ANALYSIS

You can test for sensitivities in energy and carbon prices here

CLICK TO CREATE CUSTOMISED DETAILED OUTPUTS

You can use this tool to create customised tables from this spreadsheet to input directly into Impact Assessments.

Carbon Budgets

UK GHG EMISSIONS

(minus is a reduction in emissions)

(Mt CO₂e)

2008-2012

2013-2017

2018-2022

2023-2027

2028-2032

Net change in CO₂e (traded)

Net change in CO₂e (non-traded)

0.000

0.000

0.000

0.001

0.000

0.000

0.000

-0.003

-0.005

-0.002

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Subject:	Household Waste Recycling Sites		
Date of Meeting:	24 November 2020		
Report of:	Executive Director Economy, Environment & Culture		
Contact Officer:	Name:	Lynsay Cook	Tel: 01273 292448
	Email:	Lynsay.cook@brighton-hove.gov.uk	
Ward(s) affected:	All		

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

- 1.1 There are two Household Waste Recycling Sites (HWRS) in Brighton & Hove; one on Wilson Avenue and one leading off Old Shoreham Road. They are operated by Veolia on behalf of the council.
- 1.2 This report is seeking Member approval to undertake a public consultation on proposals to introduce changes at the two HWRS; namely, to introduce charges for some types of waste and to introduce ID checks. The purpose of these measures is to ensure Brighton & Hove taxpayers are not paying for the disposal of non-Brighton & Hove waste.

2. RECOMMENDATIONS:

- 2.1 That Environment, Transport & Sustainability Committee approve for a public consultation to take place on 1) introducing charges for some waste at the HWRS and 2) to implement ID checks at the HWRS.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The two HWRS in Brighton & Hove currently accept over 30 different types of materials. This includes recycling and household items, electrical items and garden waste.

Chargeable waste

- 3.2 Under the Environmental Protection Act (1990), Brighton & Hove City Council is required to provide residents with reasonably accessible HWRSs for the free disposal of household waste. There is no requirement to accept any waste other than a resident's own household waste free of charge at a HWRS. In Brighton & Hove, there are several different materials already accepted for free which are not classed as household waste such as soil, hardcore, plasterboard, bonded asbestos and tyres.
- 3.3 The Controlled Waste (England and Wales) Regulations (2012) specify that waste from construction or demolition work is industrial waste, irrespective of where it is produced. Residents do not generate these wastes as often as

general waste and recycling. Very often, these non-household wastes can be a by-product of a landscaping, repair or building project, where residents will already be investing time and effort.

- 3.4 Charging for a limited number of non-household waste types has been implemented by over a third of councils and would align Brighton & Hove City Council with several close neighbours such as East Sussex, Kent and Surrey. East Sussex's charging levels of £4 per bag and £2 per tyre are in line with charges that other authorities make for these types of material from construction and demolition, are not profit making, and relate to materials that most residents do not generate on a regular basis.
- 3.5 When other local authorities introduced charges, concerns were raised that it would lead to an increase in fly-tipping. Incidents across East Sussex, where charging was introduced midway through 2018/19, demonstrates no link between normal fluctuating levels of fly-tipping and the changes made to the service:

Total fly-tipping incidents	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
	6009	4782	4940	4303	3874	3124	3574	3557

- 3.6 Members are asked to agree to a public consultation on the proposal to introduce charges for soil, hardcore, plasterboard, bonded asbestos and tyres.

ID checks

- 3.7 Presently, checks only take place for van users to ensure they are residents of the city and to ensure they are not disposing of trade waste. Introducing ID checks for all users will ensure it is only residents of Brighton & Hove using the sites. Checks routinely take place at West Sussex County Council sites.
- 3.8 While a November 2019 residency check identified a small number of people crossing the city boundary to use the Brighton & Hove HWRSs, it does mean our taxpayers are paying to dispose of non-Brighton & Hove residents' waste. Another residency check exercise will take place during the consultation (if approved) to gain further data. Anecdotal feedback suggests the Hove site is busier on Mondays and Tuesdays when West Sussex's Shoreham site is closed.
- 3.9 Members are asked to agree to a public consultation on the proposal to introduce ID checks at the two HWRS.

Income

- 3.10 Some indicative financial modelling of the impact of charging for some types of waste at the HWRS has been carried out. Based on the same charging being adopted as East Sussex and considering similar setup and running costs, it is anticipated that savings of up to £150k per annum can be achieved. This is subject to the outcome of the consultation, further committee decisions and conversations with Veolia about how the operation will work.
- 3.11 Cost savings will be ringfenced in the waste PFI for increasing recycling initiatives such as plastics and food waste.

Current service provision

- 3.12 The HWRS remain open during lockdown, unless the instruction from government changes. Traffic management and some restrictions remain in place at Hove to manage demand at the site. It is anticipated that the introduction of ID checks will help manage demand at both sites, but particularly Hove, to ensure only residents of Brighton & Hove use the HWRS. This will enable traffic management and the restrictions to be stood down, reducing expenditure for City Environment.

Moving forward

- 3.13 The results of the consultation will be brought back to the Environment, Transport & Sustainability Committee in the spring for approval to proceed, as necessary.
- 3.14 Should these measures be implemented, appropriate communication will be provided to inform residents of the changes. In addition, consideration will be given to where appropriate signage can be placed in the vicinity of the HWRS.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 Through the consultation, alternative proposals can be suggested.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Community engagement and consultation will be undertaken for these proposals, subject to approval by Committee. The results will be brought back to a future Environment, Transport & Sustainability Committee for approval to proceed, as necessary.

6. CONCLUSION

- 6.1 The two HWRS in Brighton & Hove do not currently charge for non-household waste nor undertake ID checks for all users. Members are asked to approve for a public consultation to take place on the introduction of these measures. The results will be brought back to a future Environment, Transport & Sustainability Committee for approval to proceed, as necessary.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The costs associated with the recommendation of this report (which is to consult on introducing charges for some types of waste at Household Waste Recycling Sites and ID checks) will be contained within existing City Environmental Management budgets. This will be reviewed as part of monthly budget monitoring.
- 7.2 The charging for some non-household waste will not be profit making. The measures will support the council in covering the appropriate costs associated with waste disposal at the HWRSs and will help the council avoid paying for waste disposal for non-Brighton & Hove residents.

- 7.3 As set out in paragraph 3.10 of this report, if implemented following the outcome of consultation, the charges will generate savings of up to £150k per annum.

Finance Officer Consulted: Jess Laing

Date: 09/11/2020

Legal Implications:

- 7.4 S51 of the Environmental Protection Act 1990 imposes a duty on waste disposal authorities to provide places for residents in their area to deposit their household waste free of charge. The section provides that other types of controlled waste may be deposited at such sites “on such terms as to payment (if any) as the authority determines”.
- 7.5 Schedule 1 para.3 of the Controlled Waste (England and Wales) Regulations 2012 categorises certain waste according to its nature or the activity which produces it notwithstanding the place where it is produced. One such type of waste is “Waste from construction or demolition works, including preparatory works”, which the Regulations classify as industrial waste.

Lawyer Consulted: Hilary Woodward

Date: 27/10/2020

Equalities Implications:

- 7.6 An equalities impact assessment will be completed for the final scheme proposed, using the results of the consultation.

Sustainability Implications:

- 7.7 See paragraph 3.5 above regarding fly-tipping.

Crime & Disorder Implications:

- 7.8 See paragraph 3.5 above regarding fly-tipping.
- 7.9 Eight mobile CCTV cameras have been installed across the city to deter people from fly-tipping. The cameras will be used to identify fly-tipping of soil, hardcore, plasterboard, bonded asbestos and tyres.

SUPPORTING DOCUMENTATION

Appendices

None

Background Documents

None

Subject:	Keeping the city clean – Waste, Resources & Street Cleansing Strategy 2021-2026		
Date of Meeting:	24 November 2020		
Report of:	Executive Director – Economy, Environment & Culture		
Contact Officer:	Name:	Lynsay Cook	Tel: 01273 292448
	Email:	Lynsay.cook@brighton-hove.gov.uk	
Ward(s) affected:	All		

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

- 1.1 At Full Council on 13 August 2020 and at Environment, Transport & Sustainability (ET&S) Committee on 29 September 2020, Members received a Notice of Motion (NOM) entitled Litter Reduction. At ET&S Committee, Members agreed for a report to be commissioned for a future meeting in response to that NOM. This report provides that response.
- 1.2 In addition, the report provides Members with an update on other work to keep the city clean, including the development of a Waste, Resources & Street Cleansing Strategy and seeks endorsement for the approach described in the report.

2. RECOMMENDATIONS:

- 2.1 That Environment, Transport & Sustainability Committee note the response to the Notice of Motion as detailed in Appendix 1 and the Seafront Action Plan in Appendix 2.
- 2.2 That Environment, Transport & Sustainability Committee endorse the development of a Waste, Resources & Street Cleansing Strategy as described in sections 3.4 to 3.11 and the Communications and Engagement Plan as detailed in Appendix 3.

3. CONTEXT/ BACKGROUND INFORMATIONNotice of Motion

- 3.1 The NOM asked that a report be commissioned for the next suitable ET&S meeting outlining a strategic response to the problem of littering, and addressing some specific issues. The response to the points within the NOM is contained at Appendix 1.
- 3.2 In addition, a Seafront Working Group has been established containing a variety of services from BHCC and Surfers Against Sewerage. An action plan has been developed to tackle waste on the seafront, which is detailed in Appendix 2.

- 3.3 The feedback and activities detailed in the NOM and Seafront Action Plan, including the new initiatives adopted this year, will feed into the development of the Waste, Resources & Street Cleansing Strategy.

Waste, Resources & Street Cleansing Strategy

- 3.4 The City Environment Modernisation Programme has been in place for over two years. To continue delivering and embedding these improvements and to support the council's commitment to becoming carbon neutral by 2030, the service is to start consultation (subject to committee approval) on its priorities for the next five years.
- 3.5 Based on existing council priorities and feedback, the suggested ambitions of the strategy are to:
- Increase levels of reduce, reuse and recycling
 - Improve the customer experience
 - Become carbon neutral
 - Protect the environment
 - Improve the look of the city
- 3.6 It is intended that the Strategy be co-produced, with stakeholders from across the city, residents, councillors, BHCC services, staff and trade unions, being invited to contribute between December 2020 and February 2021. The drafting of the Strategy will follow, and a draft Strategy with recommendations will be brought to a future ET&S Committee in Summer 2021. A communication and engagement plan is attached at Appendix 3.
- 3.7 The Strategy will complement existing strategies, such as the Graffiti Reduction Strategy and Open Spaces Strategy, as well as strategies under development, including the Fleet Strategy.
- 3.8 The National Waste & Resources Strategy sets out how the government intends to preserve material resources by minimising waste, promoting resource efficiency and moving towards a circular economy in England. It is likely the government will consult on further aspects of this, some of which will have a significant impact on City Environment, in Spring 2021. This includes the introduction of a consistent set of dry recyclable materials to be collected from households and businesses, the Deposit Return Scheme and Extended Producer Responsibilities. The development of the Waste, Resources & Street Cleansing Strategy will anticipate and reflect the proposals in the national strategy to ensure Brighton & Hove can meet its future obligations, likely to be from 2023.
- 3.9 Over the last two years, the City Environment Modernisation Programme has been developing a sustainable future for the service in Brighton & Hove in the context of reducing council budgets, increasing customer demand and an expanding service offer. The service has an integral role in resident, business and visitor perceptions of Brighton & Hove and is fundamental to the success and attraction of the city. The ET&S Committee has received regular updates on the Programme as projects and initiatives are delivered, as detailed in Background Documents below. The most recent update to Committee is attached to this report as Appendix 4 for ease of reference. Through the

Modernisation Programme, the service has been working very hard to improve the foundations, which has been essential, but realise that residents now need to see more visible improvements. The development of the Waste, Resources & Street Cleansing Strategy will consider the achievements of the Programme and identify how the service can continue to deliver and embed these improvements, as well as set out further opportunities for modernisation for the service over the next five years.

- 3.10 As detailed in the City Environment Modernisation Update Report to ET&S Committee on 29 September, performance is improving across Cityclean:
- In quarter 1, compliments increased, and Stage 1 complaints decreased
 - In 2019/20, the percentage of household waste sent for reuse, recycling or composting increased slightly on 2018/19
 - In 2019/20, the percentage of municipal waste landfilled continued to decrease to 2.5% (in 2018/19 it was 4.0%)
 - The percentage of vehicles off road continues to decrease
- 3.11 The development of the Waste, Resources & Street Cleansing Strategy will take into consideration past and current service performance and set realistic targets for the service to achieve to demonstrate it is achieving its objectives. The performance measures and targets will form part of the engagement with stakeholder.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 Through the consultation, all stakeholders will be able to share their views to contribute to the Waste, Resources & Street Cleansing Strategy, including different approaches to achieve the draft ambitions as detailed in 3.5.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Through the consultation, all stakeholders will be able to share their views to contribute to the Waste, Resources & Street Cleansing Strategy. This is set out in Appendix 3.
- 5.2 45 Workshops have already been conducted with Cityclean staff to seek their views. Resident, ward councillor, staff and Trade Union involvement will be central to developing the strategy,

6. CONCLUSION

- 6.1 This report provides a response to the Litter Notice of Motion. It also sets out City Environment's plans for the development of a Waste, Resources & Street Cleansing Strategy. A final Strategy will be brought back to Environment, Transport & Sustainability Committee for approval.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The recommendations of this report have no direct financial implications. Any additional initiatives or actions arising from, for example, the Waste, Resources &

Street Cleansing Strategy and the Communications and Engagement Plan which require additional resources will be brought back to committee for further consideration and then potentially considered as part of the annual budget setting process.

Finance Officer Consulted: Jess Laing

Date: 09/11/2020

Legal Implications:

- 7.2 There are no direct legal implications arising from the report.

Lawyer Consulted: Hilary Woodward

Date: 27/10/2020

Equalities Implications:

- 7.3 An Equalities Impact Assessment will be completed to understand the equalities impacts from proposals in the Strategy as they are being developed.

Sustainability Implications:

- 7.4 Sustainability is central to the Waste, Resources & Street Cleansing Strategy. The draft broad objectives detailed in 3.5 directly contribute to the council's sustainability ambitions.

Corporate / Citywide Implications:

- 7.5 The Waste, Resources & Street Cleansing Strategy will contribute to a number of objectives within the Corporate Plan, including:

Transition to a sustainable economy

- We will promote a sustainable economy by supporting low carbon growth and encouraging businesses to reduce waste and pollution.

Become a carbon neutral city by 2030

- We will reduce CO2 emissions from council owned properties and vehicles

Create and improve public open spaces

- We will increase accessible open space for the benefit of residents and visitors.
- We will invest in the biodiversity of our parks and in providing children's playground facilities.
- We will tackle graffiti and tagging.

Reduce, re-use and recycle

- We will encourage people to reduce the amount of refuse they generate, promote re-use and increase recycling. We will collect a wider range of plastics for reprocessing when market conditions improve.
- We will introduce a food waste collection and composting service.

Promote and protect biodiversity

- We will work towards ending the use of pesticides such as glyphosate across the council and the city.
- We will encourage tree planting and green corridors to support biodiversity.

SUPPORTING DOCUMENTATION

Appendices

1. Response to the Notice of Motion: Litter Reduction
2. Action Plan – Managing waste on the seafront
3. Communication and engagement plan for the Waste, Resources & Street Cleansing Strategy
4. Modernisation Programme update

Background Documents

1. City Environment Modernisation Update to Environment, Transport & Sustainability Committee on 8 October 2019
2. City Environment Modernisation Update to Environment, Transport & Sustainability Committee on 25 June 2019
3. City Environment Modernisation Update to Environment, Transport & Sustainability Committee on 22 January 2019
4. City Environmental Management – Modernisation Programme Update Report to Environment, Transport & Sustainability Committee on 9 October 2018
5. City Environmental Management – Modernisation Programme Update Report to Policy, Resources & Growth Committee on 12 July 2018

Appendix 1: Keeping the city clean – Waste, Resources & Street Cleansing Strategy 2021-2026

Response to Notice of Motion: Litter Reduction

Litter Notice of Motion
<i>This Council requests that:</i> <i>1. A report is commissioned for the next suitable meeting of the ET&S Committee, outlining a further strategic response to the problem of littering, including:</i>
<i>Joint working between the council, supermarkets and hospitality industry that can stem the flow of rubbish at the source</i>
The Circular Economy Route Map is engaging with the retail and hospitality sectors to examine how better solutions can be found for packaging. See below and Appendix 2 for the activities in relation to seafront businesses.
<i>The development of a voluntary scheme, whereby businesses can be supported to develop a 'return/refund' system for disposable items, to help minimise littering among customers; and where participation is rewarded e.g. through promotional materials / stickers for businesses who join the scheme;</i>
Brighton & Hove seafront witnessed huge visitor numbers this summer, sadly resulting in these areas becoming a wash with excessive amounts of waste; some discarded on the beach and some huge piles of waste abandoned next to rubbish bins. On the 25 June 2020, Cityclean removed 11 tonnes, followed by a staggering 14.5 tonnes over the 8 and 9 August 2020 (opposed to three tonnes on a normal busy summer's day). It has been agreed to tackle this problem collectively, involving local groups including, The Living Coast, Surfers Against Sewage, the Business Manager of Brighton Seafront, plus several BHCC teams including Cityclean, the Tidy Up Team, Environmental Enforcement and Communications. One area of work concerns working with businesses along the seafront; approximately 100 on Lower Prom (and exploring options for working with businesses along Hove Lawns). This has included assessing how they can make changes to their businesses to reduce the environmental impact of their customers and how BHCC can support businesses along the seafront. These conversations have led to the development of a draft Accreditation Scheme for businesses to demonstrate their level of commitment to the environment. It is proposed the Accreditation Scheme will have a one to three-star rating and be voluntary, with businesses pledging through the BHCC website. They will be placed on the Scheme once it has been determined which stars they have achieved, and they will receive a certificate to put on display at their business to demonstrate their commitment to the environment to their customers. Further work will now take place with businesses to refine the Scheme. Once agreed, the Scheme will be piloted with a small number of businesses on the seafront. A review will take place to agree a final Scheme, which will be brought to ET&S Committee for approval, before it is rolled out in advance of next year's summer season. Through this work it is anticipated that there will be: • A reduction in the environmental impact on the seafront, reducing general litter created by visitors and customers. • A better, safer and cleaner space for residents, visitors and businesses to enjoy. • A reduction in the volume of waste placed inside general refuse rubbish bins and less waste abandoned at the side of those bins. • A more efficient use of Cityclean resources to maintain the whole city.

Details on how any strategy aligns with the council's unnecessary single-use plastics pledge

The Single Use Plastic (SUP) Policy continues to add weight and support to initiatives and efforts to eliminate SUPs in council buildings and services, by organisations, residents, community activities and events.

The Accreditation Scheme will align with the policy by encouraging a reduction in the use of any plastics, where practicable; and, working with partners in joint ventures and innovative projects for reducing single-use plastic waste.

The development of the Waste, Resources & Street Cleansing Strategy will set out further plans for reducing the use of SUPs.

An update on the council's food waste trial

The Waste and Resources Programme (WRAP) is providing BHCC with free consultancy support to complete an options appraisal to determine how best a food waste collection service can be introduced in Brighton & Hove. The scope has been agreed and the work is anticipated to take approximately three months.

The appraisal will consider:

- What the collection frequencies should be, and whether this should be alongside the collection of other materials
- How food waste can be collected each from kerbside properties, communal areas and flats
- The vehicles to be used
- The most environmentally friendly disposal method
- The ongoing provision of liners and caddies
- The costs associated with all the above, including revenue and capital, and one-off and ongoing
- The carbon costs associated with the service for each option developed

It will also include feedback and examples from other local authority areas that have introduced food waste, in terms of:

- The number of residents participating in the scheme
- Changes to tonnage collected over time
- Whether liners and caddies are provided free of charge
- Other initiatives in place to support reduction of food consumption and/or composting at home facilities
- Communications strategies used

The scope includes a review of baseline data in order to benchmark the performance of the services provided by BHCC, alongside a review of existing household waste collection policies to provide an independent assessment of how BHCC's collection services compares with that of its peers, industry standard and best practice. The services to be benchmarked include:

- Residual waste collection services for kerbside, communal and flats
- Recycling collection services for kerbside, communal and flats
- Kerbside garden waste collection services

The benchmarking exercise will take full account of the particular demographics and property types found in Brighton & Hove; and will separately assess the performance of the kerbside, flats and communal collection services in recognition of the fact that these are discrete services and are separately delivered.

The review will also consider the proposal in the National Waste & Resources Strategy of mandatory free garden waste collections and the implications for BHCC if this is legislated for. Once complete, an outcome report detailing the options will be produced and used to inform a future report on food waste to the Environment, Transport & Sustainability Committee. The project will be delivered without any cost to the council and funded through a DEFRA grant awarded to WRAP.

The strategy to deal with seasonal increases in littering especially on the beaches to avoid unnecessary build-up of waste by bins whilst also not impacting on general residential household waste and recycling collection services throughout the city

Several additional activities take place each summer to deal with the increased litter on the seafront:

- Seasonal recruitment: an additional 20 street cleansing operatives are employed from April to September to attend to the seafront. (It should be noted this year that recruitment was affected by Covid). In addition, Street Cleansing staff are deployed from other areas to support the crews at the beach.
- Extra litter bins: An additional 70 large bins were placed along the seafront to cope with hot spot areas.

In addition, this year saw some new initiatives trialled:

- Environmental Enforcement: officers started patrolling the beach. However, there are some challenges with this, such as being present at the moment when people, particularly groups, leave the beach, leaving litter.
- Overnight shift: an overnight clean-up and collection service was in operation for the first weekend of August. This helped free up resources for the following morning shift to litter pick and clean around the bins. This was found to be an effective way to deal with exceptionally high levels of litter following particular events e.g. Pride, Bank Holiday and therefore is limited to specific events. This method results in an additional cost to the service that is not budgeted for.
- Signage: 40 large signs were erected along the seafront, reminding people to bin their rubbish properly or face an on the spot Fixed Penalty Notice.
- Vehicles: a new vehicle was purchased, which arrived towards the end of the season. This should make emptying the bins more efficient next summer.

Further work will take place to review the effectiveness and costs of the measures adopted for this summer in order to plan for next year.

The potential to increase the number of Civil Enforcement Officers employed by the council

The Environmental Enforcement Team is self-funding. Consideration for increasing the number of Officers must take into account the ability to generate sufficient income to cover all costs.

As a trial, two extra seasonal staff were employed part-way through the summer. Initial analysis of littering FPNs issued on a monthly basis shows more are issued in high footfall months. At the end of the financial year, the data and income for the year will be reviewed to determine if it is financially viable to temporarily increase the number of Environmental Enforcement Officers from May to the end of September.

The potential to increase the number of staff and support equipment (including vehicles) that can be dedicated to litter picking throughout the city on a planned or response basis

Any additional resources will need to be funded. As part of the Waste, Resources & Street Cleansing Strategy, a service review will be completed to ensure that the service is making the

best use of existing resources and review whether different equipment and vehicles can improve efficiency.

The development of the Waste, Resources & Street Cleansing Strategy will provide an opportunity for a range of stakeholders, including Members, residents and staff to share their views on how to keep the city clean.

The recent Keep Brighton & Hove Tidy Campaign demonstrated business and resident commitment to keeping the city clean. As part of this work, Cityclean deep cleaned central parts of the city over four days and four nights. This included removing graffiti, stickers and notices as well as jet washing and deep cleaning pavements. This made a visible difference, though came at additional cost. The Waste, Resources & Street Cleansing Strategy will build on this.

Through the Graffiti Reduction Strategy and the recent approval to issue Community Protection Warnings and Community Protection Notices, efforts will be increased to remove graffiti from private properties.

That the Chief Executive writes to the Secretary of State for Business, Energy and Industrial Strategy, requesting:

- that the Government urgently provide an update on the status of their 'Litter Strategy', which suggests that a 'Reducing Litter caused by Food on the Go: A Voluntary Code of practice,' scheme will be rolled out in 2020/21; and asks that schemes of this type be made mandatory;*
- the immediate introduction of the proposals in the Government's Litter Strategy, to ensure packaging is more clearly labelled, to allow local councils to identify and record major sources of litter;*

The 2017 Litter Strategy set out 36 commitments; commitment number 17 relates to *Review and update guidance on "Reducing litter caused by 'food on the go': A voluntary code of practice for local partnerships*. In the [latest annual report](#) on the strategy commitments (2018-2019) this is marked as "not started". The revised timetable of targets maintains 2020-2021 as the target for this voluntary code of practice. The report also states further measures on littering are to be introduced through the Environment Bill. No other updates are available, and City Environment awaits further government announcements in this area.

The Chief Executive will write to the Secretary of State for Business, Energy and Industrial Strategy as per the request above.

That the Chief Executive also writes to the Secretary of State for Housing, Communities and Local Government requesting that government introduce an 'Excessive Packaging Levy', to generate funds to help councils deal with the £800m costs of cleaning up litter in the UK annually.

As part of a range of measures being pursued under the Environment Bill, the government is seeking to introduce a plastic packaging tax from April 2022. A consultation to gather feedback from the industry closed in August 2020, the outcome of which has not yet been published. This tax seeks to provide a clear economic incentive for businesses to use recycled material in the production of plastic packaging, which will create greater demand for this material and in turn stimulate increased levels of recycling and collection of plastic waste, diverting it away from landfill or incineration. Some impacts include adjusted business behaviour such as reducing plastic packaging use, and consumer reduction of purchases of products containing plastic packaging. The finer detail on how this tax will be used has not been published.

The Chief Executive will write to the Secretary of State for Housing, Communities and Local Government as per the request above.

Other efforts to keep the city clean

Litter bins in the city's parks

The Street Cleansing Service is currently auditing dog bins in parks. Once completed, a review will take place as to what bins are collected by Cityclean and what is covered by City Parks. Once complete, it is likely that dog bins will be changed to litter bins to increase bin capacity within parks. This approach will reduce the number of journeys to and from, and within parks, to collect from litter and dog bins, which are currently separate collections. It is anticipated this will lead to better coverage in the city's parks, will reduce the carbon footprint and be more efficient by reducing the number of journeys to bins in the same area.

Cityclean is also looking at options for introducing recycling in parks. Challenges the service need to address to enable this include the efficient collection of different waste streams within existing resources and managing the risk of contamination.

A27 clear up

Whilst local authorities have the responsibility for clearing litter from roads, Highways England has responsibility for vegetation cutting, road closures and co-ordination between the respective parties. This presents many logistical issues and as such, the current approach for cleaning the A27 is not satisfactory. As a result, litter accumulates and when vegetation is cleared and shredded, leads to damage to the environment and roadside drainage channels and an unsightly mess for residents and visitors alike.

The A27 Clean-Up Campaign Group, supported by local authorities along the route, is proposing that Highways England should have sole responsibility for all aspects relating to maintenance of this national trunk road, including the cleaning. In order to commence the process of transferring responsibility for litter clearance, the Department for Transport requires that Highways England requests this. The Chair of Environment, Transport & Sustainability Committee and the Assistant Director for City Environment are engaging with the A27 Clean-Up Campaign Group to discuss next steps.

In the meantime, Cityclean is applying for the for closures to the A27, including slip roads from Falmer to Southwick Tunnel. This will include five sections of closure of both lanes and slip roads. This will be completed on a slip-road to slip-road basis overnight to reduce impact on car users. This is a large project due to putting in place diversions to divert traffic from the A27

Appendix 2: Keeping the city clean – Waste, Resources & Street Cleansing Strategy 2021-2026

Action Plan – Managing waste on the seafront

Services represented:

- Cityclean – Modernisation Programme
- Cityclean – Street Cleansing
- Cityclean – Volunteering
- Communications
- Economic Development
- Environmental Enforcement
- Licensing
- Seafront
- Sustainability
- Surfers Against Sewerage

Objective	Actions	Update	Lead
Environmental Enforcement			
- Tackling littering offences, dog fouling, dogs not on leads - Provide advice to the public - Provide an enforcement presence in the area to deter offences	- Issue Fixed Penalty Notices for offences - Assist with education by speaking with members of the public - Work with local businesses to ensure their waste collection services are sufficient - Explore the option of barring the use of Single Use Barbeques	49 FPNs for littering have been issued on the seafront for the period of June 2020 to September 2020 - EEOs liaised with the public, providing education about the possible consequences of littering and handed out cigarette litter bins - EEOs spoke with vendors, explaining what improvements and changes they can make to their service - EE Managers to continue to lead the team, advising on the Framework and any changes to legislation - Consultation on banning the use of single use BBQs on council land to take place	Environmental Enforcement
Education and Signage			
Ensure signage and information is clear and accurate to assist the public in using the area responsibly	- Increase information on using the area for residents and visitors - Work with local schools and groups, provide awareness of the environmental impact of littering - Install signs where needed	- New signs installed reminding people of the consequences of littering and advising to take rubbish home if bins are full - Progress with schools limited due to Covid; to be picked up in a smaller working group to identify actions to educate individuals and	Communications (Seafront Enforcement Sustainability)

Objective	Actions	Update	Lead
		groups; using different platforms, including social media; educating within schools - Existing signage to be revised and updated - SAS working with community groups to develop a beach stencil	
Bins and Operational Services			
Review containment capacity for waste disposal and ensure a sufficient collections schedule is in place	- Assess the seafront bin capacity - Ensure bins are in good working order - Ensure regular collections are provided - Continue litter picking	- An extra 74 1100 litre bins were placed on the seafront for waste - Additional triple bins will be rolled out over winter - Bin capacity constantly monitored to flex up as needed - Teams continue to remove waste and empty bins through daily collections - New mini-matic truck being used - Seasonal staff recruited - Nightshifts used for busy weekends as a trial	Cityclean – Street Cleansing
Working with businesses			
Jointly create innovative ways to reduce environmental harm from business waste	- Create an affective and tailored Accreditation Scheme with businesses that will see varying and realistic changes for the future - Scheme to focus on reusable items, moving away from single use packaging - Work with businesses to enable them to be more proactive to encourage and manage their customers litter - Working to cover aspects of their licenses and their duty of care	A proposed Accreditation Scheme has been drafted; this will now be shared with businesses for a pilot to take place	Surfers Against Sewerage Seafront (Sustainability Enforcement Licensing Economic Development)
Working with volunteers – Tidy Up Team			

Objective	Actions	Update	Lead
- Engage volunteers to help keep the seafront area tidy - Provide a volunteer presence to encourage others to join clean up activities	- The Tidy up Team lead will liaise with volunteers and organisations - Create a consistent approach to volunteer beach cleans - Assist with equipment on occasions and or install tool chests for easy access	- Beach cleans have continued - These plans will be discussed in further meetings, which will be in a smaller group	Cityclean – Volunteering (Cityclean – Street Cleansing Sustainability)

Appendix 3: Keeping the city clean – Waste, Resources & Street Cleansing Strategy 2021-2026

Communication and engagement plan for the Waste, Resources & Street Cleansing Strategy

Stakeholder	What do we need to tell them?	Why is communication and engagement necessary?	How will we communicate?
Residents	A new strategy is being developed to set out BHCC's ambition to keep the city clean and to sustainably manage waste and resources.	To enable residents to feed in, take part and feel a sense of ownership in the development of the strategy and the cleanliness of the city. To make residents aware of the national proposed and upcoming changes. To enable residents to understand what has been achieved in the last ten years and the ambitions of five-year strategy.	Focus group(s) Local Action Teams Consultation portal Newsletter(s) Website Social media Traditional media Dedicated inbox
Workforce / staff	A new strategy is being developed to set out BHCC's ambition to keep the city clean and to sustainably manage waste and resources. It will also detail service specific objectives which the workforce will be contributing to. Provide feedback from the initial workshops as reported to ET&S Committee in September.	To enable staff to feed in and take part in the strategy development. To enable staff to understand what has been achieved in the last ten years and the ambitions of five-year strategy. To enable staff to understand the ambitions for the service and what their personal contribution is to the service and the city.	Virtual focus group(s) Tool Box Talks Email Staff Newsletter Posters Wave Team Meetings Dedicated inbox
Trade Unions	A new strategy is being developed to set out BHCC's ambition to keep the city clean and to sustainably manage waste and resources. It will also detail service specific objectives which the Trade Unions members will be contributing to.	To enable the Trade Unions to feed in and take part in the strategy development. A substantial number of the workforce are represented by a trade union and may approach their representative with questions on the new	Strategy Development & Delivery Board CCG meetings Focus groups

Stakeholder	What do we need to tell them?	Why is communication and engagement necessary?	How will we communicate?
		strategy. The Trade Unions must be well informed to provide advice and guidance to their members. The Trade Unions can act as a critical friend and provide a viewpoint that may not otherwise be known.	Newsletter Posters Wave/intranet Team Meetings Dedicated inbox
Members	A new strategy is being developed to set out BHCC's ambition to keep the city clean and to sustainably manage waste and resources. It will be approved by the Environment, Transport & Sustainability Committee and will act as the strategic direction for further service delivery and priorities.	To enable Members to feed in, take part and demonstrate ownership of the development of the strategy and the cleanliness of the city. To share views on their ambitions for the service and detail how these will be delivered and monitored. To assist in answering questions from constituents on the strategy.	Virtual focus group(s) Briefings Committee reports Website Dedicated inbox
Partners (including, but not limited to Veolia, East Sussex County Council, Brighton & Hove Food Partnership)	A new strategy is being developed to set out BHCC's ambition to keep the city clean and to sustainably manage waste and resources. The strategy will detail how BHCC intends to take forward forthcoming legislative challenges and the strategic direction of the service, for which partners are key.	To enable Partners to feed in and take part in the strategy development. To ensure Partners are aware of the direction of travel and how they fit in.	Virtual focus group(s) Briefings Website Dedicated inbox

**Appendix 4: Keeping the city clean – Waste, Resources & Street Cleansing Strategy 2021-2026
Modernisation Programme Update**

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Project Information			
Project name	Commercial bins on the highway	Project description	Creating and implementing a model to manage commercial bins on the highway across Brighton & Hove. Once agreed, it will form part of the Environmental Enforcement Framework.
RAG status	Amber	Timescales	September 2019 to March 2022
Percentage complete	15%	Modernisation dependencies	Customer experience Environmental enforcement Managing waste responsibly
Recent activities	Public consultation questionnaire and supporting documents prepared for consultation portal (placed on hold due to pandemic)		
Risks and issues	Resources to implement agreed scheme Lack of support for model from public consultation Timing of implementation due to Covid-19 response Further Covid-19 disruption	Next steps	Sign off consultation questionnaire and supporting documents Write to waste management providers Review stakeholder engagement plan Launch consultation during the Great British September Clean (11 to 27 September)

Project Information			
Project name	Communal bin system	Project description	Reviewing the existing communal bin system and identifying areas for improvement with the current distribution of bins, capacity offered for different waste streams, improvements to glass recycling (bins, contamination of, and noise), bin bays, signage, type of bins, expansion of waste streams, and application of colour coding for the different waste streams

			Applying any recommended changes identified from the review across all existing communal areas through a phased approach Ensuring any relevant changes to the system are reflected as necessary within the relevant Standard Operating Procedure (SOP) for communal bins Expanding the communal bin area
RAG status	Amber	Timescales	June 2020 - ongoing
Percentage complete	20%		
Recent activities	Data capture completed for all on-street bins Brunswick & Adelaide mapped to obtain an overview of the current communal bin system, including current capacity provisions, distances and exact locations of bins Created communal bin maintenance plan Other activities delayed due to Covid-19	Modernisation dependencies	Customer experience Environmental enforcement Fleet replacement Food waste options appraisal IT systems Keeping the city clean review Managing waste responsibly Procurement review Wheelie bin audit and rollout [Waste composition analysis]
Risks and issues	Resources – both time and finance Lack of support for expansion from resident consultation Good change management required with staff and Unions Highways Traffic Regulation Orders Further Covid-19 disruption Brexit – bins purchased from Europe	Next steps	Complete Brunswick & Adelaide analysis, including sampling from communal mixed recycling bins and a comparison activity looking at potential movements to bins from original locations Finalise Standard Operating Procedures Subject to Member approval, begin phased consultations for expansion of communal bin area Complete options appraisal and decision on communal bin types

Project name	Customer experience	Project description	Improving the customer experience and providing a consistent service to everyone who contacts Cityclean
RAG status	Amber	Timescales	January 2019 – March 2021
Percentage complete	30%	Modernisation dependencies	Environmental enforcement Fleet replacement Food waste options appraisal Graffiti reduction IT systems Keeping the city clean review Management Framework Managing waste responsibly Weed management Wheelie bin audit and rollout
Recent activities	Established Accessibility Line to provide a service to residents unable to access the Environment Contact Centre via online means Standard Operating Procedures completed for many common tasks Traffic Regulation Orders to address issues of persistent missed collections sent to Highways for consideration Quarter 1 increase in compliments and reduction in complaints and stage 2 complaints due to improved complaint handling and wider service improvements – see performance report (Appendix 6)		
Risks and issues	Further Covid-19 disruption Loss of support for project	Next steps	Review effectiveness of Accessibility Line Implement new ICT system

Project Information			
Project name	Environmental Enforcement: CCTV	Project description	Procuring closed-circuit television (CCTV) cameras and Automatic Number Plate Recognition (ANPR) camera system for the deterrence and or detection and of fly tipping at hot-spots in Brighton & Hove.
RAG status	Green	Timescales	August 2019 to November 2020
Percentage complete	80%	Modernisation dependencies	Communal bin system Customer experience Graffiti reduction IT systems
Recent activities	Data Protection Impact Assessment drafted and approved Risk Assessment completed		

	Service specification completed Privacy Notice drafted CCTV signage designed <i>Surveillance Camera Commissioner Passport to Compliance Stage 1</i> drafted Tender Evaluation Report reviewed <i>'Working as a CCTV Operator'</i> training arranged		Managing waste responsibly
Risks and issues	Funding removed Members withdraw support Supplier insolvency before delivery Fly tipping will continue/increase if delay in procurement and installation of cameras	Next steps	Information Governance to approve <i>Passport to Compliance Stage 1</i> report Send approved Tender Evaluation Report to Procurement Prepare stakeholder engagement, including Members Liaise with Procurement and Legal on draft contract

Project Information

Project name	Environmental enforcement: back office system	Project description	Procuring a back-office system for environmental enforcement for officers to use mobile handheld technology to capture, upload and print a Fixed Penalty Notice (FPN). This will be paired with an electronic bluetooth printer.
RAG status	Green	Timescales	August 2019 to December 2020 (tbc)
Percentage complete	50%	Modernisation dependencies	Communal bin system Customer experience Graffiti reduction IT systems Managing waste responsibly
Recent activities	Liaised with IT&D to develop system specification CMDDB approved funding – subject to approval by Members		
Risks and issues	Funding removed Members withdraw support Supplier insolvency before delivery	Next steps	Continue to work with IT&D on proposed system and preferred supplier

Project Information

Project name	Fleet replacement	Project description	Delivery of a 10-year strategy and green procurement plan, providing cost and savings projections. The strategy includes the migration to new technology as it develops, such as hydrogen fuel cells, to reduce maintenance and carbon emissions.
RAG status	Green	Timescales	September 2020 – March 2030
Percentage complete	60%	Modernisation dependencies	Communal bin system Customer experience Food waste options appraisal Health & Safety Hollingdean Depot IT systems Managing waste responsibly Operator's Licence Procurement review
Recent activities	Procurement Approach agreed at ETSC November 2019 Completed market research on suppliers' current users Produced specification document Fleet Replacement Programme for 2020/21 devised implemented – based on Fleet Strategy first draft completed for consultation with partners Where possible, electric vehicles are being procured – for example for City Parks and Post Room Refurbished gritters as an alternative to re-procurement; costing less than procuring one replacement vehicle		
Risks and issues	Resources – both time and finance Power infrastructure implemented and available Competing priorities; Covid-19 response, service delivery and modernisation and improvement work Brexit – vehicles purchased from Europe	Next steps	Present Fleet Strategy to committee for approval to proceed in November 2020

Project Information			
Project name	Food waste options appraisal	Project description	Completing an options appraisal on how to introduce a food waste collection service to households across the city.
RAG status	Amber	Timescales	September 2020 – February 2021
Percentage complete	15%	Modernisation dependencies	Communal bin system Customer experience Fleet replacement Managing waste responsibly Procurement review Wheelie bin audit and rollout
Recent activities	Developing the scope for WRAP (Waste and Resources Action Programme), to support development of bespoke options, to include fully costed models of delivery for food waste collections to all households across the city		
Risks and issues	Resources – both time and finance Data availability National Waste & Resources Strategy Further Covid-19 disruption Risk of increasing carbon cost via collection	Next steps	Complete scoping document Promotion of existing ways to reduce food waste and to compost

Project Information			
Project name	Graffiti reduction	Project description	Delivery of Graffiti Reduction Strategy to reduce the amount of graffiti vandalism around Brighton & Hove.
RAG status	Amber	Timescales	November 2018 – March 2023
Percentage complete	40%	Modernisation dependencies	Customer experience Environmental enforcement IT systems Keeping the city clean review
Recent activities	Completed public consultation on enforcing graffiti removal and graffiti removal service Expansion of Community Clean Up supplies available to the public Trialled further additional anti-graffiti coating Resumed zonal method of graffiti removal		

	Scheduled IT&D development time for graffiti / tagging database Initiated planning for Great British Spring Clean Continued working and patrolling with Sussex Police Created a graffiti hotline		
Risks and issues	Recommendations not approved at ET&S Committee Private property owners do not comply with Community Protection Warnings Competing graffiti removal priorities Further Covid-19 disruption Lack of visible improvement due to fast repeat offences and lack of removal from privately owned property	Next steps	Member approval for graffiti enforcement on private property at ET&S Committee in September 2020 Subject to approval, develop Service Level Agreements with Statutory Undertakers Begin multi agency media campaign to educate vandals on the impact of graffiti vandalism, and enabling residents to remove and prevent graffiti vandalism

Project Information

Project name	Health & Safety	Project description	Improving health & safety compliance and performance across City Environmental Management (CEM)
RAG status	Amber	Timescales	Ongoing
Percentage complete	40%	Modernisation dependencies	Fleet replacement Hollingdean Depot Keeping the city clean review Management Framework Operator's Licence Workstyles
Recent activities	Action Plan and Work Plan developed and being implemented Covid-19 risk assessments completed to ensure services across CEM are Covid secure CEM Health & Safety Board established to monitor progress Additional staff allocated to focus on Health & Safety and ensure implementation; two Health & Safety		

	Business Partners, two Health & Safety Officers and a Site Manager Programme of Risk Assessments and Risk Assessment reviews in progress Production of risk assessment and compliance to Noise at Work Regulations in Cityclean Glass Collection and City Parks Implementation of risk assessment and compliance to Hand Arm Vibration Regulations in City Parks Ongoing programme of Tool Box talks to ensure Health & Safety measures are implemented and staff trained		
Risks and issues	Constantly emerging new priorities and risks; Covid-19 response, incident investigation, union raised issues HSE (Health & Safety Executive) interventions and recommendations	Next steps	Utilise Health & Safety Board meetings to identify priority hazards and agree by who, how and the timescales for which these risks will be reduced Finalise implementation of both Noise and Hand Arm Vibration work Progress the Cityclean suite of risk assessments in terms of both quantity and quality Develop a Programme of Health & Safety Audits of Parks Undertake further priority audits on a risk basis

Project Information			
Project name	Hollingdean Depot	Project description	Improving safety and security at Hollingdean Depot and ensuring the infrastructure is fit for purpose.
RAG status	Green	Timescales	August 2019 – December 2021
Percentage complete	75%		Fleet replacement

Recent activities	Installation of new fuel tanks New security hut located at entrance to depot so access not permitted without security clearance Improved road access Installation of new security barriers for vehicles New permanent security guard in place New CCTV installed Regular tidying and clearance of depot site Main building decanted due to asbestos risks Permanent Security Guard employed and corporately managed	Modernisation dependencies	Health & Safety Management Framework Operator's Licence Workstyles
Risks and issues	Further Covid-19 disruption Lack of financial resources	Next steps	Complete repairs to perimeter walls Implement additional security lighting Extend CCTV coverage Realign safe walking routes and parking spaces Improve the wash bay and drainage facilities Install new fire alarm

Project Information			
Project name	IT systems	Project description	Modernising the service and supporting the wider programme of change through technology
RAG status	Green	Timescales	February 2020 – March 2022
Percentage complete	15%	Modernisation dependencies	Communal bin system
Recent activities	Business case completed and approved by CMDDB Soft market testing and demonstrations undertaken		Customer experience Environmental enforcement Fleet replacement Graffiti reduction Managing waste responsibly

			Wheelie bin audit and rollout
Risks and issues	Funding request not approved Competing priorities Unable to recruit to necessary roles to deliver project	Next steps	Receive Member approval at ET&S Committee in September 2020 to refer to P&R Committee in October 2020 to approve funding

Project Information

Project name	Keeping the city clean review	Project description	Improving refuse, recycling and street cleansing operations
RAG status	Amber	Timescales	October 2019 to December 2021
Percentage complete	10%	Modernisation dependencies	Communal bin system Customer experience Graffiti reduction Health & Safety Management Framework Managing waste responsibly
Recent activities	Completed engagement with staff from across the service and produced outcome report Introduced regular A27 litter picks Introduced City Parks weekend waste collections Increased staff trained to remove graffiti and jet wash Developed joint action plan with Surfers Against Sewage and other council teams to reduce littering and SUPs on the seafront. To be rolled out further to other businesses. Accreditation scheme for business management of waste is being developed.		
Risks and issues	Competing priorities Engagement process, social distancing and venues Further Covid-19 disruption Availability of data Resource to analyse data	Next steps	Use the feedback to deliver “quick wins” Complete data analysis on current round configurations Implement new ICT system Recruit/procure data analyst to work on new round optimisation for round restructuring

	Good change management required with staff and Unions		Regularise staff working and shift patterns in line with corporate policy and to fit with service needs Develop options for new models of service delivery Plan further engagement Increase on street communal recycling collections Review litter collection from City Parks Develop deep clean plan Complete Streets Service Review A27 litter collection review Review of planters in the city Develop into a 10-year service strategy

Project Information

Project name	Management Framework	Project description	Improving management processes at Cityclean to ensure BHCC policies and processes are followed.
RAG status	Amber	Timescales	Ongoing
Percentage complete	50%	Modernisation dependencies	Customer experience Health & Safety Hollingdean Depot Keeping the city clean review Managing waste responsibly Operator's Licence
Recent activities	Improved completion of 121s and PDPs PDP designed specifically for staff, covering wellbeing, performance and health & safety Regular casework meetings held with HR to manage attendance and performance more swiftly and consistently		
Risks and issues	Competing priorities, particularly maintaining frontline service delivery Further Covid-19 disruption Good change management required with staff and Unions	Next steps	Work with staff, managers and Unions to further align the service to corporate HR policies and procedures Ongoing work with Unions to improve engagement and consultation opportunities Roll out Fairness & Inclusive Training in City Parks

			Work with Staff Worker Forums to develop an environment where staff from a diverse range of background thrive

Project Information			
Project name	Managing waste responsibly (previously known as Increasing Recycling but amended to incorporate other types of waste disposal where improvements are needed e.g. BBQs and batteries)	Project description	Delivering an informative and educational campaign to assist residents, visitors, businesses and crews to dispose of waste responsibly.
RAG status	Amber	Timescales	February 2019 to March 2022
Percentage complete	30%	Modernisation dependencies	Commercial bins on the highway Communal bin system Customer experience Environmental enforcement Fleet replacement Food waste options appraisal IT systems Keeping the city clean review Wheelie bin audit and rollout [Bring site audit] [Composition waste analysis] [Garden waste] [Tech Take Back]
Recent activities	Reviewed web pages A-Z of recycling developed Introduced third garden waste round Started waste composition analysis Agreed new Tech Take Back Project Initiated Every Can Counts Campaign Developing campaign with Universities Information on what can be recycled provided to every household with Council Tax Bills Review of Bulky Waste removal service to introduce increased reuse and recycling Introduced recycling facilities on the seafront		
Risks and issues	Resources – both time and finance National Waste & Resources Strategy Other priorities; Covid-19 response, service delivery and modernisation and improvement work Brexit – materials end destinations	Next steps	Refresh project plan Initiate campaign with universities Metal Matters Campaign for Autumn/Winter 2020/21 Increasing recycling of plastic work has commenced

	Loss of confidence due to lack of improvement in recycling collections and in recycling data for the city		Analysis of carbon costs of different materials to be initiated to enable targeting to reduce carbon through recycling Explore re-use centre project with third sector partners Work with Volunteers to introduce recycling champions Explore roll out of on street and parks recycling facilities Tetra pack and textile recycling contracts to be reviewed Explore options for battery recycling

Project Information			
Project name	Operator's Licence	Project description	Improving the current standing of the BHCC Operator's Licence.
RAG status	Green	Timescales	September 2019 – December 2020
Percentage complete	90%	Modernisation dependencies	Fleet replacement Health & Safety Hollingdean Depot Management Framework
Recent activities	A full range of systems and recording is in place to ensure statutory compliance with the Operator's Licence Vehicle maintenance and management is maintained at 100% compliance Regular gate checks demonstrating compliance and a significant improvement in defect reporting Started migration to Digital Tachograph cards Monitored via monthly senior management oversight meetings Programme of training relevant managers to be Transport Managers to improve future resilience; two additional staff trained so far		

	Improved shared CPC programme of training to minimise service disruption Improvements made to delivery of the winter gritting service to ensure that statutory drivers' hours are not exceeded and are robustly monitored.		
Risks and issues	Withdrawal of support from workforce Good change management required with staff and Unions	Next steps	Continue to migrate drivers onto Tacho Card Introduce accident reduction option and driver performance awards Work towards DVSA recognition scheme

Project Information

Project name	Procurement review	Project description	Improving the procurement and contract management in Cityclean to deliver value for money and comply with council policies and procedures.
RAG status	Amber	Timescales	June 2020 – TBC
Percentage complete	20%	Modernisation dependencies	Communal bin system Fleet replacement Food waste options appraisal
Recent activities	Initiated project Started preparing project documentation Procurement in Fleet has improved and is fully compliant New contracts in place for CCTV; Arboriculture services; coastal pollution; Reviewed Public Toilets and Bulky Waste contracts with corporate contract management team; both areas have been reported to PAB Relevant staff trained		
Risks and issues	Competing priorities Covid-19 disruption to suppliers Brexit	Next steps	Finalise project documentation and scope of project to cover purchasing of PPE and materials; bin purchasing; medical waste; textiles; tetra packs; hazardous waste including carcas removal

Project Information			
Project name	Weed management (pesticide reduction)	Project description	Reviewing the effectiveness of manual weed removal techniques following decision by ET&S Committee to end the use of glyphosate in all the city's parks, open spaces, pavements, verges and housing land.
RAG status	Green	Timescales	July 2019 – January 2021
Percentage complete	60%	Modernisation dependencies	Customer experience Fleet Replacement
Recent activities	Manual weed removal taken place over spring and summer 2020 New equipment being purchased to increase efficiency of manual weed removal Information from this year being developed into future plans City Parks is not using pesticides other than in limited circumstances set out in the committee report		
Risks and issues	Competing priorities; Covid-19 response, staff moved to other teams and manual weeding not completed as originally planned	Next steps	Review effectiveness of manual review techniques once current weeding season ends (September 2020) Report to ET&S Committee with recommendation for moving forward in the New Year Develop wider approach to reducing the use of pesticide in the city

Project Information			
Project name	Wheelie bin audit and rollout	Project description	Implementing a wheelie bin recycling service to all the streets identified as suitable for this service from the city-wide wheelie bin audit.
RAG status	Amber	Timescales	September 2019 to September 2021
Percentage complete	70%		Communal bin system

Recent activities	Mapped the results of the city-wide wheelie bin audit to attain an overview of the different services offered for waste collections Used the audit recommendations for service changes and created a timeline for consultation and expansion of the communal bin service	Modernisation dependencies	Customer experience Food waste options appraisal IT systems Managing waste responsibly
Risks and issues	Resources – both time and finance Suppliers	Next steps	Obtain ET&S Committee approval to consult with residents on the expansion of communal service

Project Information

Project name	Workstyles	Project description	Creating new office space at Hollingdean Depot, incorporating Workstyles principles.
RAG status	Red	Timescales	November 2019 – TBC
Percentage complete	10%	Modernisation dependencies	Health & Safety Hollingdean Depot
Recent activities	Main office decanted in December 2019 / January 2020 due to risk of asbestos particles Business case for new building under development but on hold due to pandemic Completion of Covid-19 risk assessments for offices at the depot and implementation of mitigating measures		
Risks and issues	Staff working in portacabins which are coming to end of life and do not provide sufficient space, exacerbated since the pandemic Resources – both time and finance Further Covid-19 disruption Limited space for safe operation of HGV fleet	Next steps	Determine resources available to take forward this work Old main office to be demolished Ensure Learning Resource centre space is retained and enhanced

Subject:	Impact of Tree Diseases		
Date of Meeting:	24th November 2020		
Report of:	Executive Director Economy Environment and Culture		
Contact Officer:	Name:	Robert Walker	Tel: 01273 294349
	Email:	Robert.walker@brighton-hove.gov.uk	
Ward(s) affected:	All		

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

- 1.1 The council has committed to becoming carbon neutral by 2030. A significant contributor to this needs to be increasing the number of trees in the city and the council has an ambition to double the city's tree cover by 2045 in accordance with the Friends of the Earth campaign for this goal to be achieved nationally. Trees provide well established benefits beyond their importance in reaching net zero greenhouse gas emissions with eco-services such as reducing airborne pollutants, decreasing urban temperatures, improving mental health and reducing flood risk amongst many others.
- 1.2 The council's Open Spaces Strategy 2017 and draft Tree Strategy have also set out the importance of trees and the need to invest in them and specifically identified the need to continue to invest in protecting the city's elms. The draft Tree Strategy also identifies the need to future proof our tree stock to make it more resilient to the challenges we face both in terms of climate change and current and future diseases.
- 1.3 Unfortunately the city's trees are being impacted by two very serious diseases. Ash dieback cannot be contained and the report updates the committee and sets out a recommended approach to dealing with this and the costs that will need to be budgeted for by the council going forward.
- 1.4 Elm disease can potentially be brought back under control and the report updates the committee on options for the city's elms and the associated costs of dealing with this.
- 1.5 This report sets out the costs and outlines the recommended approach for the council including Housing owned land but excluding ash dieback on land managed by schools. The City Parks arboricultural team will coordinate the work to tackle these diseases.

2. RECOMMENDATIONS:

That the Environment, Transport & Sustainability Committee:

- 2.1 Note the initial projected cost of £3.4 million to deal with ash dieback (of which £0.352 million relates to ash trees on housing land) over the next 5 – 10 years.
- 2.2 Recommend to Policy & Resources Committee the allocation of an initial tranche of £0.400 million funding during the 21/22 budget setting to start tackling Ash die-back.
- 2.3 Notes the cost pressure of £0.300 million in 20/21 for dealing with elm disease which is being managed within budget by making in- year savings.
- 2.4 Recommends that Policy & Resources allocate £0.200 million in the budget setting for 21/22 to deal with elm disease next year.
- 2.5 Approves the approaches being taken to tackle these two diseases.

3. CONTEXT/ BACKGROUND INFORMATION

Elm Disease

- 3.1 In nearly all other parts of the country elm disease [formally known as Dutch elm disease] killed the majority of elm trees in the late 1960s and 1970s. In Brighton and Hove the disease has been held at bay by sanitation felling [the prompt removal and destruction of infected trees] which has been successful because of the geography of the City and the assistance of neighbouring authorities.
- 3.2 Elm disease is a fungal disease carried by beetles which lay their eggs in the bark of elm trees; it can also be transmitted by root- joining between elm trees. The beetles are not strong flyers and generally do not travel more than 3 to 4km under their own steam but can travel greater distances with the assistance of the wind. To contain the disease infected trees need to be quickly identified and destroyed. Elm beetles are transported in some wood products, notably fire-wood. Any elm logs [with bark still attached] are potential habitat for the disease carrying beetles
- 3.3 This year we are losing far greater numbers of elms than normal. If we do not bring the disease back under control elm loss will rise rapidly and lead to the loss of most of the city's elms. Elm losses of recent years are shown in Appendix 1: each case will be at least one tree but will often be a group of trees.
- 3.4 The city's current elm stock is of national importance and we are privileged to hold the National Elm Collection. There are very few areas in the world that still have the variety and number of elms that we have in Brighton and Hove.
- 3.5 The reason for the current outbreak is thought to be a combination of factors and similar problems are occurring in Eastbourne which had also managed to preserve a good elm population. The reasons are thought to be as below:
 - Failure to gain access to land with infected trees not owned by the council in previous years

- Ideal breeding and flying conditions for the beetles [a lot of warm windy days]
 - Elm logs being brought into the city
 - Neighbouring authorities no longer able to support us by controlling the disease beyond the city's borders
 - Failure to contain an outbreak in Woodvale last year
- 3.6 In previous years we have been able to pinpoint the source of infections with a good degree of accuracy. The picture emerging at the moment is that following on from a significant amount of elm loss along the A23 corridor last year, thought to originate from infected trees on land that we cannot access, this source has continued to generate disease carrying beetles this year coupled with the fact that we failed to fully deal with all the new infection sites last year. In addition to this the ideal flying conditions for the beetles has meant infections within the city have spread more rapidly and infections coming in from neighbouring authorities' areas have increased.
- 3.7 The council's approach to dealing with Elm diseased trees is to remove and destroy infected elm trees on public and private land. To help do this we:
- Use additional council staff outside our arboricultural section to spot indicators of the diseases
 - Continually take opportunities to publicise the Council's work to protect the elms and encourage the public to help
 - Aim to ensure that all landowners in the city are aware of the problem and remain vigilant
 - Remove all elm trees showing signs of disease as rapidly as possible
 - Dispose of diseased elm trees by burning or shredding. If tightly controlled elm timber can be used, however, it needs prompt and thorough bark removal or to be taken a significant distance from Brighton and Hove.
 - Try to prevent the selling of elm logs in the city through road signage, raised public awareness of the Elm Disease Control Zone, the area where we are still trying to prevent spread of the disease, and appeals to log merchants
- 3.8 It is critical to act swiftly in removing diseased trees in order to halt the spread of the disease but also to minimise the financial risk that is generated by every additional elm tree that becomes infected which can support tens of thousands of beetles over the summer period.
- 3.9 The additional cost of next year's control work has been based on this year's cost. We are expecting an improvement next year as a result of this year's major campaign of felling and removal. However, although we have carried out a lot of work on the A23 corridor across the city we do not think the source of infection has been entirely removed and, therefore, we are anticipating another bad year next year, although this is difficult to predict accurately.

Ash Dieback Disease

- 3.10 The situation is very different with ash dieback as this disease cannot be contained. The disease is transmitted as fungal spores from infected leaves a carried by the wind. As such there is no viable way to stop the disease given the

scale of the disease across the UK and the rest of Europe. In common with the rest of Europe the majority of our ash trees will die [probably around 70%]. Although not one of the commonly planted trees in the city's parks or streets it makes up a large percentage of our woodland and is estimated to be around 25%. This woodland is principally on the outskirts of the city but does cover some central areas such as Woodvale.

- 3.11 The council will be faced with large numbers of dead trees to deal with. In some privately owned woodlands where there is no permitted public access ash trees are being left to collapse naturally and then removed. Although there may be some areas that the trees can be left to collapse naturally in the city the options for doing this are very limited given that council owned land and woodlands are mostly accessible to the public for recreation. Most council owned diseased ash trees will need to be made safe in order to avoid the risk of injury or damage to property.
- 3.12 Officers have looked at the approach being taken by neighbouring local authorities, in particular the approach being taken by Adur and Worthing Councils and Eastbourne BC. These authorities have begun works on their woodland areas on the fringes of their built-up areas. Similar to Brighton and Hove, ash trees in advanced states of decline are concentrated within woodland areas on the edges of the authorities' areas. The impacts of Ash Dieback are slow to materialise in more urban areas including street trees and parks, thought to be due to the more sanitised conditions with less leaf litter [a source of the fungal spores that spread the disease]
- 3.13 These Local Authorities have employed dedicated Ash Dieback officers who have focused initially on woodland areas by conducting detailed surveys in order to programme felling works on a priority basis, opened dialogue with relevant stakeholders including the Forestry Commission, SDNP and The Tree Council, accessed grants and felling licences required and also sought funding for replanting proposals. Some tree clearance works have been completed on priority woodland areas with further works programmed following the production of detailed woodland management plans. The local authorities have less woodland than BHCC to contend with but began ash dieback planning (based on the Tree Council's Ash Die Back Toolkit) approximately two years ago.
- 3.14 A key aspect to the authorities planning in relation to Ash dieback has been the communication of the situation and proposed works to the public and stakeholders in preparation of high levels of tree loss and the impacts of this.
- 3.15 Diseased ash trees adjacent to the highway and/or in high footfall areas will be prioritised for felling in order to minimise the risk to public safety. The Forestry Commission and Tree Council accept that where public access (e.g. roadside trees or those by paths) is a factor an appropriate risk-based approach is required considering tree condition and the threat to safety with tree clearance potentially required. However the Forestry Commission is following a policy of retaining any ash trees which display resistance to the disease via consultations on felling licence permits.
- 3.16 As our arboricultural staff have been occupied with elm disease our ranger team are carrying out further survey work to help increase the accuracy of cost

estimates for dealing with ash dieback and identify areas of imminent danger. This will have some impact on their usual work. Data has been gathered by the Ranger team on areas of woodland or dense tree cover around the fringes of the city to identify where ash trees are located and record the condition of these with respect to the symptoms of ash dieback (i.e. loss of leaves, large amounts of deadwood) as a starting point for managing the disease in these areas.

- 3.17 Survey work already done has highlighted two areas, Coldean Lane and Mill Road, where tree felling will be required this winter. This will be high profile and before budget is approved. This work is currently being costed and it is anticipated will be dealt with by in- year savings elsewhere within the Environment directorate.
- 3.18 As next steps, a specialist consultant will be engaged to assist with planning and prioritising work ensuring that trees in higher risk areas are removed first. This will be funded from existing budgets. An Ash Dieback co-ordinator post is being created in order to ensure that the work is planned and prioritised according to risk and that the appropriate statutory assessments are completed prior to felling.
- 3.19 Failure to adequately manage the risks of diseased trees falling could leave the council liable to prosecution, investigation by the Health and Safety Executive and substantial financial claims being brought against the council, should a tree fall and injure someone or someone's property or should there be a near miss.
- 3.20 The current estimate of removing diseased Ash dieback is £3.4m over 5-10 years but the substantive part of this cost is likely to fall within the first 5 years. Some of this cost has been calculated using number and location of ash trees where this is known but most has been by estimating where numbers of trees are not known. For some areas we are able to be more accurate, for example on Highways Land where the numbers of Ash trees are known and logged. In other areas, such as woodland areas, the cost estimation is based on an estimation of the number of ash trees and therefore the estimated costs have a higher risk of inaccuracy. An external consultant has been engaged to review our proposed approach with particular reference to checking the costings.
- 3.21 All wood felled will be sold and the income used to offset the cost and this has been factored in to the £3.4m estimated cost.
- 3.22 The cost of felling and replacing trees on Housing owned land would be funded by the Housing Revenue Account.

The Future of Tree Planting in the City

- 3.23 With the combination of further possible tree disease and climate change on the horizon it is important to build a more resilient tree stock going forwards and traditional dependence on a limited range of trees has put us in the vulnerable position we are now in. With tree planting we are typically planting trees with a useful life of over 100 years over which time new diseases may come along and full effects of climate change upon our trees is difficult to predict. This is why it is so important to have a variety of trees capable of adapting to or tolerating the expected rise in temperature and extreme weather events.

- 3.24 Although there is little prospect of external-financial help removing our dead and dying trees we are likely to get help with new and replacement tree planting both in terms of government grants for woodland replanting and benefactors helping with tree planting in general. The budget estimates are based on removal costs only.
- 3.25 The restocking and recovery of our woodland presents an opportunity for greater public involvement in woodland management and the opportunity to do something to help in the fight against climate change. We have already seen small scale woodland management by specific groups and volunteers working with our rangers and it is planned to expand this further. There is also a lot of interest from individuals and groups around the city who want to plant trees and hopefully this can be harnessed to get our woodlands replanted and give the public a satisfying and educational experience.
- 3.26 The Council has legal responsibility for all of the trees on the land it controls, although some leases will pass responsibility onto tenants. Unlike elm disease we are not proposing to deal with ash dieback on private land. We are however responsible for enforcing action on landowners with trees that endanger the highway. The biggest risk from ash dieback and elm disease [if we lose control] will be from branches from or the whole infected tree falling and causing damage to people or property. With the exception of elm disease [whilst we still have it under control] and our highway enforcement responsibilities this report does not cover trees on private land.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The costs for failure to control elm disease is very high and are difficult to be precise on but to illustrate costs we do have accurate figures for numbers of elm street trees. To fell and replant all of the elm trees [in practice some would survive] will be in the region of £10 million. On top of the cost to the council will be the cost to residents and other landowners and the drastic loss of trees throughout the city, especially on streets.
- 4.2 Going forward assuming we bring the elm disease infection back under control the options will either be to continue as we have been from the outset of elm disease planting elm widely across the city or we start to erode elm numbers and reduce our vulnerability should we lose control at some time in the future. The best way of reducing our dependency on elm whilst still maintaining a good elm population was previously thought to be to introduce a barrier area in the outer wards of the city particularly to the south-west where we would no longer plant elm. This was because typically our infections have come in from outside the area and the prevailing wind brings the beetles in from the south- west. The current outbreak is not following this pattern as the source of infection is thought to be established in the centre of the city. A general policy of not planting elm could be introduced now but if we are going to introduce a more measured reduction in our elm dependency this is better left until this year's infection is brought under control.
- 4.3 Ash dieback cannot be contained and will lead to large numbers of dead trees. These trees will be a hazard in any public place but also would be useful habitat for biodiversity if left standing where the risk from the falling tree is very low. The

only options that the council will have is how much risk to take when leaving dead wood or other impacted trees standing. The safety issue is complicated by the fact that if we start felling infected ash in an area this will open the area up and make the remaining trees unstable so if we are working in high risk wooded areas, for example along roads such as Mill Road and Coldean Lane areas of woodland, we will have to remove a substantial amount of trees near the roads. Neighbouring landowners are clear-felling along roads bordered by woodland with significant ash in it, for example the National Trust at Ditchling Beacon.

- 4.4 As the response to Ash Dieback is unfolding as this report is being written the information available from other authorities is about plans rather than completed programmes. Other authorities have identified high risk areas as their priority and started on these whilst carrying out more comprehensive surveys of their whole tree stock. There are some variations in the approaches being proposed, for example the New Forest are proposing more selective felling but with repeated visits a more costly but arguably better approach environmentally. Other authorities are also identifying the potential opportunity to replant with a more resilient species mix going forward. This report does not cover replanting but if we are able to secure funding we should also look to do this.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 We have been providing information to the public in relation to elm disease and engaging the public in trying to contain it where some dedicated volunteers have been identifying suspected elm disease and feeding this through to the council and the general public have been encouraged to report sightings.
- 5.2 There has been little public engagement on Ash dieback but information will need to go out to areas where felling will have a high impact as the response to Ash dieback progresses. As per paragraph 3.25 the focus on the inevitable changes to our woodlands does create an opportunity for greater public education and engagement in the future of our woodlands.
- 5.3 In the Council's Open Spaces Strategy 2017 consultation the public clearly identified trees as the most important thing to them in the city's parks and open spaces: the survey had 3542 responses. There has been a lot of public enthusiasm to increase the number of trees in the city so there can be little doubt that the public will want us to do what we can to protect the city's trees.
- 5.4 Both of these diseases are covered in the draft tree strategy. Consultation on this was put on hold initially due to the impact of COVID 19. However as the scale of disease impact on our City becomes both clearer to officers and obvious to the public the draft strategy will require updating to reflect the approach being taken to both of these diseases before going to public consultation.

6. CONCLUSION

- 6.1 The Council should continue to fight to preserve the city's elm trees both for financial reasons and to conserve a unique collection of trees and the wildlife that depends upon them. When the outcome of the recent serious elm disease outbreak is clear the council should reconsider the approach to managing elms

with particular emphasis on what can be done to reduce our vulnerability to elm disease going forwards.

- 6.2 It is recommended that funding is allocated to deal with the dead trees which are already appearing across the city as a result of ash dieback by felling these and in some instances nearby trees to reduce the risk of injury and damage to property as these trees fail. There will be small numbers of trees that pose very little risk and can be left to collapse naturally

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 Given that the council does not have the option to 'do nothing', the proposed measures outlined in the report reflect the appropriate level of action that the council needs to take in order to prevent health and safety issues and minimise the costs incurred to manage the current stock of Ash and Elm trees.
- 7.2 Should the committee accept that these costs are unavoidable and support the recommendation to allocate £0.600 million to support the management of Ash die-back (£0.400 million) and Elm disease (£0.200 million), then the commitment will need to be referred to Policy & Resources Committee for inclusion in the 2021/22 budget setting process.
- 7.3 The initial projected cost of £3.4 million, and any associated borrowing costs, to deal with Ash die-back (of which £0.352 million relates to ash trees on housing land) over the next 5 – 10 years will need to be noted as an on-going budgetary pressure in any medium-term financial plan.

Finance Officer Consulted: Jill Fisher

Date: 29/10/20

Legal Implications:

- 7.4 In addition to its common law and statutory duties of care as landowner, the Council has powers to act in respect of dangerous trees. Under the Local Government (Miscellaneous Provisions) Act 1976 the Council has power to remove dangerous trees on private land either in response to a request or where such trees are a danger to land occupied by the Council. The power allows the Council to recover its reasonable expenses in taking action. Moreover, under the Highways Act 1980 the Council, as highway authority, has a power to require the cutting back or felling of trees that overhang or are a danger to roads and footpaths.

Legal Officer Consulted: Hilary Woodward

Date 28/10/20

Equalities Implications:

- 7.5 None

Sustainability Implications:

- 7.6 There are both direct and indirect sustainability implications to these disease in that we will lose trees and the animals and plants that depend on them. This will set back our plans to use trees to offset carbon use and the other benefits trees provide such as air quality. It is anticipated that there will be ash that survives ash die back in Brighton and Hove as well as the rest of the country. Should we lose certain elm species other dependant wildlife such as the white hair streak butterfly will also suffer. The council has committed to becoming carbon neutral by 2030. A significant contributor to this needs to be increasing the number of trees in the city and the council has an ambition to double the city's tree cover by 2045 in accordance with the Friends of the Earth campaign for this goal to be achieved nationally.

Brexit Implications:

- 7.7 None

Risk and Opportunity Management Implications:

- 7.8 A combination of global warming and the spread of pest and diseases across the city has made it clear that an overdependence on a limited number of tree species is a high risk approach as identified in our draft tree strategy. The loss of so many ash trees and the potential loss of elms will provide planting opportunities which can be used to build a more resilient tree stock going forwards

SUPPORTING DOCUMENTATION

Appendices:

1. Record of elm disease infections dealt with by the council.

Background Documents

1. None

Year	Approx infection sites	Approx trees felled	Start of season (first job - not before May)	End of season (last recorded job - not beyond Nov)
2005	250	550	24-May	17-Oct
2006	90	335	22-May	19-Oct
2007	240	590	05-Jun	17-Oct
2008	180	655	12-May	13-Oct
2009	125	390	03-Jun	09-Oct
2010	135	290	17-Jun	25-Nov
2011	130	330	06-May	11-Oct
2012	85	215	29-May	23-Oct
2013	90	280	03-Jul	25-Oct
2014	85	257	28-May	21-Oct
2015	115	280	15-Jun	27-Nov
2016	105	200	08-Jun	20-Oct
2017	90	115	01-Jun	15-Aug
2018	140	280	25-May	02-Oct
2019	170	255	16-May	15-Oct
2020	200	643	18-May	

Subject:	Emergency Active Travel measures - Blue Badge holder parking and access for disabled people		
Date of Meeting:	24 November 2020		
Report of:	Executive Director Economy, Environment & Culture		
Contact Officer:	Name:	Mark Prior	Tel: 01273 292095
	Email:	Mark.Prior@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT**

- 1.1 On 29 September the Environment, Transport and Sustainability Committee heard a deputation about the impact of the Council's Covid-19 Urgent Response Transport Action Plan on Blue Badge parking and disabled access in the city. The deputation specifically cited the disproportionate effects the temporary transport changes are having on disabled people and questioned whether the Council is meeting its Public Sector Equality Duty.
- 1.2 A request was made for urgent reparation that would enhance outcomes for disabled people in both tranches of emergency active travel measures and reflect the Council's Public Sector Equality Duty.
- 1.3 At the Committee's request this report provides an overview of the action taken to address the issues raised in the deputation. It outlines the approach being taken to meeting the specific needs of Blue Badge holders and disabled people, as well as the interests of the community as a whole and other road users. Achieving this balance is a means of meeting the Council's wider duty of care to all transport users in relation to the pandemic and road safety, as well as the Public Sector Equality Duty.

2. RECOMMENDATION

That the Committee:

- 2.1 Note the action being taken to address the issues raised in the deputation on Blue Badge holder parking and access for disabled people.
- 2.2 Note that this action is not considered to breach the Council's obligations under the Public Sector Equality Duty.

3. CONTEXT / BACKGROUND INFORMATION

- 3.1 In May the government formally recognised the importance of active travel in helping limit the spread of Coronavirus by reducing people's reliance on private vehicles and avoiding overcrowding on public transport; a national Emergency

Active Travel Fund was announced and Local Authorities were instructed to meaningfully reallocate road space to pedestrians and cyclists. As part of this councils were given emergency powers to swiftly implement changes using online notices, rather than traditional forms of consultation.

- 3.2 Working under this government imperative the Council developed a Covid-19 Urgent Response Transport Action Plan (the 'Transport Action Plan'), with the aims of helping vulnerable people in the city and promoting health and wellbeing; making essential journeys safer; supporting the local economy; and ensuring the transition to a carbon neutral city by 2030. The Plan sets out the transport measures the Council will implement to promote and facilitate active travel and support the city's recovery from the Covid-19 pandemic.
- 3.3 In June the Council was awarded more than £660,000 from the Emergency Active Travel Fund to deliver a first tranche of changes from the Transport Action Plan within eight weeks. This included widening pavements, installing temporary cycle lanes and restricting vehicles in busy areas. Whilst the opportunity to consult on these measures was limited, most of the schemes have been introduced using the Experimental Traffic Regulation Order (ETRO) process, which allows for ongoing consultation whilst the schemes are in place and gives scope for alteration based on public feedback.
- 3.4 The latest version of the Transport Action Plan was agreed by the Environment, Transport and Sustainability Committee on 29 September, informed by an updated Equality Impact Assessment. A second tranche of transport changes under the Transport Action Plan are planned for delivery in the coming months, subject to further funding from the Emergency Active Travel Fund being announced.
- 3.5 Although many have shared their views on the positive impacts of the changes to-date, some concerns have been raised by disabled people and representative groups, particularly regarding the impact on disabled car users. Their experiences of distress and upset have been communicated strongly and there have been calls for the Council to restore and improve disabled access and parking where changes have been made, in recognition that disability is a protected characteristic under the Equality Act 2010 and the Council's Public Sector Equality Duty.

4. THE PUBLIC SECTOR EQUALITY DUTY

- 4.1 The Government has made it clear that the Public Sector Equality Duty (PSED) continues to apply as emergency active travel measures are planned and implemented in response to Covid-19. The needs of people with protected characteristics under the Equality Act, including those with disabilities, must be considered when making temporary or permanent changes to the transport network.
- 4.2 The duty means that the Council must have due regard to the need to eliminate unlawful discrimination, advance equal opportunity, and foster good relations between people with protected characteristics and those without. This is particularly important as the harms of Covid-19 are being felt more so by some than others.

- 4.3 In practice this means considering the impact of proposals on those with protected characteristics and, where possible, identifying ways to remove or minimise the disadvantages suffered by them. This can include taking steps to meet the different needs of people from protected groups and encouraging people from protected groups to participate in public life. In doing this, public authorities may treat some groups more favourably than others.
- 4.4 However, a fair and proportionate balance must be found between the needs of people with protected characteristics and the interests of the community as a whole. If an action can be justified as a proportionate means of achieving a legitimate aim, e.g. the health, safety and welfare of people, it is not considered unlawful. The emergency active travel changes implemented under the Transport Action Plan are considered necessary to help limit the spread of Coronavirus and are therefore, a proportionate means of achieving that aim.
- 4.5 To ensure the impact of these changes is considered, an Equality Impact Assessment was carried out on the Transport Action Plan and this informed the Committee's initial decision to take forward schemes in June. This was based on available data and public feedback received at the time, as well as key messages from engagement with stakeholders. Disability groups had been engaged with the Council's Local Cycling and Walking Infrastructure Plan and feedback from this was used. However, ongoing direct engagement with stakeholders and community groups, which is now a priority for implementation, and feedback from the public is helping to update the assessment as measures are planned and implemented, and this Equality Impact Assessment will continue to be updated and shared with members and affected groups in order to inform their decisions.

5. BLUE BADGE HOLDER PARKING AND DISABLED ACCESS

- 5.1 The deputation heard at September's committee raised a number of specific concerns about the negative impacts of the temporary transport changes on Blue Badge holder parking and access for disabled people. An update on the Council's response to these issues is outlined below.

A259 Cycle Lane (TRO-14& 14a)

- 5.2 In August a temporary on-road cycle lane was installed from the Palace Pier roundabout to Fourth Avenue in Hove, removing a westbound traffic lane on the A259. A small section has since been removed following feedback about significant delays caused on public transport by increased congestion along the route.
- 5.3 Although as much parking as possible was retained on the southern side, approximately 60% of permit/shared and pay & display parking spaces were removed to accommodate the temporary change. All parking on the north side of the road remains unchanged and the total number of Blue Badge parking bays have not changed, although they have been offset from the kerb to ensure the cycle lane can run uninterrupted.

- 5.4 In designing the changes to the A259 careful consideration was given to addressing pre-existing disabled parking bay issues, as well as ensuring the new bays meet recommended highway design standards. The new disabled bays are longer and wider than the previous bays, providing greater access for vehicles unloading from the rear, and include a 'buffer zone' for car doors opening on to live traffic or the cycle lane. Hazard road markings demarcate the bays, providing a clear, visual message for other road users and helping to calm traffic and cycle speeds as they pass the bays. More zebra crossing points increase awareness of people crossing the road to access the parking bays and dropped kerbs provide improved wheelchair access. Consideration was also given to the width of the temporary cycle lane, to increase accessibility for a range of cycles, including adapted cycles and cargo bikes.
- 5.5 Whilst the independent Road Safety Audit carried out on the design of the scheme highlighted no safety concerns about the offset disabled parking bays, the use of these parking spaces is being monitored and officers have committed to reviewing the bays with the concerns highlighted in mind. A second independent Road Safety Audit has been undertaken on the implemented scheme and will be complete once a response is issued by the Authority. This will inform the future monitoring and design of the scheme, including whether any alterations should be made.
- 5.6 Senior officers and project managers leading on the implementation of schemes are meeting regularly with community group representatives, including the pan-disability charity PossAbility People, Pedal People and the recently formed local action group Brighton Access for Disabled Groups (BADGE). These discussions are ensuring there is an enhanced focus on issues faced by disabled people and those with mobility issues, and that action is taken as promptly as possible to better meet the needs of those groups
- 5.7 Additionally, the Council is formally working in partnership with PossAbility People as part of its Third Sector Investment Programme, to look at the experiences of Blue Badge holders and any negative outcomes felt as a result of the temporary transport measures. This will further help to reduce the risk of disproportionate impacts and help to improve the inclusivity of these changes.

Madeira Drive closure (TRO-17 & 17a)

- 5.8 Madeira Drive was closed to motor vehicles between the Palace Pier roundabout and Dukes Mound in April to provide more outdoor space for people to exercise safely and socially distance during the most stringent period of lockdown. The closure was initially implemented under a Temporary Traffic Regulation Order (TTRO) on the grounds of public safety, as vehicles travelling in the area were doing so at increased speeds because of reduced traffic during lockdown. In June, the TTRO was replaced with an ETRO to allow for ongoing consultation and adaptations, and the closure point was moved to the bottom of Dukes Mound to restore access to Black Rock car park and some on-street disabled parking.
- 5.9 Whilst the road was closed essential access for businesses and emergency services was maintained and controlled from 8am to 8pm. Blue Badge holders were able to request access to the area use the accessible Changing Place toilet at the Colonnade. Other vehicle access was restricted to ensure that all those using the unregulated road space could do so safely.

- 5.10 In light of changing government restrictions on movement, and the concerns raised by disability groups and traders about the long-term effects of closing Madeira Drive, the Environment, Transport and Sustainability Committee agreed to re-open the road one-way in September. This change creates a single traffic lane for motorists, a segregated lane on the carriageway for cyclist and a clear pavement space for pedestrians. Crucially, it reinstates the same number of Blue Badge bays as pre-closure numbers (14 in total).
- 5.11 The reopening is taking place in two stages; the first stage was completed in mid-October following considerable engagement with businesses, disability groups and other key stakeholders on the design of the new layout. A TTRO was used to expedite this stage, and further improvements will follow under an ETRO as part of a second stage later in the year which will increase the number of Blue Badge parking bays compared with pre-closure numbers.

Old Town vehicle restrictions (TRO-11)

- 5.12 The Old Town ("The Lanes") are a narrow series of roads and interlinking passageways that have high pedestrian footfall and very narrow footways. A 24-hour experimental traffic restriction was put in place in July to stop vehicles using the area except for access by residents, businesses, taxis, and Blue Badge holders. Some pavements were also widened by removing pay & display parking bays and relocating loading and Blue Badge spaces. The restrictions are supporting cyclists and pedestrians to physically distance and helping businesses to reopen by utilising the additional provision of outdoor space.
- 5.13 The extent of Blue Badge parking overall in the Old Town has increased as a result of the temporary changes. Under the ETRO 19m of parking space along Bartholomews has been reallocated to Blue Badge holders, significantly increasing provision in that area. Whilst the ETRO plan details 8 standard bays in this stretch, the bays have been marked wider to account for the space needed by disabled people using a car users.
- 5.14 Some disabled parking bays in the Old Town have been limited to 3 hours as this is an area where increased access to shopping and leisure services is required. The time limits provide more opportunities for different Blue Badge holders to park throughout the day. The bays and are not expected intended to be used by people for accessing the workplace. Employers are required to make reasonable adjustments for disabled workers, and they should not rely on publicly available disabled parking to meet their needs, as there is always the risk that these spaces will be in use.
- 5.15 However, in light of feedback from disability groups, the number of Blue Badge parking bays in the area will be increased and a mixture of timed and untimed bays will be installed. These changes will be implemented before the end of November and the ETRO amended accordingly.

St James's Street, London Road, Church Road vehicle restrictions (TRO-16)

- 5.16 In June the pavements in busy shopping streets, with restricted footway widths and well-used bus stops, were widened to enable pedestrians to pass one another safely and in line with government guidance. This resulted in the removal of some pay & display parking, disabled parking bays and taxi ranks.
- 5.17 Whilst changes were made to Blue Badge bays in St James's Street the lengths of all day and time restricted bays are broadly similar to the original bays.
- 5.18 In response to direct feedback from disability groups a location on London Road has been identified for reinstating Blue Badge parking bays and increasing provision with an extra disabled bay. The ETRO has been amended, and changes were implemented by the end of October.

Sydney Street, Gardner Street vehicle restrictions (TRO-12 & 12a)

- 5.19 In July the existing weekend closures of Sydney Street and Gardner Street were extended to include weekdays. This has provided more space for people to walk and cycle in these high footfall areas and supported local businesses to reopen by utilising the outdoor space. Gates on the roads are used to enforce the closure, ensuring that no vehicles can enter outside the closure hours.
- 5.20 Whilst the road closures have provided additional space for outdoor furniture, businesses must still apply for a licence to use this. The Council's Highway Regulation team reviews each application and agrees specific conditions with applicants regarding their use of the space, including the exact square meterage they can occupy. As part of this process careful consideration is given to the impact of street furniture on pedestrians and cyclists using the shared space, including those with disabilities. The Highway Regulation team regularly inspects these areas to ensure businesses are not breaching their licence conditions and licences can be revoked at any time. Members of the public can also report issues and obstructions directly to the team via the Council's website and/or the switchboard. These reports are investigated within 10 working days.
- 5.21 As soon as the need for resident disabled access on Gardner Street was identified, action was taken to support this in the interim and the legal process for amending the ETRO was started and came into force on 21 August. The gate at Gardner Street is now also wider to facilitate access for Blue Badge holders but to discourage other vehicle users from accessing the area.

New Road vehicle restrictions (TRO-15)

- 5.22 In July an evening closure of New Road was introduced between 5pm and 11pm every day with the aim of supporting local businesses to reopen and utilise the outdoor space for additional seating. The change means that Blue Badge holders are not able to use the three timed Blue Badge parking bays on New Road during the closure period. The temporary closure was to be reviewed and linked to the possible re-opening of the theatre.

- 5.23 Blue Badge parking provision in the New Road area has been reviewed and due to the nature and layout of the roads it has not been possible to identify a suitable alternative for relocating the disabled parking bays. Officers are engaging with businesses on New Road regarding its ongoing closure to further understand their need for outdoor space, particularly heading into the winter months. Use of disabled parking nearby is being monitored and this will inform a decision about whether to lift the vehicle restrictions in the coming weeks

6. CONCLUSION

- 6.1 The temporary changes to the city's transport network have been designed to increase accessibility for all during the pandemic and respond to the government instruction to swiftly reallocate road space to cycling and walking. However, feedback from members of the disabled community and representative groups is suggesting the changes are having particularly negative effects on disabled car users. They have raised concerns about these unfair impacts and called for the Council to better address the needs of disabled people in line with the Public Sector Equality Duty.
- 6.2 The ETRO process is supporting ongoing consultation and enabling the Council to flexibly adapt the changes based on this direct feedback. As described, the process is already being used proactively to increase accessibility and respond to concerns raised by disability groups and the wider public.
- 6.3 An Equality Impact Assessment is ensuring that potentially disproportionate impacts on all groups with protected characteristics, including disabled people, are identified and mitigated where possible and proportionate to do so. As a priority, Blue Badge parking and disabled access is being retained or relocated nearby, footway obstructions are reduced as much as possible, and cycling facilities are designed with disabled users in mind.
- 6.4 The Council has a duty of care for all transport users and must balance their range of needs. There are more than 13,500 Blue Badge holders in the city although not all disabled people have Blue Badges or access to a car. More than one in 20 residents say their day-to-day activities are limited because of a long-term health problem or disability. It is therefore important that the active travel measures are informed by as many different disabled voices as possible. This is happening via the ETRO process, ongoing engagement and partnership work with disability groups, and will take place for future measures via a period of formal consultation ahead of implementation.

7. FINANCIAL & OTHER IMPLICATIONS

Financial Implications:

- 7.1 The actions and activities contained within this report are funded from the Emergency Active Travel Fund grant or from within existing budgets. Therefore, there are no financial implications or additional budgetary pressures for the council arising from this report.

Finance Officer Consulted: Jill Fisher

Date: 26/10/20

Legal Implications:

- 7.2 Under Section 149 of the Equality Act 2010 a public authority must in the exercise of its functions have due regard to the need to eliminate discrimination, harassment, victimisation and any other prohibited conduct; advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and foster good relations between persons who share a relevant protected characteristic and persons who do not share it. This is known as the Public Sector Equality Duty (PSED).
- 7.3 A fair and proportionate balance has to be found between the needs of people with protected characteristics and the interests of the community as a whole. Case law has held that achieving such a balance is not a breach of the PSED and that there is no prescriptive way to evidence due regard. The measures taken by the Council under the Transport Action Plan were those necessary to achieve the objective of helping to limit the spread of Coronavirus and were a proportionate means of achieving a legitimate aim.
- 7.4 The actions detailed in this report demonstrate that the Council is continuing to comply with the Public Sector Equality Duty when regulating traffic by way of the traffic regulation orders made in accordance with the Transport Action Plan.

Lawyer Consulted: Stephanie Stammers

Date: 27/10/20

Equalities Implications:

- 7.5 Statutory guidance issued in May reiterates that the Public Sector Equality Duty continues to apply as Councils make changes to their road networks in response to Covid-19, and the needs of disabled people and those with other protected characteristics must be considered. Accessibility requirements apply to temporary measures as they do to permanent ones.
- 7.6 The report details how the Council is considering and mitigating, where possible, any disproportionate impacts of the transport changes on people with protected characteristics and meeting its Public Sector Equality Duty, particularly in relation to disabled people.

Sustainability Implications:

- 7.7 The emergency active travel measures improve the transport network for all users by supporting sustainable modes of travel.

Public Health Implications:

- 7.8 The transport measures are supporting public health by enhancing opportunities for physical distancing, exercise and safe travel during the pandemic. Active travel provides both mental and physical health benefits and the transport measures therefore support the implementation of the Brighton & Hove Health and Wellbeing Strategy.

Corporate / Citywide Implications:

- 7.9 The Council is committed to ensuring the city is a fair and inclusive place for everyone, listening to and working with all communities to make it a great place for people to live and thrive. A key part of this is improving access to the city and Council services for people with physical, sensory and learning disabilities.
- 7.10 Whilst the transport changes have been designed and implemented with accessibility in mind, ongoing engagement with disabled groups is highlighting some disproportionately negative impacts and the Experimental TRO process is enabling the Council to address these flexibly.

SUPPORTING DOCUMENTATION

Appendices

None

Background Documents

1. Environment, Transport and Sustainability Committee, 29 September 2020 - Deputation: Blue Badge Parking/Disability Access
2. Covid-19 Urgent Response Transport Action Plan Equalities Impact Assessment (Sep update)

Subject:	Parking Annual Report 2019-20		
Date of Meeting:	24 November 2020		
Report of:	Executive Director Economy Environment & Culture		
Contact Officer:	Name:	Paul Nicholls	Tel: 01273 293287
	Email:	paul.nicholls@brighton-hove.gov.uk	
Ward(s) affected:	All		

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

- 1.1 To note and approve the publication of the Parking Annual Report 2019-20 on the performance of Parking Services for general publication under the provisions of the Traffic Management Act 2004.

2. RECOMMENDATIONS:

- 2.1 That the Environment Transport and Sustainability Committee endorses the publication of the Parking Annual Report for 2019-20 under the provisions of the Traffic Management Act 2004.
- 2.2 That the Environment Transport and Sustainability Committee authorises the Head of Parking to produce and publish the report, which will be made available on the Council's website.
- 2.3 That the Environment Transport and Sustainability Committee notes the view on the potential use of parking income to invest in the restoration of the Madeira Terraces area within the Financial and Legal implications.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Last year's annual report was not put forward for the national independent Parking Annual Report Review Group Award established by PATROL (Parking and Traffic Regulations Outside London) as Brighton & Hove City Council represented by Paul Nicholls, chaired last year's parking annual reports judging panel, following our success at the awards the previous year. All Parking Annual Reports are available to view on the Brighton and Hove City Council website.
- 3.2 This year's report includes information about:
- The number of Bus Lane Penalty Charge Notices has decreased from 75,029 in 2019/20 to 53,822 in 2019/20. The decrease is due to improved compliance following the first full year of bus lane enforcement throughout

the city, and some CCTV cameras being removed in some parts of the city due to development work e.g. the Valley Gardens project phases 1 & 2

- Over the last year the number of parking Penalty Charge Notices issued, has remained stable with a slight increase from 122,685 in 2018/19 to 124,248 in 2019/20 partly due to the introduction of new parking schemes.
- The funding of £300,000 from the Office for Low Emission Vehicles and a further £100,000 investment from Electric Blue has enabled 207 electric charging points to be installed across the city.
- The addition of a new parking schemes in Zone P (Hove Park area) and a change in the previous Zone U (St Luke's area) from a 'Light Touch' scheme to a full scheme as part of Zone C (Queens Park area), following consultation with residents
- The expansion of the Disabled (Blue) Badge team's operations following national changes to the eligibility criteria.
- The initial impact of Covid-19 in the early months of 2020 and how this changed the way people used the roads and public spaces in Brighton and Hove.
- Initiatives to reduce vehicle emissions and become carbon neutral by 2030.

3.3 Income and expenditure is shown in the table below

Income by source	2017/18 (£)	2018/19 (£)	2019/20 (£)
On-street parking charges	10,839,586	11,441,854	11,558,889
Permit income	9,252,061	9,589,716	10,081,467
Penalty Charge Notices (inclusive of bad debt provision)	3,852,449	5,832,784	5,744,489
Other	36,338	95,985	78,841
Total	23,980,434	26,960,340	27,463,686
Direct cost of civil parking enforcement	2017/18 (£)	2018/19 (£)	2019/20 (£)
Enforcement	3,620,476	4,601,931	4,928,865
Admin, appeals, debt recovery and maintenance	3,371,630	3,238,111	3,528,637
Scheme review / new schemes	767,569	1,076,960	1,239,479
Capital charges	1,010,833	1,261,186	1,265,915
Total	8,770,508	10,178,188	10,962,896
Surplus after direct costs	15,209,926	16,782,152	16,500,790

Funding for transport and highways-related projects supported by CPE income	2017/18 (£)	2018/19 (£)	2019/20 (£)
Supported bus services and other public transport services	1,380,366	1,322,917	1,216,309
Highways and City Transport Services	467,668	2,201,774	2,146,997
Concessionary fares	10,792,232	10,796,363	10,774,831
Capital investment borrowing costs	2,569,660	2,461,097	2,362,653
Total	15,209,926	16,782,152	16,500,790

3.3 Car park income

Year	Expenditure	Income	Net (income) / Expenditure
2016/17	3,047,894	5,917,078	2,869,184
2017/18	3,384,967	6,092,432	2,707,465
2018/19	3,548,394	6,535,468	2,987,074
2019/20	3,805,899	6,379,890	2,573,991

The surplus from off street parking has decreased by **£413,083** to **£2,987,074**. This is mainly as a result of the implications from the beginning of the Covid-19 pandemic and the closure of Oxford Street car park. The revenue is mostly from The Lanes, Trafalgar Street, London Road and Regency Square.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 None. It is a statutory requirement to produce a Parking Annual Report.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The publication of the Parking Annual Report 2019-20 is being used as an opportunity to inform and engage with the public and stakeholders on a range of parking issues

6. CONCLUSION

- 6.1 The Report provides the public and stakeholders with information on the performance and aims and objectives of Parking Services and to meet the Council's legal obligations under the Traffic Management Act 2004.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The costs associated with the production and publication of the Parking Annual Report are funded from existing revenue budgets within the city's Transport service. Financial information relating to the council's parking services are included within the Parking Annual Report.
- 7.2 With reference to the recommendation in paragraph 2.3 of this report ("...notes the view on the potential use of parking income to invest in the restoration of the Madeira Terraces area within the legal implications"), all of the council's surplus parking income is applied to existing city services (that are eligible under the legislation). There are no unallocated parking income surpluses available.
- 7.3 In addition, if the existing parking surpluses were legally allowed to be diverted to be spent on the restoration of the Madeira Terraces, then the equivalent value would have to be taken from existing services (which would result in a reduction

in the level of service). In 2020/21, mainly as a result of the impact of the Covid19 restrictions, parking income (and as a result any surplus) is substantially below budget. This has been reported to Policy & Resources Committee as part of budget monitoring reporting.

Finance Officer Consulted: Jess Laing

Date: 23/10/2020

Legal Implications:

- 7.4 The Council is required by statutory guidance issued by the Department for Transport under Section 87 of the Traffic Management Act 2004 to produce and publish an annual report within 6 months of the end of the financial year detailing financial and statistical information on its civil parking enforcement regime.
- 7.5 Under Section 55 of the Road Traffic Regulation Act 1984 (Section 55) a local authority may only apply surplus income received from parking charges and penalty charges to specific purposes. The surplus income has to be applied first to the provision of off-street parking facilities and repayments of deficits to central funding. Once those requirements have been met, the use of surplus income is confined to the provision of public passenger transport services, highway or road maintenance, safety and improvement projects, environmental improvements or other purposes for which a prescribed authority may lawfully incur expenditure.
- 7.6 The allocation of any surplus income must be made in accordance with the hierarchy of expenditure set out in Section 55. Expenditure on the Madeira Terrace restoration project could only if be made if there were a balance remaining after this allocation.

Lawyer Consulted: Stephanie Stammers

Date: 22 October 2020

Equalities Implications:

- 7.7 None identified

Sustainability Implications:

- 7.8 The report highlights successful bids for electric vehicle chargepoints and other initiatives to reduce carbon emissions and improve air quality.

Brexit Implications:

- 7.9 None

SUPPORTING DOCUMENTATION

Appendices:

- 1. Parking Annual Report 2019-20

Background Documents

- 1. Previous Parking Annual Reports published on the council's website

Parking Annual Report

Financial Year 2019/20

Brighton & Hove City Council

PARKING ANNUAL REPORT 2019/20

Introduction from Councillor Amy Heley

Cllr Amy Heley – Chair of the Environment, Transport & Sustainability Committee

As the [Chair of the Environment, Transport & Sustainability Committee](#), I am pleased to present Brighton & Hove's City Council's Annual Parking Report for 2021/20.

Parking and traffic management is an important public service, which provides benefits for pedestrians, cyclists, motorists and the wider community. Those benefits include maintaining road safety and access to jobs, goods and services and access to the city for blue badge holders.

Air quality remains a top concern among our residents, especially during the ongoing Covid-19 pandemic, and we are continuing with a range of initiatives to tackle this issue. Reducing our toxic emissions to become carbon neutral by 2030 remains a vital priority, and transport has a vital role to play in our transition to net-zero.

Brighton and Hove City Council now has 200 electric vehicle charging points, with plans to roll out even more. An increase in electric vehicle uptake is one of the obvious ways through which pollutants can be reduced and air quality can be improved.

I hope you find this Annual Report 2019-20 informative and interesting, and I thank you for taking the time to read it.

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1 OVERVIEW FROM CHARLES FIELD (PARKING MANAGER)

This has been an exceptional constantly evolving time and we have been doing our best to manage and adapt accordingly.

The Parking Services Management team have continued to review all our roles and functions while the situation has been changing rapidly and staff have responded by working flexibly, forging new partnerships and relying on others in ways that they have never had to before. I'm proud of how we've all adapted and how much has been accomplished in the last few months.

We have acted swiftly to:

- Introduce planned changes to concessionary travel early, extending the 24hr pass to older people for a few months to help them make essential journeys when they needed to.
- Automatically renew blue badges so that our most vulnerable residents did not have a break in service.
- Provide concessions for NHS staff, key workers and social care workers during the coronavirus pandemic whilst balancing the needs of residents living around the hospital.
- Review and implement a new application and renewal process for resident permits / visitor permits following the ongoing closure of the front desk.
- Keep the phone lines open with a small team socially distancing in the office.
- Ensure the Traffic Control Centre remained as a 24-hour service and Maintenance Technicians were still maintaining a 7am-7pm seven day a week service.
- Employ an interim 'soft touch' parking enforcement approach during the lockdown period which focussed on priority areas and to provide help and advice to people about how and where to park.
- Allow Civil Enforcement Officers to support with food deliveries and stewarding road closures and the opening of waste centres.

Some of these changes would usually take months to plan and implement; but we have had to do this in weeks. We have also been in close liaison with the British Parking Association and PATROL to ensure any changes / proposals met with updated guidance.

All through this period we have worked hard to outline that Parking Services provides an important policy lever encouraging greater use of active travel such as walking and cycling as well as increased use of public transport as services recover. This has included supporting with the work being taken forward by the wider transport group on the reallocation of road space to pedestrians and cyclists.

This has been a very difficult and worrying time for everybody, so a key message has been around maintaining good health and that wellbeing is essential. We can only do the best for the city and respond effectively against Covid-19 for our customers if we're staying safe and healthy. The Council have worked hard to create a new wellbeing zone to support staff

during this difficult time as well as ensuring their health and safety is maintained as much as possible whether working in the office, on site or in the office.

As the situation develops, we are continuing to review all our roles and responsibilities as well as ensuring we are adaptable to any change in circumstances.

2 PARKING OBJECTIVES AND STRATEGIES

Brighton and Hove City Council's Parking service aims to be at the forefront of new and relevant parking initiatives. We aim to promote best practice and continual quality improvement across the service and within the parking industry as a whole.

Demand for parking in Brighton & Hove far outstrips the supply of kerb space available in many areas, and the Council seeks to maintain an active balance between the different demands – from residents, visitors, businesses and their deliveries and customers, and access for disabled people.

The main objective is to keep traffic moving, avoiding unsafe and obstructive parking, and making sure there is good access for pedestrians, cyclists, buses and other vehicles.

We continue to build on the excellent close working relationships with our partners in Sussex Police, East Sussex County Council, Brighton and Sussex University, Visit Brighton and local businesses and contractors to provide joined up solutions to the problems that careless or inconsiderate parking can create.

This year's annual report will focus on how we have been looking forward to, embracing and investing in future facing research and innovation in the following ways: -

2.1 The environment and enhancing quality of life

It is estimated that 41% (2011 census) of Brighton and Hove residents owns a vehicle and there are 103,944 cars and vans on our roads (2017).

The access for kerbside parking continues to intensify, and parking enforcement is one of the crucial links to the reduction of air pollution by keeping the traffic flow moving in the following ways:

- Enforcing vehicles causing obstruction and lobbying the Department of Transport for a change in legislation to enforce pavement parking
- Enhancing the quality of life in local neighbourhoods including working with schools to reduce dangerous parking outside the school gates
- In September 2019 we launched the Breathe in Brighton Anti Idling Campaign to encourage motorists to turn off their engines when the vehicle is idle

2.2 Equality of Access to our Services

As part of the Equalities Act 2010 and the council's corporate policy, we are committed to promoting equality.

- **Equality Impact Assessments** - When we have a change to a policy or a new project such as the installation of the Electric Vehicle charging points; we carry out an initial Equality Impact

Assessment (EIA) to demonstrate how services and decisions when changing service delivery, may impact on all groups.

- **Carers Permits** -The Parking Services team continues to administer Professional Carer and Carer permits for people working within the healthcare services who need to visit patients or residents receiving care in their homes within the Controlled Parking Zones. The permits help to assist residents to stay in their homes for longer by enabling easy access to provide care to those people in the community who may require assistance.
- **Blue Badges** - We are committed to improving parking for disabled people and reducing abuse of disabled spaces. As the city continues to grow it is imperative that we provide a parking and transport network, so all individuals have access to safe and secure parking and travel.

2.3 The Economy

Transport and parking is a major factor influencing economic performance and growth potential.

- **Population** - Brighton & Hove is a tightly constrained, compact city with a population of 288,200 this is expected to grow to 298,400 by 2024.
- **New Homes** - Brighton & Hove City Council has set provision for a minimum of 13,200 new homes to be built over the period 2010-2030.
- **Tourism**- Whilst the impact of Brexit and Covid-19 remains a key source of uncertainty, tourism remains buoyant. The city attracts 11 million visitors in 2019, an increase of 1.5% compared to 2018 and the city is the most popular seaside resort in the UK of overseas visitors.

Parking and transport infrastructure must be designed and continually reviewed and updated to keep up with individual business requirements, demographics and characters of each area, to ensure economic growth within the city.

2.4-Education and Integration

It is important to us that our all residents', visitors and staff are updated on parking and transport initiatives through our website and social media pages. Many local journeys are less than 5km. The healthiest option for short journeys is active travel; walking, jogging, roller skating and cycling including electrically assisted bicycles.

We understand public transport may not always be as convenient as the car, and for other journeys walking and cycling will sometimes be impractical. Our aim is to ensure that people with access to a car have better information on more efficient use.

3 BECOMING A CARBON NEUTRAL CITY

Brighton, like many cities is suffering from poor air quality, with air pollution levels, specifically Nitrogen Dioxide (NO₂), continuing to exceed EU and English standards for a number of roads in Brighton.

Brighton & Hove is striving to become a Carbon Neutral City by 2030

Air pollution is the largest environmental risk to public health. It contributes to cardiovascular disease, lung cancer and respiratory diseases. Bad air quality affects everyone and it has a disproportionate impact on the young and old, the sick and the poor.

A good transport system and services are fundamental to our economy and our quality of life. We have also long recognised that transport has adverse impacts on the environment. Avoiding dangerous climate change means we must act in Brighton and Hove, to reduce greenhouse gas emissions from transport.

3.1 Investing in sustainable transport

The Council has made great strides to reduce the adverse impacts of transport on its air quality including:

- The introduction of an Ultra-Low Emission Zone for buses covering North Street
- Securing significant levels of funding to retro-fit the city's bus fleet supporting further progress towards Ultra Low emission vehicles
- Investing in electric vehicle infrastructure which has seen 200 electric vehicle charging points installed in residential areas this year and the development of electric hubs with rapid charging facilities for taxis
- Offering a 50% discount for resident parking permits for eligible low-emission vehicles
- Developing cycling and walking infrastructure, creating 38km of cycle lanes and providing better connected cycling and walking routes through the city centre
- Displaying signage across the city centre to discourage engine idling at key junctions and taxi rank-
- Working with schools to raise awareness and encourage behavioural change to the use of sustainable travel by children and their carers' and to prevent idling outside school gates

How are we going to achieve our goals?

Ultra-Low Emission Zones

The Council has developed a number of successful strategies to cut air pollution, including securing government funding to fit buses and taxis with clean air technology, introducing an Ultra Low Emission Zone (ULEZ) and establishing an Air Quality Programme Board.

In October 2019 Brighton & Hove welcomed the first buses in the UK that can be set to run in zero-emissions mode whenever they travel through a city centre. [Brighton & Hove Buses](#) have invested £9.9 million in 30 new hybrid electric buses.

The buses are set to run in zero-emissions mode every time they enter Ultra Low Emission Zone (ULEZ) improving air quality in the city centre and using fuel very efficiently, reducing the emission that contribute to climate change.

The new buses have been deployed to the busy route 5, which is used by 7.6 million people a year and equates to 133,104 emission-free miles driven in the ULEZ each year.

Managing Director of Brighton & Hove Buses [Martin Harris](#) said: *"We wanted these buses to reflect the city and the communities they serve. It's a tribute to Brighton life and to the people who live here. Our aim is to help improve air quality for everybody by continually cutting emissions and reducing our energy and fuel use. These new buses are an important part of our commitment to making Brighton & Hove a clean air city."*

Meters for Trees

In January 2020, Brighton & Hove City Council announced it had signed up to PayByPhone's carbon reduction initiative, *Meters for Trees*, in order to improve the environment.

Back in 2017, Brighton & Hove City Council removed 700 of its 1,400 parking meters. Through *Meters for Trees*, PayByPhone donated 280 trees. These trees will be planted in Stanmer Park Brighton. The trees will help to offset carbon dioxide through the Portel-Pará REDD project.

PaybyPhone offers cashless parking payments that are more convenient for drivers and reduces the need for staff to drive round collecting cash from parking machines.

For more information about *Meters for Trees*, please visit www.paybyphone.co.uk/metersfortrees

eCargo Bikes

Brighton and Hove have been awarded a grant worth more than £85,000 for twelve electric cargo bikes by the Department for Transport. The aim is to help some of the city's small businesses make the shift to cleaner, greener transport.

Importantly, eCargo bikes can help reduce the number of large vehicles in the city centre and residential streets.

Where have we seen Improvements?

The [2019 Air Quality Status Report](#) shows that air quality in the city is continuously improving with significant improvement in the Lewes Road corridor over the past year.

The report also highlights that over the long-term pollutant levels in the Valley Gardens area are steadily improving.

For more information on how we are working towards a carbon free city please visit:

<https://new.brighton-hove.gov.uk/climate-change/becoming-carbon-neutral-2030>

4 ELECTRIC VEHICLES

200 on-street electric vehicle charging points have been installed in Brighton and Hove.

In November 2019, almost 500 electric vehicles were registered in the city, so the need for charging points is apparent.

The work has been funded thanks to £300,000 from the Office for Low Emission Vehicles (OLEV) and a further £100,000 investment from Electric Blue who were chosen to install, maintain and manage the charging points.

The below table show the number of requests for On-Street Charging Points.

2017	2018	2019 (Until 1 st July)	2020 (until 1 st July)
37 Requests	76 Requests	82 Requests	360 Requests

Alongside this 12 new rapid charging units were in place in April 2020.

22 mandatory electric vehicle parking bays have been marked and we will continue to monitor the remaining spaces. Non-EV cars parked in a mandatory EV bay may be subject to a Penalty Charge Notice.

In August 2020 there was: -

- 126 unique users on the network
- 650 charging events
- 3,463kWh of electricity delivered (roughly 12,121 miles worth)
- Equivalent to just shy of three tonnes (2,925kg of CO2 equivalent) of emissions savings
- The biggest charging event which saw 80kWh taken from the charge point network

Electric Taxi Hubs

On the 9th April 2019 Brighton & Hove City Council was awarded £468,000 to introduce 4 Electric Taxi Hubs. These hubs contain 3 rapid charging units that will serve up to 6 six vehicles simultaneously at each site.

Four rapid taxi charging hubs are also being proposed in:

- Preston Park
- Ashton Rise
- Brighton Racecourse
- Victoria Road

For more information on about EV charging in the city please visit: -

<https://new.brighton-hove.gov.uk/content/parking-and-travel/parking/electric-vehicles-and-charging>

Further information can be found in **Appendix 2** including a list of all Council owned EV charger points in Brighton & Hove.

5 CYCLING

In Brighton and Hove, we currently have 38 kilometres of Designated Cycle Routes.

Investing in sustainable, active travel

Developing better cycling routes and encouraging the use of the bike share scheme are part of the Council's plan to encourage sustainable, active travel.

The development of 38km of cycle lanes has led to a doubling of cycling to work in the city in the last 10 years and continued investment by the Council in cycling infrastructure will see the development of a Local Cycling and Walking Infrastructure Plan over the next year.

Why do people cycle?

- Because it is healthy
- Cycling is enjoyable
- Saves time and saves money

Why people choose not to cycle?

- Fear of being in a collision
- Too much traffic
- Worried about secure cycle parking

Behaviour change

To support ongoing sustainable travel behaviour change, the Council offers both school and workplace travel planning. There are also a range of sustainable travel information resources available to the public. In the last twelve months the Road Safety Teams have promoted the following campaigns: -

- Safe pass action days with Sussex Police to highlight to drivers, the need to give cyclists a safe 1.5m gap when they overtake.
- The Share the Space, Drop Your Pace campaign which encourages cyclists to slow down on shared paths for vulnerable pedestrians, and for pedestrians to be aware of cyclists
- Exchanging Places - raising awareness of blind spots.

Brighton Bikeshare - A key part of our public transport system

Brighton Bikeshare is one of the most successful bike share schemes in the UK. Since launching in 2017, users have made 650,000 trips covering 1.25 million miles. It is popular with both residents and visitors and has 80,000 subscribers and is growing daily.

Owing to its popularity with residents, the scheme has recently been expanded in the west of the city and in total there are now 570 bikes at 68 hubs.

Cycling Parking

Parking is not just about motor vehicles; the council is committed to increasing the amount of cycle parking available to use on the city's streets.

The Council is committed to increasing the amount of cycle parking available to use in and around the city. Cycle parking facilities are installed on either the footway or the highway depending on availability of space. Where cycle parking is installed on the road they are referred to as Pedal Cycle Parking Places (PCPPs).

There are currently 857 cycle parking spaces across the city.

Make a request for Cycle Parking by visiting:

<https://www.brighton-hove.gov.uk/content/parking-and-travel/travel-transport-and-road-safety/cycle-parking-brighton-hove>

The Brighton Bike Share Scheme

Further information on the scheme can be found at:

<https://www.brighton-hove.gov.uk/content/parking-and-travel/travel-transport-and-road-safety/brighton-hoves-bike-share-scheme>

Cycle scheme operators website:

www.btnbikeshare.com

6 ROAD SAFETY & SCHOOL ENFORCEMENT

Vehicles are not only a potential safety hazard when in motion. They can also present a hazard to the public when parked, especially so, when parked illegally or obstructively and herein lies the integral role of Civil Enforcement Officers. Parking management helps to improve road safety in four principal ways:

- Restricting the overall demand for parking
- Reconciling/prioritising road user needs.
- Mitigating instances of illegal and obstructive parking
- Limiting the prevalence of 'cruising for parking'

Road Safety Campaigns

The Road Safety Team have been focusing on the use of mobile phones and the potential hazards they cause by introducing the campaign, ***"Share the Roads – Don't Ruin a call/text"*** – aimed at drivers and pedestrians.

The Council also ran Exchanging Places events– blind spot awareness, ***"Seen Me, Seen You"*** visibility, Safer Urban Driving CPC as well as the usual drink drive/Dooring/Seatbelt and Speed campaigns.

School Enforcement Patrol

The Council have a school enforcement patrol attended by Civil Enforcement Officers. The school enforcement patrol is there to ensure that the school's keep clear lines and restrictions are clear of traffic.

Civil Enforcement Officers attend schools where the Council have received reports of unsafe parking. The officers who attend at opening and closing times also hand out leaflets and booklets to raise awareness of the school keep clear markings and road safety.

School Streets

From September 2020, fourteen schools across Brighton and Hove have shut nearby roads for up to 60 minutes at the peak of morning rush hour and again in the afternoon.

The "School Streets" programme is a bid to support social distancing, increase road safety and promote active lifestyles.

Vehicles will not be allowed to enter the streets for up to an hour, which will vary from school to school but will be within the windows of 8am to 10am and 2pm to 4pm.

Here is one testimony from a parent of one of the participating schools: -

"Great to see my daughters #SchoolStreets road closure working so well. Lots of additional space for happy parents and children."

Park & Stride Maps

The School Travel Team have been working with School Travel Ambassadors (STAs) in several schools in the city to 'personalise' their 'Park and Stride' maps. Schools use these maps to encourage parents to park away from the school gate and walk the remaining 5 minutes.

Walk to School Month

More than 10,000 primary school children, in over 30 schools, took part in Walk to School Month in October 2019. In addition, around 2,000 children and their families at 20 early years schools took part in our Walking and Wheeling Week/Month for early years.

7 NEW SCHEMES

Following resident consultations, three new parking schemes were introduced during the financial year 2019/20:

- Parking Zone U (St Luke's) changed from 'Light Touch' to Zone C (Queens Park & Kemp Town)
- Hove Park (light touch) Zone P
- Hanover & Elm Grove Review – adding a Top Triangle from Zone S to Zone V

Many new schemes were introduced, in part, as a response to complaints about all-day (commuter) parking, which was causing difficulties for residents during the day. Issues with access for emergency services vehicles, pedestrian safety and traffic flow were also contributing factors.

St Luke's area

In response to a number of letters and complaints, a survey in April 2018 resulted in almost 91 percent of respondents expressing a desire to join the neighbouring Zone C (Queen's Park control parking zone). This meant becoming part of a full scheme, with restrictions in effect from 9am–8pm daily.

Zone U previously existed as a light-touch scheme in the area around St Luke's Terrace, to the east of the city. Restrictions in Zone U operated Monday to Saturday 10am–11am and 2pm–3pm. The scheme was agreed at committee on 19th March 2019 and started in June 2019.

Hanover & Elm Grove

The Zone S 'light touch' scheme operates Monday to Friday 11am-midday and 6-7pm. A quarter of residents in the area responded to the consultation, with just over 60% in support of keeping the scheme hours as they are.

Some residents in a small number of streets known as the 'top triangle' supported further consultation to find out whether they would like to join the Zone V scheme.

Another problem raised was regarding pavement parking on Elm Grove. Along with other councils we are lobbying the government for pavement parking powers similar to those in London.

New Scheme Consultation Timetable

The schedule for proposed parking schemes up to 2025 was agreed during the meeting of the Environment, Transport & Sustainability Committee on the 10 October 2017.

	Year	2019	2020	2021	2022	2023
	Quarter	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Priority	Area					
Current	Coombe Road Area					
Current	South Portslade					
Current	Surrenden Area					
1	Zone P Review (Hove Park Area)					
2	Zone J Review (London Road Station area)					
3	Zone W/Zone L (Westbourne West and West Hove) Review and Hallyburton Road/Sisters area (South of the Old Shoreham Road)					
4	Roedean Area					
5	Hollingdean Area					

*Some of this work which was agreed by Environment, Transport and sustainability Committee in October 2019 has slipped slightly due to the Covid -19 situation

The below table shows the number of bays overall has increased due to new schemes, also changes of traffic orders and the growth of disabled bay requests.

Parking Spaces Across the City

	2018/19	2019/20
On-street parking spaces	37,589	41,834
Off-street parking spaces	2,240	2,204
Pay-and-display only bays	953	723
Permit-only bays	22,241	26,504
Shared bays (permit and pay-and-display)	12,548	12,262

Disabled bays	829	1,320*
Other bays	939	1,392

***includes disabled bays outside the CPZ**

To request a new parking scheme please visit: -

<https://new.brighton-hove.gov.uk/parking-0/request-parking-restriction>

<https://new.brighton-hove.gov.uk/news/2019/residents-parking-schemes-update>

Secure Motorcycle Anchors

The Parking Infrastructure Team has installed 60 secure ground anchors within solo motorcycle bay at various locations across the city.

This scheme was introduced following requests from residents and reports of highlighted areas from Sussex Police. It is hoped that the introduction of these security devices will make motorcycle bays more secure for riders.

The secure motorcycle anchor is designed to accommodate 22mm and 25mm motorcycle security chains and all have a drainage hole to enable water to disperse underground.

The scheme will be used to inform us how we roll-out further security for motorcycles across the rest of the city.

8 ON STREET PARKING ENFORCEMENT

Did you know? Unlike some other types of fines, like speeding fines, it is not the driver who is responsible for a PCN. Instead it is the owner, unless the vehicle was on hire in which case it is the hirer, who is liable for payment.

NSL, the council's parking enforcement contractor, continues to work in close partnership with Brighton & Hove City Council to manage the deployment of Civil Enforcement Officers (CEOs) across the city.

While many Civil Enforcement Officers can be observed patrolling on foot, they may be deployed to their beats via a number of methods, including bus, car, cycle and scooter.

Issuing of Penalty Charge Notices

The table below shows the number of PCN's issued in the last two years, divided according to higher and lower fee banding. Parking contraventions deemed to be 'less serious' will incur a lower initial penalty than more serious offences.

Total of TMA penalty charge notices issued	2018/19	2019-20

On-street: Number of higher-level penalty charge notices issued	86,959	96,156
On-street Number of lower-level penalty charge notices issued	32,832	26,452
Off-street: Number of higher-level penalty charge notices issued	307	134
Off-street: Number of lower-level penalty charge notices issued	2,587	1,506
Total	122,685	124,248

Compliance with the lower level contraventions can be explained by better use and understanding by PaybyPhone users.

Between 2018/19 and 2019/20 the number of PCNs issued to vehicles on-street and in car parks increased by **1.7** percent.

2019/20 has been the busiest year to date for Rapid Response calls and this is shown by the increase of higher-level contraventions. Also, as the size of the enforcement operation has expanded, so has the increased public awareness of the service.

Tackling Parking Problems

In June 2018, NSL began trialling a new role: an officer dedicated to handle complaints received via the Rapid Response phone service. Two years on, this role has increased efficiency of the service, while also increasing customer satisfaction and ensures enforcement is sent to where it is needed.

In 2019/20, a total of 7,797 complaints were reported via the phone service. This is an increase of 1,040 on the previous year.

The majority of complaints have continued to be about vehicles parked on double yellow lines outside of the city's-controlled parking zone.

Urgent issues requiring enforcement action can be dealt with by calling the RapidResponse telephone service: 0345 603 5469 (option 2).

The team will aim to send an officer to the reported location within one hour of the call being made.

Problems reported between 8pm and 9am will be dealt with as soon as possible, when service resumes the next morning.

The below table shows the streets with the largest number of Parking Penalty Charge Notices

	2020-21	2019-20
Madeira Drive	2,223	2,417
Old Steine (Z)	1,301	1,072
Regency Square	873	1,038
John Street	490	730
Wilbury Road	1,114	668

Marine Parade (C)	512	634
Church Road (N)	1,301	596
Bartholomews	491	532
Grand Avenue	421	304
Kings Road	163	303

Note: The number of Penalty Charge Notices depends on the length of the street as well as the number of parking contraventions.

Tips for avoiding a PCN.

1. Watch for the signs
2. Read the information on the pay and display machines
3. Read instructions carefully
4. Be careful with regards to bus lanes
5. Leave bus stops for buses
6. Park safely at schools
7. Respect residential parking restrictions
8. Understand what loading/unloading is
9. Park within the bay markings
10. Err on the side of caution and if in doubt contact us

The below table shows the number of penalty charge notice payments recorded in 2019/20, compared to 2018/19.

Penalty Charge Notices Paid Bus Lane & TMA	2018/19	2019/20
Number of TMA & Bus Lane penalty charge notices paid	132,195	129,055
Percentage of penalty charge notices paid	67%	72%
Number of TMA & Bus lane penalty charge notices paid at a discount rate	122,070	109,273
Percentage of penalty charge notices paid at a discount	62%	61%

Events and Suspensions

Brighton & Hove plays host to a variety of events throughout the year. Parking bay suspensions and the associated enforcement is vital to ensure the events can take place. Main routes in the city are kept as clear as possible and travel disruption is kept to a minimum.

The Kemptown Carnival returned in June 2019 and the Council suspended 187 parking bays to allow for stages, stalls and to ensure vehicles were not obstructing the event. Pride is another large annual event which took place in August 2019 and 269 parking bays were suspended.

The suspensions allowed access for the Pride Parade and to facilitate the street party. The Parking team work closely with event organisers and the suspension team at NSL to ensure there are minimal impacts in the roads concerned.

Bay suspensions also occur for a range of reasons that include, household removals, skip placement, building work and utilities work and filming.

	2018/19	2019/20
Suspension applications	2,239	2,379

Green Patrol Vehicles

This year many of the patrol vehicles were replaced by a greener fleet of vehicles. The diesel suspension van was replaced with a 100% electric alternative. In addition, two petrol patrol cars were replaced with hybrid cars and two scooters are now also electric.

The fleet of electric vehicles has also increased to enforce outer areas of large and hilly parking zones.

Ambassadorial Work on Street

The Council's Civil Enforcement Officers have a highly visible presence across Brighton and Hove. During their shifts Officers will frequently provide directions to local services and places of interest, report crimes and assist other agencies including the emergency services.

Here are some of the examples where CEO's have assisted members of the public

CEO 931 Walked a member of public back to his vehicle 3 streets away to aid him with pay by phone payment
CEO 832 helped an elderly lady change the wheel on her 4x4 after getting a puncture in St Josephs Close
CEO 937 Rang RSPCA because there was a dog in a car for over 5.5 Hrs
CEO 928 came across an elderly gentleman who had fallen in Withdean Road and was injured. Along with two members of public he organised an ambulance and waited with the man until the ambulance arrived.
CEOs 853 & 839 helped an elderly gentleman who had left his nursing home and subsequently collapsed. They escorted and helped to carry him back to the home.

Monitoring Verbal Abuse Against Civil Enforcement Officers

Brighton & Hove amongst many other authorities was asked by the British Parking Association to participate in a month-long monitoring project of abuse and violence against Civil Enforcement Officers.

The aim of this project was aimed to gather data on all levels of abuse – from name calling to physical attacks. All forms of abuse are of course damaging, but not all abuse is highlighted or reported.

This project aimed to capture the data for the whole of September 2019 to establish the scale of abuse that Civil Enforcement Officers face.

To allow Civil Enforcement Officers to record this very simply and quickly we asked them to use their handheld devices to enter RED, AMBER or GREEN as appropriate:

GREEN – Low level name calling (low level = non swearing, low level of aggression, generally aimed at the role rather than the person, i.e. jobsworth)

AMBER – Verbal attack (profanity, aggressive in nature, hateful/getting personal such as wishing the person or their family harm)

RED– Physical attack (any form of intentional physical contact)

The figures for each classification for the whole month were as follows:

GREEN – 205

AMBER – 167

RED – 5

A number of Civil Enforcement Officers have expressed that the 'GREEN' abuse is difficult to deal with as it is insidious and over time has a more profound impact to an individual than the less often AMBER or RED behaviour. It is also behaviour that there is unlikely to be any consequence for.

Mental Health First Aiders

As a result of this survey, some NSL staff have trained as mental health first aiders to help those officers who struggle with the negative impact of the abuse they face as part of their role.

9 CHALLENGES, REPRESENTATIONS AND APPEALS

Anyone that receives a Penalty Charge Notice and believes they should not have to pay the penalty, is entitled to write to us explaining why. The council will then consider the reasons given and decide if they are sufficient to warrant the cancellation of the PCN.

The Council's web-based service allows customers to view specific details about Penalty Charge Notices they have received and can submit a challenge or representation, monitor the progress of the representation, view photos of the incident, and make payments.

The table below shows the number of bus lane and parking Penalty Charge Notice (PCN) challenge representations made to the Council.

Challenges made to the council	2018/19	2019/20
Number of penalty charge notices against which an informal or formal representation was made	51,964	54,370
Number of Traffic Management Act (TMA) penalty charge notices cancelled as a result of an informal or a formal representation which is successful	23,828	24,465
Number of penalty charge notices written off for other reasons (e.g. an error by the Civil Enforcement Officer or driver untraceable)	1,804	3,927
Percentage of Traffic Management Act penalty charge notices cancelled	19%	20%

In 2019/20 the number of incoming appeals increased by 4.6%. This is due to the increase in bus lane Penalty Charge Notices at the beginning of the financial year.

Appeals at Adjudication

If the Council reject a person's representation, they then have the right to present their case to the independent Traffic Penalty Tribunal (TPT) within 28 days from the rejection notice. TPT hear appeals against penalties issued for parking, bus lane and moving traffic contraventions in England (outside London) and Wales.

The tables below show the results of cases taken to the Traffic Penalty Tribunal.

2019/20	TMA PCN	Bus Lane	Total
Council lost	103	59	162
Council won	78	50	128
Not contested by the Council (PCN cancelled) *	103	84	187

*The council generally does not contest an appeal when evidence is presented which provides grounds for cancellation, even at a late stage.

TPT Bus Lane packs

In 2019, the Parking Projects Team created video documentation of all our bus lanes across the city. The videos show all the signs and lines within the bus lanes and the packs point directly to the current traffic orders within each area.

For further information please visit the TPT website page:

<https://www.trafficpenaltytribunal.gov.uk/>

Debt Recovery -

In the last year we have looking at ways to reduce the use of enforcement agents over time by improving our debt collection practices.

Debt Registration Prompt Letters

The first stage of this project was to send a debt registration prompt letter out on cases that have had charge certificates at least 15 days prior and still outstanding. This will give the debtor 14 days to make a payment before the PCN is registered as debt.

Decrease in Challenge Response Times

The Council has a dedicated and qualified specialist team who consider each case based upon its own merits. All formal correspondence is handled within the statutory time periods allowed for response.

In 2019/20 we reduced the response time from six weeks to two weeks.

"A business case was proposed to close the front desk for an afternoon a week. This meant we could train more staff and then have a greater number of appeals officers available to clear the work and work towards an overall goal to eradicate the backlog going forward.

A significant improvement to the quality and consistency of letters to drivers has also been achieved where correspondence is provided in plain English with a consistent level of clarity, application of Council policies and legal compliance." Steve Simpson, Parking Appeals Manager.

10 CCTV & BUS LANE ENFORCEMENT

Brighton and Hove City Council and its partners want to make public transport reliable and punctual. Bus lanes, when operating properly, help improve journey times, punctuality and reliability which may help make public transport a more attractive option and in turn relieve congestion and reduce carbon emissions.

"The effective enforcement of the city's bus lanes is essential in the fight against the march of urban congestion, air quality problems and CO2, and in enabling our high frequency transit services to do their work for our citizens."

Martin Harris – Managing Director of Brighton & Hove Bus Company

CCTV Monitoring by the Traffic Control Centre

In 2018 the city's bus lane CCTV enforcement was upgraded. The project involved the installation of 21 new camera sites and three existing cameras were also replaced and upgraded to Wi-Fi.

The 24 cameras have improved the capacity to enforce illegal driving in all priority lanes, improving journey times for buses, taxis and some motorcycles.

The Traffic Management Team carry out daily checks on bus lane activity from 7:00 to 19:00. Alongside this, bus stop enforcement via CCTV helps allow buses to park against the raised kerbs to aid passengers on/off buses and helps maintain bus journey times.

The Traffic Control Team conduct daily Bus lane sign / line audits, plus strategic routes monitoring and incident reporting helping to keep the traffic moving.

Bus Lane Enforcement

CCTV cameras across the city automatically detect whether a non-approved vehicle is in a bus lane. New cameras installed in 2018 have improved reviewing facilities, allowing for more efficient data processing and issuing of PCNs by our staff in the Traffic Control Centre.

The number of Bus Lane Penalty Charge Notices has decreased from 75,029, in 2018/19 to 54,536 in 2019/20. The decrease is due to some CCTV camera being removed in some other camera changes across the city.

- The St Peters church camera being taken down due to the lamp being removed for the Valley Gardens Project.
Two new cameras and three relocations have been installed in Valley Gardens and will be operational in October 2020
- The Lewes Road/Combe Road camera was taken down due because of the road layout changing due to the Preston Barracks Development
- Oxford Street camera was taken down because the building it was mounted on has been demolished.

The table below shows the number of Bus Lane PCN's issued in 2019/20

	2018-19	2019-20
Bus lanes		

Number of Penalty Charge Notices	75,029	53,822
Number appealed	8,322	11,487
% appealed	11%	21%
% allowed	52%	56%

In 2020/21 several new unattended bus lane cameras will be installed, one in North Street, five cameras in Valley Gardens and twelve cameras in various locations around the city.

Better bus lane enforcement will have played a key role in improving bus punctuality and the Brighton & Hove Bus Company has also been implementing other strategies including:

- Sponsoring of an enforcement officer to reduce delays to buses caused by other vehicles parking in bus stops and on bus routes
- More dual door buses
- Adding more running time to timetables

The table below shows where major locations where contraventions occurred in 2019/20

Top 5 Areas where bus lane contraventions	Number of Penalty Charge Notices	
	2018/19	2019/20
North Street	6,327	8,509
London Road	4,330	5,881
York Place	4,796	5,582
Western Road	6,095	3,470
Oxford Street	3,775	3,463

The decrease of PCN's being issued on Western Road is due to extra signage erected in the side streets warning of the Bus Lane.

This coming year 20 attended of the CCTV cameras that we share with Sussex Police, will be in use for monitoring of bus stops for illegally parked vehicles.

11 OFF STREET CAR PARKS

In Brighton and Hove, using car parks is often preferable to parking on the street as many roads are reserved for resident permit holders only. Car parks also allow parking for longer periods. Our car parks provide access to the town and an availability of parking space, absorbs traffic and reduces congestion.

The council operates four barrier entry car parks (The Lanes, Trafalgar Street, Regency Square and London Road).

Car Park Expenditure

Location	Expenditure (£)	Income (£)	Net Income (£)

High Street*	56,980	66,980	9,999
London Road	445,657	868,082	422,425
Oxford Court*	27,619	90,134	62,515
Regency Square	1,150,409	1,495,107	344,698
The Lanes	1,150,988	1,846,996	696,008
Trafalgar Street	743,791	1,266,311	522,519
Other Off-Street	230,455	746,281	515,826
Total:	3,805,899	6,379,890	2,573,991

Notes:- *The High Street Car Park figures shown are after a contribution has been made to the Council's Housing Revenue Account.

Oxford Court Car Park has now been sold to facilitate a Doctors surgery development.

The table below shows the total figures for off-street parking over the last five years

Year	Expenditure	Income	Net income /Expenditure
2015/16	3,036,792	5,703,130	2,666,337
2016/17	3,047,894	5,917,078	2,869,184
2017/18	3,384,967	6,092,432	2,707,465
2018/19	3,548,394	6,535,468	2,987,074
2019/20	3,805,899	6,379,890	2,573,991

As a result of Covid -19 and the closure of Oxford Street Car Park, the surplus from off street parking has decreased by £413,083 to £2,573,991.

Improvements

New Visual Message Signs (VMS) have now been installed outside all barrier car parks, informing visitors of car park capacity information, along with the addition of diversions information.

New bi-fold gates have been installed at London Road car park to replace the existing shutters that were in place. Replacing the shutters, that were often faulty and had to be left open, increased the safety of the car park and reduced noise for the neighbours at both the entry and exit.

The Council have completed extensive concrete works in London Road Car Park and other car parks this year – this has ensured the car parks are safe and have extended their useful life.

All of the Council's car parks have Lifecare plans, structural appraisals plus annual and periodic inspections.

Park Mark - A safe place: -

All four of the Council's barrier car parks are accredited with the Park Mark award.

In 2019/20 we have been tackling anti-social behaviour when it arises in the Council's Car Parks with 24/7 CCTV monitoring and working alongside security patrols and Police Liaison.

The Council's car parks are part of a safe space scheme, in allowing vulnerable people to go to the car parks and seek assistance.

Disabled Parking Accreditation

All of the Council's barrier car parks have achieved the Disabled Parking Accreditation. The scheme recognises off-street parking facilities which are accessible to disabled people. The DPA is primarily aimed at improving parking for disabled people and reducing abuse of disabled bays.

Car parks that achieve the DPA also demonstrate to their customers that they are committed to creating high quality parking facilities for disabled people, such as:-

- easy access
- good lighting
- good signage
- accessible payment methods
- enforceable designated bays

Dogs in hot cars campaign

Brighton & Hove has been identified as a 'hot spot' when it comes to calls received by the RSPCA concerning dogs being left alone in cars over the summer months. Posters are visible in all the Council's car parks to raise awareness of the dangers of leaving a dog in a car on a hot day.

Covid 19

Signage was placed on the walls of all of the Council car parks. The floors were markings out for social distancing due to Covid-19.

Following guidance from the BPA signage has been erected to ask customers to wear facemasks whilst in the car parks too.

Brighton & Hove City Council, Traffic Control Centre

The city's Traffic Control Centre is a hub for traffic management and signals controls. Alongside this it provides customer service to pay-on-foot cars parks and around the clock controls at all the barrier car parks.

Motorists who require assistance can contact the Control Centre via an intercom and officers operate the barriers and pay machines remotely. The Control Centre is supported by a Mobile Maintenance Team and CCTV monitoring and work closely with Sussex Police and local contractor.

Further information on the Council's car parks here:

<https://new.brighton-hove.gov.uk/content/parking-and-travel/parking/car-parks>

12 PAY AND DISPLAY & PAY BY PHONE

Pay and display is available throughout Brighton & Hove. The cost and maximum allowed time will vary depending on the demand for available spaces.

There is a variety of short, medium and long-term spaces across the city. Long-term pay and display is not available in extremely busy locations, like in the centre of Brighton.

Payment methods

All machines are able to process chip-and-PIN transactions, as well as contactless purchases (including Apple Pay and Google Pay).

Although machines that accept cash are in a minority, they can still be found in some of the city's busier areas.

If you don't have access to a bank card or want to pay with cash (where there is no option to do so), PayByPhone and the PayPoint system offer suitable alternatives.

Machine Maintenance

High expectations for machine reliability have been reflected in the maintenance targets set for diagnosing and fixing problems.

In 2019/20, 99 percent of cases where a machine had been reported due to failure, council engineers attended within 24 hours.

The maintenance team is also able to keep to a regular schedule of quarterly maintenance visits, rather than only going out when required.

It's hoped that with regular maintenance the P&D machines will serve drivers in the city for the next ten years.

For more information on our pay and display machines please visit:

<https://new.brighton-hove.gov.uk/content/parking-and-travel/parking/pay-and-display>

To see where you can find a pay-and-display machine near a location / destination, please visit our online pay-and-display location lists:

<https://new.brighton-hove.gov.uk/content/parking-and-travel/parking/pay-and-display-machine-locations>

PayByPhone

Pay by Phone processed 2.6 million transactions in Brighton and Hove in 2019/20, this accounts for 58% of all parking transactions.

Help and guidance for customers

Customers can pay in a number of ways, either by touch tone, text, mobile web or mobile app.

If you don't have a smart phone you can call the automatic payment line or text.

PayByPhone has provided ways to help both new and existing customers. Customers can see a step by step guide on the PayByPhone website. Please see link below:

<https://paybyphone.co.uk/how-it-works/parking>

YouTube video

Watch a YouTube video on [how to pay for parking with PaybyPhone](#) on the PaybyPhone YouTube channel.

13 PERMITS

Parking Permit Review

The review of Parking Permits has occurred because there is currently a wide range of parking permit types that have been added, without considering the opportunities for modernisation and consolidation. This has resulted in customers and staff questioning whether some of the permits are fit for purpose and are providing accounts of where permits are being abused.

The feedback we have received from staff and customers has resulted in a review of a range of permits; such as Traders Permits, Waivers, School Permits, Professional Carers Badges, Carers Permits and Hotel Permits.

By completing this Permit Review, we aim to increase customer satisfaction with the permit criteria as well as processes and as a result; reduce complaints received in relation to the permit provision. The results of the Permit Review will also lead to an easier/ more efficient permit suit for staff and support the delivery of the Council's Corporate Strategy (2020-2023) to reduce emissions within Brighton and Hove.

The changes include: -

- Businesses being able to apply for up to four permits, an increase from the current limit of two
- Merging traders and waiver permits which will allow greater flexibility for traders for short term jobs
- Traders being able to purchase yearly, monthly, weekly and daily permits
- Ability to purchase daily permits in 'blocks'

Covid-19

As a result of Covid-19 our Permit Centre closed, this meant our ICT and Permit Team had to work quickly to develop a system for new permit applicants.

We launched a new online system for people to renew and pay for their parking permits and more than 90% of residents and businesses, and 80% of traders are now using this.

The table below shows the number of permits issued in the last four years categorised according to permit type.

Permit type	On issue as at 01/07/17	On issue as at 01/07/18	On issue as at 01/07/19	On issue as at 01/07/20
Business	1,378	1,387	1,178	1,036
Car Club	113	108	118	111
Carer	246	330	325	272

Dispensation	543	572	573	497
Doctor	121	118	137	138
Resident (including match day)	31,283	37,321	37,548	36,369
Professional carer	2,177	2,355	2,521	2,512
Schools	234	296	261	238
Trader	2,237	2,320	2,371	2,030

The number of permits on issue appear broadly comparable to previous years.

The table below charts the take up of resident permits in each parking zone over the previous five years. Numbers in brackets indicate the maximum annual allocation of visitor permits per permit holder.

Resident parking zone and visitor allowance	Resident permits on issue as at 01/07/16	Resident permits on issue as at 01/07/17	Resident permits on issue as at 01/07/18	Resident permits on issue as at 01/07/19	Resident permits on issue as at 01/07/20
Preston Park Station, A (50)	646	634	632	680	652
Coldean, B (25) +1*	1,497	1,513	968	1,062	873
Queen's Park, C (50)	1,805	1,826	1,948	1,977	2,399
Moulsecoomb, D (25) +1*	2,526	2,540	1,678	1,703	1,209
Preston Park Station (North), E (50)	202	203	207	192	214
Fiveways, F(50)	849	892	1,397	1,410	1,320
Hollingbury Road, G (50)	102	100	110	108	100
Kemptown & Hospital, H (50)	2,498	2,439	2,478	2,489	2,485
Craven Vale, I (50)	N/A	N/A	160	117	138
Preston Circus, J (50)	3,962	3,817	3,987	3,986	3,849
Preston Village, K (50)	N/A	N/A	265	212	206
West Hove, L (50)	N/A	N/A	1,319	1,306	1,251
Brunswick & Adelaide, M (50)	1,626	1,559	1,894	1,932	2,002

Central Hove, N (50)	4,490	4,352	4,540	4,609	4,563
Goldsmid, O (50)	2,189	2,143	2,099	2,053	2,140
Area P	N/A	N/A	N/A	N/A	458
Prestonville, Q (50)	1,090	1,053	1,063	1,068	1,081
Westbourne, R (50)	3,677	3,611	3,639	3,924	3,661
Hanover & Elm Grove, S (50)	N/A	N/A	1,844	1,909	1,247
Hove Station, T (50)	356	357	351	376	393
St Luke's, U (50)	412	382	420	385	9
Hanover & Elm Grove, V (50)	N/A	N/A	2,478	2,147	2,380
Wish Road, W (50)	1,032	1,029	1,018	1,068	1,052
Central Brighton (North), Y (25)	1,786	1,741	1,725	1,751	1,637
Central Brighton (South), Z (25)	1,122	1,092	1,101	1,084	1,050
Total	31,867	31,283	37,321	37,548	36,369

*'+1' refers to one additional permit issued to a resident for visitor use. This system operates in match-day zones only.

The number of permits on issue is comparable to last year's figures.

Waiting Lists

Parking zones Y & Z are currently the only zones within the city with waiting lists for resident's permits. **The chart below compares the number of residents on the waiting list in areas, Y and Z parking zones over the last three years:**

Resident parking zone	Number of people on waiting list at 01/07/18	Number of people on waiting list at 01/07/19	Number of people on waiting list at 01/07/20
Central Brighton (North), Y	225	208	119
Central Brighton (South), Z	337	343	155
Total	562	551	274

Low Emission Vehicle Discounts

Parking management can deliver air quality improvements through the promotion of more sustainable fuel sources, through pricing a permit pricing band where the cost of parking charges or permits is differentiated by vehicle fuel type such as high / low emission permits.

The council offers a 50% discount on permits for people with low emission vehicles (does not include diesel vehicles).

As of April 2018, low emission is defined as a non-diesel vehicle that produces 110g/km or less CO₂ emissions.

In addition, the price of permits for vehicles producing 166g/km or more CO₂ emissions has increased by 25 percent.

This needs to be verified by the presentation of the V5C document.

The table below shows the number of High/ Low Emission Permits issued in 2019/2020

High Permit Type	No. Issued 2018/19	No Issued 2019/20	% of all permits.	Low Permit Type	No. Issued 2018/19	No. Issued 2019/20	% of all Permits
12 Month High Emission	4,140	5,019	11%	12 Month Low Emission	2,289	3,832	7%
3 Month High Emission	2,420	3,002	7%	3 Month Low Emission	1,254	1,752	3%

The most recent reports can be viewed on the council's website:

<https://www.brighton-hove.gov.uk/content/environment/noise-pollution-and-air-quality/air-quality-management-city>

14 BLUE BADGE SCHEME & TACKLING FRAUD

New Blue Badge Legislation

From the 30th August 2019 the Department of Transport expanded eligibility and simplified application the process for Blue Badges.

New online eligibility checks launched to make it simpler for people applying for Blue Badges. People with hidden disabilities, including anxiety disorders or a brain injury, can apply now for a Blue Badge.

The Blue Badge Team received training to assess these applications and to understand exactly what this new guidance meant for people with hidden disabilities. Since the legislation came into force 218 badges have been issued under this new guidance.

We have received many comments about how this change has helped the lives of many people. Blue Badge holders can travel to doctor's appointments, do their own shopping, maintain independence where possible or keep children or adults who would usually be at risk, safe when traveling.

Partnership Working

In preparation for the new guidance to come into effect and after, the Blue Badge Team have been part of many training sessions to learn more about conditions that we might come across in new applications. This included training from the Speak Out Learning Disability charity, Action for Hearing Loss which is a deaf awareness charity and with Mind for Mental Health awareness training.

All these sessions were insightful. While these training sessions were useful with the effect of the new guidance, it was also important that we were part of these so that we could understand the best ways to communicate with our customers and to provide a simple to use service for all.

Blue Badge Applications

The below table highlights the number of Blue Badges issued and processed in 2019/20 compared to 2018/19.

	2018/19	2019/20
Applications processed	4,545	4,971
Badges issued	4,287	4,410
Stolen	1	2
Refused	258	318
Cancelled (deceased)	700	565
Appeals	45	43

Community Resolution Orders (CRO's)

The Community Resolution Order video is a way of deterring further offences and educating people that misuse of a Blue Badge is not a victimless offence.

In 2019/20, 168 individuals living in Brighton & Hove have attended a Community Resolution Order at Hove Town Hall with Sussex Police and a Blue Badge Investigator. Following this:

- Only 5 individuals have progressed to re-offend
- 35 cases have been sent for prosecution.
- 24 Blue Badges were retained after being used when they had been cancelled following a report as lost
- 318 Blue Badges were retained. 136 of those were destroyed as they were expired, cancelled or the badge holder was deceased
- 7 individuals have received a formal caution

What can happen if you misuse a Blue Badge?

In February 2020 an individual was convicted after trial, of four charges under section 115 RTRA. Use of a Blue Badge with intent to deceive and two charges of Section 112 RTRA - failure to respond.

The Blue Badge Team worked hard in putting together a solid case to prove fraud had taken place and the defendant received the following penalty: -

- Suspended Sentence Order (8 weeks suspended for 12 months) concurrent on all section 115 RTRA offences
- £750 costs
- 80 hours unpaid work

For more information on Blue Badges please visit:

<https://new.brighton-hove.gov.uk/content/parking-and-travel/parking/apply-or-renew-a-blue-badge>

<https://new.brighton-hove.gov.uk/content/parking-and-travel/parking/using-your-blue-badge-and-where-you-can-park>

15 THE CUSTOMER JOURNEY

Our promise to you

Our vision of getting things right first time, every time is the driving force behind our customer promise. To do this we have to ensure staff have the skills, behaviours and tools to deliver the service you need.

In 2019/20 we have been working towards: -

- Establishing a customer experience working group for Parking & Transport focusing on making improvements to the services directly for the benefit of customers
- Integrating with MyAccount and the Customer Index to provide an intuitive and streamlined application process for customers.
- Communicating with customers online (email/ website/social media) where possible and appropriate. This is often quicker and more convenient.
- Working with customers to find the best way to get help if they have specific access needs
- Having open conversations in team meetings regarding inclusion, equalities and diversity

Customer Ambassadors

Our customer contact ambassadors have been mapping 'customer journeys' to move transactions online, update our webpages and support our 'roadmap' to recovery.

Our workforce

Our staff are our greatest asset.

We firmly believe that investing in our staff's wellbeing and ongoing training is essential to ensure our customers receive the service they deserve.

From 2019, Tuesday afternoons were set aside for staff training and development. This has proven to be a huge success. An example of this is the reduction of PCN Challenge Response times, from six weeks to two weeks by March 2019.

Here are some examples of our training programme

- Improving Customer Experience
- City and Guilds Notice Processing
- Train the Trainer
- Taking Control of Goods and Vulnerable Customers
- CCTV Enforcement
- Plain English Training
- Unconscious Bias Workshops

Investing in our Staff

One of our priorities is to ensure staff wellbeing in the workplace, and in turn, this create a culture where our staff can provide our customers with quality service. We have focused on the mental wellbeing of staff this year, and part of this focus was about improving how we communicate with each other as much as how we communicate to the public.

Many of the Parking Team have attended the following workshops: -

- Resilience training
- Cancer awareness
- The menopause demystified
- Midlife for men demystified
- Identifying and understanding mental health

CUSTOMER SERVICE FEEDBACK

Brighton & Hove City Council has a formal complaints procedure and provides the opportunity for customers to complement our services and staff. Where complaints are received, these are investigated and the complainant responded to, outlining what action, if appropriate will be taken to rectify the matter.

This year, stage one complaints have decreased by 23% from 180 to 139 corporate complaints.

In 2019/20 the Parking Services Team dealt with:

139 Stage 1 complaints

15 Stage 2 complaints

The percentage of cases that were replied to within the specified timeframe were:

87% of complaints were replied to within 10 days

31% of Stage 1 cases were upheld or partially upheld

The Parking Team received 93 compliments, which is an increase of 40 compared to 2018/ 19.

The below table highlights some of the complaints and complements received in 2019/20.

Compliant / Compliment	Outcome
Complaint – Suspension refund	The refund process was reviewed and reallocated to the team who deal with parking enforcement. This allows the Parking Strategy Team to fully investigate every suspension refund complaint.
Compliment -Blue Badge Application	I would like to thank your team, for the respect and sensitivity shown during my assessment for my blue badge application. it is a privilege and will enhance difficult situations for myself and my wife.
Compliment – Finding a parking space	You have made myself, my wife and my brother very happy because it's a nightmare trying to find space for them all with so little space in the hourly spaces. So once again, a BIG thank you to you and all the people in Hove parking
Compliment – Advice about electric vehicle charging points	Lucy - Thank you for your email, that's fantastic news - perfect! I'm sorry we didn't manage to speak yesterday but I am so impressed at how quickly you responded.

16 FINANCIAL INFORMATION

Parking charges are designed to manage the availability of parking spaces. For example, charges may need to be set at a higher level in the city centre to reduce demand for on-street parking. This in turn helps to improve air quality and ease congestion at busy locations.

Fees and charges are reviewed annually to make sure they cover the cost of services and provide value for money. Changes are approved by the Environment, Transport & Sustainability Committee. The council has the discretion to set charges to reflect its parking policies.

The surplus is the money remaining after direct costs for enforcement, administration, maintaining parking machines.

The majority of the parking surplus is spent on providing free bus passes for older and disabled people, which the Council has a legal duty to provide.

Money is also invested back into supporting bus services and other transport projects. You can read more about this in the *How we invest the income* chapter.

Information from the latest committee meeting to approve fees and charges can be found on the website:

<https://present.brighton-hove.gov.uk/ieListDocuments.aspx?CId=823&MId=6633&Ver=4>

The below table shows income by source and the direct cost of civil parking enforcement.

Income by source	2017/18 (£)	2018/19 (£)	2019/20 (£)
On-street parking charges	10,839,586	11,441,854	11,558,889
Permit Income	9,252,061	9,589,716	10,081,467
Penalty Charge Notices (inclusive of bad debt provision)	3,852,449	5,832,784	5,744,489
Other	36,338	95,985	78,841
Total	23,980,434	26,960,340	27,463,686
Direct cost of civil parking enforcement	2017/18 (£)	2018/19 (£)	2019/20 (£)
Enforcement	3,620,476	4,601,931	4,928,865
Admin, appeals, debt recovery and maintenance	3,371,630	3,238,111	3,528,637
Scheme review / new schemes	767,569	1,076,960	1,239,479
Capital charges	1,010,833	1,261,186	1,265,915
Total	8,770,508	10,178,188	10,962,896

Surplus after direct costs	15,209,926	16,782,152	16,500,790

17 HOW WE INVEST THE INCOME

Any surplus made through parking fees and charges has to be invested into transport and highways. This is a legal requirement.

In 2019/20, after direct costs, there was a surplus of **£16,500,790**. This is a decrease of **1.68%** on the previous financial year.

The table below shows a year-on-year comparison of how surplus income was invested back into transport and highways.

On Street Parking Surplus Spending

Spending supported by civil parking enforcement income surplus	2017/18	2018/19	2019/20
Concessionary fares	£10,792,232	£10,796,363	£10,774,831
Capital investment borrowing costs	£2,569,660	£2,461,097	£2,362,653
Supported bus services and other public transport services	£1,380,366	£1,322,917	£1,216,309
Contribution to eligible related expenditure	£467,668	£2,201,744	£2,146,997
Total	£15,209,926	£16,782,152	£16,500,790

Use of surplus income from parking charges and penalty charges is governed by section 55 of the Road Traffic Regulation Act 1984. Once the need for provision of off-street parking facilities and to make good deficits to central funding has been met, use of surpluses is currently confined to the provision of public transport services or to road, air quality or environmental improvements.

<https://www.legislation.gov.uk/ukpga/2004/18/notes/division/4/7/2>

Supported bus services

The Council supports some bus routes by subsidising the costs of running these services. In financial year 2019/20 the Council spent £1,216,309 on supporting bus services.

You can find out more about supported bus services on the below webpage:

<https://www.brighton-hove.gov.uk/content/parking-and-travel/travel-transport-and-road-safety/public-transport-news-0>

Concessionary bus fares

The majority of the surplus is spent on providing free travel for both the elderly and disabled citizens. We spent £10,774,831 on this service in financial year 2019/20.

Local Transport Plan Costs

Since 2011/12, the Local Transport Plan (LTP) has been wholly funded by a grant from the Department for Transport. As a consequence, no borrowing costs are included in relation to the Local Transport Plan for the current year.

Capital investment borrowing costs of £2,362,653 relate to previous Local Transport Plan schemes. The money spent on borrowing costs has continued to fall each year.

Each year a report is presented to the Environment, Transport & Sustainability Committee to agree how funds will be allocated to the Local Transport Plan capital programme for the following year.

Some of these projects have included:

- Quality Bus Partnership Initiative
- Walking facilities (dropped kerbs and tactile)
- Cycle parking
- A23 Sustainable Transport Corridor
- Cycle route signing
- Travel plans for schools
- Pedestrian priority schemes
- Traffic control improvements
- Brighton Station gateway project
- Walking network improvements
- Old Shoreham Road cycle route
- Pedestrian wayfinding and signing

- Electric vehicle charging points (Local Transport Plan)
- Cycle priority schemes
- New Road/Church Street junction and crossing
- Chatham Place rail bridge support
- Bear Road retaining wall
- Dyke Road Drive retaining wall
- Marine Parade retaining wall
- Footways maintenance

CONCESSIONARY TRAVEL – HOW THE PARKING SURPLUS IS SPENT

A mandatory bus concession for older and disabled people has been in place since 2001. The scheme has gradually been extended since its introduction and since April 2008 has provided free off-peak local bus travel to eligible older and disabled people anywhere in England.

Decision making is aided by a trained independent Occupational Therapist. They assess the applicant's mobility under criteria issued by the Department for Transport.

Concessionary bus travel extension

Twenty-Four-hour concessionary bus travel is now available for disabled people and has been extended during the pandemic to include older people. This was introduced early on during Covid-19 lockdown to support passengers who may need to get to the shops early to buy essential items.

Bus Pass Applications in 2019/20 compared to 2018/19

	2018/19	2019/20
Successful applicants	1,794	2,194
Renewals	2,290	4,786
Replacements	2,473	2,539

There were 2,917 more applications than in 2018/19. There have been slight increases in applications for those who have a hearing impairment. This was due to the positive response to the hear loss promotional campaign.

Taxi vouchers

As an alternative to applying for a concessionary bus pass, Brighton & Hove City Council currently offers taxi vouchers (up to the value of £70 per year) to residents who are unable to use their bus pass because of a disability. To discourage misuse, vouchers have been personalised with a photograph of the user.

Taxi vouchers issued in 2019/20

	Number of service users 18/19	Number of service users 19/20
On issue	606	651
Successful applicants	70	123

Renewals	467	528

More information on taxi vouchers is available from the Council website:

<https://www.brighton-hove.gov.uk/content/parking-and-travel/travel-transport-and-road-safety/taxi-vouchers>

‘What my Concessionary Bus Pass means to me.’

“Mrs X has a Disabled Concessionary Bus Pass and her symptoms are unseen. This can be a challenge for Mrs X when she travels on the bus and has experienced discriminatory behaviour from bus drivers and passengers.

Mrs X is on the autism spectrum, has ADHD, dyspraxia and sensory issues. Everyday tasks such as going to work, going to the supermarket, attending appointments and accessing supportive services in the community are horrific experiences for her. There have been days in peak travelling times that Mrs X is just not physically and mentally able to get on the bus due to the volume of people.

The Concessionary Bus Pass gives Mrs X the freedom to be able travel to work in a job she loves as a cleaner, between 5am and 7am, to socialise and to receive treatment.

Mrs X would love the Disabled Concessionary Bus Pass to give her, and people like her, access to travel safely, independently and with freedom 24/7.

Mrs X loves her Disabled Concessionary Bus Pass.

More information on bus passes for older persons and disabled residents is available on the Council’s website:

Older person’s bus pass:-

[Older person’s bus pass | Brighton & Hove City Council](#)

Disabled Person’s bus pass:-

[Disabled person’s bus pass | Brighton & Hove City Council](#)

Appendix 1 On and off-street parking charges

	2018/19 (£)	2019/20 (£)
Off-street car parks		
Black Rock		
1 hour	1.00	1.10
2 hours	2.00	2.20
3 hours	4.00	4.40
4 hours	5.00	5.50
9 hours	6.00	Deleted
11 hours	New	7.20
King Alfred		
1 hour	1.60	1.80

2 hours	2.00	2.50
3 hours	3.00	3.50
4 hours	4.00	4.50
Annual Season Ticket	780.00	800.00
Rottingdean Marine Cliffs		
1 hour	1.00	1.10
2 hours	2.00	2.20
4 hours	New	4.00
11 hours	3.00	5.00
Quarterly season ticket	52.00	60.00
Norton Road		
1 hour	1.00	1.10
2 hours	2.00	2.20
4 hours	3.20	3.80
5 hours	4.20	4.90
9 hours	5.00	6.00
12 hours	6.00	7.10
Annual season ticket	780.00	800.00
Staff Annual Permit	New	400.00
Rottingdean West Street		
1 hour	1.00	1.10
2 hours	2.00	2.20
3 hours	3.00	3.30
The Lanes		
1 hour	2.00	3.50
2 hours	6.00	7.00
4 hours	13.00	15.00
9 hours	20.00	21.00
24 hours	25.00	25.00
Lost ticket	25.00	25.00
Weekend: 1 hour	4.00	4.00
Weekend: 2 hours	8.00	8.50
Weekend: 4 hours	15.00	16.00
Weekend: 9 hours	20.00	21.00
Weekend: 24 hours / lost ticket fee	25.00	25.00
Evenings: 18.00–24.00	4.50	4.50
Night: 24.00–11.00	5.00	5.00
Annual season ticket	2500.00	2500.00
Reduced charge annual season ticket: Resident permit waiting list 16.00–11.00 Mon–Fri (Zone Z only)	1500.00	1500.00
London Road		
1 hour	1.50	1.60
2 hours	3.00	3.30
4 hours	6.00	6.50
9 hours	8.00	10.00

24 hours	15.00	15.00
Lost ticket	15.00	15.00
Evenings: 18.00–24.00	4.50	4.50
Night: 24.00–11.00	5.00	5.00
Lost ticket admin fee	5.00	5.00
Weekly	55.00	55.00
Annual season ticket	1200.00	1200.00
Annual season ticket: reduced rate for Area Y permit holders, and businesses of New England House, City Point or One Brighton	800.00	800.00
Reduced charge annual season ticket: Resident permit waiting list (Zone Y) 16.00–11.00 Mon–Fri	420.00	420.00
Regency Square		
1 hour	2.00	3.00
2 hours	4.50	5.50
4 hours	10.00	10.50
9 hours	13.00	14.00
24 hours / Lost ticket	18.00	20.00
Evenings 18.00–24.00	4.50	4.50
Night 24.00–11.00	5.00	5.00
Lost ticket administration fee	5.00	5.00
Weekly season ticket	60.00	60.00
Quarterly season ticket	300.00	330.00
Annual season ticket	1000.00	1100.00
Commercial season ticket (annual)	1200.00	1200.00
Reduced annual season ticket: Resident permit waiting list 16.00–11.00 Mon–Fri (Zone M)	750.00	750.00
Trafalgar Street		
1 hour	3.00	3.30
2 hours	6.00	6.40
4 hours	9.00	10.00
6 hours	10.00	11.00
9 hours	12.00	13.00
24 hours / Lost ticket	16.00	16.00
Weekend: 1 hour	2.50	2.50
Weekend: 2 hours	4.50	4.50
Weekend: 4 hours	8.00	8.00
Weekend: 6 hours	10.00	10.00
Weekend: 9 hours	12.00	12.00
Weekend: 24 hours / Lost ticket	18.00	18.00
Evenings: 18.00–24.00	4.50	4.50
Night: 24.00–11.00	5.00	5.00
Lost ticket admin fee	5.00	5.00
Quarterly season ticket	400.00	400.00
Annual season ticket	1200.00	1200.00

Reduced annual season ticket: Resident permit waiting list (Zone Y) 16.00–11.00 Mon–Fri	750.00	750.00
On-street (Pay and display)		
TARIFF ZONE 1		
Zone Y: Central Brighton North		
1 hour	3.60	3.80
2 hours	6.20	6.60
4 hours	10.40	11.00
Zone Z: Central Brighton South		
1 hour	3.60	3.80
2 hours	7.00	7.40
4 hours	11.00	11.70
TARIFF ZONE 2		
Zone Y: Central Brighton North		
1 hour	2.00	2.10
2 hours	4.00	4.80
4 hours	6.20	6.90
TARIFF ZONE 3		
Zone M: Brunswick & Adelaide		
1 hour	2.00	2.10
2 hours	4.20	4.80
4 hours	6.20	6.90
TARIFF ZONE 4		
Zone A: Preston Park Station		
1 hour	1.00	1.10
2 hours	2.00	2.10
4 hours	4.00	4.20
11 hours	5.20	5.80
Zone C: Queen's Park		
1 hour	1.00	1.10
2 hours	2.00	2.10
4 hours	4.00	4.20
11 hours	5.20	5.80
Zone E: Preston Park Station (North)		
1 hour	1.00	1.10
2 hours	2.00	2.10
4 hours	4.00	4.20
11 hours	5.20	5.80
Zone F: Fiveways and Balfour		
1 hour	1.00	1.10
2 hours	2.00	2.10
4 hours	4.00	4.20

11 hours	5.20	5.80
Zone G: Hollingbury Road & Ditchling Gardens		
1 hour	1.00	1.10
2 hours	2.00	2.10
4 hours	4.00	4.20
11 hours	5.20	5.80
Zone H: Kemp Town & Hospital		
1 hour	1.00	1.10
2 hours	2.00	2.10
4 hours	4.00	4.20
11 hours	5.20	5.80
Zone I: Craven Vale		
1 hour	1.00	1.10
2 hours	2.00	2.10
4 hours	4.00	4.20
Zone J: Preston Circus		
1 hour	1.00	1.10
2 hours	2.00	2.10
4 hours	4.00	4.20
11 hours	5.20	5.80
Zone K: Preston Village		
1 hour	1.00	1.10
2 hours	2.00	2.10
4 hours	4.00	4.20
Zone N: Central Hove		
1 hour	1.00	1.10
2 hours	2.00	2.10
4 hours	4.00	4.20
11 hours	5.20	5.80
Zone O: Goldsmid		
1 hour	1.00	1.10
2 hours	2.00	2.10
4 hours	4.00	4.20
11 hours	5.20	5.80
Zone Q: Prestonville		
1 hour	1.00	1.10
2 hours	2.00	2.10
4 hours	4.00	4.20
11 hours	5.20	5.80
Zone R: Westbourne		
1 hour	1.00	1.10
2 hours	2.00	2.10
4 hours	4.00	4.20
11 hours	5.20	5.80

Zone T: Hove Station		
1 hour	1.00	1.10
2 hours	2.00	2.10
4 hours	4.00	4.20
11 hours	5.20	5.80
Zone V: Hanover & Elm Grove		
1 hour	1.00	1.10
2 hours	2.00	2.10
4 hours	4.00	4.20
Zone W: Wish Road		
1 hour	1.00	1.10
2 hours	2.00	2.10
4 hours	4.00	4.20
11 hours	5.20	5.80
Seafront (Pay & Display)		
TARIFF ZONE 1		
Seafront Inner: Madeira Drive (1 Mar–31 Oct) [West of Madeira Lift]		
1 hour	3.20	3.70
2 hours	6.00	7.00
4 hours	11.00	11.70
11 hours	16.00	17.00
Seafront Inner: Marine Parade [West of Burlington Street]		
1 hour	3.20	3.70
2 hours	6.00	7.00
4 hours	11.00	11.70
11 hours	16.00	17.00
Seafront Inner: King's Road		
1 hour	3.20	3.70
2 hours	6.00	7.00
4 hours	11.00	11.70
11 hours	16.00	17.00
TARIFF ZONE 2		
Seafront Inner: Kingsway [East of Fourth Avenue]		
1 hour	2.00	2.10
2 hours	4.20	4.80
4 hours	6.20	6.60
11 hours	10.40	11.00
Seafront Inner: New Steine		
1 hour	2.00	2.10
2 hours	4.20	4.80
4 hours	6.20	6.60
11 hours	10.40	11.00

TARIFF ZONE 3		
Seafront Outer: Madeira Drive [East of Madeira Lift]		
1 hour	1.00	1.10
2 hours	2.00	2.10
4 hours	4.20	4.50
11 hours	7.20	7.60
Seafront Inner: Madeira Drive (1 Nov–28/29 Feb) [West of Madeira Lift]		
1 hour	1.00	1.10
2 hours	2.00	2.10
4 hours	4.20	4.50
11 hours	7.20	7.60
TARIFF ZONE 4		
Rottingdean High Street		
1 hour	1.00	1.10
2 hours	2.00	2.10
4 hours	4.20	4.50
Madeira Drive Coach Park		
4 hours	9.00	9.50
8 hours	16.00	17.00
Permits		
Resident permit – full schemes (zones: A, C, E, F, G, H, I, J, K, M, N, O, Q, R, T, V, Y, Z)* *Zones I, K, V introduced in 2017/18		
First permit per household: 3 months (50 percent discount for low emissions)	45.00	45.00
First permit per household: 1 year (50 percent discount for low emissions)	130.00	150.00
Visitor permit (excluding zones M, Y and Z)	3.50	3.50
Visitor permit (zones M, Y and Z only)	4.50	4.50
Resident permit: light-touch schemes (zones: L, S, U, W)* *Zones L and S introduced in 2017/18		
First permit per household: 6 months (50 percent discount for low emissions)	60.00	60.00
First permit per household: 1 year (50 percent discount for low emissions)	100.00	110.00
Visitor permit	2.20	2.50
Business permit		
1 year	350.00	400.00
3 months	100.00	115.00
1 year (low emissions)	175.00	175.00
3 months (low emissions)	50.00	50.00
Traders permit		
1 year	700.00	760.00

3 months	200.00	235.00
Hotel permits		
Area C (24 hours)	8.00	8.00
Area N (1 day)	3.50	3.50
School permits		
3 months	50.00	50.00
1 year	150.00	150.00
Other permits		
Doctors permit (per bay)	100.00	100.00
Car Club (1 year)	25.00	25.00
Professional Carer (1 year)	52.00	52.00
Carer (non-professional)	10.00	10.00
Dispensation (1 year)	40.00	40.00
Waiver (1 day)	10.00	10.00
Suspensions		
Daily charge for first 8 weeks	40.00	40.00
Community events (daily charge)	20.00	20.00
Suspensions – Utilities in zone M,Y,Z	60.00	60.00
Suspensions – All zones except M,Y,Z	50.00	50.00
Suspension Skips	20.00	20.00
Suspension Skips – longer than 8 weeks	40.00	40.00
Administration fees		
Change of zone	10.00	10.00
Surrender of Permit	10.00	10.00
Change of vehicle	10.00	10.00
Replacement permit	10.00	10.00
Issuing resident permit to Blue Badge holder	15.00	15.00
Issuing resident permit to Blue Badge holder (low emissions)	10.00	10.00
Issuing Blue Badge	10.00	10.00
Blue Badge bay: application fee	11.00	11.00
Blue Badge bay: individual disabled bay	102.00	102.00
Suspensions	30.00	30.00
Zone B & D (event parking)		
Resident permit	No Charge	No Charge
Business permit	No Charge	No Charge
Carer permit	No Charge	No Charge
School permit	No Charge	No Charge
Visitor permit (transferable)	No Charge	No Charge
Visitor permit (one day)	2.60	3.50
Change of vehicle	10.00	10.00
Replacement permit	10.00	10.00
Parking Infrastructure		

Lining		
Access Protection White Lines (per metre)	12.00	12.00
Replacing lining after crossover work (per metre)	12.00	12.00
Traffic Regulation Order (TRO) for new parking restriction outside the Controlled Parking Zone		
Administration, advertising costs, officer site visits, signing and lining costs	2,000	2,000
Additional search enquiries		
Solicitors and other agency queries per question	40.00	40.00

**Appendix 2 List of electric vehicle charging points across Brighton & Hove
(as at October 2018)**

	Location	Type	Points available
Bartholomews	Outside no.5 (opposite town hall)	Type 2 (7kW)	2
Ditchling Road (opp The Level)	Outside Caroline of Brunswick pub	Three pin (3kW)	1
		Type 2 (7kW)	2
London Road car park	42 Providence Place BN1 4GE	Type 2 (7kW)	6 (3x dual access) on ground floor
Madeira Drive	Opposite Harvester, nr Sealife Centre	Type 2 (7kW)	2
Regency Square car park	Regency Square BN1 2FG	Three pin (3kW)	1
		Type 2 (7kW)	6 (3x dual access) on Level 1
The Lanes car park	Black Lion Street BN1 1ND	Type 2 (7kW)	4 (2x dual access) on Level 3
Trafalgar Street car park	Blackman St / Whitecross St	Three pin (3kW)	1
		Type 2 (7kW)	2
Withdean Stadium (on road)	Withdean Road BN1 5JD	Three pin (3kW)	1
		Type 2 (7kW)	2 (1x dual access)
Withdean Stadium (in car park)	Withdean Leisure Centre	Type 2 (43kW)	1
		CCS (50kW)	1
		CHAdEMO (50kW)	1

More information about electric vehicle charging in the city is available online:

<https://www.brighton-hove.gov.uk/content/parking-and-travel/parking/electric-vehicles-and-charging>

Other recommended sources for information:

Zap Map (for charge point locations plotted on a map):

<https://www.zap-map.com/>

Electric Brighton (community-oriented information for EV drivers in Brighton & Hove):
<https://electricbrighton.com/>

Appendix 3

Top 10 reasons for Penalty Charge Notices being issued:

a) On-street

Contravention code	Description		2018/19	2019-20
12	Parked in a residents' or shared use parking place without a valid permit	Higher	48,865	52,493
1	Parked in a restricted street during prescribed hours	Higher	25,047	23,803
19	Parked in a residents' or shared use parking place or zone with an invalid permit or voucher & display ticket, or after the expiry of paid for time	Lower	13,468	15,150
25	Parked in a loading place or bay during restricted hours without loading	Higher	7,455	7,065
11	Parked without the payment of the parking charge	Lower	6,211	6,582
40	Parking in a designated disabled person's parking place without displaying a valid disabled person's badge	Higher	3,839	3,181
2	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force	Higher	2,726	2,735
30	Parked for longer than permitted	Lower	2,149	2,149
21	Parked wholly or partly in a suspended bay or space	Lower	2,117	1,933
5	Parked after the expiry of paid for time	Lower	1,369	1,468

b) Off-street

Contravention code	Description		2018-19	2019-20
73	Parked without payment of the parking charge	Lower	2,012	1,875
82	Parked after the expiry of paid for time	Lower	499	331
85	Parked without a valid virtual permit or clearly displaying a valid physical permit where required	Higher	90	118
86	Not parked correctly within the markings of a bay or space	Lower	90	93
81	Parked in a restricted area of the car park	Lower	196	77
86	Not parked correctly within the markings of a bay or space	Lower	120	93
80	Parked for longer than permitted	Lower	23	35

91	Parked in a car park or area not designed for that class of vehicle	Higher	7	13

Subject:	Parking Permit Review		
Date of Meeting:	24 November 2020		
Report of:	Executive Director, Economy, Environment & Culture		
Contact Officer:	Name:	Jenny Mitchell Peter Turner	Tel: 01273 295518
	Email:	jenny.mitchell@brighton-hove.gov.uk, pete.turner@brighton-hove.gov.uk	
Ward(s) affected:	(All Wards);		

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

- 1.1 This report provides members of this Committee recommendations for changes to the operation of various parking permits throughout the city.
- 1.2 Following the previous recommendations approved by Committee on 21 January 2020; further progress to the parking permit review has taken place and as a result, further recommendations are being presented to this Committee.

2. RECOMMENDATIONS:

- 2.1 That the Committee agrees to amend the following permits as outlined in Appendix A.
- Self-employed Professional Carers Permit
 - Carers Permit Eligibility
 - School Permits
- 2.2 That the Committee notes the changes to the current General Practitioner sign off process which is included in Appendix B, and the staff engagement analysis

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Historically, when additional types of parking permits have been taken forward this has been in a piecemeal fashion, without considering the opportunities for modernisation and consolidation. Customers coming to the front desk regularly complain about whether some of the permits are fit for purpose and give anecdotal accounts of where permits may be being abused.
- 3.2 Therefore, it was agreed at the Environment, Transport & Sustainable Committee on the 21 January 2020 that an operational review of parking permits takes place and as a result, a report of recommended changes comes forward to this Committee.

3.3 Over the last two years, the Parking Customer Service Team and the Parking Projects Team have conducted a comprehensive review of the Parking Permit system which has spanned 2 years.

- The first year focussed on identifying and recommending which permits were fit for purpose (no change required). This was approved by this Committee on 21 January 2020 when it was presented as an appendix. The Report also identified permits that required further investigation by taking into consideration complaints, concerns and comments made by members of the public.
- This second year of the review has focused on modifying the identified permits that required further investigation. Part of these proposals are presented today.

3.4 As part of the review another schedule of permits with recommendations for change to start for the 2021/22 financial year is in progress. This will be presented at the 19 January 2021 Environment, Transport & Sustainable Committee alongside and with links to the fees & charges for 2021/22 which will be presented as a separate report at the same meeting.

3.5 As part of the review the following items have been completed.

- A staff engagement analysis to assess strengths and weaknesses was conducted with the Parking Services Team (outlined in paragraph 5.1)
- Liaised with the Adult Social Care Team, Carers Hub and the Fraud Team to ensure the eligibility process for Self Employed Professional Carers and Carers Permit is fit for purpose (summarised in paragraph 5.2)

3.6 Appendix C outlines the timeline and progress of the Parking Permit review

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 The main alternative option is doing nothing which would mean that no proposals would be taken forward. However, it is the recommendation of officers that these proposals are proceeded with for the reasons outlined within the report.

4.2 In order to obtain a Carers Permit, the provision of a detailed General Practitioner form is required (Appendix B).

5. COMMUNITY ENGAGEMENT & CONSULTATION

5.1 A staff engagement workshop to assess strengths and weaknesses of the change was held to soundboard from staff their views on the eligibility requirements for a carers permit. The highlights from this workshop were that it would reduce fraud and misuse but may add to processing times from the surgery and may incur a cost from the surgery.

5.2 Consultation with the Adult Social Care Team and Carers Hub has been conducted to ensure that the criteria process for Self- Employed Professional

Cares and for a Cares Permit is fit for purpose and to ensure that those that require a permit is not excluded from the eligibility process.

- 5.3 To allow committee to make an informed decision the draft Traffic Regulation Order to consult on these proposed changes was advertised on the 18 September 2020 with the closing date for comments and objections on 9 October 2020. Ward Councillors for all areas were consulted, as were the statutory consultees such as the Emergency Services.
- 5.4 This included a change to the school permits (outlined in Appendix A). This was to ensure that the Traffic Regulation Order remained consistent with the council's current procedures.
- 5.5 The notice was also published in the Argus newspaper on 18 September 2020. The draft Traffic Regulation Order was available to view on the Council's website.
- 5.6 No objections were received to any of the proposals in the Traffic Regulation Order so if the recommendations are approved by Committee, we propose to seal this order and make formal.

6. CONCLUSION

- 6.1 Members of this Committee are being asked to approve the proposed changes laid out in Appendix A and note the changes to the current process. Fraud will be reduced as carers will not be eligible for a permit if they live in the same zone as the cared for. By providing Self Employed Professional Carers the opportunity to apply for a Professional Carers Permit, the provision of permits will be more inclusive.
- 6.2 It is felt the recommendations should be taken forward due to the reasons outlined within the report.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The recommendations in this report (for example, proposed changes to the proof of eligibility for carers permits) have no direct financial implications. Any costs associated with the relevant administrative processes will be contained within existing Parking Services revenue budgets.

Finance Officer Consulted: Jess Laing

Date: 15/10/2020

Legal Implications:

- 7.2 Under the Road Traffic Regulation Act 1984 the Council has the power to make any provision prohibiting, restricting or regulating the use of a road or any part of the width of a road subject to such exceptions as may be specified in the order. The Council's powers and duties under the Highways Act 1980 and the Road Traffic Regulation Act 1984 must be exercised to secure the expeditious, convenient and safe movement of traffic. The issue of the permits referred to in this report will allow Professional Carers to park for limited periods on the

highway. This will help Professional Carers in carrying out their duties and also assist the Council in complying with its statutory duty as highway authority.

7.3

Lawyer Consulted: Stephanie Stammers

Date: 19 October 2020

Equalities Implications:

7.4 Engagement with a wide range of residents was undertaken as part of the consultation process. The use and analysis of data and engagement has informed the proposals to ensure that they meet the needs of those members of local populations who require the attendance of professional carers.

Sustainability Implications:

7.5

Brexit Implications:

7.6

Any Other Significant Implications:

7.7 HGHGH

Crime & Disorder Implications:

7.8

Risk and Opportunity Management Implications:

7.9

Public Health Implications:

7.10

Corporate / Citywide Implications:

7.11

SUPPORTING DOCUMENTATION

Appendices:

1. Appendix A - Parking Permit Proposals for 2020/21
2. Appendix B - Carers Permit GP Form
3. Appendix C - Parking Permit Review Timeline

Background Documents

None

Appendix A - Recommendations for changes / consolidation to the Parking Permits

Proposals for 2020/21

<u>Existing</u>	<u>Proposal</u>	<u>Justification / additional information</u>
<u>Self Employed Professional Carers Permit Eligibility</u> Self Employed Professional Carers are not able to provide the current proof of eligibility in order to obtain a Professional Carers Permit. These documents are: 1. a letter from their line manager, on headed paper, confirming that they care for someone or people in the community; 2. a copy of their professional care ID.	For Self Employed Professional Carers to provide the following documents in order to evidence legitimacy for a Professional Carer Parking Permit: 1. A copy of the invoice they would use to charge the customer and; Public Liability Insurance Certificate with the Policy Schedule for Domiciliary Care	This is to ensure that all those individuals that are entitled to a Professional Carers Permit, are not excluded. The Adult Social Care Team have reviewed and agreed these eligibility requirements for Self Employed Professional Carers. The Fraud Team have confirmed the proposed eligibility requirements is a reasonable way to check that the person is a professional carer
<u>Carers Permit Eligibility</u> In order to obtain a Carers Permit. The following information is required: 1. A stamp from General Practitioner (GP) or Surgery Stamp is required 2. How long the condition is likely to last	In order to obtain a Carers Permit. The following information is required: 1. A completed form from the General Practitioner (GP). This form will require the GP to look into the patient's files. (Presented in Appendix B)	Liaised with Carers Hub to ensure that those that require a Carers Permit is not excluded from the process. Held a strengths and weaknesses analysis workshop to soundboard from staff their views on the eligibility requirements for a carers permit. By changing the eligibility requirements, fraudulent activity will be decreased as a General Practitioner (GP) will be required to look into the

Appendix A - Recommendations for changes / consolidation to the Parking Permits

Proposals for 2020/21

		Cared for records and confirm if they do require a Carer. Fraud will be reduced as carers will not be eligible for a permit if they live in the same zone as the cared for. Those that have off-street parking and do not hold a Residence Parking Permit, will go through an appeals process.
<u>Existing</u>	<u>Proposal</u>	<u>Justification / additional information</u>
<u>School Permits</u> The Traffic Regulation Order (TRO) currently states the following: 'No Permit shall be issued if the school has off-street parking facilities available or allocated for the use of its teaching staff at the school premises or elsewhere within the CPZ for which the Permit has been applied for'	As permits are being issued to schools that have off-street parking. The Traffic Regulation Order (TRO) was inaccurate and as a result, this section of the TRO was advertised to be taken out of the TRO.	This is to ensure that the Traffic Regulation Order remains accurate and consistent with the council's procedures. No objections were received to this TRO amendment. Further suggestions for School Permits will be presented to January Committee 2021.

Carers Permit Form

Definition of Carer:

"A carer is a person of any age, adult or child, who provides unpaid support to a partner, child, relative or friend who couldn't manage to live independently or whose health or wellbeing would deteriorate without this help. This could be due to frailty, disability or serious health condition, mental ill health or substance misuse". (Commissioning for Carers: Principles and resources to support effective commissioning for adult and young carers, 2014, NHS England)

Please confirm the person named and living at the address requires one of the following to enable them to remain as independent as possible:

Personal Care, Domestic Care, Health Care and Mental Health Care. This would involve:

- *Support with dressing, washing and toileting*
- *Support with lifting, assisting, and helping when moving around*
- *Support with managing illness or a condition, or helping to administer medication*
- *Assistance in alleviating mental or emotional illness, symptoms, conditions or disorders*

Declaration

I declare that the person named and living at the address requires one of the types of care listed above:

GP stamp:

GP Signature:

If you have any questions with regards to this application, please call 01273 29 66 22

Appendix C - Parking Permit Review Timeline

Approved by ETS on 21 January 2020

- A Timeclock to be provided with the Professional Carer Permit (Similar to Blue Badge).
- Offer Daily, Weekly and Monthly, Quarterly and Yearly Trader Permit.
- Remove Waivers and offer Daily, Weekly and Monthly, Quarterly and Yearly Trader Permit. This is different to Waivers as they will not be able to park on double or single yellow lines. Instead they will be able to park in a pay and display bay, in a shared use bay or in a permit bay up to 5pm.

Approval required by ETS on 24 November 2021

- For Self Employed Professional Carers to provide a copy of the invoice they would use to charge the customer and Public Liability Insurance Certificate with the Policy Schedule for Domiciliary Care in order to evidence legitimacy for a Professional Carer Parking Permit.
- In order to obtain a Carer Permit, a completed form from the General Practitioner (GP). This form will require the GP to investigate the patient's files.

Approval required by ETS on 19 January 2021

- Officers will be taking a further report to agree ways forward for the school permit, Business Visitor permits, hotel parking and other permits and dispensations. Some of these will be linked to parking fees & charges being presented at the same meeting

Subject:	Parking Scheme Update Report		
Date of Meeting:	24th November 2020		
Report of:	Executive Director, Economy, Environment & Culture		
Contact Officer:	Name:	Catherine Dignan	Tel: 01273 292235
	Email:	catherine.dignan@brighton-hove.gov.uk	
Ward(s) affected:	Withdean, Preston Park & Patcham		

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

- 1.1 The purpose of this report is to update Committee on the progress of the recent resident parking scheme detailed design in the Surrenden Area.

2. RECOMMENDATIONS:

- 2.1 That the Committee having taken account of all duly made representations and comments, agrees to proceed to the next stage of advertising a Traffic Regulation Order to introduce a light touch resident parking scheme in the Surrenden Area.

3. CONTEXT/ BACKGROUND INFORMATION

Surrenden Area

- 3.1 Following Environment, Transport & Sustainability (ETS) Committee approval in November 2019, a consultation letter was sent out to households in the Surrenden area in January 2020. The consultation was also advertised on the council's website, via social media and by a press-release to local media. The results outlined that 69.8% of respondents were in favour of a Resident's Parking Scheme in the area based on a 54% response rate. The recommendation is to consult on a light touch parking scheme as 63.2% of respondents preferred this.
- 3.2 Following ETS approval on 23rd June 2020, it was agreed to contact residents and businesses in the Surrenden area to find out if there was support for a Light Touch Residents Parking scheme Monday to Friday.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The main alternative options are doing nothing which would mean that the parking scheme would not be taken forward or consulting on a different option.
- 4.2 It is, however, the recommendation of officers to proceed for the reasons that are outlined within the report.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Brighton & Hove City Council Land and Property Gazetteer was used to provide 1660 property addresses in the Surrenden area. A frequently asked question sheet and the detailed design was sent to each address. Respondents were invited to complete the survey online via the council's Consultation Portal. Residents could also request paper copies should they need it. 420 (97%) responses were received online, 12 (2.8%) by mail and 1 via email. The consultation ran from 17 July to 14 August 2020.
- 5.2 The results outlined that 74% of respondents supported the idea of a resident parking scheme in the area based on a 26.2% response rate.
- 5.3 Analysis undertaken of all the responses received from respondents and the full results analysis of the consultation including a road by road results plan, including the main comments is outlined in detail in Appendix A.
- 5.4 We received representation from two groups and where possible we have accommodated their suggestions, however, there are some which conflict with the wider Council consultation which had a lot more respondents.

6. CONCLUSION

- 6.1 Due to the consultation and reasons outlined in the report it is recommended that the Traffic Regulation Order is advertised to allow the implementation of the Surrenden Area parking scheme shown in Appendix B.
- 6.2 Officers have met with the Withdean Ward Councillors who to support the recommendations for the Council to proceed to the Traffic Regulation Order stage.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 Any costs associated with the report recommendations will be covered by existing revenue budgets within Parking Services. The detailed financial implications of the proposed scheme, if spending is additional to this, will be included in future committee reports once the final design of the scheme has been determined
- 7.2 The recurring financial impact of the scheme will be reflected within the service revenue budget and reviewed as part of the budget monitoring process.
- 7.3 Revenue income generated from on-street parking schemes is first defrayed against relevant costs with any surplus used for qualifying related expenditure such as supported bus services, concessionary fares, Local Transport Plan projects and Highways & Maintenance projects as determined by legislation.
- 7.4 Parking charges are subject to the Council's Corporate Fees and Charges Policy. As a minimum, charges are reviewed annually as part of the budget and service planning process.

Legal Implications:

- 7.3 The Council has given conscientious consideration to the representations and comments made in response to the consultation with residents regarding the proposed scheme. Such consideration must be given following consultation with the public.
- 7.3 The recommendation in this report is based on the responses to the consultation following the required consideration given to them.

Lawyer Consulted: Stephanie Stammers

Date: 22 October 2020

Equalities Implications:

- 7.4 Consultation took place and the comments and wishes of the respondents were taken into account when considering what changes would best meet the needs of those local population. Engagement with a wide range of residents has been built into the process from the start. The use and analysis of data and engagement has informed the project to ensure it meets the needs of the local population. The proposed measures will be of benefit to many road users.

Sustainability Implications:

- 7.5 No sustainability implications identified.

Brexit Implications:

- 7.6 No Brexit implications identified.

Any Other Significant Implications:

- 7.6 None

Crime & Disorder Implications:

- 7.7 None

Risk and Opportunity Management Implications:

- 7.8 None

SUPPORTING DOCUMENTATION

Appendices:

1. Appendix A – Results of the proposed Surrenden area
2. Appendix B – Plan of the area to be included in the proposed Traffic Regulation Order

Background Documents

1. Agenda Item 43 – Report to ETS Committee 27/11/18
2. Agenda Item 11 – Report to ETS Committee 23/06/20

APPENDIX A

Surrenden Area Light Touch Residents Parking Scheme Consultation report August 2020

Background

In October 2019, residents in the Surrenden area were written to in order to gauge whether there was support for a residents parking scheme.

The results from this initial consultation showed that 69.2% supported the introduction of a residents parking scheme with a preference being for a 5 day light-touch scheme (63.65% light-touch scheme, 62.2% Monday to Friday). At the June 2020 Environment, Transport and Sustainability Committee a decision was made to carry out a consultation for a light touch scheme.

Headline Findings

The consultation received a response rate of 26.2%.

Support for a resident parking scheme:

- **74.0%** of respondents support the implementation of a residents parking scheme.
- **26.0%** of respondents do not support the implementation of a residents parking scheme

Operating hours

- **55.9%** Would like a scheme to operate 9am to 10am and 2pm to 3pm (5 days a week, Monday to Friday)
- **44.1%** Would prefer different hours of operation

Methodology

Brighton & Hove City Council Land and Property Gazetteer was used to provide 1660 property addresses in the proposed Surrenden Area scheme boundary. An information leaflet and detailed map were sent to each address. People were asked to go online to complete a questionnaire. People could also request a paper copy of the questionnaire with a prepaid envelope for reply. 420 (97.0%) responses were received online, 12 by mail (2.8%) and 1 via email. The consultation was advertised on the council's website, via social media and by a press-release to local media. The consultation ran from 17 July to 14 August 2020.

Results

435 valid responses¹ were received from within the proposed scheme boundary giving a response rate of 26.2%.

Q1 Would you like a parking scheme in your area?

(response base 430²)

Yes		No		Total
Number	%	Number	%	
318	74.0	112	26.0	430

Results on a street by street basis were as follows:

(response base 430)

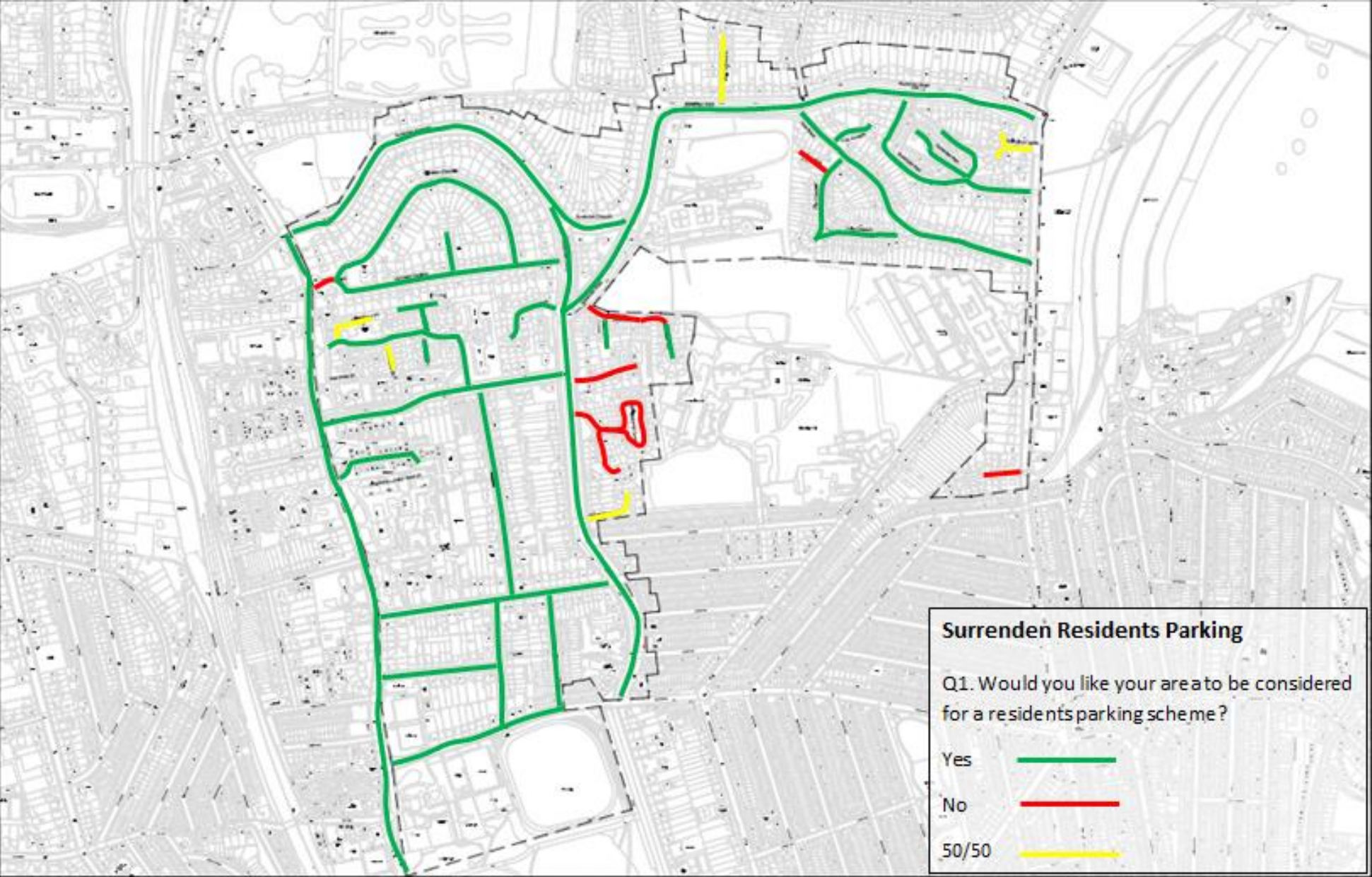
Q1 Would you like a parking scheme in your area?

Street	Number properties mailed	Number responses	Response rate %	Yes		No	
				Number	%	Number	%
Bavant Road	17	6	35.3	5	83.3	1	16.7
Beacon Close	15	4	26.7	1	25.0	3	75.0
Cliveden Close	96	1	1.0	1	100	0	0
Cornwall Gardens	65	31	47.7	28	90.3	3	9.7
Ditchling Road	23	0	0.0	0	0	0	0
Draxmont Way	9	4	44.4	1	25.0	3	75.0
Fairlie Gardens	17	8	47.1	7	87.5	1	12.5
Fircroft Close	7	2	28.6	1	50.0	1	50.0
Friar Close	11	7	63.6	5	83.3	1	16.7
Friar Crescent	50	16	32.0	13	81.3	3	18.8
Friar Road	52	24	46.2	21	87.5	3	12.5
Friar Walk	8	3	37.5	2	66.7	5	16.7

¹ 85 responses were removed from the analysis for the following reasons: 23 were duplicate cases, 47 were from outside the area and 15 were submitted with incomplete addresses

² Response base = number of people answering this question (some respondents didn't answer all questions)

Street	Number properties mailed	Number responses	Response rate %	Yes		No	
				Number	%	Number	%
Harrington Road	131	30	22.9	25	83.3	5	16.7
Harrington Villas	35	15	42.9	14	93.3	1	6.7
Hollingbury Copse	7	2	28.6	1	50.0	1	50.0
Holly Close	8	1	12.5	1	100	0	0
Knoyle Road	34	4	11.8	4	100	0	0
Laine Close	37	4	10.8	2	50.0	2	50.0
London Road	212	12	5.7	7	58.3	5	41.7
Mulberry Close	12	3	25.0	2	66.7	1	33.3
Oak Close	2	0	0.0	0	0	0	0
Poplar Close	8	6	75.0	3	50.0	3	50.0
Preston Drove	19	12	63.2	9	90.0	1	10.0
Preston Road	50	2	4.0	2	100	0	0
Surrenden Close	15	10	66.7	5	50.0	5	50.0
Surrenden Crescent	71	28	39.4	21	75.0	7	25.0
Surrenden Holt	32	11	34.4	4	36.4	7	63.6
Surrenden Park	60	24	40.0	17	73.9	6	26.1
Surrenden Road	222	78	34.7	63	81.8	14	18.2
The Approach	12	2	16.7	0	0	2	100
Varndean Close	6	2	33.3	2	100	0	0
Varndean Drive	97	9	9.3	5	55.6	4	44.4
Varndean Gardens	42	18	42.9	12	66.7	6	33.3
Varndean Holt	17	9	52.9	6	66.7	3	33.3
Varndean Road	49	14	28.6	11	78.6	3	21.4
Walnut Close	13	3	23.1	2	66.7	1	33.3
Whittingehame Gardens	46	17	37.0	8	47.1	9	52.9
Withdean Crescent	53	13	24.5	7	53.8	6	46.2
Total	1660	435	26.2	318	74.0	112	26.0



Q2 Would you like the scheme to operate from 9am to 10am and 2pm to 3pm (5 days a week, Monday to Friday) (Response base 395)

Yes		No (I would like different hours of operation)		Total
Number	%	Number	%	
221	55.9	174	44.1	395

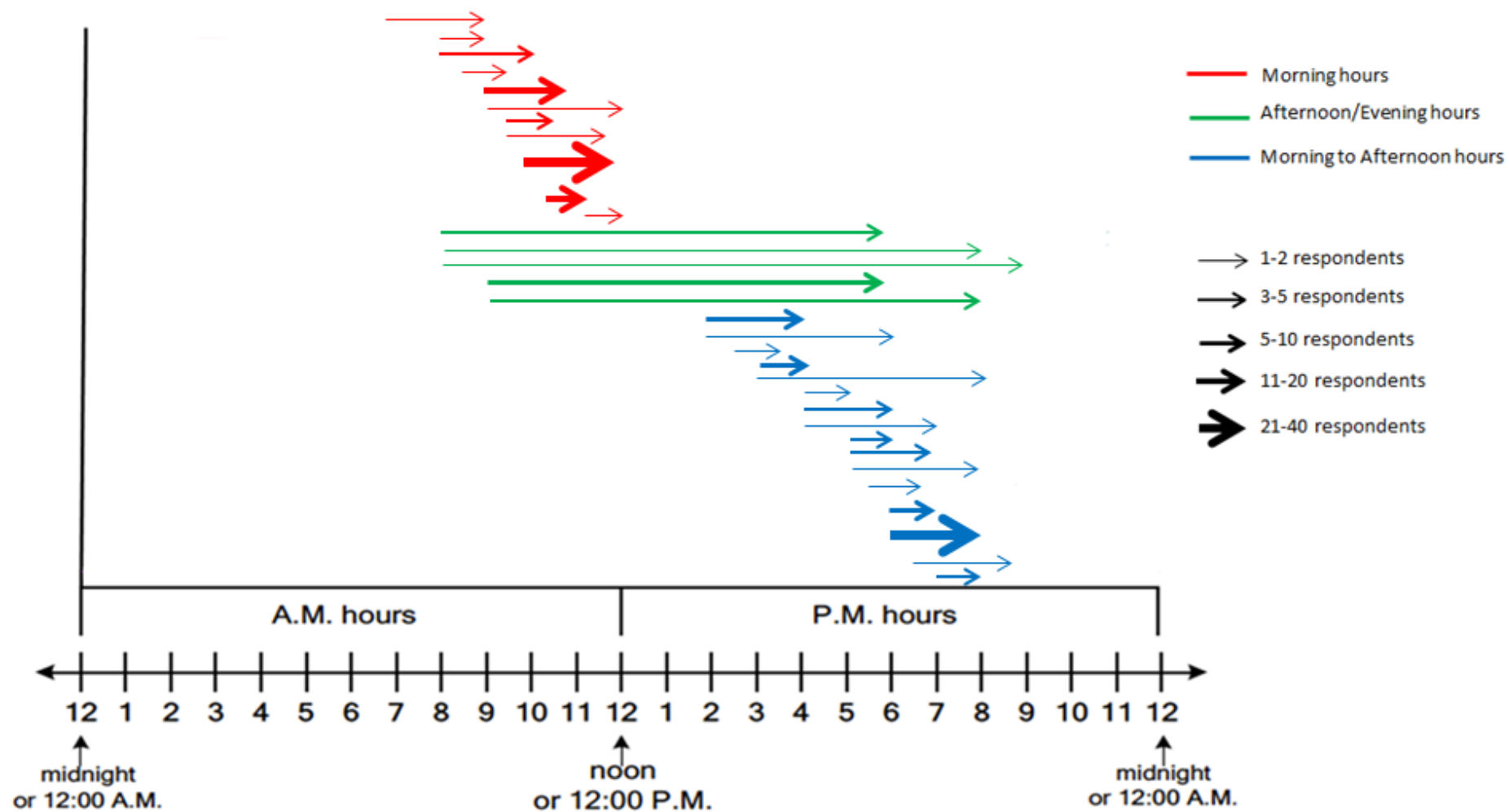
Q2b Respondents who answered ‘no’ for Question 2 could suggest alternative timings for the scheme. A number of respondents chose not to suggest specific time slots and instead; 24 respondents asked for a full scheme, 24 respondents want weekends included. Other one-off responses were for 2 hours instead of 1 per day, Saturdays to be included, 24 hours per day and 1 hour only per day.

The most popular suggestions³ for specific alternative times are shown below:

Time slot	Number of times mentioned
10am to 12pm	25
6pm to 8pm	25
10am to 11am	13
2pm to 4pm	10
9am to 11am	9
3pm to 4pm	6
6pm to 7pm	6
9am to 6pm	5

The full list of suggestions was wide ranging and responses are all plotted on the graphic below:

³ Only times mentioned more than five times included



Q3 Respondents were asked whether they are a resident, a business owner or manager or work in the area. (Respondents could tick more than one option).

	Number of responses
Resident	425
Business owner or manager	19
Work in the area	25
Other	5

Q4 How many cars in your household?

No. of cars	Number of responses
0	22
1	197
2	185
3	18
4 or more	6

Q5a What type of business do you own or manage in the area?

What type of business?	Number of responses
Retail outlet	1
Office-based	16
Other includes: Consultancy, plumber, builder, web developer	15
Total responses	32

Q5b How many vehicles are directly associated with your business?

No. of vehicles	Number of responses
0	27
1	12
2	3

Q7 Any further comments?

An open text box enabled respondents to add comments. These comments were grouped together and themed as follows:³ The top ten types of comments are listed in the following table:

Comments made	Number of times mentioned
Don't want double yellow lines across driveways / don't want more dyls	50
No need for a scheme	46
Not enough residents parking spaces / need more than one permit per household	32
I support SAPC report ⁴	24
Need scheme ASAP / Too long to wait	20
In favour because of current parking difficulties / general positive comments	18
Concerned about displacement	15
Need a parking solution for Varndean College	14
Don't want to pay for parking	13
Need more electric vehicle charging bays	12

⁴ The Surrenden Area Parking Campaign group produced their own recommendations towards the end of the consultation period.

Demographic Information

Age	Number	%
18-24	2	0.6
25-34	17	5.3
35-44	37	11.6
45-54	75	23.4
55-64	88	27.5
65-74	67	20.9
75+	34	10.6
Total	320	100

Gender	Number	%
Male	194	54.0
Female	165	46.0
Non Binary	0	0
Total	359	100

Do you identify as the gender you were assigned at birth?	Number	%
Yes	345	100
No	0	0
Total	345	100

Disability	Number	%
Yes, a little	44	12.3
Yes, a lot	18	5.0
No	296	82.7
Total	358	100

Of those who answered “yes”, disabilities were as follows:

Please state the type of impairment which applies to you.	Number
Physical impairment	36
Sensory impairment	3
Learning disability/ difficulty	1
Long-standing illness	23
Mental health condition	5
Development condition	0
Autistic Spectrum	1
Other	6

Ethnic Origin		Number	%
White	White English/ Welsh/ Scottish/ Northern Irish/ British	309	89.6
	Irish	4	1.2
	Gypsy or Irish Traveller	0	0
	Any other white background	23	6.7
Asian or Asian British	Bangladeshi	0	0
	Indian	1	0.3
	Pakistani	1	0.3
	Chinese	0	0
	Any other Asian background	3	0.9
Black or Black British	African	1	0.3
	Caribbean	1	0.3
	Any other Black background	0	0
Mixed	Asian & White	2	0.6
	Black African & White	0	0
	Black Caribbean & White	0	0
	Any other mixed background	0	0
Any other ethnic group	Arab	0	0
	Any other ethnic group	0	0
Total		345	100

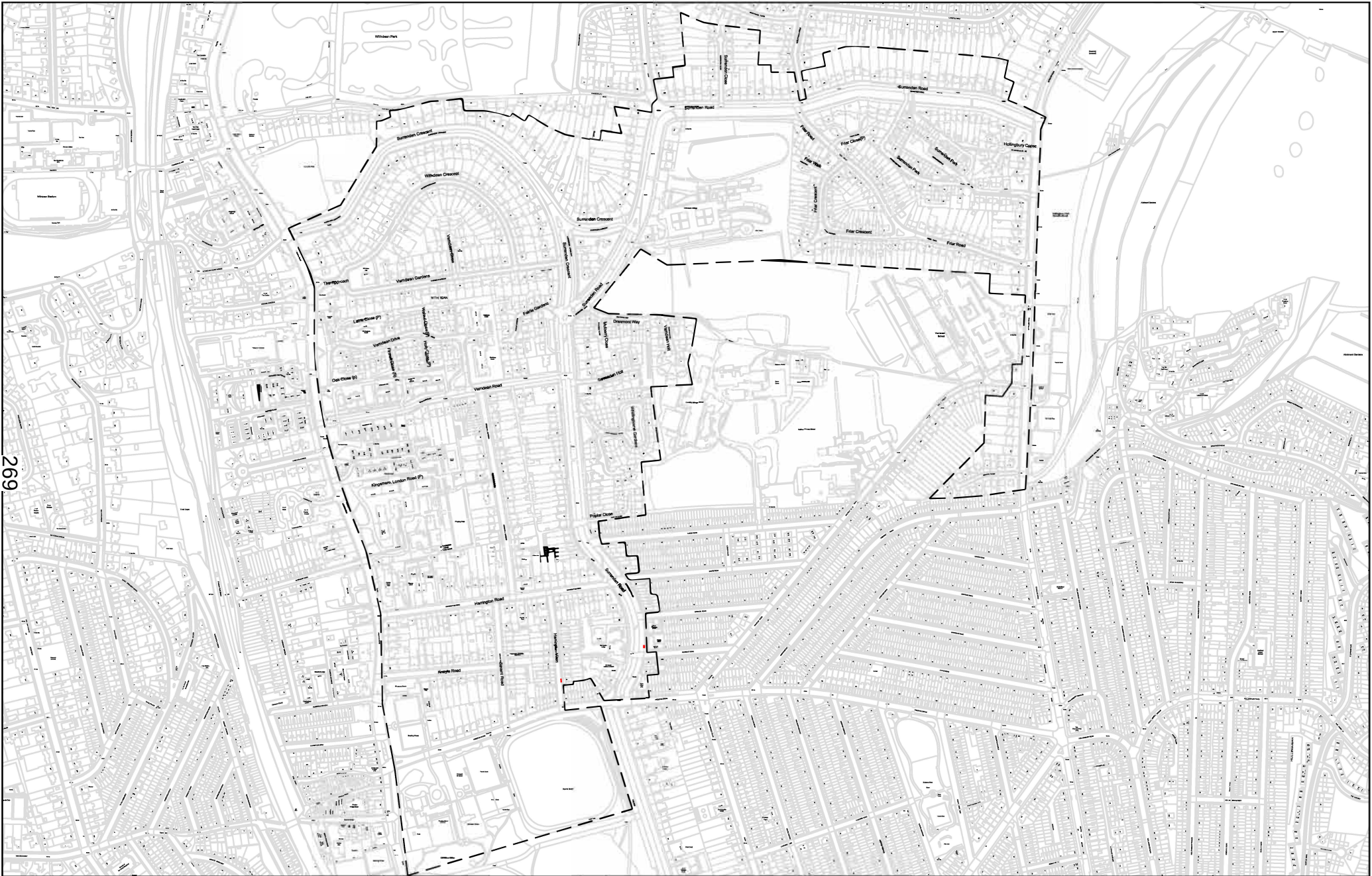
Sexual Orientation	Number	%
Bisexual	5	1.7
Gay Man	4	1.3
Heterosexual/ straight	285	94.4
Lesbian/ Gay Woman	4	1.3
Other	4	1.3
Total	302	100

Religious Belief	Number	%
I have no particular religion or belief	137	42.3
Buddhist	6	1.9
Christian	116	35.8
Hindu	0	0
Jain	0	0
Jewish	6	1.9
Muslim	15	4.6
Pagan	0	0
Sikh	0	0
Agnostic	15	4.6
Atheist	34	10.5
Other	6	1.9
Other philosophical belief	4	1.2
Total	324	100

Are you a carer	Number	%
Yes	37	10.1
No	331	89.9
Total	368	100

If yes, do you care for a:	Number
Parent	21
Partner or Spouse	5
Child with special needs	7
Friend	0
Other family member	0
Other	3

Armed Forces	Yes		No	
	Number	%	Number	%
Are you currently serving in the UK armed forces?	1	0.3	315	99.7
Have you ever served in the UK armed forces?	10	3.3	295	96.7
Are you a member of a current or former serviceman or woman's immediate family/ household?	5	1.6	300	98.4



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© Crown Copyright. Licence: 100020888. Brighton & Hove City Council, 2008.				Client PARKING INFRASTRUCTURE		Drawing Title Appendix B		Scale NTS	Original size A0	Date Oct 20
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 the kerb side, with the exception of Private roads.				TRANSPORT				Drawn RMC	Checked	Approved
				Job Title SURRENDEN AREA				Drawing status Current		Drawing Number

Subject:	Request for installing gates - Frederick Gardens		
Date of Meeting:	24th November 2020		
Report of:	Executive Director Economy, Environment & Culture		
Contact Officer:	Name:	Andrew Westwood	Tel: 01273 292468
	Email:	Andrew.westwood@brighton-hove.gov.uk	
Ward(s) affected:	St Peters and North Laine		

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 This report seeks to explore what options exist to respond to residents' concerns expressed in their petition to install gates to stop through movement at Frederick Gardens.

2. RECOMMENDATIONS:

- 2.1 That the Committee agree to introduce signing improvements to reduce the use of the twitten as a through route.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Frederick Gardens is a narrow twitten that provides strategic pedestrian linkages through the North Laines. The residents of Frederick Gardens have frontages and small gardens that lead directly onto the twitten and with the current pandemic this has caused concern related to safety with social distancing with the need to pass close to people using the twitten as a through route.
- 3.2 Closing any passageway or road can only be achieved through the use of a stopping up order or a public space protection order (PSPO).
- 3.3 When installing any formal barrier, the council has to consider the implications for all users including those with mobility issues that use the route, as it may be more direct than an alternative.
- 3.4 There are many twittens in the city that form a network of walking routes in the city and closing them will discourage walking and cycling as detours will also add to the distance needed to walk.
- 3.5 There are some users of the twitten who should be discouraged and signing may help with achieving this aim.
- 3.6 The various options are detailed below.

Stopping up

As a general principle requests of this nature are refused unless there is a clear requirement i.e. new developments that change the current layout of the

highway. Only the highway authority can apply for the public highway to be stopped up and must demonstrate to a magistrate that the highway is unnecessary, anyone can attend the hearing and may object to the stopping up. This would be extremely difficult to achieve in this case. If a stopping up order is granted then the land stops being highway and the owner of the land will own it unencumbered by highway rights. This means the residents will be responsible for the maintenance of the land including all liabilities.

Previous experience has demonstrated that this is extremely costly due to the need to have legal representation and for this reason the council would not pursue this option. Utility companies will almost certainly object to the stopping up.

Restricting the public right of way over a highway

The Council has the power under the Anti-Social Behaviour Crime & Policing Act 2014 to make a PSPO that restricts the public right of way over a highway if certain conditions are met. The PSPO must be reviewed every 3 years with full evidence and proof that it is required and that access to private dwellings is not restricted. Anyone affected by the PSPO has the right to make representations and objections and their representations and objections must be considered.. A PSPO that restricts the public right of way over a highway may authorise the installation, operation and maintenance of a barrier or barriers for enforcing the restriction. Because of the conditions required for PSPOs these are unlikely to be granted unless there is very clear evidence that all other avenues to resolve any issues have been tried and that in the opinion of City Transport gating the highway is the only alternative.

A PSPO cannot restrict a right of way merely because residents of houses adjoining the right of way do not like the public using it. Nor can it restrict a public right of way over a highway for occupiers of premises adjoining or adjacent to the highway or where it is the only or principal means of access to a dwelling. The PSPO can only be used as a way of trying to prevent anti-social behaviour.

Because of the budget and resource requirements of PSPO's the council is not currently processing any new applications.

Installing a gate

Residents have suggested that gates that could be opened could be installed. The council has a statutory duty to ensure that the public highway is not obstructed in anyway. The public highway includes roads, pavements and footpaths that have a right of way. A gate on a footpath is an obstruction (except to prevent the movement of animals on agricultural land) and the Council cannot allow an unlocked gate to be installed on the tarmac.

A restriction of a right of way is a serious matter and not granted without thorough consultation being undertaken including with local residents. Factors to be considered include:

- Whether access can be restricted by a PSPO or whether a right of way has strategic value

- The impact of the restriction, e.g. whether it is a primary means of access and if there are alternative routes available.
- The effect on any occupiers of premises adjoining or adjacent to the highway and the effect on other people in the locality.
- The availability of any reasonably convenient alternative route where the highway constitutes a through route.
- Alternatives, e.g. restricting the activities causing the anti-social behaviour rather than preventing access completely

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The options considered were closing the twitten using highway powers, using a PSPO and installing gates that are not locked.
- 4.2 Stopping up a highway (twitten in this case) is a difficult process to achieve. Due to the implications for objections, equalities and ongoing liabilities for the residents is not recommended as a way forward to close the twitten.
- 4.3 A PSPO is also a challenging process and requires clear evidence of anti-social behaviour and clear reasons that are not associated with just public access. It also has the same implications as stopping up.
- 4.4 Installing a gate obstructs the highway and explicitly affects those with mobility and sight issues.
- 4.5 Any closure will impact on access for the emergency services to properties.
- 4.6 Improving the signing is the preferred option and may discourage users who could avoid the twitten, but still allow access for those that need to use the route.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 If the recommendation is approved officers will be consulting with residents regarding what signing can be installed.
- 5.2 Ward Members have been consulted on the issues associated with the various options set out in the report and understand the practicalities of not taking these forward at this time and are content with the recommended option in this report.

6. CONCLUSION

- 6.1 The residents are clearly concerned but closing the twitten is not a viable solution with the legal constraints.
- 6.2 If some of the users that should not be using the route could be removed, this would help with tackling some of the concerns.
- 6.3 Investigating what signing improvements could be made may help with reducing the use it as a through route may help with reducing the impact.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The proposed recommendation for signing improvements will be funded from existing service budgets. This will be reviewed as part of monthly budget monitoring.

Finance Officer Consulted: Jess Laing

Date: 23/10/2020

Legal Implications:

- 7.2 The legal position and difficulties with closing a twitten, which is a public right of way, have been set out in the main report.

Lawyer Consulted: Stephanie Stammers

Date: 27 October 2020

Equalities Implications:

- 7.3 If the twitten was closed there could well be an impact on a resident who uses this twitten as their most direct walking route. Gates and barriers impact on those with visual impairment.

Sustainability Implications:

- 7.4 N/A

Brexit Implications:

- 7.5 N/A

Any Other Significant Implications:

None

Crime & Disorder Implications:

- 7.5 Closing the twitten will impact on the emergency services managing their response times to incidents in the twitten.

Risk and Opportunity Management Implications:

- 7.6 N/A

Public Health Implications:

- 7.7 N/A

Corporate / Citywide Implications:

- 7.8 Closing the twitten will impact on the emergency services managing their response times to incidents in the twitten.

SUPPORTING DOCUMENTATION

Appendices:

None

Background Documents

None

Subject:	BTN Bikeshare Procurement Options		
Date of Meeting:	24 November 2020		
Report of:	Executive Director Economy, Environment & Culture		
Contact Officer:	Name:	Matthew Thompson	Tel: 01273 290235
	Email:	Matthew.thompson@brighton-hove.gov.uk	
Ward(s) affected:	All		

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

- 1.1 This report considers the findings of the independent specialist review of the Brighton Bikeshare (BTN Bikeshare) scheme that has been undertaken by Steer (a specialist transport consultancy). The report considers options for the sustainable future of the BTN Bikeshare Scheme in terms of the business case and a preferred procurement model. The report also includes options for expansion to a city-wide scheme and for a scheme that could expand in the future across the Greater Brighton city region.
- 1.2 The report includes an assessment of different models for the future operation of the BTN bikeshare scheme, including a CIC (Community Interest Company Model) and an in-house option. The conclusion of the report is that the best option for a financially viable and sustainable bike share scheme is to procure an operator under a new concession contract. The costs of establishing a CIC or bringing the scheme in house are higher and the transition much more complex, and as a result the scheme is less able to focus on maximising the benefits to users.
- 1.3 In terms of the future scope of the scheme the report recommends that the bike share scheme is expanded to a city wide scheme of 780 bikes and 86 hubs that includes 50% electric assist pedal bikes and 50% pedal only bikes, and that officers procure a new operator contract in the form of a concession agreement that will include an option for neighbouring local authorities to join the scheme at a later date. The report also recommends that the Council invests in new bikes and infrastructure with capital raised through borrowing. Officers have adjusted down the figure in the report to £1,170,000 to reflect current and projected surplus reserves to be reinvested in the scheme. A grant funding route is also considered as there may be future opportunities to bid for external grant funding as an alternative to borrowing the capital.

2. RECOMMENDATIONS:

That the Environment, Transport & Sustainability Committee:

- 2.1 Agree to procure a single supplier concession contract which is established as a framework so that neighbouring authorities can enter into call-off contracts with the supplier creating a wider bike network.
- 2.2 Agree to grant delegated authority to the Executive Director Economy, Environment & Culture and Executive Lead Strategy Governance & Law to take all necessary steps to implement the recommendation at 2.1.
- 2.3 Approve that any surplus revenue from the bikeshare scheme received by the Council is invested back into servicing the borrowing and / or fleet replacement.

That the Policy & Resources Committee:

- 2.4 Agrees to invest £1,170,000 of capital borrowing to finance the recommended fleet changes to the Brighton & Hove only scheme, adding e-bikes and replacing some of the pedal bikes at the end of their street life.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The Bikeshare scheme opened to the public in Sept 2017. Sections 3.1-3.5 of the 17 March 2020 Environment, Transport & Sustainability committee report set out the background to the scheme including the planned withdrawal of the sponsor from 31 March 2020.
- 3.2 Between 1 September 2017 and 30 September 2020, the scheme has delivered:
 - 144,010 total subscribers.
 - 940 stands at 73 Hubs across the city / 3 further hubs funded by Emergency Active Travel fund Tranche 1 pending.
 - A fleet of 600 Bikes
 - A total of 1,173,025 trips were made.
 - A total distance cycled by subscribers of 2,585,849 Miles
- 3.3 The current scheme has grown more quickly than anticipated. This means the value of the current concession contract has already reached the maximum value allowed under the Concession Contracts Regulations 2016 after 3 years of a potential 7 year term. Any further substantial changes such as adding electric bikes or extending the coverage of the scheme during the life of this contract are not permitted under the regulations.
- 3.4 The 24 March ETS Urgency Committee report outlined the shortcomings of the original business case at sections 3.9-3.14. The business model eventually adopted for procurement purposes in 2016 varied considerably from the model proposed in the 2014 business case, achieving critical savings. The scheme has since generated a surplus in every full year of operation and will do so again in 2020-21. Further amendments moving this business model to an open book approach were set out in Sections 3.16 and 3.17 of the March report and agreed

by that committee. An analysis of what the new business case needed to address was included in Appendix 5 to the 23 June ETS committee report.

- 3.5 The 23 June 2020 ETS Committee report updated members on the acquisition of the current operator Hourbike on 8 May 2020 by locally based company South Coast Bikes Ltd, previously the main subcontractor to Hourbike.
- 3.5 The 23 June 2020 ETS Committee agreed in principle to delegating authority to the Executive Director to procure and award a new concession contract to operate a mixed fleet of pedal, e-bikes and e-scooters. The committee also requested that officers prepare a financial model which would detail the extent of council funding required as a subsidy, and requested a further committee report to seek permission to procure and award the concession contract based on that financial modelling. The committee also requested further detail on the in-house and alternative delivery vehicle options, including details of a premises space or spare capacity to deliver aspects of the project in house should this become necessary in the future.
- 3.6 In order to respond to the requests of the committee, Officers have commissioned an independent specialist report to review and recommend a new business case and plan from Steer aimed at maximising cycling. Steer's report can be found in redacted form at Appendix 1 with further redacted figures in the part 2 committee report.

Recommended Business Model – City wide Scheme

- 3.7 It is recommended that the city only scheme is expanded to cover the whole geography of Brighton & Hove local authority (an area of 104 sq. kms.). The existing BTN Bikeshare scheme covers 41 sq. km. only. Initial set up costs of £0.100M will be met by reserves built up during the current scheme from the council's share of the revenue surplus over the previous four years. The capital costs of the new expanded Brighton & Hove scheme are estimated to be at 2020 prices in Years 1 and 2 of the scheme relaunch. Steer have estimated that the scheme will operate at a 'surplus' from year 2 of operation. The business model assumes there is no sponsorship support, so any sponsorship deal that is secured will increase revenue and reduce capital costs.
- 3.8 The financial model produced by Steer assumes that the Council invests in and owns the infrastructure of the bike fleet (renewed every five years), owns docking stations and purchases electric service vehicles which are leased to the provider, renewing them every ten years. It also assumes that this capital investment will be borrowed by the Council and that the Council's share of the predicted operating 'surplus' will be used to part finance the borrowing. The Council will then provide the cost of any gap in the funding needed to repay the borrowing. Sponsorship if secured can also contribute to this cost. Should a surplus exceed borrowing costs for the capital loan, this will be held in reserve to meet future fleet replacement costs (See section 7 for full financial analysis).
- 3.9 Steer have based the financial modelling on tariffs benchmarked against comparable UK schemes including Milton Keynes, Bournemouth, Glasgow and Lime in London. They recommend a 40% higher tariff for e-bikes compared to pedal only bikes. Under the proposed new tariff, pedal only bikes remain at the

current £1 unlock fee plus 3p per minute rate. E-bikes would cost £1.50 unlock fee plus 4p per minute. An average PAYG (Pay as you go) trip lasts 23 minutes, meaning an e-bike would cost £2.42 for this journey, this is less than the cost of a single bus fare of £2.70.

Cost Benefit Ratio

- 3.10 An economic appraisal of the scheme suggests that the city wide scheme will deliver a benefit to cost ratio of 3.64:1 (High), suggesting the scheme will deliver high value for money (VfM).
- 3.11 A £2M Joint City Region Scheme with 613 e-bikes, 613 pedal bikes and 146 hubs is calculated to deliver a lower benefit to cost ratio of 2.23:1. This BCR is lower than for the Brighton and Hove-only option because both Lewes and Adur and Worthing have lower individual BCRs than Brighton and Hove. In disaggregated terms, the BCR would be 1.84: 1 (Medium VfM) for Adur and Worthing and 0.67: 1 (Poor VfM) for the Lewes expansion

Timetable

- 3.12 The current concession contract operator's contract expires on 31 August 2021. This report has been delayed due to the pandemic creating a focus upon other priorities. A further extension could be needed as the current timetable will not allow for a 12 month procurement period to take place if this proves necessary. Once the procurement process is complete and an operator is appointed, a further six months of 'soft testing' would be necessary before new bikes could be deployed for public use.
- 3.13 The Dept. for Transport is likely to make a decision on the legalisation of e-scooter use on the public highway following the current UK trials by summer 2021. If E-scooter operators are able enter the market in Brighton & Hove without council consent, this will impact on revenue income for the existing scheme. (See also: Sections 4.13-4.15)

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

Option to expand across the Greater Brighton City Region

- 4.1 The Steer report has also considered how the bike share scheme could operate across Greater Brighton as a joint city region scheme in partnership with neighbour local authorities. Neighbouring local authorities are interested in having the option of joining the scheme at a future date but may not ready to join the scheme immediately and will need to consult elected members, so at this stage, this city region approach is not recommended. However, it is recommended that the new contract is procured as a framework agreement so that city region partners have the option to join at a later date.
- 4.2 The Steer report considers how the scheme could work with 146 hub locations spread across the Joint City Region scheme area with 1,226 bikes including 613 standard bikes and 613 e-bikes. This option could have an impact in reducing traffic into the city centre from these areas by connecting their suburban areas with transport hubs connected to Brighton & Hove.

Review of operating models

- 4.3 The business plan produced by Steer considers the following options:
- Procurement of a specialist bike share operator through a single supplier concession Contract
 - Creating an 'arms' length' holding structure in the form of a Community Interest Company (CIC)
 - Bringing the service in house

Single Supplier Concession Contract

- 4.4 If the aim of the reorganisation is to maximise ridership, the recommendation of the Steer review of the business case is that a new specialist operator is procured through a single supplier framework concession contract. The conclusion is that this model provides the best financial position and therefore the most resilient option for the sustainable future of the scheme. A single supplier framework would allow other authorities to use the framework and enter into call-off contracts with the supplier.
- 4.5 The recommended concession contract can specify community objectives and social value. It suggests that while a CIC could enshrine a social purpose such as improved access to cycling, a concession contract would do more to maximise ridership choosing to cycle because lower 'set up' costs are born by the provider, meaning more can be invested in the scheme infrastructure.

Consideration of a Community Interest Company

- 4.6 Establishing a Community Interest Company is not recommended as the set up and administration costs are high. The 'set up' set up costs such as Recruitment/ HR, TUPE, Procurement, IT, Legal structures and governance, Finance and Premises under each financial model are compared with the lower cost of procuring on a new concession contract in Appendix 2.
- 4.7 Arms' Length delivery vehicles such as CICs also tend to offer a less advantageous tax regime. The Council will want to directly award the contract to the CIC without first undertaking procurement. To avoid being in breach of the public procurement regulations it will need to bring the CIC within the Teckal exemption so that the relevant regulations do not apply. To do this, various conditions will need to be met including rules around the degree of control exercised by the council. All the local authorities using the CIC would need to have a decisive influence on it so that the Teckal exemption applies. This would mean that the Council would not be in exclusive control of the company.
- 4.8 Steer conclude the manged in-house model maximises the liability, financial and operational risks to the council. A Limited company structure such as a CIC may limit the risk in theory, but in practice third parties often require a parent company guarantee. Funding remains uncertain, and if the CIC is at risk of insolvency, there are usually significant pressures not to allow it to fail. There are significant ongoing governance and legal obligations associated with this model

- 4.9 The concession contract model has the lowest level of associated risks to the council related to operation, revenue and sustainability while deploying the expertise of an experienced external operator. Community objectives can be achieved by making them terms of the contract and managing the contract closely. The contract should include Key Performance Indicators (KPIs) for example.

Consideration of an In-house option

- 4.10 This option is not recommended due to the costs and complex nature of running such a service in house. If an in-house bike share scheme was making a significant profit, it might become necessary to set up a trading company which would incur considerable costs.
- 4.11 Delivering the service in-house would require a number of procurements for bikes, software etc., which would otherwise be dealt with by a single procurement for an external operator. Opting to go in-house would allow the Council to be in complete control of the service and employ the staff on BHCC terms & conditions. The Council would need to ensure it can employ staff with sufficient expertise to deliver the service if suitable staff do not transfer into the Council. Wages and Staff pension costs may rise. Recruitment procedures could further prolong the set up process and add a significant HR cost.

E-scooters

- 4.12 E-scooters have not been considered in the business plan as the outcome of current UK trials is not yet known. The plan calculates a separate council awarded concession contract to an e-scooter operator would impact negatively on bikeshare hires (but not necessarily revenues) by around 9-10%.
- 4.13 E-scooters may prove unpopular with many residents. Potential issues include sustainability (very short street life/ servicing models), parking (pavement clutter and parking revenue loss), safety (design, visibility, speeds), equality of access (in terms of disability, age and even gender), fewer health benefits from a less active mode and the difficulty of controlling their range (e.g. setting off limits areas like the seafront promenade, pavements and pedestrian only areas, and dual carriageways). Cities involved in the current UK trials have already experienced some of these problems, and it is clear the claims made for the technology to resolve range, parking and speed concerns in particular have not always stacked up.
- 4.14 For these reasons, it is recommended E-Scooters should be considered as an 'add on' to a future scheme, but not as something for capital investment by the Council. Potential bikeshare operators will be invited to propose an e-scooter element (without council investment) during the market testing phase of the procurement process. They will also be asked about their willingness to work with a scooter provider on redistribution and battery swapping.

Sponsorship

- 4.15 Officers believe securing a sponsor from 2021 is viable. The council has one current live potential sponsor lead and two potential further leads which are more

contingent on the pandemic trajectory. A level of sponsorship lower than the previous sponsor's contribution is probably more realistic in current market conditions, but the council's share would not be sufficient to service the ongoing costs of borrowing on the City-wide scheme without additional council subsidy.

Securing external funding

- 4.16 The recommendations assume no capital grant funding will be made available via the Coast to Capital Local Enterprise Partnership or from any future direct Department for Transport capital grants yet to be announced such as a further round of 'Transforming Cities' or the promised 'Decarbonisation of Transport' funding. If such grant funding came forward, officers may recommend a joint funding bid and would ask for the support of our neighbouring Highway Authorities, TfSE and the Greater Brighton Economic Board.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The Steer report sets out a four stage delivery plan. Stage one involves further business case development and the setting up of joint governance structures. The Stage 2 initiation phase would involve engaging with key stakeholders. Engagement will take place through the City's Transport Partnership and also through other meetings and workshops. For an expanded city wide BTN Bikeshare scheme, this would need to include:

- Disability Groups
- Local Cycling and Active Travel organisations including; Bricycles, Pedal People
- Friends of the Earth
- Sustrans
- Living Streets
- Brighton & Hove Buses; StageCoach, Compass, Big Lemon, Bus User Group
- Train Operating Companies (Govia Thameslink)
- Network Rail
- Brighton & Hove CCG
- University of Sussex;
- University of Brighton;
- South Downs National Park – See Appendix 3 for comments to date on the Business case on the Joint City Region approach and the decision not to include Lewes Town in the scheme area.

- 5.2 Senior Officers at both Adur & Worthing Councils and Lewes District Council have been involved in the commissioning of the consultant's report. They propose bringing reports on a Joint City Region approach to their own members if approval is forthcoming from members in Brighton & Hove. Participation will be subject to funding being identified and agreed by each authority. A Joint City Region approach would also include the following stakeholder groups:

- Worthing Borough and Adur District Councils - local stakeholders
- Lewes District Council - local stakeholders

- Other relevant Highway Authorities – West and East Sussex County Councils: Both Adur & Worthing and Lewes District Councils have already discussed the potential plans with their respective Highway authorities.
- Greater Brighton Economic Board – GBEB have already indicated they would be keen to see the Bikeshare scheme extended though as support for sustainable travel modes is within the Board's Five Year priorities and have offered letters of support for either option.
- Transport for the Southeast (TfSE) – Letter of support offered for either option for expansion.

5.3 The current consultation taking place over the Draft Local Walking and Cycling Infrastructure Plan (LCWIP) will be taken into account during the initiation stage to ensure all the work done on key trip generators and route priorities is taken into account in revisions and extension of hub coverage.

5.4 Internal stakeholders such as the Council's Transport Policy and Sustainability Teams have provided further comments on the Steer Business case. (See Appendix 3). Further comments will be sought from other internal stakeholders such as Visit Brighton and the City Regeneration Team.

6. CONCLUSION

6.1 The Steer report recommends that the council procure a new single supplier concession agreement for the delivery of a city wide bikeshare scheme with the option of neighbouring authorities joining the scheme to create a City Region scheme with one operator.

6.2 This Committee Report includes an assessment of different models for the future operation of the BTN bikeshare scheme, including a CIC (Community Interest Company Model) and in-house option.

6.3 The bikeshare scheme in Brighton & Hove has been successful in terms of encouraging cycling and is popular with residents and visitors. Steer believe the proposed city wide scheme will make a material positive contribution to improving equality and inclusion by reaching outlying suburban areas of high deprivation on the urban fringe with hilly terrain where (in some areas) between 30 and 40% of residents do not own a car. E-bikes have been shown to encourage cycling for longer distances, increasing cycling amongst all over 55s and females generally. A material positive in terms of Covid-19 response and network resilience is also identified, allowing more residents to travel by a 'private' transport mode, avoiding private car use, leading in congestion reduction and air quality improvement.

6.4 An expanded city scheme with 50% e-bikes is forecast to generate a £163,000 annual surplus which can be used to partly service borrowing costs (depending on the surplus split agreed), but a subsidy will probably still be required even if further sponsorship is secured.

6.5 Over a 20 year appraisal period the scheme is shown to deliver journey time, health and absenteeism benefits to users, with congestion reduction being the biggest benefit to non-users. The Joint city region scheme roughly doubles those benefits, although it does not deliver the strongest benefits to cost ratio.

- 6.6 Further positive gains will be made in terms of Carbon emissions reduction, Health and Wellbeing and sustainable travel. The City Region Scheme has the potential to boost these outcomes so a single provider procurement framework that our partner authorities can draw down contracts from is desirable.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 Existing resources for the bikeshare scheme include an estimated built up reserve of £0.170m by March 2021 and a recurrent revenue budget of £0.038m that was agreed at budget council in February 2020.
- 7.1.2 The recommended proposal will require approximately £0.178m one-off set up costs (including a contingency) based on the Steer analysis, and an estimated £1.170m capital investment in the first 2 years. It is proposed to use the built up reserve to cover the one off costs. The capital investment is proposed to be funded from borrowing with repayments over the lifespan of the assets which is 5 years for bikes (including cargo bikes for distribution), and 10 years for the distribution vehicles

	2021/22	2022/23	2023/24	2024/25	2025/26
Capital Investment	£'000	£'000	£'000	£'000	£'000
Replacement bikes	309	704		215	
Replacement distribution vehicles	158				
Total	467	704	0	215	0

- 7.1.3 The projected revenue costs are based on existing operational costs and revenues alongside the experience of e bikes elsewhere.

	2021/22	2022/23	2023/24	2024/25	2025/26
Revenue	£'000	£'000	£'000	£'000	£'000
Operational surplus	-66	-163	-163	-163	-163
Financing costs	0	85	234	234	279
Existing budget	-38	-38	-38	-38	-38
Net position	-104	-116	33	33	78

Cumulative position	-104	-220	-187	-154	-76

- 7.1.4 The table shows a cumulative cash surplus of £0.076m by the end of 2025/26. However the underlying shortfall is £0.078m from 2025/26 onwards as this is the point when the full ongoing replacement costs are reflected in the financing costs and therefore this would move into deficit in future years. The table assumes no profit share with the operator and any proportion of the operating surplus retained by the operator would increase the underlying annual shortfall.

7.1.5 This revenue position excludes any potential grant funding that could reduce capital borrowing or support revenue costs. It also excludes any sponsorship funding which has been a feature of the existing scheme but at this stage is not certain.

7.1.6 There are inherent financial risks with this operation. The operational costs could vary depending on the approach of any operator and any efficiencies they can bring. Revenue is highly dependent on user take up, number of trips and the fee structure, particularly for e bikes.

Finance Officer Consulted: James Hengeveld

Date: 10/11/20

Legal Implications:

7.2.1 The Council could deliver the service in-house but if it was trading i.e. acting for a commercial purpose it would need to set up a trading company.

7.2.2 If the Council decided to deliver the service via a company (a trading company or a CIC) then it would need to comply with the Teckal exemption which is explained in the body of the report.

7.2.3 Concession contracts must be procured in compliance with the Concession Contracts Regulations 2016 and the Council's Contract Standing Orders.

Lawyer Consulted:

Alice Rowland

Date: 12/11/20

Equalities Implications:

7.3 TUPE considerations for in house or arm's length structure options have been considered. There will be additional recruitment costs for both at senior management level and in support functions such as Legal, Finance, PR & Marketing and Procurement, with additional pension considerations for an in house option. .

7.4 Recent research in the Netherlands suggests that the availability of Electric assist pedal bikes increases distances travelled and participation in cycling by both older cyclists (over 55s) and females generally. Both demographics are currently under represented in UK cycling according to the most recent Sport England Active Lives Survey.

Sustainability Implications:

7.5 See Steer report. Table 6.3. The City wide scheme achieves a minor positive in terms of Carbon reduction, but a Material positive carbon reduction is projected for a Joint City Region Scheme. The 2019 Como UK survey of BTN Bikeshare users across the UK found that just over 18% said they previously travelled by car (driver or passenger) or taxi, suggesting the potential for bike share to reduce congestion and pollution. The Sustainability team have highlighted the need for sustainable electricity sources, circular principles in procurement, service accessibility and opportunities, for skills development, job creation and local business benefits.

Brexit Implications:

- 7.6 There is the potential for increased costs for importing fleet procured from EU companies.

Any Other Significant Implications:

- 7.7 None

Crime & Disorder Implications:

- 7.8 Rates of vandalism in BTN Bikeshare scheme vs other UK schemes are low. Just three bikes have gone permanently missing in the last three years. New branding using local children's designs which is currently being rolled out emphasises the community ownership of the scheme and this should be retained in future reorganisation.

Risk and Opportunity Management Implications:

- 7.9 A risk register at the Inception stage will be part of the expanded business case.

Public Health Implications:

- 7.10 Comments have been sought from the CCG.

Corporate / Citywide Implications:

- 7.11 Wider local, regional and national policy context as noted in Steer Report

SUPPORTING DOCUMENTATION

Appendices:

1. BTN Bikeshare business plan and case
2. Start-up costs by financial model
3. Initial stakeholder responses

Background Documents:

1. 17 March 2020 ETS Bikeshare report.
2. 23 June 2020 ETS Bikeshare report.

Development of bike share business case and plan



Brighton & Hove City Council
Our ref: 23921501
Client ref:

steer

Development of bike share business case and plan

Prepared by:

Steer
28-32 Upper Ground
London SE1 9PD

+44 20 7910 5000
www.steergroup.com

Prepared for:

Brighton & Hove City Council
Wellington House, Wellington Street
Brighton BN2 3AX

Client ref:
Our ref: 23921501

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The logo for Steer, featuring the word "steer" in a bold, lowercase, sans-serif font.

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Executive Summary

Overview

Brighton & Hove City Council (BHCC) in collaboration with Adur and Worthing Councils and Lewes District Council have commissioned this study to develop a business case and plan for the improvement and extension of the existing Brighton bike share scheme (BTN BikeShare) including an option to expand the scheme across the Joint City Region.

The existing BTN BikeShare scheme was launched in 2017 with 450 standard bikes. The scheme has since expanded to include 600 standard bikes and 73 hubs, covering Central Brighton extending to Hove Station in the west, to Brighton Marina Village in the east, and also including the A270 corridor to Falmer / University of Sussex to the north.

The current operating contract with Hourbike is up for renewal on 31 August 2021. In this context, the study evaluates the potential to update the BTN BikeShare scheme for the next operating cycle in terms of:

- Introducing a mixed fleet of 50% standard bikes and 50% e-bikes; and
- Expanding the scheme to deliver either:
 - Option 1: **Expanded Brighton & Hove Scheme**; or
 - Option 2: **Joint City Region Scheme**.

Option 1: Expanded Brighton & Hove Scheme

The proposed city only scheme would be expanded to cover whole of Brighton & Hove local authority (an area of 104 sq. kms.), as compared to the existing BTN BikeShare scheme covering 41 sq. km. only. The wider geographic coverage of the scheme would require additional bikes and hubs to be introduced in addition to the current provision.

We recommend the Expanded Brighton & Hove scheme to include 86 hub locations spread across the scheme area with 780 bikes including 390 standard bikes and the addition of 390 e-bikes to attract a wider range of users and longer trips.

Scheme costs and revenue

The scheme is designed for use by residents, rail commuters, employees and tourists, with tariffs designed to encourage one-way journeys and to maximise the utilisation of each bike.

The total capital costs of the Expanded Brighton & Hove Scheme are estimated to be £645,000 at 2020 prices in Year 1 (2021/22) of scheme relaunch. This includes purchase of additional 180 ebikes, installation of 13 new hubs, procurement of redistribution vehicles, set up of a new workshop and other mobilisation costs. As the existing 450 standard bikes would reach end of lifecycle in the Year 2 of operations, they are required to be replaced with 210 ebikes and 240 standard bikes which would cost an additional £704,000 in Year 2(2022/23) of operation.

Annual operating costs is expected to be approximately [REDACTED], and the scheme is estimated to generate a revenue of almost [REDACTED] achieving an operating ratio of 1.29.

Business case and benefits

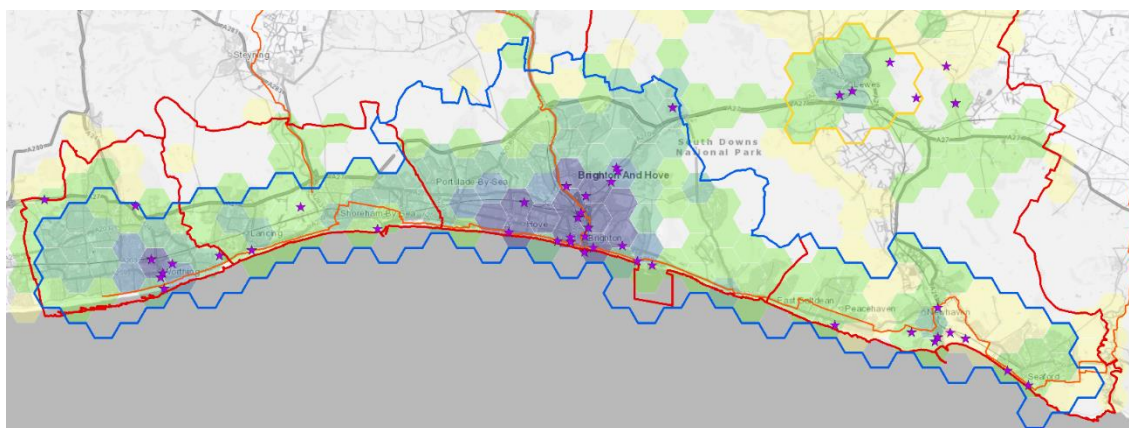
Our analysis suggests that, at a local authority level, the **Expanded Brighton & Hove Scheme** would operate at a surplus under our 'central' assumption of £160,000 from year 2(2022/23) of operation when 50% of fleet would be e-bikes, this surplus is largely due to the higher trips

per bike per day assumed for the ebikes. This analysis is based on the assumption that there would be no sponsorship for the scheme, therefore, there is potential for generating more revenue if the scheme acquires sponsorship or advertisement revenue.

An economic appraisal of the scheme suggests that the scheme will deliver a benefit to cost ratio of **3.64: 1** (High), suggesting the scheme will deliver high value for money.

Option 2: Joint City Region Scheme

The proposed Joint City Region Scheme area (highlighted in blue in the map below) covers the whole of Brighton & Hove, extending further in the east including Peacehaven, Newhaven and Seaford; and areas south of the A27 in Adur and Worthing along the National Cycle Route including Worthing, Lancing, Shoreham-by-Sea.



We recommend a scheme including 124 hub locations spread across the Joint City Region scheme area with 1,226 bikes including 613 standard bikes and 613 e-bikes to attract a wider range of users and longer trips. The recommended fleet size and number of hubs for each local authority region are as below:

	Standard bikes	E-bikes	Total bikes	Hubs
Brighton & Hove	390	390	780	86
Adur and Worthing scheme area	161	161	322	43
Lewes scheme area	62	62	124	17
Joint City Region	613	613	1,226	146

The total capital cost of the Joint City Region Scheme is estimated to be £2m in 2020 prices. Incremental capital cost for Brighton & Hove is estimated to be £645,000 (same as Option 1), and capital costs for Adur and Worthing and Lewes are estimated at £910,000 and £464,000 respectively. As for Option 1 in Brighton & Hove the existing 450 standard bikes would reach end of lifecycle in the Year 2(2022/23) of operations and they would need to be replaced with 210 ebikes and 240 standard bikes which would cost an additional £704,000 in Year 2(2022/23) of operation.

Under the joint city region scheme, each local Council would be responsible for the operating costs for their share of the scheme in their area. The operating costs and revenue for Brighton & Hove would be same as Option 1: Expanded Brighton & Hove Scheme.

Annual operating costs for Adur and Worthing would be £[REDACTED] and the scheme is likely to generate a revenue of £[REDACTED], this would require an annual subsidy of £[REDACTED] to break even.

For Lewes, annual operating costs is expected to be [REDACTED] and the scheme would likely generate a revenue of [REDACTED]. This means the scheme in Lewes would require an annual subsidy of [REDACTED].

Business case and benefits

Our analysis suggests that, at a local authority level, the **Expanded Brighton & Hove** Scheme would operate at a surplus under our 'central' assumption, whereas both the Adur and Worthing and Lewes elements of the **Joint City Region** scheme would operate at a deficit. This analysis is based on the assumption that the scheme would not have any sponsorship. Sponsorships and/or advertisement revenue, as previously obtained for the BTN BikeShare scheme could assist with the deficit amount to some extent. We understand that BHCC are currently exploring the potential for sponsorship for the **Expanded Brighton & Hove** Scheme.

An economic appraisal of the scheme has also been undertaken, and this suggests that the Joint City Region Scheme will deliver a benefit to cost ratio of **2.23: 1**, suggesting the scheme will succeed in delivering high value for money.

The reason why the BCR for the Joint City Region is lower than for the Brighton & Hove-only option is that both Lewes and Adur and Worthing have lower individual BCRs than Brighton & Hove. In disaggregated terms, the BCR would be 1.84: 1 (Medium VfM) for Adur and Worthing and 0.67: 1 (Poor VfM) for the Lewes expansion and if assessed individually.

The Joint City Region Scheme will support the delivery of local objectives. The integration of transport policy and health, and specifically the role that the promotion of active travel can play in promoting better health outcomes is a fundamental element of the scheme. A related benefit is the role bikes share will play in reducing emissions within a designated Air Quality Management Area.

Funding

There are several potential funding sources that could be explored. These include:

- Devolved funding allocations via the Coast to Capital Local Enterprise Partnership. The status of current LEP devolved funding allocations are:
 - The Local Growth Fund (LGF) funding provided the capital investment for the existing scheme. There were three LGF rounds, which is fully allocated and there are no further rounds planned.
 - Shared Prosperity Fund. This is a Post Brexit fund, but detail of fund amount / eligibility etc. has yet to be announced.
 - We recommend Brighton & Hove should speak to C2C to see if C2C has any further insight on the Shared Prosperity Fund.
- Funding via Future City Deal arrangements.
 - Additional funds have been made available to City Deal delivery agencies where a track record of successful delivery has been demonstrated.
- National Government Funding via Bidding 'funds' such as:
 - Transforming Cities Fund (which has now ended in terms of applications), but there could be successor funds or similar funds.
 - Competitive 'Cycle Investment Funds, on the back of the announcement of a £2bn package for walking and cycling, announced in May 2020.

- Single Housing Infrastructure Fund. £10bn announced in the March 2020 budget, but no details of the programme or bidding process. Cycle hire could potentially form part of a wider HIF package bid.
- Local Contributions:
 - Most devolved of national grant funding requires a proportion of the costs to be borne by locally. This could either be through direct contribution, benefit ‘in-kind’ (e.g. offer time, land transfer), or through securing local developer funding.
- Developer funding:
 - To fund specific infrastructure elements (e.g. docks / hubs) on land owned by or adjacent to potential hubs.
 - Developer funding could be sourced via S106 funding (infrastructure related to specific developments) and / or Community Infrastructure Levy (pooled developer ‘roof tax’ that can be used for infrastructure across the Brighton, or relevant authority).

Of these, it is likely that the LEP would be the most likely source of capital funding based on both precedent (having funded the original scheme, which has proved to be successful) and as it is not certain that Bike-Share would be an eligible scheme for any National funding sources at present (competitive bid funds are usually prescriptive about the types of investment that is eligible).

The economic and strategic case set out in this report demonstrates that the bike share expansion (whether within Brighton & Hove or across the city region) has the potential to deliver a strong value for money case, which is a fundamental requirement for any scheme (along with deliverability). While the economic case (and hence value for money case) is stronger for a BHCC only expanded scheme, the strategic rationale is stronger for a scheme across an extended geography (i.e. a Joint City Region Scheme).

As an alternative to the potential funding sources detailed above and at the request of Brighton & Hove, we have also explored the option to fund the initial costs of purchasing the bikes and redistribution vehicles and subsequent renewals through capital borrowing for the Expanded Brighton & Hove Scheme only.

Our analysis suggests that based on this option, during the appraisal period (2021/22 – 2040/41), the total borrowing amount would be £5.26m, against which total repayment costs would be approximately £5m, with average repayments of £251,000 per year. The repayment for these loans would continue in the subsequent years, with the last loan taken out in 2039/40 which would be fully repaid by 2044/45.

During the same period, total revenue surplus is expected to be approximately £3.2m which could potentially fund 65% of the repayments. The council would still need to fund £1.85m themselves, approximately £93,000 per year.

Based on our assumptions, the repayment costs in the first three years (2022/23 – 2024/25) can be fully funded using scheme operational surplus, following which, annual funding shortfall would be £112,500 in 2025/26 and approximately £116,000 per year for all the subsequent years during the appraisal period.

Management case

Stakeholder Support

Stakeholder support for a scheme of this kind is important to developing and successfully launching the scheme. The Joint City Region Councils are expected to work closely with the local stakeholders such as City Councils, Highway authorities, etc. to garner support for the proposed scheme.

Joint governance arrangements

For Option 1: Expanded Brighton & Hove scheme the owner/promoter of the bike share scheme would remain Brighton & Hove City Council.

For Option 2: Joint City Region scheme, the governance arrangement could be that Brighton & Hove remain the primary promoter of the scheme, developing a single supplier framework agreement which would be available to other local authorities (Adur and Worthing and Lewes) based on which the scheme could be expanded into their area at any point within the time period of the framework. Each local authority should seek advice from their procurement team before pursuing this option to ensure it is appropriate for their circumstances.

Commercial case

The operating model suitable for the bike share scheme depends on the ownership and level of control by the public sector and/or the operator. Four distinct options for the operating model are as following:

- Model 1: Council owned, managed in-house;
- Model 2: Council owned, managed by an arm's length external company structure;
- Model 3: Council owned, externally managed via a concession contract; and
- Model 4: Externally owned and operated with a 'light touch' concession contract between the Council/s and operator.

The appropriate operating model depends on the objectives, and appetite for risk of the scheme owner/s.

If the objectives of the scheme are to maximise ridership and financial sustainability we recommend Model 3 which allows the Council to set policy based objectives and benefit from wider industry experience from operating bike share schemes in other locations.

If the objectives of the scheme are to maximise community interests, we recommend Model 2 Council owned, managed by an arm's length external company structure, such as a Community Interest Company (CIC). We note that this option is unlikely to benefit from wider industry experience which maximise both ridership and financial sustainability.

Whilst this report will help you to assess the most appropriate operating model we recommend seeking further legal advice as to the model which will work best for the future scheme.

1 Introduction

Background

- 1.1 Brighton & Hove City Council (BHCC) in collaboration with Adur and Worthing Borough Councils and Lewes District Council have commissioned this study to develop a business case and plan for improvement and extension of the existing BTN Bike Share scheme within the city boundary and to consider the option of extending across the wider joint City Region.
- 1.2 The existing Brighton bike share scheme (BTN BikeShare) was launched in 2017 with 450 standard bikes. The scheme has since expanded to include 600 standard bikes and 73 hubs, covering Central Brighton extending to Hove Station in the west, to Brighton Marina Village in the east, and also includes the A270 corridor to Falmer / University of Sussex to the north.
- 1.3 The original contract for the existing BTN BikeScheme expired on 31 August 2020. The contract has been extended to 31 August 2021 and there is a further option to extend the contract. On 23rd June 2020 Brighton & Hove City Council's Environment, Transport and Sustainability Committee granted delegated authority to the Executive Director to prepare an updated case for the BTN bikeshare scheme in the city from March 2022. The committee requires a report detailing the financial model and business case underpinning the in-house and alternative delivery vehicle options.
- 1.4 In this context, this report evaluates the potential to update the existing BTN Scheme for the next operating cycle in terms of:
 - Introducing a mixed fleet of 50% standard bikes and 50% e-bikes;
 - Either:
 - Option 1: expanding the scheme to an area of 104sq.km. within Brighton & Hove (**Expanded Brighton & Hove Scheme**); or
 - Option 2: additionally expanding the scheme to adjoining local authority regions to deliver a Joint City Region Scheme (**Joint City Region Scheme**); and
 - Potential delivery options for the scheme.
- 1.5 This document covers a detailed analysis of underlying demand across the whole of Brighton & Hove, Adur and Worthing and Lewes District. The findings of the potential demand analysis is used to inform the suggested operating area for the Joint City Region Scheme. This suggested operating area includes whole of Brighton & Hove, and coastal parts of Adur and Worthing, and Lewes District (not the town) as covered in Chapter 3.
- 1.6 This document presents the business case and business plan for both the expanded Brighton & Hove Scheme and the Joint City Region Scheme, which could form the basis for a funding submission to the Coast to Capital LEP. This document also examines the costs associated with funding the capital and renewal costs through capital borrowing for the expanded Brighton & Hove Scheme only (in Chapter 8), the impact of a possible e-scooter share on demand for bike share for the expanded Brighton & Hove Scheme only (in Chapter 7) and the alternative delivery options for both the scheme options (Chapter 10).

- 1.7 It should be noted that the bike share and micromobility market is a fast-moving sector (particularly considering the Covid-19 pandemic) and all assumptions are based on data available and industry intelligence at the time the report was prepared (October 2020).

Structure of the document

- 1.8 This document includes the following chapters:
- Chapter 2 – Review of existing BTN BikeShare scheme
 - Chapter 3 – BTN BikeShare – scheme description by option
 - Chapter 4 – Scheme costs by option
 - Chapter 5 – Scheme demand and revenues by option
 - Chapter 6 – Strategic case – policy context and rationale
 - Chapter 7 – Economic case
 - Chapter 8 – Financial case
 - Chapter 9 – Management case – delivery plan
 - Chapter 10 – Commercial case – system procurement and operations

2 Review of existing BTN BikeShare scheme

Overview

- 2.1 The existing BTN BikeShare scheme was launched in 2017 and has been in operation for three years, since September 2017. The current operating contract will expire on 31 August 2021. As part of planning for updating the scheme (e.g. the possible expansion of the scheme area and introduction of e-bikes), this review of the current BTN BikeShare scheme performance will inform the key assumptions for the new business case. The review also considers the Donkey Bike rental scheme in Worthing, which uses 30 bikes.
- 2.2 This chapter reviews the following:
- Characteristics of existing BTN BikeShare scheme;
 - Analysis of existing BTN BikeShare scheme costs and revenue;
 - Impact on COVID – 19 on scheme performance; and
 - Donkey Bike rental scheme in Worthing.

Characteristics of existing BTN BikeShare scheme

- 2.3 We have reviewed the characteristics of the existing BTN BikeShare scheme in terms of scheme size, the operating system, pricing model, trips and usage, operational structure and funding and sponsorship.

Scheme size

- 2.4 The existing BTN BikeShare scheme started with 450 bikes and has grown since its launch. The expansion includes 120 bikes being added in April 2019 and a recent addition of 30 reconditioned bikes, which brings the total fleet to 600 bikes. There are 73 hubs across the system area, including virtual hubs: public stands geo-fenced in the BTN app, useable by BTN users and private cycle owners. There are additional hubs which are planned, but not yet installed.
- 2.5 The scheme extends from Victoria Road, Portslade in the west, to Brighton Marina Village in the east and along the A270 corridor to Falmer and the University of Sussex to the north covering an area of 44 sq. km. There is also a standalone hub located in Rottingdean to the east of the main scheme area.

Operating System

- 2.6 The existing BTN Scheme has been operated by Hourbike since 2017 and uses smart bikes. The system operates with designated hubs. It is possible to end bike trips at non-hub locations in the geofenced operating zone for a small fee (covered in the pricing model section). When returned to a hub or parked outside the hub, bikes are locked using a U-lock, this is important

for security of the scheme as it minimises vandalism and theft. The operator is responsible for managing and maintaining the service.

- 2.7 The back-end system including the app is provided by Mobility Cloud, formerly known as Social Bicycle or Sobi. If the back-end operating system were to change in the future, there is a need to ensure the chosen new system is compatible with the existing hardware currently used in the existing BTN Scheme.

Pricing model

- 2.8 Table 2.1 shows BTN BikeShare's current pricing model. The pricing structure was amended slightly in August 2019, with a £1 unlock fee introduced for PAYG or 'Easy Rider' trips, and the daily free period for annual riders reduced from 60 to 30 minutes a day.

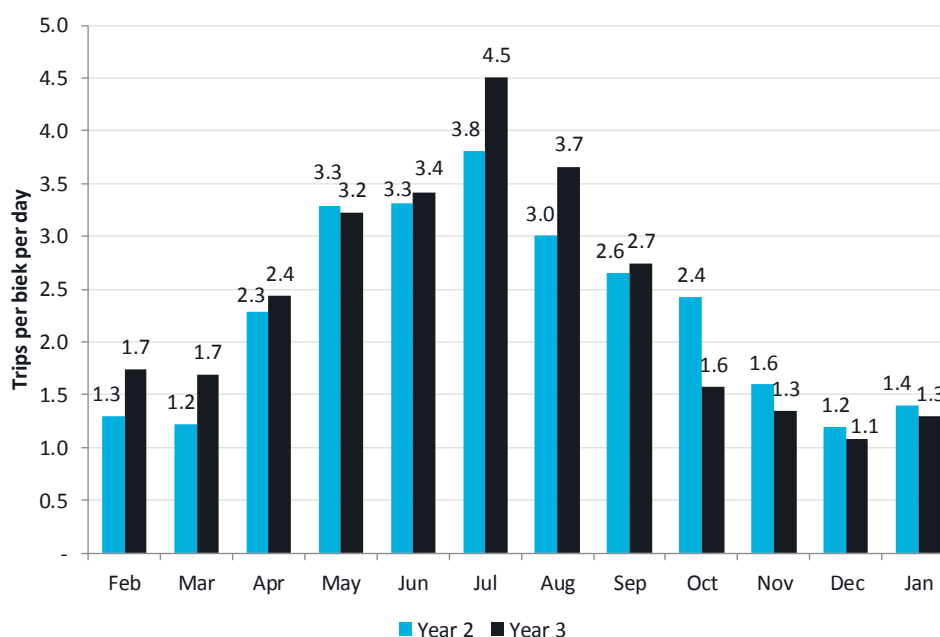
Table 2.1: BTN BikeShare pricing model (from August 2019)

User Type	Subscription price	Time period	Usage fee	Free period
Annual member	£72	Annual	3p per minute (£1.80 per hour)	30 mins per day
PAYG	N/A	N/A	£1 unlock fee + 3p per minute (£1.80 per hour)	None

- 2.9 BTN BikeShare scheme operates with designated hubs. Whilst it is preferred to end your ride in one of these designated hubs, it is possible to end the ride outside a hub, although this incurs an additional fee.
- Fee to end a trip outside of a hub, but still within the system area: **£2**
 - Fee to end a trip outside of a hub and outside the system area: **£10**
 - Reward for renting a bike that is outside a hub and returning to a hub: **£1**
- 2.10 There is scope to increase revenues through additional tariffs such as offering employee memberships and longer rentals for tourists. These potential additional revenue streams have not been explored as part of this report.

Trips and usage

- 2.11 Key statistics on trips and usage of the scheme from scheme launch in September 2017 up to May 2020 include:
- 118,180 subscribers
 - Total rentals of 981,526 (hit 1 million rentals in June 2020)
 - Total distance cycled on bikes of 2,089,299 miles
 - Average rental length of 23 minutes
- 2.12 In 2018 BTN BikeShare bikes averaged at **2.3 trips per bike per day** (1,030 average daily trips spread across 450 bikes). In 2019, with the fleet increasing in size from 450 bikes to 570 bikes midway through the year, usage per bike reduced slightly to **2.1 trips per bike per day**.
- 2.13 As Figure 2.1 shows, the trips per bike are much higher than the annual average in the summer months, with trips per bike per day reaching a high of 4.5 in July of Year 3. As can be expected the opposite is true for the winter months, with less than 2 trips per bike per day from November to March in either year 2 or year 3 of operation.

Figure 2.1: Seasonality of trips per bike per day (2018/19 Year 2 and 2019/20 Year 3)

Operational structure

- 2.14 Since launching in 2017, there have been several changes to the operational structure of the current scheme. One instance of change is the fleet size; BTN initially launched with 450 bikes, however mid-year 2019, 120 bikes were added to the fleet.
- 2.15 Around 90 e-bikes have also been acquired, but these e-bikes are not in general use in the public BTN BikeShare scheme as they require collection and charging at a base point each night¹. However, they are being used in a trial by Cityclean and Cityparks, who will allow staff to use them to travel to and from work sites.
- 2.16 The past few months have also brought changes to the operational structure, with the introduction Covid-19 responsive measures. These include free annual membership being available for NHS workers, home care contractors, school and nursery staff, along with plans to add hubs near schools in anticipation of their opening in September and an increased reluctance to travel on public transport, especially in the peak school rush.
- 2.17 BTN BikeShare scheme have added more hubs over the three years of operation, starting with 51 hubs and now having 73, and still have a list of 26 potential sites for additional hubs. Two of the existing 73 hubs are virtual hubs, meaning they are public bike stands without branding that have been geo-fenced into the BTN app.
- 2.18 In 2018, the operator Hourbike and the Council agreed an open book business model, meaning Hourbike was obliged to share all operational costs and revenue income figures with the Council. The result is that the Council can monitor the financial performance of the scheme, and there is transparency regarding Hourbike's operations relative to various scheme KPIs.

¹ Recent developments in ebike batteries provide a range of up to 50 miles. Given typical trip lengths and trips per bike per day, batteries would need to be charged or swapped every two or three days.

Funding and sponsorship/s

- 2.19 Start-up scheme costs were part funded by Coast to Capital Local Enterprise Partnership (£1.16 million), which also funded the additional 150 bikes that were added to the scheme later. BHCC also contributed to the start-up funding of the scheme (£290,000) and have committed to investing 100% of their revenue share from profits back into the scheme.
- 2.20 The scheme was sponsored by American Express (Amex) with revenue support during the deployment and initial expansion of the scheme using an agreed fixed sum per bike per year model. This support proved crucial to the development of the scheme. Amex made the decision to end their sponsorship in March 2020.
- 2.21 Life Water provided in kind support with graphic design. This arrangement came to an end on 31 August 2020.
- 2.22 A further contract variation approved by the 24 March 2020 Environment, Transport and Sustainability Committee now involves the Council as a stakeholder in a three-way sponsorship relationship between operator, sponsor and the Council. It has been agreed that sponsorship sums will be shared equally between revenue and capital costs for the scheme. There are continued efforts to secure a new sponsor, with efforts to date having secured several promising leads. A more flexible financial formula for sponsorship is being proposed which takes account of the difficult economic climate post Covid-19.

Analysis of existing BTN BikeShare scheme costs and revenue

- 2.23 From a review of the current business plan, and reporting of business operations provided by the client, we have analysed scheme costs and revenue. As Figure 2.2 shows, annual operating costs fell by [REDACTED], from the 2018-2019 operating year (year 2) to the 2019-2020 operating year (year 3).

- 2.24 This decrease in costs is driven by decrease in all costs but direct operating costs, with spending on admin and management, marketing and PR (carried out by Fugu) and system maintenance and support all falling in year 3 compared to year 2. It is also important to note

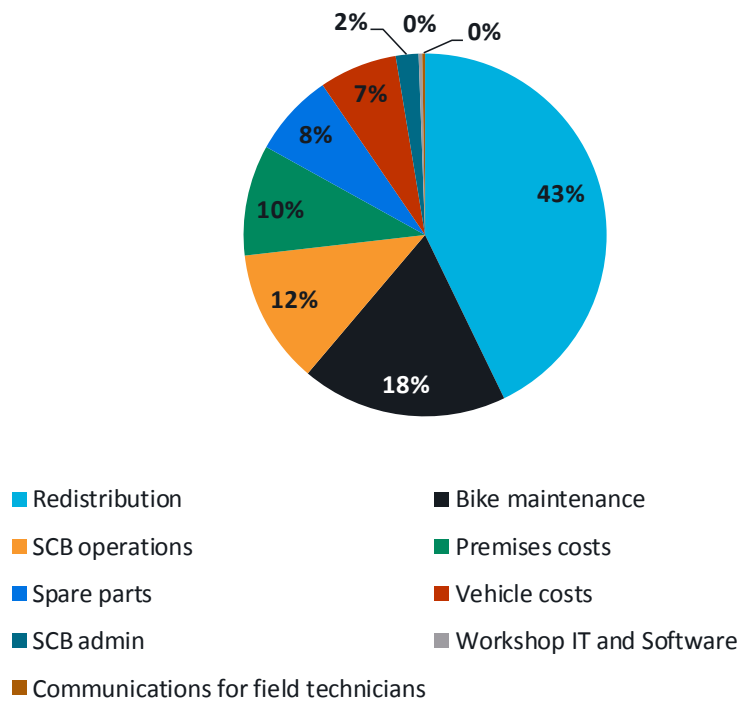


Figure 2.2: Breakdown of BTN BikeShare scheme annual operating costs

REDACTED

- 2.25 The breakdown of [direct] operating costs in BTN BikeShare's third year of operation (Feb 2019-Jan 2020), is displayed in Figure 2.3. Nearly half of all direct operating costs (43%) come from the costs of bike redistribution.
- 2.26 The business plan developed by Steer in 2014 assumed a bike asset life of 10 years without a specific bike model in mind. The bikes implemented are expected to have a shorter lifespan of 5 years due in part to Brighton & Hove's maritime climate.

Figure 2.3: Breakdown of Year 3 (Feb 2019-Jan 2020) direct operating costs



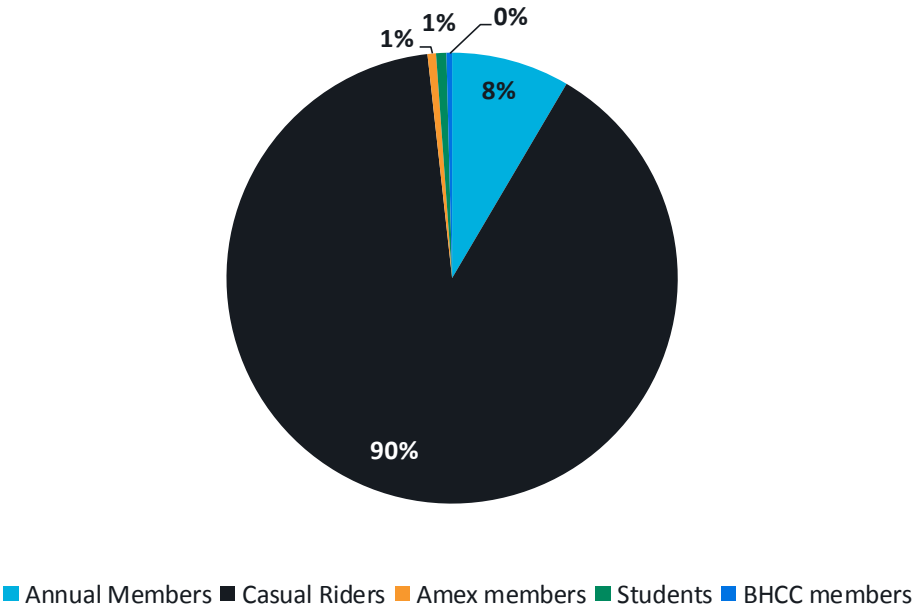
2.27 Table 2.2 shows the breakdown of annual revenue for year 2 and year 3 of scheme operation. Total revenue grew by 10% from operating year 2 to operating year 3. Their revenue is made up of the income they receive from cycle hires/memberships, along with the income from sponsorships.

Table 2.2: Breakdown of BTN BikeShare scheme annual revenue

Redacted

2.28 Figure 2.4 shows the breakdown of the scheme usage revenue of the scheme in its third year of operation (Feb 2019-Jan 2020). It clearly shows that the majority of revenue (90%) comes from casual riders. The group bringing in the second largest proportion of cycling income are the annual members, representing 8% of total cycling income. Students, Amex members and BHCC members all bring in an insignificant level of revenue to the scheme comparatively.

Figure 2.4: Breakdown of BTN BikeShare scheme usage revenue (Year 3 of operation, Feb 2019-Jan 2020)



2.29 Figure 2.5 shows the seasonality of scheme usage revenue for 2019 and 2020. Looking at 2019, as can be expected, the summer months bring considerably more revenue than other seasons, with July standing at nearly double the annual monthly average. Revenue brought in from scheme usage from November to January is particularly low, all at less than half of the annual monthly average. The annual monthly average scheme usage revenue is [REDACTED]. Factors contributing to this include a greater preference for cycling in the warmer weather and more tourism in the area generating greater demand for bikes. Note that the revenue levels in Figure 2.5 are in thousands.

Figure 2.5: Seasonality of BTN BikeShare scheme usage revenue

Redacted

2.30 As noted earlier in this report, there is scope to increase revenues through additional tariffs such as offering employee memberships and longer rentals for tourists. These potential additional revenue streams have not been explored as part of this report.

Impact of COVID-19 on BTN BikeShare scheme performance

2.31 Figure 2.5 shows that while the existing BTN Bike Share Scheme started 2020 with similar revenues to 2019 (from January to March), revenues have since increased significantly from April to June, suggesting that despite the Covid-19 pandemic, bike share ridership is following and indeed outperforming the seasonality trend common to previous years of operation. While these higher levels of revenue are positive, we have taken a more conservative view on future revenues (see Chapter 5).

2.32 Brighton & Hove City Council funded 842 free memberships for NHS workers (equivalent to 10% of the NHS workforce in the city), and by the end of June 2020, all of these passes had been allocated. 35 of 100 free memberships have been up taken by care workers. A private donor has also provided funding for free membership for nursery, primary and secondary school workers (covering just under 6% of the workforce in the city). However, the

introduction of this initiative was delayed to September to coincide with the return of these staff to work as schools open.

- 2.33 Figure 2.6 shows the 2020 monthly breakdown of BTN BikeShare's (Hourbike's) costs and expenses to June. This time period (March to June), covers the Covid-19 pandemic. It is interesting to note that from March to May, the primary months of the lockdown, the existing BTN BikeShare scheme's costs remained fairly consistent, however in June, when lockdown eased and general activity started to pick up again, operating costs rose (averaged at [REDACTED] a month across March to May, rose to [REDACTED] a month in June).

Figure 2.6: 2020 BTN BikeShare scheme monthly costs/expenses

Redacted

Bike rental scheme in Adur and Worthing

- 2.34 Our analysis which follows in Chapter 3 includes the possible expansion of the bike share scheme into the neighbouring boroughs of Adur and Worthing. As there is a small existing scheme in operation in Worthing, Donkey Republic, we have reviewed the scheme's current operation. The Worthing scheme launched in 2017 and is relatively small, with a fleet of around 30 bikes. It has experienced significant rental growth from 2019 to 2020, albeit from a low base. This is shown in Figure 2.7, with [REDACTED] rentals in March to July of 2019 comparative to [REDACTED] rentals in March to July of 2020, an increase of 110%.
- 2.35 Assuming the average trip length is between 15 minutes and half an hour (trip would be priced at £1.50 without membership), March to July revenue generated by the Worthing Scheme would have been between [REDACTED] in 2018 and 2019, and approximately [REDACTED]. The Worthing Scheme is supported by £5,000 of annual funding from Worthing Council. On the operational side, there is no redistribution of the bikes.

Figure 2.7: Donkey Republic Worthing bike rentals

Redacted

- 2.36 Considering the March to July time period, bikes in the Worthing Scheme averaged 0.26 trips per bike per day in 2018 and 2019, which more than doubled in 2020 to an average of 0.54 trips per bike per day. This is considerably lower than the 2.1 trips per bike per day seen in Brighton, which can be expected given the limited scale of the Worthing Scheme and trip making opportunities (for example one-way trips are not possible).

3 BTN BikeShare – new scheme description by option

Overview

- 3.1 The existing BTN BikeShare scheme operates with 600 standard bikes and 73 hubs strategically located to serve demand across Brighton & Hove. A Joint City scheme covering the entire Brighton & Hove local authority area as well as neighbouring areas of Lewes, Adur and Worthing has the potential to increase the attractiveness of the scheme. This may assist in meeting policy objectives of the local councils and the business case reflects the potential changes to the scheme.
- 3.2 This chapter explains the ‘core’ definition of the two options for expanding the existing scheme including:
- Option 1: **Expanded Brighton & Hove Scheme;**
 - Option 2: **Joint City Region Scheme**
- 3.3 For both options we have considered the following:
- Geographic coverage;
 - Fleet assumptions;
 - Scheme size; and
 - Tariff structure.

Geographic coverage

Potential demand for bike share

- 3.4 Bike share works best in areas of higher population density and a mix of trip destinations including employment, retail and leisure.
- 3.5 A spatial analysis has been undertaken to identify the underlying relative demand for a bike share scheme both in Brighton & Hove and across the Joint City region. The purpose of this analysis is to define the potential operating area for the Joint City Region Scheme and to provide a set of scheme assumptions and inputs to test in the future business case.
- 3.6 The data presented in Table 3.1 has been mapped and analysed into a hexcell layer of 1,150 metres in diameter, which helps to standardise the various data to provide a consistent geographic analysis.

Table 3.1: Underlying potential demand for bike share - data sources

Data	Source	Justification
Population density	Experian Mosaic – 2019 Mid-Year Population Estimates	Higher residential population density increases potential demand for bike share
Employment/ Workplace density	2011 Census	Higher employment/workplace density increases potential demand for bike share ²
Mode of commute to work (cycling and public transport)	2011 Census	Higher percentage of population already commuting to work by cycling and/or public transport increases potential demand for bike share
Mosaic³ classification of population with propensity to cycle	Experian Mosaic – 2019 Mid-Year Population Estimates Based on CoMoUK Bikeshare survey (2016 and 2017)	The data helps to identify areas where users are most likely to utilise bike share. The analysis uses Mosaic types, providing the most precise segmentation available. There is the evidence available from CoMoUK on the Mosaic profiles of users of bike share. Using the data from CoMoUK's survey, Mosaic types with the highest propensity to use bike share were extracted.
Points of interest (employment sites/ shopping centres/ high streets/ tourist attractions)	Google maps	Higher potential demand for bike share around points of interest (we have also used these points of interest to represent potential visitor demand)

3.7 A map showing the relative potential demand for bike share in the region is presented in Figure 3.1:

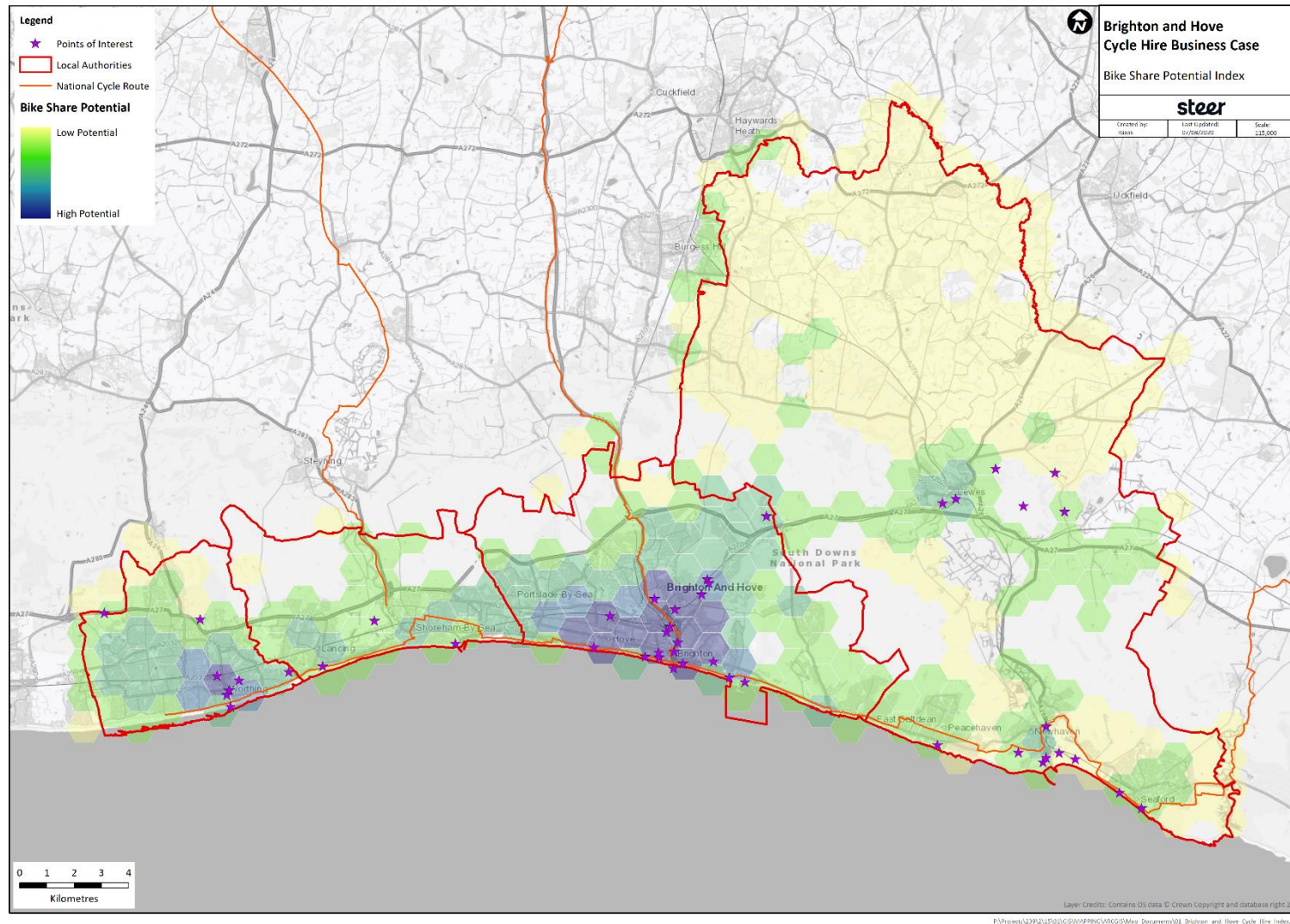
- areas with the **highest potential** are marked in **blue**; and
- areas with the **lowest potential** are in **yellow**.

3.8 Areas (hexcells) with no population has been removed from the analysis. Existing national cycle infrastructure has been overlaid on the map to show potential cycle desire lines.

² While employment levels are likely to have changed since 2011, concentrations of employment are expected to remain similar.

³ Mosaic is a postcode level customer segmentation product produced by Experian. It splits the UK population into 15 groups and 66 types, all of which have unique motives and needs for different services.

Figure 3.1: Relative potential demand for bike share in the Joint City Region



Defining the scheme area – Option 1: Expanded Brighton & Hove Scheme

- 3.9 The geographic coverage of the expanded Brighton & Hove Scheme includes the entire Brighton & Hove local authority area as defined by Brighton & Hove City Council. As can be seen in Figure 3.1 while relative demand is greatest in the centre of Brighton & Hove good relative levels of demand extends the majority of the local authority area.

Defining the scheme area – Option 2: Joint City Region Scheme

- 3.10 In the local authorities adjoining Brighton & Hove, due to lower population densities, rural areas and greater distances between settlements there is a need to define a distinct scheme operating area (within each local authority) which is defined to maximise trips and revenues to minimise the need for ongoing revenue support.
- 3.11 It is important to note that bike share requires both origins and destinations to be covered to work effectively, with a scheme with a single continuous zone more able to draw subscribers from a wider catchment and generate more journey opportunities, than a scheme with multiple zones.
- 3.12 In the context of the City region we would therefore recommend extending the existing Brighton bike share zone in a continuous zone to the west and east. Figure 3.2 presents our recommended scheme area for the Joint City Region Scheme outlined in blue. We have based our costs, demand, revenue and business case detailed later in this report on these defined areas.
- 3.13 Our recommended scheme area for the Joint City Region Scheme includes:
- Brighton & Hove local authority area (see Option 1 above);
 - The coastal areas of Lewes District Council's area including Peacehaven, Newhaven and Seaford; and
 - Areas south of the A27 in Adur and Worthing along the National Cycle Route including Worthing, Lancing, Shoreham-by-Sea.

Why has Lewes town been excluded?

- 3.14 Lewes town is a small urban area, largely surrounded by countryside. The edge of the urban area is approximately one mile from the centre of the town. Due to the size of the town and its rural setting demand there would be expected to be limited demand for bike share within the town itself. Trips to Brighton City Centre are expected to be too far for a bike share scheme (approximately a 45 minute bike ride from Lewes, this compares to the current average BTN Bike Share trip of 23 minutes, although this can be expected to increase with the addition of ebikes).
- 3.15 In addition to potential demand for bike share within Lewes we have also considered potential additional demand from Lewes to the University campuses at Falmer and Newhaven via planned new cycle infrastructure through the South Downs National Park.
- 3.16 We have considered current demand from the four BTN Bike Share hubs at the Universities in the Falmer area. Based on BTN Bike Share trips, the four hubs at the University represent less than 1% of all trips. The four hubs average only 2.2 bike rentals starting each hub per day. This compares with an average of 12.8 trips per day across all hubs in Brighton and demonstrates a low level of current demand for bike share at the Universities in Falmer. Further exploration of data from University of Sussex and University of Brighton Falmer campuses is recommended to explore potential demand from students and staff living in Lewes.

- 3.17 We have also considered potential demand between Lewes and Newhaven, noting that planned cycle infrastructure improvements will encourage a greater number of leisure cycle trips between the two destinations which could help support bike share in Lewes. Lewes has the joint highest proportion of overnight visitors of all locations in the South Downs National Park (a key potential user group)⁴. Unfortunately, we do not have access to data on visitor numbers to further assess demand and our judgement is that an estimated cycle time of between 40 and 50 minutes will limit the demand for bike share (current Brighton average trip time is 23 minutes).

⁴ South Downs National Park Authority Visitor Survey 2018

Figure 3.2: Recommended Joint City Region Scheme operating area



Fleet assumptions

- 3.18 The operating contract for the existing BTN BikeShare scheme is due for renewal in September 2021. Brighton & Hove Council is exploring different options to update the scheme such that the potential demand, benefits and financial performance of the scheme are optimised.
- 3.19 The proposed changes in the new scheme would include a mixed fleet of standard bikes and e-bikes. The same fleet mix for both Option 1: **Expanded Brighton & Hove Scheme** and Option 2: **Joint City Region Scheme** is recommended to provide a consistent offer for users.

Introduction of e-bikes

- 3.20 Existing evidence on other bike share schemes shows that e-bikes have the potential to increase the attractiveness of a scheme in terms of increased usage, longer trip duration, and higher revenue potential (through a higher tariff). Given the ease of use, e-bikes are also likely to be used by a wider range of users compared to standard bikes.
- 3.21 However, there is a trade-off between higher demand and the associated costs of launching and operating e-bikes. Table 3.2 summarizes the key benefits and limitations of launching and operating e-bikes.

Table 3.2: Benefits and limitations of e-bikes

Benefits	Limitations
- Higher utilization – in locations with both e-bikes and mechanical bikes, e-bikes make around 50% more trips per day - Potentially makes the scheme more attractive to sponsors - Encourages higher uptake - Encourages longer journeys - Ease of use - Encourages greater use by females and older people	- Feasible if higher demand: - Higher unit price of e-bikes - Need for charging infrastructure/ battery swapping - Higher costs of charging and maintenance - Heavier than mechanical bikes- difficult to use if bikes not charged - At least 20% of fleet needs to be electric to drive higher utilisation of e-bikes - Differentiated systems, difficult to manage/ track - User dissatisfactions if e-bikes unavailable

Fleet Distribution

- 3.22 In order to secure the potential benefits of introducing e-bikes, CoMoUK recommends at least 30% of total fleet to be e-bikes. However, given some areas of hilly terrain and that Brighton & Hove and the entire joint city region has the potential for longer distance trips, we would suggest introducing more e-bikes in the fleet.
- 3.23 We propose a 50 – 50 splits between standard and e-bikes. This is particularly relevant for the joint city region scheme, to encourage more people to use bike share and generate demand for longer trips, beyond the immediate local authority area. In our analysis, we have therefore considered a mixed fleet of 50% standard bikes and 50% e-bikes for both options, including Option 1: **Expanded Brighton & Hove Scheme** and Option 2: **Joint City Region Scheme**.
- 3.24 The potential impacts of e-bikes on scheme costs, demand and revenue is discussed in detail in [Chapter 4](#) and [Chapter 5](#).

Scheme size

- 3.25 The existing BTN BikeShare scheme has a fleet of 600 standard bikes and 73 hubs located in higher demand areas covering 41 sq. km. but catering to almost 80% of the total population in

the area (224,000 persons). This gives approximately 2.7 bikes per 1,000 population. We assume the fleet provision in the expanded Brighton & Hove scheme would be proportionate to current provision, which requires approximately 780 bikes.

- 3.26 We have assumed that the provision of bikes in the Joint City Region Scheme area would be proportionate to the initial provision in Brighton & Hove at scheme launch in 2017 of 2 bikes per 1,000 population, a total of 1,223 bikes would be required across the Joint City Region Scheme. This would include 780 bikes in Brighton & Hove (at current level of 2.7 bikes per 1,000 population), 320 in Adur and Worthing and 124 in Lewes.
- 3.27 The number of hubs across both Option 1 and Option 2 is calculated based on analysis of bikes per hub, total area and population served by the scheme. New hubs should be distributed across the scheme area to provide a coverage across each area. To best serve potential demand it is important that key origins and destinations such as retail areas, transport hubs and locations with high densities of employment are served by hubs located in visible accessible locations. Hubs should also be readily accessible by vehicles redistributing the bikes.
- 3.28 Table 3.3 and Table 3.4 presents our recommendations on potential future scheme size for Option 1: **Expanded Brighton & Hove Scheme** and Option 2: **Joint City Region Scheme** respectively.

Table 3.3: Recommended scheme size – Option 1: Expanded Brighton & Hove Scheme

	Expanded Brighton & Hove Scheme
In-scope Population	287,876
In-scope Employment	133,693
In-scope Sq. km	104
Bikes per 1,000 population	2.7
Total bikes	780
Standard bikes (50%)	390
e-bikes (50%)	390
Total hubs	86
Bikes per sq. km.	7.5
% population with access to bike share	100%
% employment with access to bike share	100%

Table 3.4: Recommended scheme size – Option 2: Joint City Region Scheme

	Expanded Brighton & Hove	Adur and Worthing scheme area	Lewes scheme area	Joint City Region Scheme area
In-scope Population	287,876	160,619	62,218	510,713
In-scope Employment	133,693	64,011	16,601	214,305
In-scope Sq. km	104	47	42	193
Bikes per 1,000 population	2.7	2.0	2.0	2.4
Total bikes	780	322	124	1,226
Standard bikes (50%)	390	161	62	856
e-bikes (50%)	390	161	62	367
Total hubs	86	43	17	146
Bikes per sq. km.	7.5	6.8	3	6.3
% Local Authority	100%	89%	52%	87%

population with access to bike share				
% Local Authority employment with access to bike share	100%	88%	37%	85%

Tariff structure

3.29 User uptake is largely driven by the ease of hiring a bike as well as usage costs. The tariff for a bike share scheme typically includes the following:

- Annual subscriptions; and
- Pay by trip.

3.30 Subscriptions to the scheme including usage or offering usage at a discounted rate per trip encourages regular usage, but has the potential to adversely impact the financial position of the scheme. Subscriptions can be offered on an annual, monthly or weekly basis.

3.31 Alternatively, a pay by trip tariff offers ease of hire to users without long-term commitment, and encourages leisure/ tourist trips. This allows the scheme to generate higher revenue per trip, which enhances financial position of the scheme.

3.32 The pay per trip model is typically able to generate higher revenues, and are therefore preferred by operators. However, having only a pay per trip model may discourage regular usage due to higher costs per trip to users. Therefore, the appropriate mix of tariffs for a scheme depend on the objectives of the local authorities, whether to encourage more bike share trips or to drive the financial positioning of the scheme.

Differentiated pricing

3.33 Standard pricing implies a standard tariff for each type of subscriber, irrespective of the type of fleet used or time of the year. Alternatively, with a differentiated pricing structure the council can introduce different tariff based on variations such as:

- Types of fleet used (e.g. mechanical bikes or ebikes): access to ebikes can be charged at a higher price compared to mechanical bikes which can potentially cover the additional expenses for operating ebikes such as charging, redistribution;
- Demand (e.g. off-peak pricing, winter pricing, etc.): tariff for hiring a bike can be set based on the potential demand during a particular time of day or month. For example, higher prices can be charged during peak hours when the demand is high, or a discounted rate can be offered during winter months when the demand is low to encourage uptake by users; and
- User type (e.g. key workers, job seekers): to encourage uptake in low income or underprivileged groups, discounted pricing or memberships can be offered. Business accounts including discounts can also be offered, where multiple users of a same organisation (or community) can access bikes at a discounted annual subscription fee paid for by the employer.

3.34 Table 3.5 presents the key benefits and challenges associated with differentiated pricing as compared to standard pricing.

Table 3.5: Benefits and challenges of differentiated pricing

	Benefits	Limitations
Standard Fare (current scheme)	• Easy to manage • Makes scheme attractive to users	• May impact financial viability of the scheme
Differentiated Fare	• Self-sustainable/ revenue is maximised • Additional revenue to facilitate scheme expansion and modernisation • Potential to maximise scheme viability	• More complicated to manage • Higher need for operations staff to manage demand during peak hours • May increase consumer complaints around pricing structure and/or if e-bikes unavailable

Assumed tariff

- 3.35 Review of existing schemes with a mixed fleet of standard bikes and e-bikes show that higher tariff is charged for e-bikes, compared to standard bikes. This does not have any significant impact on demand, but helps in meeting the increase in operational and maintenance costs. Table 3.6 presents current tariff for public bike share schemes in UK including those with mixed fleets.

Table 3.6: Benchmarking bike share scheme tariffs

London	Milton Keynes	Bournemouth	Glasgow	Lime (private operator)	BTN BikeShare
Annual Membership					
£90 – first 30 mins free per ride	£60 – first 30 mins free rides per ride	No annual membership Minute bundles available: - 100 mins: £5 - 200 mins: £10 - 300 mins: £15 - 400 mins: £20 Day Pass - £12 for unlimited rides in 24 hrs	Only available for standard bikes: £60 - first 30 mins free per ride	No subscriptions	Standard bikes: £72 + 3p per min beyond first 30 free minutes per day
Casual hires					
£2 access fee (30 mins free) + Additional £2 for every 30 mins	£1 access fee (30 mins free) + Additional £1 for every 30 mins	£1 access fee, 5p per minute	E-bikes: £2 access, every 20 mins £2 more Standard bikes: £1 access, every 30 mins £1 more	E-bikes only: £1 access fee, and 15p per min	£1 access fee, 3p per min

PAYG cost per trip ⁵					
£4	£2	£2.15	Standard bikes: £2 e-bikes: £6	e-bikes: £4.45	Standard bikes: £1.69

- 3.36 Based on above we recommend approximately **40% higher tariff for e-bikes in the scheme**, compared to standard bikes. As per the new tariff, an average PAYG trip using e-bikes would cost £2.42⁵. This average fee would be slightly higher than the Brighton & Hove Buses single ticket fare of £2.20⁶ (CentreFare).
- 3.37 Standard bikes would be charged as per the current scheme tariff introduced in 2019. There is also a scope to increase the base prices for the future scheme in medium term, which may result in higher revenue.
- 3.38 A restructuring of the tariff could generate more income, but our conservative assumptions are based on the existing tariff. In summary, the tariff for the future scheme is presented in Table 3.7. This tariff applies to both Option 1: **Expanded Brighton & Hove Scheme** and Option 2: **Joint City Region Scheme**.

Table 3.7: Assumed tariff structure

User Type		Subscription price	Usage fee
Annual member	Standard bikes	£72	3p per minute (£1.80 per hour)
	e-bikes		4p per minute (£2.40 per hour)
PAYG	Standard bikes	-	3p per minute + £1 unlock fee
	e-bikes	-	4p per minute + £1.50 unlock fee

⁵ Assuming average trip to be 23 minutes long as per current BTN BikeShare scheme usage data

⁶ <https://www.buses.co.uk/cash-contactless-fares>

4 New scheme costs by option

Overview

- 4.1 To determine the costs for implementing a bike share scheme we have collated information from a range of relevant available evidence. This includes:
- Data from current BTN BikeShare scheme cost shared by the Brighton & Hove City Council; and
 - Benchmarking from other schemes and CoMoUK recommendations.
- 4.2 We have considered costs for both Option 1: **Expanded Brighton & Hove Scheme** and Option 2: **Joint City Region Scheme** including the Brighton & Hove, Adur and Worthing scheme area and Lewes scheme area.
- 4.3 The scheme costs discussed in this chapter have been broadly divided into three sections:
- Capital costs;
 - Operating costs; and
 - Renewal costs

Capital costs

- 4.4 The capital cost estimates for the two scheme options consider the following:
- Cost of bikes – both standard and e-bikes;
 - Bike station cost – hubs;
 - Cost of redistribution vehicles (procured by the local authorities);
 - Workshops/ spare and parts; and
 - Mobilisation costs.

Capital cost estimates

Cost of bikes

- 4.5 The capital costs for standard bikes are based on review of current costs and is calculated for each scheme option based on the assumed number of bikes required (see Table 3.3 and Table 3.4).
- 4.6 Costs of e-bikes used in a bike share scheme depend on bike specifications, battery capacity, as well as technology used in the bikes. Cost for e-bikes are assumed to be about 20% higher than the cost of standard high-quality shared bike, as currently provided in the BTN BikeShare scheme. The capital costs may vary if e-bikes procured are priced significantly higher. Given the evolving nature of e-bike technology and commercial pricing models we recommend market testing of these costs.
- 4.7 For Brighton & Hove, capital cost includes cost of additional/ new bikes only. Please note, while we have recommended a 50-50 split between standard and e-bikes, this split would not

be achieved in year 1 (2021/22) of the contract. We have assumed 180 e-bikes are introduced in 2021/22 to provide the required total number of bikes. We have assumed when the existing 450 standard bikes reach end of lifecycle in 2022/23, they will be replaced with 210 e-bikes and 240 standard bikes and the 50/50 share of bikes and e-bikes will be achieved (**costs for replacement bikes are included later in this chapter**).

4.8 We have also accounted for overhead costs of £22 per bike (as per current BTN BikeShare data), which includes transport, warehousing and other acquisitions costs of new bikes.

4.9 Table 4.1 and Table 4.2 presents the cost of procuring new bikes, including both standard bikes and e-bikes, for Option 1: **Expanded Brighton & Hove Scheme** and Option 2: **Joint City Region Scheme** respectively.

Table 4.1: Cost of new bikes – Option 1: Expanded Brighton & Hove Scheme

Components	Brighton & Hove
Number of new standard bikes*	0
Cost per standard bike	£1,410
Number of new e-bikes*	180
Cost per e-bike (including battery costs)	£1,692
System Cost	£304,646
Overheads per bike	£22
Overheads	£3,900
Total new bikes cost	£308,568

*For Brighton & Hove, additional e-bikes costs for Year 1 only (Year 2 costs are included in renewal costs)

Table 4.2: Cost of new bikes – Option 2: Joint City Region Scheme

Components	Brighton & Hove	Adur and Worthing scheme area	Lewes scheme area	Joint city region
Number of new standard bikes*	0	161	62	223
Cost per standard bike	£1,410	£1,410	£1,410	£1,410
Number of new e-bikes*	180	161	62	403
Cost per e-bike	£1,692	£1,692	£1,692	£1,692
System Cost	£304,646	£499,564	£192,379	£996,589
Overheads per bike	£ 22	£ 22	£ 22	£ 22
Overheads	£3,900	£6,977	£2,687	£13,563
Total new bikes cost	£308,568	£506,562	£ 195,087	£1,010,217

*For Brighton & Hove, additional e-bikes costs for Year 1 only (Year 2 costs are included in renewal costs)

Cost of hubs

4.10 We have based the unit cost of hubs on the existing BTN Bike Share scheme data. The cost of each hub including supply and installation costs is £[REDACTED].

4.11 New technologies for docking stations or hubs such as smart hubs with solar powered charging points for e-bikes, multimodal docking points (for bikes, e-bikes, e-cargo bikes, e-scooters, etc), are being introduced and trialled in the market. It is recommended that

Brighton & Hove explore the potential of these options. Initial set up and installation of these hubs would, however, be higher compared to the existing lightweight hubs, due to high cost of ground power feed, solar panel installations, additional planning permission for each hubs, etc.

4.12 Also, we recommend testing these hubs before updating as some of these new technologies may not work well with maritime climate in the region.

4.13 The total hubs costs for Option 1: **Expanded Brighton & Hove Scheme** and Option 2: **Joint City Region Scheme** are presented in Table 4.3 and Table 4.4 respectively.

Table 4.3: New hubs cost – Option 1: Expanded Brighton & Hove Scheme

Redacted

*For Brighton & Hove, additional hubs only

Table 4.4: New hubs cost – Option 2: Joint City Region Scheme

Redacted

* For Brighton & Hove, additional hubs only

Cost of redistribution vehicles

4.14 Appropriate vehicles are required to redistribute bikes in the system, move bikes to be maintained at the maintenance depot/warehouse, service bikes and in the case of e-bikes to swap batteries.

4.15 Currently the redistribution vehicles used in the Brighton & Hove scheme include diesel vans. Going forward, it is recommended that electric vehicles should be used, given suitable vehicle availability.

4.16 We have assumed unit costs of a redistribution vehicle, service vehicle and e-cargo bikes for battery swapping to be £65,000, £38,000 and £3,500 respectively. The estimates for these unit costs are based on current prices of electric vehicles available in the market. The council/s have the option to procure electric vehicles using the Local Government Vehicle Procurement Framework which may provide cost savings. On initial investigation, Brighton & Hove was informed that a Bradshaw G5 electric vehicle (typically the service vehicles) can be obtained for [REDACTED] Please note that the EV market is evolving quickly and a detailed review of the capabilities/suitability of specific vehicles regarding load carrying capacities, range and appropriate size to access narrow streets is recommended.

4.17 The total costs of redistribution vehicles for Option 1: **Expanded Brighton & Hove Scheme** and Option 2: **Joint City Region Scheme** are presented in Table 4.5 and Table 4.6 respectively.

Table 4.5: Redistribution vehicle costs – Option 1: Expanded Brighton & Hove Scheme

	Brighton & Hove
Number of EV redistribution vehicles	1
Cost of EV redistribution vehicle	£65,000
Number of service EV vehicles	2
Cost of service EV vehicles	£76,000
Number of e-cargo bikes for e-bike battery swapping	5
Cost of e-cargo bikes for e-bike battery swapping	£17,500
Total costs of redistribution vehicles	£158,500

Table 4.6: Redistribution vehicle costs – Option 2: Joint City Region Scheme

	Brighton & Hove	Adur and Worthing scheme area	Lewes scheme area	Joint City Region
Number of EV redistribution vehicles	1	1	1	3
Cost of EV redistribution vehicles	£65,000	£65,000	£65,000	£195,000
Number of service EV vehicles	2	1	1	4
Cost of service EV vehicles	£76,000	£38,000	£38,000	£152,000
Number of e-cargo bikes for e-bike battery swapping	5	2	1	8
Cost of e-cargo bikes for e-bike battery swapping	£17,500	£7,000	£3,500	£28,000
Total costs of redistribution vehicles	£158,500	£110,000	£106,500	£375,000

- 4.18 The number of e-cargo bikes required is estimated based on the number of e-bike batteries needs replacement/ swapping each day which depends on the potential size and usage of the scheme (described in Chapter 5). We have assumed approximately five batteries can be replaced in an hour per e-cargo bike, by taking into consideration the size of batteries, capacity of the e-cargo bike, and time to travel from/to the workshops to bike locations.
- 4.19 Table 4.7 summarises the findings on e-cargo bike requirements by each local authority region.

Table 4.7: E-cargo bikes for battery swapping

	Brighton & Hove	Adur and Worthing scheme area	Lewes scheme area
Number of e-bikes	390 ⁷	161	62
Total daily miles by a shared e-bike	13	10	7
Frequency of battery replacement (assumed range of 30 miles)	2.3 days	3 days	4 days
Number of batteries replaced per day	171	53	14
Number of e-cargo bikes required (rounded)	5	2	1

Workshop set-up/ spare and parts and other mobilisation costs

- 4.20 A bike share scheme needs to set up a workshop or a maintenance depot to store servicing and repair equipment, charge e-bike batteries, to facilitate seamless operations of the bikes. These workshops should be located within the borough boundaries with easy access to the hubs and parking locations such that operation costs are minimised.
- 4.21 The current size of the BTN Bike Share workshop is about 4,000 sq. feet, which is used to service a fleet of 600 bikes.
- 4.22 We have assumed that Brighton & Hove would need to set up another workshop in addition to the current workshop to operate the expanded scheme, with additional workshops for Adur and Worthing and Lewes also set up: one workshop to the east of the existing scheme and one to the west of the existing scheme.
- 4.23 Workshop set up costs include purchase of service equipment and other set up costs, which is assumed to be approximately [REDACTED] based on the existing scheme data. This does not include rental costs of the property, which would form part of the operating costs.
- 4.24 The other mobilisation costs include promotional costs, setting up of management and contact centre and network designs. These costs depend on whether the local authorities have these functions already which could be used for the expanded scheme. If so, there could be a saving when the scheme is delivered in-house or through a separate 'arm's length' holding company by the local authorities compared to a concession contract. If not, the costs are estimated to remain the same or increase due to a lack of cost savings with other schemes.
- 4.25 We have also allowed for a contingency allowance of 15%, to reflect the level of uncertainty implicit in the cost ranges above.
- 4.26 The overall capital cost estimates for Option 1: **Expanded Brighton & Hove Scheme** and Option 2: **Joint City Region Scheme** are as set out in Table 4.8 and Table 4.9 respectively.

⁷ We have assumed 50% fleet to be e-bikes which will be achieved from Year 2 (2022) onwards

Table 4.8: Total estimated capital costs – Option 1: Expanded Brighton & Hove Scheme

Part redacted

Total Capital cost	£645,487

* For Brighton & Hove, additional costs only

Table 4.9: Total estimated capital costs – Option 2: Joint City Region Scheme

Part redacted

Components	Brighton & Hove*	Adur and Worthing scheme area	Lewes scheme area	Joint City Region
Total Capital cost	£645,487	£911,046	£464,138	£2,020,671

* For Brighton & Hove, additional costs only

- 4.27 The calculated capital cost for both Option 1: **Expanded Brighton & Hove Scheme** and Option 2: **Joint City Region Scheme** are in the capital funding range highlighted in the study “*Success Factors for Sustainable Bike Share: A CoMoUK review focusing on hub-based systems for UK cities*”, including taking into account the existing Brighton & Hove scheme.

Figure 4.1: CoMoUK recommendation on funding range

Capital funding ranges

30% Electric bikes

	A city with a population of around 250,000	A city with a population of around 300,000	A city with a population of around 750,000
Bike numbers	350 - 800	500 - 1000	1000 - 2500
Lower range of prices for mixed fleet Ratio 70:30	£0.7 - 1.5m	£1 - 1.7m	£2 - 4.8m
Higher range of prices for mixed fleet Ratio 70:30	£1 - 2.5m	£1.5 - 3m	£1.1 - 4.7m

Operating costs

- 4.28 The annual ongoing operating and maintenance (O&M) costs include:
- Direct operating costs – bike maintenance, redistribution and other direct operational costs
 - System maintenance costs;
 - Marketing and PR; and
 - Admin and management costs

Operating cost for standard bikes

- 4.29 The annual O&M cost per standard bike is assumed to be [REDACTED] based on the current BTN BikeShare scheme cost data.

Operating cost for e-bikes

- 4.30 The annual ongoing operating and maintenance costs per bike for e-bikes is estimated to be [REDACTED]. The model assumes **50% higher redistribution costs for e-bikes** as the bike batteries need to be swapped on a regular basis. As per the study The Bikeshare Planning Guide 2018 by ITDP “e-bikes present additional charging costs (hardwired stations or off-site charging)”. The study also highlights without stations, e-bike batteries must be swapped out and charged, or bikes need to be taken off the streets to be charged which leads to higher operating cost⁸.
- 4.31 The total annual ongoing operating and maintenance costs estimate for the scheme⁹ by each option are as set out in Table 4.10 and Table 4.11 respectively.

Table 4.10: Annual ongoing operating and maintenance costs – Option 1: Expanded Brighton & Hove Scheme

[REDACTED]

* For Brighton & Hove, these costs are incurred from Year 2 (2022/23) of operations when the fleet is 50 – 50 e-bikes and standard bikes

Table 4.11: Annual ongoing operating and maintenance costs – Option 2: Joint City Region Scheme

[REDACTED]

* For Brighton & Hove, these costs are incurred from Year 2 of operations when the fleet is 50 – 50 e-bikes and standard bikes

Renewal costs

- 4.32 The bike renewal costs are calculated based on the assumption that lifespan of the bikes in maritime climate is five years, lower than average seven to ten years, owing to the maritime climate of the region and associated challenges with rust.
- 4.33 The current Brighton & Hove fleet of 600 bikes include 450 standard bikes, which were introduced in 2017 and hence need to be replaced in 2022/23. The remaining 150 bikes were added to the fleet in 2019/20 and should be replaced in 2024/25. We have also assumed that the current e-bikes which are being tested are not able to be brought into the existing BTN scheme due to challenges with charging the integrated batteries.
- 4.34 For Brighton & Hove, we have accounted for purchase of 180 e-bikes in 2021/22 (based on increase in recommended fleet size for the expanded scheme). Therefore, the old 450 standard bikes in Brighton & Hove are required to be replaced in 2022/23, with 210 e-bikes and 240 standard bikes to have a mixed fleet of standard bikes (50%) and e-bikes (50%).
- 4.35 The renewal cost of each bike includes unit cost of the bike and overhead costs (such as transportation) as explained in Table 4.1 and Table 4.2.
- 4.36 The renewal costs of bikes (including e-cargo bikes) for the first cycle of renewals for the **Option 1 – Expanded Brighton & Hove scheme** is set out in Table 4.12.

⁸ <https://www.transformative-mobility.org/assets/publications/The-Bikeshare-Planning-Guide-ITDP-Datei.pdf>

⁹ The operating costs in Year 1 (2021/22) for Brighton and Hove will be lower given that not all 390 e-bikes have been procured. These costs are realised from Year 2 (2022/23) when 50% of fleet consists of e-bikes.

Table 4.12: Renewal costs of bikes (first cycle) – Option 1: Expanded Brighton & Hove Scheme

	2022/23	2023/24	2024/25	2025/26	2026/27
Brighton & Hove					
Number of e-bikes	210				180
Total cost of e-bikes	£359,971				£308,546
Number of standard bikes	240		150		
Total cost of standard bikes	£343,696		£214,810		
Number of e-cargo bikes (for battery swapping)					5
Total cost of e-cargo bikes					£17,500
Total renewal costs	£703,667		£214,810		£326,046

- 4.37 For the other local authorities in the Joint City Region scheme, it is assumed that all standard bikes, e-bikes and e-cargo bikes are replaced every five years. Assuming initial purchase in 2021/22, replacement would take place in 2026/27, 2031/32, 2036/37 etc. The renewal costs for Adur and Worthing and Lewes are presented in Table 4.13.

Table 4.13: Renewal costs of bikes (first cycle 1 – 2026/27) – Adur and Worthing and Lewes

	Adur and Worthing scheme area	Lewes scheme area
Number of e-bikes	161	62
Total cost of e-bikes	£276,031	£106,298
Number of standard bikes	161	62
Total cost of standard bikes	£230,616	£88,809
Number of e-cargo bikes (for battery swapping)	2	1
Total cost of e-cargo bikes	£7,000	£3,500
Total renewal costs	£513,648	£198,607

- 4.38 The life span of the redistribution and service electric vehicles is assumed to be ten years, and therefore, need to be replaced in 2031/32 (assuming purchase in 2021/22).
- 4.39 The renewal costs of redistribution vehicles for the first cycle of renewals for each of the local authorities are presented in Table 4.14.

Table 4.14: Renewal costs of redistribution vehicles (first cycle 1 – 2031/32) – Brighton & Hove, Adur and Worthing and Lewes

	Brighton & Hove	Adur and Worthing scheme area	Lewes scheme area
Number of EV redistribution vehicles	1	1	1
Cost of EV redistribution vehicles	£65,000	£65,000	£65,000
Number of service EV vehicles	2	1	1
Cost of service EV vehicles	£76,000	£38,000	£38,000
Total costs of redistribution vehicles	£ 141,000	£ 103,000	£ 103,000

- 4.40 The renewal costs set out above are in 2020 prices. A detailed breakdown of the renewal costs is included in [Chapter 7](#).

5 New scheme demand and revenue by option

Overview

- 5.1 In order to inform development of the business case for the two future scheme options, this chapter focusses on the estimating the following:
- Potential demand, for both Option 1: **Expanded Brighton & Hove Scheme** and Option 2: **Joint City Region Scheme**; and
 - Scheme revenue, for both Option 1: **Expanded Brighton & Hove Scheme** and Option 2: **Joint City Region Scheme**.

Potential demand

- 5.2 We have developed demand estimate for both expansion options considering the following factors as following:

- Demand for standard bikes; and
- Demand for e-bikes.

- 5.3 This also presents variations in potential demand between Option 1: **Expanded Brighton & Hove Scheme** and Option 2: **Joint City Region Scheme**.

Demand for standard bikes

- 5.4 The demand for standard bikes is evaluated based on evidence from the existing BTN BikeShare scheme usage. A large variation in trips is witnessed between peak summer months and winter months. About 2.6 trips were made per bike per day during the months of April – September, 2019, with peak demand reaching to 3.4 trips per bike per day in July 2019. This lowers to an average 1.2 trips per day per bike in between October 2019 – March 2020.
- 5.5 On average, about 2.1 trips per bike per day were made in Year 3 of the existing BTN BikeShare scheme (Feb 2019 – Jan 2020) using standard bikes. This in the range of demand seen in Transport for London's Santander Cycles scheme (2.6 trips per bike per day) and Glasgow's Nextbike scheme (1.9 – 2.7 trips per bike per day, in peak months) and higher than smaller schemes such as Milton Keynes or Bournemouth (<1 trip per bike per day).
- 5.6 Table 5.1 presents current level of use of bike share schemes in comparable cities to Brighton & Hove.

Table 5.1: Benchmarking trips per bike per day

	Milton Keynes	Watford	Bournemouth	Glasgow
Fleet Size	Standard bikes: 300	Standard bikes: 200 e-bikes: 25	Standard bikes: 1,000	Standard bikes: 710 e-bikes: 63
Annual number of Trips	50,000	60,000	~225,000 ¹⁰	
Average Daily Trips	140	165	830	
Trips per bike per day	0.5 trips	0.7 trips	0.83 trips (April - September)	1.9-2.7 trips (peak months)

5.7 In this analysis, we assume demand for standard bikes in the Brighton & Hove area to be similar to current levels of 2.1 trips per bike per day¹¹.

5.8 However, the level of bike usage in the adjoining local authority regions (Adur and Worthing and Lewes) for the Option 2: **Joint City Region scheme** is expected to be comparatively lower than current demand observed in Brighton & Hove, owing to lower potential demand in areas of relatively low population density, employment sites and/or key attractors. For our analysis we have assumed that demand in Lewes would be 50% lower as compared to Brighton & Hove, and 25% lower in Adur and Worthing (due to the better connectivity to the main scheme in Brighton & Hove).

5.9 It is important to note that the Joint City Region Scheme may not generate the expected demand from day 1 of the scheme – our demand assumptions are based on an established scheme.

Demand for e-bikes

5.10 E-bikes have the potential to generate more trips per bike as compared to standard bikes. While there is limited data from schemes in the UK, e-bikes in Barcelona are hired 50% more frequently than standard bikes in 2019. Given that the future scheme would have a mixed fleet of standard bikes (50%) and e-bikes (50%), the demand for e-bikes is likely to be higher than standard bikes.

5.11 We have made a conservative assumption on demand for e-bikes in our analysis – that number of **trips per e-bike per day would be 25% higher** compared to standard bikes for both scheme Options (i.e. 2.6 trips per e-bike per day compared to 2.1 trips per standard bike per day in Brighton & Hove).

¹⁰ Calculated as April – Sept has had 15,000 trips, using typical seasonality trends (Warmer half of the year, double as popular as colder half of the year), whole year calculated

¹¹ Review of scheme performance during COVID 19 (Feb 2020 – June 2020) suggests that while trips per day per bike has declined marginally, bikes are hired for a longer period keeping the revenue levels at par with same period last year. Moreover, demand has increased steadily during the summer months of 2020, following the seasonality trends as observed in previous years.

- 5.12 Table 5.2 and Table 5.3 present the assumption on trips per bike per day and demand estimates for the Option 1: **Expanded Brighton & Hove Scheme**¹² and Option 2: **Joint City Region Scheme** respectively.

Table 5.2: Bike share demand estimates – Option 1: Expanded Brighton & Hove Scheme

	Brighton & Hove
Trips per day per standard bike	2.1
Number of standard bikes	390
Annual number of trips by standard bikes	298,935
Trips per day per e-bike	2.6
Number of e-bikes	390
Annual number of trips by e-bikes	373,669
Total annual number of trips	672,604

Table 5.3: Bike share demand estimates – Option 2: Joint City Region Scheme

	Brighton & Hove	Adur and Worthing scheme area	Lewes scheme area	Joint City Region
Trips per day per standard bike	2.1	1.2	1.1	1.9
Number of standard bikes	390	161	62	856
Annual number of trips by standard bikes	298,935	92,555	23,762	415,252
Trips per day per e-bike	2.6	2.0	1.3	2.4
Number of e-bikes	390	161	62	367
Annual number of trips by e-bikes	373,669	115,694	29,702	519,065
Total annual number of trips	672,604	208,248	53,463	934,315

Scheme revenue

- 5.13 Similar to the demand estimates, user revenue for the two new scheme options considers two factors as following:

- Revenue from standard bikes; and
- Revenue from e-bikes.

Revenue from standard bikes

- 5.14 Annual revenue estimate from standard bikes is based on the review of existing BTN BikeShare scheme. Total user revenue in Year 3 of the existing BTN BikeShare scheme was

¹² The annual number of trips in Year 1 (2021/22) for Brighton and Hove will be lower given that not all 390 e-bikes have been procured (there are 600 standard bikes, and 180 e-bikes only). These number of trips are realised from Year 2 (2022/23) when 50% of fleet consists of e-bikes.

██████████ from approximately ██████████ trips. This gives the average yield per trip to be about ██████████

- 5.15 In this analysis, we assume average yield per trip by standard bikes to be ██████████ for Brighton & Hove as well as adjoining local authority areas, based on the assumption that the share in number of trips by annual users and casual users in total trips would remain the same.

Revenue from e-bikes

- 5.16 Based on the review of existing tariffs across other schemes and our recommendations on the tariff for the future scheme for both Option 1: **Expanded Brighton & Hove Scheme**¹³ and Option 2: **Joint City Region Scheme**, the analysis assumes that average yield per e-bike trip would be approximately 40% higher than standard bikes (as per assumed tariff in [Chapter 3](#)), i.e. ██████████ trip for e-bikes.
- 5.17 Table 5.4 and Table 5.5 summarises our estimates on total user revenue generated from Option 1: **Expanded Brighton & Hove Scheme** and Option 2: **Joint City Region Scheme** respectively.

Table 5.4: Bike share user revenue summary – Option 1: Expanded Brighton & Hove Scheme

Part redacted

	Brighton & Hove
Total annual user revenue	£728,701

Table 5.5: Bike share user revenue summary – Option 2: Joint City Region Scheme

Part redacted

	Brighton & Hove	Adur and Worthing scheme area	Lewes scheme area	Joint City Region
Total annual user revenue	£728,701	£225,617	£57,922	£1,012,241

- 5.18 It is important to note that additional revenue could be generated from scheme sponsorships. It is however, not considered in this section and potential for additional revenue through sponsorship/s and or adverts is explored in [Chapter 8 – Financial Case](#).

¹³ The annual revenue in Year 1 (2021/22) for Brighton and Hove will be lower given that not all 390 e-bikes have been procured (there are 600 standard bikes, and 180 e-bikes only). These revenue numbers are realised from Year 2 (2022/23) when 50% of fleet consists of e-bikes.

6 Strategic case

Overview

- 6.1 This section on strategic case presents the case for the re-contracting of the existing BTN BikeShare scheme for expansion to include Option 1: **Expanded Brighton & Hove Scheme**, or Option 2: **Joint City Region Scheme**.
- 6.2 The Strategic case structure is as follows:
- **Policy review:** this sets out the national, regional and local context which frames the need for the scheme;
 - **Evidence base:** this draws insights from social, environmental, economic and transport datasets to show that there is a case for changes;
 - **Need for intervention:** this summarises how the policy review and evidence demonstrate that there is sufficient demand and a policy context that would support intervention; and
 - **Option assessment:** this sets out the different options for addressing the need for intervention and assesses it against the objectives of intervention.

Policy review

- 6.3 This section sets out the policies which directly relate to the Brighton & Hove bike share scheme. There are several pertinent policy and strategy documents that could be reviewed to demonstrate support for bike share systems and increasing cycling's mode share. To ensure the review remains focussed on the BTN BikeShare scheme specifically, the policy review is structured around five key objectives:
- Zero Carbon;
 - Health and Wellbeing;
 - Equality and Inclusion;
 - Sustainable travel; and
 - Covid-19 Response / Resilience.
- 6.4 Our review of each of the five objectives includes a national overview, regional overview (which includes the wider objectives relevant in Option 2: Joint City Region Scheme) and local overview (which includes the local objectives relevant in Option 1: Expanded Brighton & Hove Scheme).
- 6.5 Table 6.1 below details all documents which have been included in the review, though some are more relevant than others, and the relevance of each varies between the five objectives. Whilst the local policy documents are limited to only Brighton & Hove, policy of neighbouring authorities is in alignment with the City Council's key messages.

Table 6.1: Policy and Strategy documents included in the policy review

National	
	- Decarbonising Transport: Setting the Challenge (Department for Transport, 2020) - Net Zero: The UK's contribution to stopping global warming (Committee on Climate Change, 2019) - Clean Air Strategy (Department for Environment, Food and Rural Affairs, 2019) - Future of Mobility: Urban Strategy (Department for Transport, 2019) - The Road to Zero Strategy (HM Government, 2018) - A Green Future: Our 25 Year Plan to Improve the Environment (HM Government, 2018) - Transport Investment Strategy (Department for Transport, 2017) - Cycling and Walking Investment Strategy (Department for Transport, 2017)
Regional	
	- Transport Strategy (Transport for the South East, 2020) - Local Industrial Strategy (Coast to Capital Local Enterprise Partnership, emerging 2020) - Gatwick 360 Strategic Economic Plan (Coast to Capital Local Enterprise Partnership, 2018)
Local	
	- Brighton & Hove Corporate Plan (Brighton & Hove City Council, 2020) - Brighton & Hove Local Transport Plan 5 (Brighton & Hove City Council, emerging 2020) - Urgent Response Transport Action Plan and Policy Framework (Brighton & Hove City Council, 2020) - Interim Covid-19 Response Local Cycling and Walking Infrastructure Plan (Brighton & Hove City Council, 2020) 2030 Carbon Neutral Programme (Brighton & Hove City Council, 2019) - Brighton & Hove Joint Health and Wellbeing Strategy 2019-2030 (Brighton & Hove City Council, 2019) - Brighton & Hove City Plan, Part One (2016) and Part Two (emerging 2020, Brighton & Hove City Council) - Brighton & Hove Local Transport Plan 4 (Brighton & Hove City Council, 2015)

Zero Carbon

National

- 6.6 Achieving net-zero carbon by 2050 has emerged as a target across several national policy documents. It was by the Committee on Climate Change in 2019 in their **Net Zero: The UK's contribution to stopping global warming**. It is believed the goal sets a precedent for other developed nations, whilst being suitably ambitious to identify the UK as a global. Transport based emissions are one of the recognised sources and the report recommends shifting from car to cycling, particularly for short journeys, as just one of the near-term actions for individuals to contribute to achieving net-zero ambitions. This action is reiterated as a principle in the Department for Transport's **Future of Mobility: Urban Strategy**.
- 6.7 More recently, the Department for Transport's (DfT's) **Decarbonising Transport: Setting the Challenge** report stated that policies are required to ensure that carbon emissions are reduced and outlined six strategic priorities to support this. The first of these priorities, concerned with accelerating modal shift to public transport and active modes, supports the extension of schemes such as bike share. Providing the infrastructure and therefore some ease in shifting modes will play a significant part in achieving a meaningful modal shift.
- 6.8 Other strategic priorities relate to decarbonising road vehicles and freight, and this is something recognised in the **Clean Air Strategy**, **Road to Zero Strategy** and **Transport Investment Strategy**. The first of these strategies contains identified action areas which include protecting the environment and reducing emissions from transport. The former two

both outline the aim for 50-70% of new car sales to be ultra-low emission vehicles (ULEVs) by 2030 and are supportive of Clean Air Zones (CAZs). All three of the documents support a modal shift from private cars to sustainable and active modes. Further, one of the ten identified goals in the Government's **A Green Future: A 25 Year Plan to Improve the Environment** is 'clean air' and there is a commitment to encouraging greater use of cleaner transport options, cycling included, in efforts to achieve net-zero ambitions.

Regional

- 6.9 In line with national policy, the net-zero carbon target of 2050 is also present at the regional level. As well as the priority to achieve net-zero emissions by 2050, the **Transport Strategy for the South East** includes priorities covering improved connectivity, more reliable journeys, promoting active travel, reducing the need to travel by car and improved air quality supported by reduced congestion and modal shift. An extension to the BTN BikeShare scheme would support the achievement of these priorities by encouraging cycling as a mode, and in turn contribute to the 2050 target.
- 6.10 The Coast to Capital Local Enterprise Partnership (LEP) has not yet published its Local Industrial Strategy (LIS). However, it is in development and the Draft Economic Profile that is supporting the production recognises that transport accounts for the majority of carbon emissions. The LEP's existing Strategic Economic Plan (SEP) includes a priority to promote better transport and mobility. Whilst there is a focus on large scale rail projects and regional connectivity, there is also mention of the importance and ambition of low carbon. In response to the recent net-zero targets, it is expected that the low carbon ambition will be advanced to net-zero carbon and integrated in the emerging LIS.

Local

- 6.11 Brighton & Hove City Council have a more ambitious target, with a goal to achieve net-zero carbon emissions by 2030. The recently adopted **Corporate Plan** as well as the emerging **Fifth Local Transport Plan (LTP5)** are supportive of this target, and recognise that a modal shift from private car use (and carbon emitting public transport modes) to walking and cycling is necessary if the target is to be met. In recognition of this, the core objective of the **2030 Carbon Neutral Programme** is to develop a coordinated programme of projects to enable the city to transition and become carbon neutral by 2030. Though the **City Plan Part One** pre-dates net-zero carbon ambitions, it is supportive of low carbon city and it is anticipated that the emerging **City Plan Part Two** will align with the 2030 targets.

Health and Wellbeing

National

- 6.12 National policy recognises that increasing the number of the journeys individuals make by active modes is not only beneficial to the environment, but also to their own physical and mental health. As an example, one of the identified action areas within the **Clean Air Strategy** is to protect the nation's health, in recognition that poor air quality is an issue which needs to be tackled for public health, as well as for the environment. This is also recognised in the **Road to Zero Strategy**.
- 6.13 **A Green Future: Our 25 Year Plan to Improve the Environment** acknowledges the benefits that can emerge from connecting people with green space; encouraging greater use of active modes and hence, more time in the natural environment is a method to do this. **Net-Zero: The UK's contribution to stopping global warming** and the **Future Mobility: Urban Strategy** also

recognise the health benefits that can emerge from cycling. They are listed in the latter to include the prevention of life-threatening conditions, significantly lower levels of air pollution exposure and lower risks of developing both cancer and heart disease compared to commuting by car or public transport when travelling the same urban routes. The latter also supports the use of well-managed bike schemes to widen access to the health and wellbeing benefits cycling has to offer; BTN BikeShare is an example of one of these schemes.

- 6.14 The **Cycling and Walking Investment Strategy** also points to the substantial health and wellbeing benefits that cycling can enable for individuals both physically and mentally, and the secondary benefits for businesses through increased productivity and reduced absenteeism, and for society and the environment, enabling improved air quality. The Strategy is also supportive of the various health campaigns across England such as Public Health England's Everybody Active, Every Day, the Department for Health's Childhood Obesity: A Plan for Action and NHS: Healthy New Towns.

Regional

- 6.15 There are three strategic goals contained within the **Transport Strategy for the South East**. Of relevance here is the social goal: improve health, safety, wellbeing, quality of life, and access of opportunities for everyone. To achieve the goal, several priorities are set out and importantly this includes measures to promote active travel and lifestyles, improve air quality and promote a transport network that is safe for all with no fatalities or serious injuries.

Local

- 6.16 At the local level, the importance of the health and wellbeing of the city is evident throughout their policy documents. One of the City Council's **City Plan Part One** vision points is to have healthy and balanced communities. The associated CP18 Healthy City policy promotes healthier lifestyles and active living for all. The emerging **LTP5** contains a policy measure to raise awareness of the health benefits of active travel to encourage greater uptake. The Council also has a dedicated **Health and Wellbeing Strategy**. It states that Brighton & Hove will be a place which helps people to be healthy. One measure to ensure this is prioritising walking and cycling to get more people travelling actively, benefitting physical and mental health.
- 6.17 The City Council's **Action Plan** in response to Covid-19 and its impacts also acknowledges the health benefits and in response includes a priority measure being for a programme for School Streets in the city, to support safe reopening of all primary and nursery schools, subject to feasibility in highway terms.

Equity and Inclusion

National

- 6.18 The importance of equity and inclusion is highlighted across national policy documents. The **Cycling and Walking Investment Strategy** promotes better links to schools, workplaces and communities, cycle training opportunities for all children and better integrated routes for those with disabilities or health conditions. Further, one of the principles in the **Future of Mobility Urban Strategy** which promotes an inclusive transport strategy is that the benefits of innovation in mobility must be available to all parts of the UK and all segments of society and is therefore supportive of extending the BTN BikeShare scheme. The **Transport Investment Strategy** also supports improving access to cycling for all.

Regional

- 6.19 As mentioned, there are three strategic goals contained within **Transport Strategy for the South East**. Of relevance here is again the social goal: improve health, safety, wellbeing, quality of life, and access of opportunities for everyone. To achieve the goal, several priorities are set out including forming an affordable and accessible transport network for all that promotes social inclusion and reduces barriers.

Local

- 6.20 Again, the **City Plan Part One** *healthy and balanced communities* vision point is relevant here. It recognises that healthier lifestyles should be attainable for all and promotes the use of physically active modes for all age groups.
- 6.21 One of the policy measures contained in the emerging **LTP5** is the extension of the bike share scheme in Brighton, both in geographical coverage and the number of bikes in circulation. It is noted that doing so will provide more individuals with the opportunity to cycle for their journeys. Importantly, this also includes the provision of e-bikes which will enable some of those who currently feel excluded, to participate in travelling by active modes. This will support in achieving the Plan's objective to remove barriers to active modes and enable people of all ages and abilities to travel easily and independently.

Sustainable transport

National

- 6.22 In line with the aim to achieve net-zero carbon by 2050, the national policy documents discussed above support a modal shift from the private car to sustainable travel modes. In them, sustainable transport is considered to be low-emission private transport, such as ULEVs, public transport and also active modes and support and encouragement for increasing their usage is demonstrated in various ways.
- 6.23 Whilst **A Green Future: Our 25 Year Plan to Improve the Environment** supports the development of new homes in areas where active modes can be encouraged, the **Transport Investment Strategy** supports the promotion and funding of schemes that encourage cycling to support reductions in congestion. The **Future of Mobility: Urban Strategy** and **Net Zero: The UK's contribution to stopping global warming** support the use of active modes for short journeys and the **Cycling and Walking Investment Strategy** identified £1.2b available for investment in cycling and walking between 2016 and 2021 in an effort to double the level of cycling by 2025 and achieve their ambition to make cycling and walking the natural choices for shorter journeys, or as part of a longer journey.

Regional

- 6.24 As mentioned previously, the **Transport Strategy for the South East** promotes active travel, reducing the need to travel by car and sets out actions to improve air quality, for example through reduced congestion brought about by modal shift. The LEP's existing **SEP** does recognise the requirement for sustainable growth and allocating investment accordingly. Though there is some general acknowledgment of increasing use of sustainable modes, in terms of transport sustainable growth is largely focused on low emission vehicles, and as mentioned, regional connectivity.

Local

- 6.25 At the local level, the importance of providing a sustainable transport network is evident. The **City Plan Part One** has four vision points, one of which is to be a sustainable city. The vision statement of the **Corporate Plan** is 'a fairer city, a sustainable future'. Both plans demonstrate that the City Council is in favour of increasing the use of sustainable modes and policies include.
- 6.26 **LTP4** and the emerging **LTP5** also encourage the use of sustainable and active modes. Whilst measures do cover public transport modes, there are specific cycling policy measures in response to desires to ensure walking or cycling is the natural choice for short journeys or part of a longer journey and to build on the success of BTN Bikeshare. These cover cycle lane improvements, implementing new cycling facilities and extending the BTN BikeShare scheme, both geographically and increasing the number of bikes available.

Covid-19 Response / Resilience

National

- 6.27 Throughout the lockdown period and still whilst we are emerging from the countrywide lockdown, the government's message has been to walk or cycle for our journeys whenever possible. Whilst a specific Covid-19 strategy has not emerged at the national level, the government has fast-tracked some strategies and funding opportunities which seek to address and support the modal shift and new preferences that have emerged in response to Covid-19.

Regional

- 6.28 In keeping with its long-term outlook, the sub-national transport body is continuing to operate as expected pre-Covid-19 and no new strategies or policies have emerged in response to the pandemic. Several documents have been published at the local level, in keeping with shorter term outlook of the Local Authority; these are discussed below.
- 6.29 In recent months, the Coast to Capital LEP has been allocated £19.2 million through the government's Getting Building Fund. The fund is intended to support the delivery of jobs, skills and infrastructure across the country and is being targeted in areas facing the biggest economic challenges as a result of the pandemic. Whilst this does not provide any direct funding to the bike share scheme, the inclusion of cycle lane improvements demonstrates that the LEP recognises the need to lock-in the increasing desires to cycle that have emerged as a result of the pandemic.

Local

- 6.30 Much of the policy in response to Covid-19 has emerged at the local level, and Brighton & Hove City Council have been active in updating and producing necessary plans and documents.
- 6.31 In May 2020 Brighton & Hove City Council published its **Urgent Response Transport Action Plan** (the 'Action Plan') and policy framework in response to Covid-19 and its impacts. This seeks to mitigate the negative impacts of the public health crisis, as well as providing safer means for people to travel and to support economic recovery. This is principally through plans to re-allocate road space for active travel (e.g. walking and cycling), which will not only help the city to respond to the next phase of the pandemic but will also promote healthy and active living to enable the city become more resilient for the future. The Action Plan was updated in June 2020 to report on progress and incorporate recommended measures set out in the

Interim Covid-19 Response Local Cycling and Walking Infrastructure Plan (the ‘**Interim LCWIP**’).

- 6.32 The Action Plan set out a number of measures related to cycling, including:
- the changing of Madeira Drive to one-way eastbound traffic from Aquarium Roundabout, to provide more outdoor space for active modes and reduce the safety risk during lockdown;
 - improvements to cycling facilities (e.g. between Stanford Avenue and the A23, the cycle lane north of Preston Park and from west of the Shelter Hall);
 - implementing new facilities (e.g. a protected cycle facility between the A23 and Cheapside, on the A270 – Shoreham Road with lining, signage and light segregation and on A259 Marina Parade);
 - signage improvements;
 - increased cycle parking hubs.
- 6.33 Of specific relevance to BTN BikeShare, the Action Plan also set out measures to provide six new bike share hubs across the city and to make the scheme free to NHS staff and council-contracted care staff during the pandemic.
- 6.34 The development of **LTP5** began pre Covid-19 and has been adapted to ensure alignment with the City Council’s Action Plan. Both recognise the increasing preference to travel by ‘private’ modes of transport during the lockdown period and seek to lock-in this trend for walking and cycling, whilst at the same time, discouraging use of private cars and encouraging the use of sustainable public transport (under safe, Covid-19 precautions). Two of the key cycling related policy measures include locking in the freed-up highway capacity from Covid-19 and re-allocating road space for cycling and walking and, importantly, the extension of bike share / e-bike hire, both in geographical coverage and the number of bikes in circulation.

Evidence base

Zero Carbon

- 6.35 Cycling offers a zero-emission travel alternative with relatively competitive journey times in an urban context when compared to both private cars and public transport, both of which contribute to the UK’s transport emissions.
- 6.36 The latest CoMoUK annual bike share user survey results revealed that 17% of users in the survey had used bike share to replace car trips. Further, 27% of bike share commuters had previously commuted by car. Such mode shifts contribute to reductions in carbon emissions and support the net-zero emissions target.

Health and Wellbeing

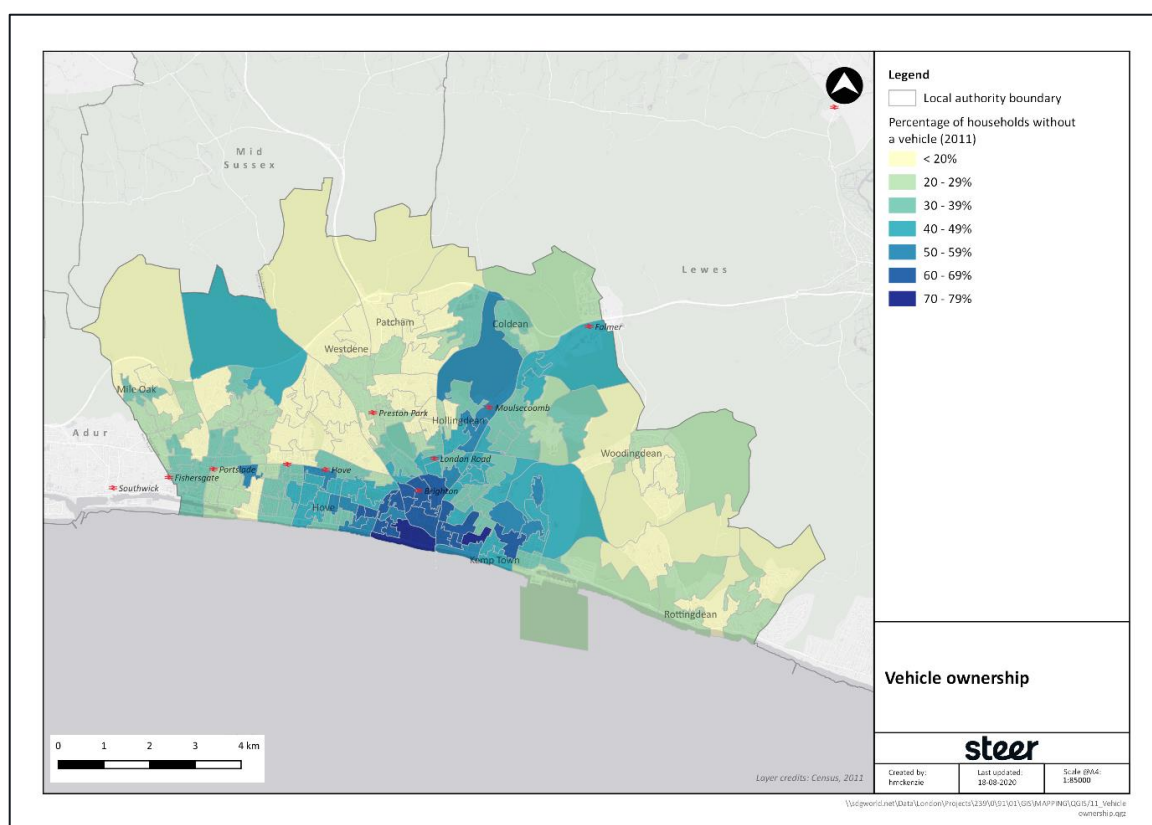
- 6.37 An active lifestyle is considered one of the key determinants of health (among other factors). Positively, in Brighton almost three-quarters (74%) of adults do achieve 150+ minutes of physical activity per week (based on 2017-18 data), higher than percentages achieved in both the South East (67%) and England (63%).
- 6.38 However, for over one in six residents (16%), their day to day activities are limited due to a long-term health problem or disability, in line with figures for the South East and England. Further, whilst now dated, the results from the 2012 Active People survey suggested that around half (49%) of the population are overweight or obese. Though significantly lower than England (64%), projections suggest that if action is not taken, 60% of men and 50% of women

will be obese by 2050. Encouraging the incorporation of active travel, making walking and cycling a normal daily activity for either leisure or commuting purposes, has the potential to change this trajectory.

Equality and Inclusion

- 6.39 Over one-third (38%) of households in the city do not own a car, significantly higher than the South East at 17% and England at 26%). Figure 6.1 below illustrates at a Lower Super Output Area (LSOA) level the geographical distribution of the percentage of households which do not have access to a private car. It shows that a percentage city centre generally over 60% of households do not have access. This is understandable given the limited residential car parking availability and the proximity to public transport options and the employment and leisure locations in Brighton City Centre which can be reached using active modes residents, including the existing BTN BikeShare.
- 6.40 It shows that there are also households in the suburbs of the district which do not own a private car. This includes areas to the west and north-east. Whilst Brighton's population is served by a good public transport network and has high public transport usage (16% for travelling to work compared with 11% nationally), it can be an expensive mode of transport to some residents.

Figure 6.1: Percentage of households without access to a vehicle (Census, 2011)

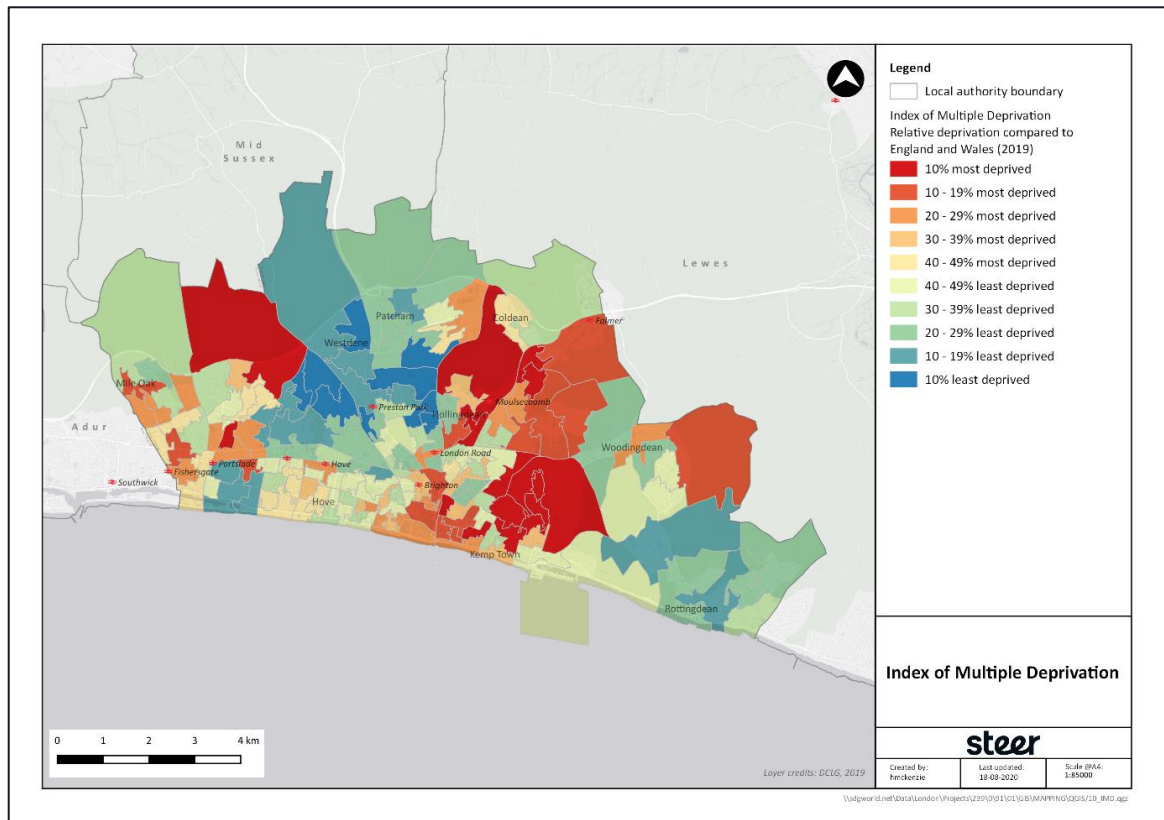


- 6.41 The Indices of Multiple Deprivation (IMD) provide a useful insight into the socioeconomic characteristics of the community. The IMD are a set of relative measures of deprivation for small areas in England, based on seven domains of deprivation, weighted to produce the overall index. The domains are income deprivation, employment deprivation, education, skills and training deprivation, health and disability deprivation, crime, barriers to housing and services and living environment deprivation.

6.42 Figure 6.2 below illustrates the 2019 data at LSOA level and demonstrates that the level of deprivation experienced in Brighton & Hove varies significantly across the district. It shows that:

- There is a correlation between the level of deprivation and car ownership (the affluent areas generally have a lower percentage of households without access and vice-versa).
- Some of the most deprived areas are outside the city centre in places where residents rely on modes alternative to the private car and whilst travelling on foot is an option for most, it is not always the case for cycling as there are some associated costs.

Figure 6.2: IMD (DCLG, 2019)



6.43 Figure 6.3 illustrates the geographical coverage of the Existing BTN Scheme and the location of hubs. Whilst the scheme covers some of the most deprived areas with lower vehicle ownership, the geographical spread of the hubs is concentrated in the city centre, with clusters both east and west running parallel with the seafront. This limits the existing attraction and accessibility of the scheme to these more deprived sections of the population.

Figure 6.3: Existing extent of the BTN BikeShare¹⁴



Sustainable transport

- 6.44 Brighton & Hove has good public transport accessibility and high usage, with 16% commuting by public transport, compared to the national average of 11%. The district has the highest bus usage per population of any city in England outside London according to DfT statistics. Further, 2011 Census data shows that the percentage of Brighton & Hove's population commuting on foot (14%) is double the national average and those travelling by car represents only 27% compared to 40% nationally. This demonstrates there is some desire to travel via sustainable modes.
- 6.45 However, in 2011 only 3% of residents commuted by bike. This is despite the 38 km of designated cycle routes and the fact that over one-third (38%) of households in the city do not own a car. Policies at all levels of government demonstrate support for increasing sustainable transport's modal share and increasing the opportunities to access sustainable modes is crucial if targets are to be met.

Covid-19 Response / Resilience

- 6.46 Although analysis by the Office of National Statistics has demonstrated that headline labour market indicators show that positively, employment increased slightly in the three months to April 2020, some indicators are beginning to show the impacts of the pandemic. The number of vacancies and average actual hours worked fell sharply in different industries and though the job retention schemes appear to have shielded the labour market from rising unemployment and increasing redundancies, based on the data available to date, and such schemes coming to an end, this is unlikely to continue.
- 6.47 As the impacts of the nationwide lockdown continue to materialise, an increase in unemployment is expected, bringing about difficult financial situations to those impacted.

¹⁴ <https://www.btnbikeshare.com/>

Therefore, more than ever, it is important for the city planning to respond to the challenges, ensuring there is an accessible and affordable option of travel for all.

Need for intervention

- 6.48 The Existing BTN Scheme is a successful scheme in Brighton & Hove, but it is limited by both its geographical coverage and size. Together, the policy review and evidence base indicate the need for intervention.
- 6.49 The key message highlighted throughout policy is the ambition to achieve net-zero carbon emissions. As Brighton & Hove has set itself a stricter target than the rest of the UK – to achieve net-zero carbon by 2030 – action is necessary to ensure the goal is achieved. Doing so will be heavily reliant on individuals adopting the use of zero-emission modes for their business, commuting and leisure journeys.
- 6.50 Increased adoption of active and sustainable travel modes will support the achievement of not only the zero-carbon objective, but also, health and wellbeing and equality and inclusion. Along with walking, low-emission public transport and ULEVs, cycling is one of the most sustainable modes of transport offered in urban areas. Arguably, walking and cycling offer greater sustainability as they do not contribute to carbon emissions or congestion on the road network. Getting more residents taking more of their everyday journeys by active modes will increase the likelihood of the 2030 target being achieved.
- 6.51 Further, among all modes of transport available, cycling is arguably one of the most inclusive options, perhaps second to walking. Though it is recognised that cycling is not an option for all, for example the elderly or individuals with a disability, it does offer an option for those not old enough to obtain a driver's license and is relatively low cost compared to public transport and driving, especially when the costs of insurance, MOTs and repairs are factored in. Extending the scheme will put a higher proportion of the district's population within an accessible distance of a hub, enabling greater travel by bicycle whilst withdrawing the need to own a bike.
- 6.52 This will enable a higher proportion of the city's residents, and potentially residents of neighbouring local authorities dependent on the scope of the scheme, to receive the health benefits. As an active mode, the benefits of cycling for physical health are widely known, and in recent years, the benefits to an individual's mental wellbeing have become increasingly prominent.
- 6.53 Given Brighton & Hove's young population (21% aged 20 – 29 compared to 13% nationally), the district is likely to have a higher proportion of its residents able to, and with a desire to, travel by bicycle and make use of an extended bike share system. The younger population makes it more adaptable to change and climate related initiatives, specifically the bike share system, as cycling is generally more accessible to them.

Options

- 6.54 A number of options have been developed to address the need for intervention and scheme objectives. In Table 6.2, Option 1: **Expanded Brighton & Hove Scheme** has been described along with an assessment of the strategic fit with scheme objectives. The option is an extension of the existing BTN BikeShare scheme across Brighton & Hove. Table 6.3 presents the alternative Option 2: **Joint City Region Scheme** which includes the option presented in Table 6.2, plus extension to the coastal and western and eastern areas of Lewes district and Adur and Worthing district, respectively. The benefits for each of the options are largely the

same in type, but differ in scope depending on the extent of their coverage, and number of new bikes proposed per 1,000 of the population, as explained in assessment below. The economic assessment of the options is provided in [**Chapter 7: Economic case.**](#)

Table 6.2: Description and strategic assessment – Option 1: Expanded Brighton & Hove Scheme

Brighton & Hove	
Description	Increasing the existing fleet from 600 standard bikes across 73 hubs to 780 bikes across 78 hubs. This will include 50% new e-bikes and an increase in the geographical coverage from 41 sq. km to 104 sq. km. Number of bikes per 1,000 population would be 2.7 (as is the case of the existing BTN BikeShare scheme).
Fit with scheme objectives	
<i>Zero Carbon</i>	Minor positive. Increasing the scope of the existing scheme increases accessibility of Brighton & Hove's population to a zero carbon mode, supporting net zero carbon ambitions through modal shift.
<i>Health and Wellbeing</i>	Minor positive. The extension of the existing scheme increases the percentage of the population within a reasonable distance to access the scheme and benefit from the active mode.
<i>Equality and Inclusion</i>	Material positive. The extension of the existing scheme [to 104 sq.km.?] will increase the percentage of the population within a reasonable distance to access the scheme, increasing the equality of access to one of the most inclusive transport modes. The addition of e-bikes also increases inclusivity associated with the existing scheme.
<i>Sustainable transport</i>	Minor positive. Increasing the scope of the existing scheme increases accessibility of Brighton & Hove's population to sustainable modes, supporting zero-carbon ambitions through modal shift.
<i>Covid-19 Response / Resilience</i>	Minor positive. The scheme will enable residents to travel by a 'private' transport mode, whilst avoiding use of the private car and enabling the reduced car use and resultant congestion which has emerged in response to the Covid-19 lockdown to be 'locked in'.

Table 6.3: Joint City Region Option - Description and Strategic Assessment

Option	Brighton & Hove	Adur and Worthing	Lewes	Joint City Region
Description	Increasing the existing fleet from 600 standard bikes across 73 hubs to 780 bikes across 78 hubs. This will include 390 new e-bikes and an increase in the geographical coverage from 41 sq. km to 104 sq. km. Number of bikes per 1,000 population would be by 2.7 (as is the case of the existing BTN BikeShare scheme).	Extending the Existing BTN Scheme to eastern and coastal areas of Adur and Worthing district. The scheme would cover 47 sq. km. with 321 bikes available across 32 hubs. Number of bikes per 1,000 population would be by 2.0.	Extending the existing BTN BikeShare scheme to western and coastal areas of Lewes district. The scheme would cover 42 sq. km. with 124 bikes available across 13 hubs. Number of bikes per 1,000 population would be by 2.0.	Extending the Existing BTN Scheme across the three districts. The scheme would cover 193 sq. km. with 1,223 bikes available across 123 hubs. Number of bikes per 1,000 population would be by 2.4.
Fit with scheme objectives				
<i>Zero Carbon</i>	Minor positive. Increasing the scope of the existing scheme increases accessibility of Brighton & Hove's population to a zero carbon mode, supporting net zero carbon ambitions through modal shift.	Material positive. A new scheme for the district which provides the population with a zero carbon mode, supporting net zero carbon ambitions through modal shift.	Material positive. A new scheme for the district which provides the population with a zero carbon mode, supporting net zero carbon ambitions through modal shift.	Material positive. A scheme which encompasses the Joint City Region enables more residents across the three districts to have increased accessibility to zero carbon modes, supporting zero-carbon ambitions through modal shift.
<i>Health and Wellbeing</i>	Minor positive. The extension of the existing scheme increases the percentage of the population within a reasonable distance to access the scheme and benefit from the active mode.	Material positive. A new scheme for the district which provides the population with an active mode of travel, providing health benefits to users.	Material positive. A new scheme for the district which provides the population with an active mode of travel, providing health benefits to users.	Material positive. A scheme which encompasses the Joint City Region enables more people to travel by active modes, increasing the level of health benefits delivered by the scheme.
<i>Equality and Inclusion</i>	Material positive. The extension of the existing scheme beyond Brighton & Hove to include adjoining local authority areas will increase the percentage of the population within a reasonable distance to access the	Material positive. The increased geographical scope and size of fleet, including e-bikes increases accessibility to, and inclusivity of, sustainable modes.	Material positive. The increased geographical scope and size of fleet, including e-bikes increases accessibility to, and inclusivity of, sustainable modes.	Material positive. A scheme which encompasses the Joint City Region enables more people to have access to the scheme, no matter their geographical location across the three districts.

Option	Brighton & Hove	Adur and Worthing	Lewes	Joint City Region
	scheme, increasing the equality of access to one of the most inclusive transport modes. The addition of e-bikes also increases inclusivity associated with the existing scheme.			
<i>Sustainable transport</i>	Minor positive. Increasing the scope of the existing scheme increases accessibility of Brighton & Hove's population to sustainable modes, supporting zero-carbon ambitions through modal shift.	Material positive. The increased geographical scope and size of fleet, including e-bikes increases accessibility to, and encourages use of, a sustainable transport mode.	Material positive. The increased geographical scope and size of fleet, including e-bikes increases accessibility to, and encourages use of, a sustainable transport mode.	Material positive. A scheme which encompasses the Joint City Region enables more people to travel by sustainable modes, increasing the level of health benefits delivered by the scheme.
<i>Covid-19 Response / Resilience</i>	Material positive. The scheme will enable residents to travel by a 'private' transport mode, whilst avoiding use of the private car (including cross-city work/ leisure trips) and enabling the reduced car use and resultant congestion which has emerged in response to the Covid-19 lockdown to be 'locked in'.	Material positive. The scheme will enable residents to travel by a 'private' transport mode, whilst avoiding use of the private car (including cross-city work/ leisure trips) and enabling the reduced car use and resultant congestion which has emerged in response to the Covid-19 lockdown to be 'locked in'.	Material positive. The scheme will enable residents to travel by a 'private' transport mode, whilst avoiding use of the private car (including cross-city work/ leisure trips) and enabling the reduced car use and resultant congestion which has emerged in response to the Covid-19 lockdown to be 'locked in'.	Material positive. The scheme will enable residents across the three districts to travel by a 'private' transport mode, whilst avoiding use of the private car (including cross-city work/ leisure trips) and enabling the reduced car use and resultant congestion which has emerged in response to the Covid-19 lockdown to be 'locked in'.

7 Economic case

Overview

- 7.1 This chapter discusses the Economic Case for the new scheme, for both Option 1: **Expanded Brighton & Hove Scheme** and Option 2: **Joint City Region Scheme**, including Adur and Worthing and Lewes, summarises the economic performance of the options through estimating the benefit – cost ratio (BCR). The costs and benefits that have been considered and quantified for the appraisal are outlined, including an explanation of the rationale behind their inclusion in the appraisal, the methodology followed for their quantification and the assumptions made for the process.
- 7.2 In addition to the economic assessment of the Central case, multiple sensitivity tests have been undertaken to understand the robustness of the Value for Money of the scheme and its sensitivity to changes to the appraisal assumptions.
- 7.3 The assessment approach is a proportionate application of Department for Transport’s modelling and appraisal guidance as set out in TAG.
- 7.4 The assumed appraisal period is 20-years, with 2021/22 as the start year.

Do Minimum and Do Something scenarios

- 7.5 For the purposes of the Economic Case for Brighton & Hove, the Do Minimum scenario has been assumed to be the re-letting of the current contract. The two Do Something (DS) option scenarios have been defined, as per below:
- Do Something Option 1: **Expanded Brighton & Hove Scheme**; and
 - Do Something Option 2: **Joint City Region scheme**. This includes the DS1 scenario above and the expansion of the bike share system to Adur and Worthing and Lewes.
- 7.6 The performance of scheme options has also been assessed at the level of each local authority with results disaggregated by LA area. The results are presented in this section for each of the Do Something Option scenarios above.
- 7.7 The Do Minimum, or counterfactual scenario, which the scheme has been assessed against, is equivalent to the existing service in Brighton & Hove and a Do Nothing for Adur and Worthing and Lewes.

Scheme costs

Capital costs

- 7.8 Capital costs considered in the economic assessment of the scheme include the cost of purchasing the required bikes for the system expansion in 2021/22 and the costs of new bike hubs, spares and parts and mobilisation costs.
- 7.9 Table 7.1 shows the estimated capital costs for each Do Something scenario (detailed breakdown presented in Table 4.8 and Table 4.9).

- 7.10 Figures are in 2020 prices and are exclusive of contingency and optimism bias allowances, and of market price adjustments.

Table 7.1: Capital costs (2020 prices) – Do Something

Part redacted

	DS1 – Expanded Brighton & Hove	DS2 – Joint City Region
Total capital costs	£561,293	£1,757,105

- 7.11 These costs have been estimated using client data and are in 2020 prices. However, as the capital costs will be a ‘one-off’ expenditure that will take place in 2021/22, the start year of the scheme, an assumption for inflation has been made, using RPI, as defined in the TAG Databook (v1.13.1, July 2020), to reflect the nominal cost growth from 2020.
- 7.12 Within the appraisal it is assumed that capital costs would be funded by the public sector – whether national, devolved (e.g. LEP, City Deal) or local authority. TAG guidance indicates that these costs must be recorded as positive values in the calculation of the Present Value of Costs (PVC).
- 7.13 As outlined in Chapter 4, a 15% allowance for contingency has been included within the base estimated capital costs of the scheme. Capital costs have been adjusted to account for the optimism bias, the tendency of appraisers to be overly optimistic, as defined by TAG. In this case, the optimism bias adjustment applied to the base capital cost is 20%.
- 7.14 Finally, a ‘market prices’ adjustment to capital costs have applied to convert to the market price unit of account with a factor of 1.19, to ensure consistency with the benefits – this a standard appraisal assumption in the treatment of costs.

Renewals costs

- 7.15 Bikes in the bikeshare system are assumed to be replaced every five years. For both Do Something Option scenarios, new bikes are assumed to be introduced in 2021/22, including all the standard and e-bikes needed for Adur and Worthing and Lewes in DS Option 2. For Brighton & Hove, in both DS Option 1 and DS Option 2, the situation is different, as there is currently a 600-bike fleet in operation, introduced in two batches, in 2017/18 and 2019/20.
- 7.16 In the opening year (2021/22), 180 new e-bikes will be added to the fleet, to reach a total of 780 bikes for Brighton & Hove. The first renewal cycle for these bikes will take place 5 years later, in 2026/27. For the current fleet, the next renewal will happen in 2022/23 and 2024/25, taking place every 5 years thereafter.
- 7.17 In addition, the redistribution vehicles purchased in 2021/22 by all Local Authorities are assumed to be replaced after 10 years, i.e. in 2031/32.
- 7.18 Table 7.2 and Table 7.3 show the indicative costs of a renewal cycle for each option in the Do Minimum and the Do Something scenarios, respectively. Figures are in 2020 prices and are exclusive of contingency and optimism bias allowances, and of market price adjustments.

Table 7.2: Renewals costs for first cycle (2020 prices) – Do Minimum

Part redacted

	Brighton & Hove
Total Renewals Cost	£859,240

Table 7.3: Renewals costs for first cycle (2020 prices) – Do Something

Part redacted

	DS1 – Expanded Brighton & Hove	DS2 – Joint City Region
Total Renewals Cost	£1,385,523	£2,303,629

- 7.19 Renewals costs are assumed to grow in line with the RPI, as defined in the TAG Databook (v1.13.1, July 2020).
- 7.20 In terms of contingency and optimism bias, renewals have also been treated like capital costs, therefore including 15% and 20% allowances, respectively.
- 7.21 Finally, renewals costs have been converted to the market price unit of account with a factor of 1.19.

Operating costs

- 7.22 The operating and maintenance costs (O&M) of the scheme have been set out in [Chapter 4](#) and define a fixed annual cost per bike, with different costs for standard bikes and e-bikes. Table 7.4 and Table 7.5 summarise these costs for a single year, for the Do Minimum and Do Something scenarios, respectively. Figures are in 2020 prices and are exclusive of market price adjustments.

Table 7.4: Annual operations and maintenance costs (2020 prices) – Do Minimum

Redacted

Table 7.5: Annual operations and maintenance costs (2020 prices) – Do Something

Part Redacted PT wants B&H only total removed as per earlier redaction.

	DS1 – Expanded Brighton & Hove	DS2 – Joint City Region
Total O&M costs		£888,731

- 7.23 Operations and maintenance costs, like capital and renewals costs are assumed to grow in line with the RPI, as defined in the TAG Databook (v1.13.1, July 2020).
- 7.24 Operations and maintenance costs are incurred by a private sector provider operating the Bike Share contract and therefore must be considered as a negative benefit in the economic appraisal, counting towards the calculation of the Present Value of Benefits (PVB).
- 7.25 Finally, maintenance costs have been converted to the market price unit of account with a factor of 1.19.

Scheme demand and revenue

Demand

- 7.26 Demand for the Do Minimum and both Do Something scenarios assumed for the economic assessment is as described in [Chapter 5](#) of this report, including fleet size and daily rates of trips per bike for each bike type and local authority.
- 7.27 It has been assumed that demand does not grow from these estimations during the entire length of the appraisal period, neither in terms of fleet size nor daily trip rates per bike. This is a conservative assumption and adds robustness to the assessment.

Revenue

- 7.28 Annual revenue from standard and e-bikes has been used in the economic appraisal of the scheme as calculated and shown in [Chapter 5](#) of this report.
- 7.29 As explained above, demand has been assumed constant during the entirety of the appraisal period, with constant fleet sizes and daily trip rates per bike. The yield per trip is assumed to be constant in real terms for the first five years of the appraisal period (2021/22-2025/26), with the remaining appraisal period assuming inflation as per the RPI, for consistency with capital, renewals and operating costs.
- 7.30 Table 7.6 and Redacted
- 7.31 Table 7.7 below show the annual number of trips, yield per trip and total annual revenue, for the Do Minimum and both Do Something scenarios, respectively. The yield values and total annual revenue estimates shown here use 2019 prices from the review of the current Brighton & Hove scheme and are exclusive of market price adjustments.

Table 7.6: Annual revenue summary (2019 prices) - Do Minimum

Redacted

Table 7.7: Annual revenue summary (2019 prices) - Do Something

Part redacted

	DS1 – Expanded Brighton & Hove	DS2 – Joint City Region
Total annual user revenue	£728,701	£1,012,241

- 7.32 The assumption for revenue in the economic assessment is that the yields per trip will remain constant in real terms for the first five years of the scheme (2021/22-2025/26) and will then increase over time in line with the RPI, to keep consistency with the capital, renewals and maintenance costs.
- 7.33 Revenue is collected by a private sector provider operating the Bike Share contract and therefore must be considered as a positive benefit in the economic appraisal, counting towards the calculation of the Present Value of Benefits (PVB).
- 7.34 Finally, revenue values have been converted to the market price unit of account with a factor of 1.19.

Financial summary

Table 7.8, Redacted

- 7.35 Table 7.9 and Table 7.10 below present a summary of annual operating costs, annual revenue, operating ratio and surplus/subsidy requirements for both Do Minimum and Do something

options. The operating ratio gives a sense of how close the scheme is to financial break-even, an operation ratio of under one will require an annual subsidy.

- 7.36 Under the Do Something scenarios, the expanded Brighton & Hove scheme is likely to generate an annual operating surplus of approximately [REDACTED] while both Adur and Worthing and Lewes schemes are likely to incur annual losses of about £[REDACTED] and [REDACTED] respectively.

Table 7.8: Annual financial summary (2019 prices) – Do Minimum

[REDACTED]

Table 7.9: Annual financial summary (2019 prices) – Do Something 1

[Part redacted]

	Expanded Brighton & Hove
Operating ratio	1.29

Table 7.10: Annual financial summary (2019 prices) – Do Something 2

[Part redacted]

	Expanded Brighton & Hove	Adur and Worthing Scheme area	Lewes Scheme Area	Joint City Region
Operating ratio	1.29	0.98	0.64	1.14

Scheme benefits

- 7.37 The expected benefits from the scheme which have been assessed and quantified as part of the economic assessment can be grouped in three categories:
- Time benefits
 - Health and Absenteeism benefits
 - Externality/Non-user benefits

Time benefits

- 7.38 Time benefits are expected for the additional users of the bike share system in both Do Something scenarios, compared to the Do Minimum. Economic theory suggests that transport users only change behaviour (i.e. use bike share) when they perceive a benefit in doing so.
- 7.39 The calculation of this benefit is based on the consumer surplus theory, which includes changes in travel time, user charges and vehicle operating costs. While the consumer surplus and the benefit will be different for each user and will depend on multiple factors, including the prior mode, an assumption on a generalised time saving for all new users of bike share has been made.
- 7.40 This time saving has been assumed at five minutes per trip, with combines both the time and financial surplus elements of the user behaviour change. This is regarded as a prudent assumption, as most users are expected to come from slower modes (e.g. walking and bus), with journey time differences likely being higher than five minutes, considering the average

¹⁵ This is realised from year 2 (2022/23) of operation, when the scheme has 390 standard bikes and 390 e-bikes.

trip length on bike share of approximately 3.5km. This follows the same approach as in the Bike Share Business Plan prepared by Steer in 2014.

- 7.41 Time savings have been monetised using Values of Time (VoT) provided by the TAG Databook, which also defines the growth of these values over time. These VoT differ depending on the trip purpose, with business and commuting trips having higher values than other purposes, such as leisure or personal business.
- 7.42 The assumed purpose split of bike share used for this appraisal is 10%/21%/69% for Business/Commuting/Other, respectively. These figures are based on the results from the Public Bike Share Users Survey¹⁶, and are estimated from the responses of users of the Brighton scheme.
- 7.43 Table 7.11 shows the monetised time benefits for the 20-year appraisal period, in discounted 2010 prices. The benefits represent the incremental benefits of the Do Something options, over the above the Do Minimum (existing BTN BikeShare Scheme).

Table 7.11: Journey time benefits (2010 discounted prices) - whole appraisal period

(£m, discounted 2010 prices)	Option 1: Expanded Brighton & Hove	Option 2: Joint City Region
Business users	0.231	0.516
Commuting users	0.482	1.076
Other users	0.723	1.613
Total time benefits	1.437	3.205

Health and Absenteeism benefits

- 7.44 Transport schemes that involve active modes, as it is the case for this scheme, can have impacts on overall physical activity and health due to changes in numbers of walkers and cyclists as a result of the scheme. Following TAG guidance, this impact is generally quantified by monetising the change in mortality risk as a result of improved health conditions, as increased physical activity helps prevent chronic diseases, obesity and improves mental health. This approach is supported by a strong evidence base, including assessment tools developed by the World Health Organisation (WHO) and the Department for Transport.
- 7.45 There is also evidence that this increased physical activity generated as a result of greater active modes share contributes towards reducing short term absence from work, which therefore increases overall economic activity.
- 7.46 Following guidance from TAG Unit A5.1, the Active Modes Appraisal Toolkit (AMAT) developed by DfT has been used to quantify the health and absenteeism benefits expected from the scheme. The inputs required for the AMAT are the number of active mode users (walkers and cyclists) with and without the implementation of the scheme. While the bike share demand figures for Do Minimum and both Do Somethings have been previously estimated, it is necessary to subtract from the DS demand those users that will come from active modes (i.e. otherwise using own bikes or walking), as these are not new active mode users as a result of the scheme.

¹⁶ Bike Share Users Survey, CoMoUK (2019)

- 7.47 Table 7.12 lists the assumed previous mode used by bike share users. These figures are based on the results from the Public Bike Share Users Survey and are estimated from the responses of users of the Brighton scheme.

Table 7.12: Bike share mode shift

Mode of origin	% of Bike Hire trips
Car/taxi	18.09%
Bus	27.94%
Rail	2.22%
Walk	31.75%
Cycle	7.62%
Other	0.63%
Did not travel	11.75%
Total	100%

- 7.48 The following assumptions have been used for the AMAT appraisal:
- Average length of trip of 3.43km. This has been calculated from the bike share's total mileage and rentals data provided by the client and is a more conservative assumption than the default in the AMAT, which is 4.84km.
 - 0% background growth rate in trips. This has been defined to keep consistency with the assumed growth in demand (0%) during the appraisal period and is a conservative assumption compared with the default rate of 0.75% per annum.
 - 2021/22 appraisal start year and 20-year appraisal period. Assumptions in line with the overall economic appraisal.

- 7.49 Table 7.13 shows the Health and Absenteeism benefits as calculated used the AMAT. These benefits are in discounted 2010 prices and for the whole appraisal period.

Table 7.13: Health and absenteeism benefits (2010 discounted prices) - whole appraisal period

(£m, discounted 2010 prices)	Option 1: Expanded Brighton & Hove	Option 2: Joint City Region
Health benefits	1.984	4.428
Absenteeism benefits	0.257	0.575
Total	2.241	5.003

Non-user benefits

- 7.50 Apart from benefits to users of the bike share scheme, such as the described time, health and absenteeism benefits, transport interventions can have impacts on non-users, or externalities. These are mainly derived from a change in the total number of car kilometres travelled, and include impacts to accidents, congestion, infrastructure, noise, air quality, greenhouse gas emissions and indirect taxation.
- 7.51 The estimation of the number of car kilometres saved as a result of the scheme has been done using the percentage of bike share trips assumed to transfer from car, the average trip length, the car occupancy rates, as defined in the National Travel Survey results, and the increment on the number of annual bike trips expected as a result of the scheme.

- 7.52 A monetised value has then been applied to the car kilometres change figure to quantify the benefits related to accidents, congestion and the other categories listed above. These values are marginal external costs (MECs) and are provided by the TAG Databook.
- 7.53 Table 7.14 shows the non-user benefits as calculated used the methodology explained above. These benefits are in discounted 2010 prices and for the whole appraisal period.

Table 7.14: Non-user benefits (2010 discounted prices) - whole appraisal period

(£m, discounted 2010 prices)	Option 1 - Brighton & Hove	Option 2 - Joint City Region
Congestion	0.148	0.331
Infrastructure	0.001	0.002
Accident	0.033	0.073
Local Air Quality	0.005	0.011
Noise	0.002	0.005
Greenhouse Gases	0.008	0.018
Indirect Taxation	(0.025)	(0.055)
Total	0.172	0.384

Economic appraisal assumptions and outputs

Key assumptions

- 7.54 The standard appraisal period defined by TAG for transport schemes is 60 years, although this is mostly referred to infrastructure investments in road and rail schemes, with long asset lives and which therefore need longer appraisal periods to completely assess the full economic impact of the infrastructure.
- 7.55 Active modes schemes tend to have more uncertainty around the longevity of their impacts and therefore shorter appraisal periods tend to be used. For this case, an appraisal period length of 20 years has been defined for the central case.
- 7.56 As the length of the appraisal period can have relevant impacts on the appraisal results, sensitivity testing has undertaken to understand these impacts in more detail.
- 7.57 2021/22 has been defined as the appraisal start year, as it is assumed to coincide with the renewal of the bike share's operating contracts. 2040/41 is therefore the last appraisal year.
- 7.58 The price base year and discount year used for this appraisal are both 2010, as the default DfT's reference year, as set out as well in TAG guidance. All figures provided as a result of the economic appraisal of the whole appraisal period are presented in re-based and discounted prices to 2010.
- 7.59 The re-basing process, to convert prices to real 2010 prices, has been done using GDP Deflator, while the discount rate used is 3.5% (per annum), as defined by TAG.

Economic Appraisal

- 7.60 Table 7.15 shows the economic appraisal results for the Central case, for each option scenario. The economic case considers the incremental costs and benefits of each expansion option against the Do Minimum (which is the existing system).

Table 7.15: Value for Money appraisal results - Central case

Part redacted

(£m, discounted 2010 prices)	Option 1 – Brighton and Hove	Option 2 – Joint City Region
PVB	5.64	9.86
PVC	1.55	4.43
NPV	4.09	5.44
BCR	3.64	2.23

- 7.61 The overall Benefit Cost Ratio (BCR) of the scheme is 3.64 when assessing the Brighton and Hove expansion on its own and goes down to 2.23 when considering the whole Joint City Region. The BCR falls under the High Value for Money (BCR between 2:1 and 4:1) for both schemes.
- 7.62 The reason why the BCR for the Joint City Region is lower than for the expanded Brighton and Hove-only option is that both Adur and Worthing and Lewes have lower individual BCRs than Brighton and Hove. Table 7.16 shows the disaggregation of the Value for Money appraisal for these two local authorities.

Table 7.16: Value for Money appraisal results - Central case. Lewes and Adur and Worthing

Part redacted

(£m, discounted 2010 prices)	Adur and Worthing Scheme Area	Lewes Scheme Area
PVB	3.63	0.60
PVC	1.98	0.90
NPV	1.65	-0.30
BCR	1.84	0.67

- 7.63 In disaggregated terms, the BCR would be 1.84 (Medium VfM) for Adur and Worthing and 0.67 (Poor VfM) for the Lewes expansion if assessed individually.
- 7.64 The BCR is based on comparisons of costs to potential benefits of the scheme. It is not, technically, affected by how the scheme is funded. Therefore, if Brighton & Hove chooses to fund the capital and renewal costs using council funds or capital borrowing, which needs to be repaid, this will not affect the BCR.
- 7.65 Funding and affordability considerations, including the likelihood of funding the renewal costs with the operational surplus from the difference between revenues and operating costs and the potential to fund the remaining costs through capital borrowing by the council is discussed in detail in the [Chapter 8: Financial Case](#).

Appraisal Sensitivities

- 7.66 The Value for Money assessment is based on the best estimates currently available of the costs and benefits of the scheme. However, these employ a range of input assumptions and therefore it is appropriate to assess the sensitivity of the appraisal results to changes in key inputs.
- 7.67 The sensitivity tests that have been undertaken as part of the economic appraisal of the scheme are listed below:

- ST1: Low Demand. Demand, measured as daily trip rates per bike, is 30% lower than in the Central case.
- ST2: High Demand. Demand is 30% higher than in the Central case.
- ST3: Longer appraisal period. Appraisal length is 30 years, as opposed to 20 years in the Central Case.
- ST4: Higher Operating Costs. Operating Costs 20% higher than in the Central case.
- ST5: Higher Time Savings. Assumed an average 10-minute time saving instead of the 5-minute saving in the Central case.
- ST6: Introduction of 300 e-scooters. 9% reduction in demand for Bike Share.

7.68 The Value for Money Assessment results for sensitivity tests 1 to 5 are listed in Table 7.17 (Expanded Brighton & Hove Scheme) and Table 7.18 (Joint City Region), as well as the Central case results.

Table 7.17: Value for Money appraisal results - Sensitivity Tests. Option 1: Expanded Brighton & Hove Scheme

Part redacted

(£m, discounted 2010 prices)	C. Case	ST1	ST2	ST3	ST4	ST5
PVB	5.64	3.43	7.84	1.37	5.29	7.07
PVC	1.55	1.55	1.55	2.02	1.55	1.55
NPV	4.09	1.88	6.29	5.84	3.74	5.52
BCR	3.64	2.21	5.06	3.90	3.41	4.56

Table 7.18: Value for Money appraisal results - Sensitivity Tests. Option 2: Joint City Region Scheme

Part redacted

(£m, discounted 2010 prices)	C. Case	ST1	ST2	ST3	ST4	ST5
PVB	9.86	5.33	14.40	13.92	8.81	13.07
PVC	4.43	4.43	4.43	5.72	4.43	4.43
NPV	5.43	0.90	9.97	8.20	4.38	8.64
BCR	2.23	1.20	3.25	2.43	1.99	2.95

7.69 The results of the sensitivity tests show that the BCR ranges between 2.21 (ST1) and 5.06 (ST2) for the Brighton and Hove-only scenario and between 1.20 (ST1) and 3.25 (ST2) for the Joint City Region option. The BCR is quite sensitive to demand assumptions, as they drive the revenue and user benefits, the largest elements of the VfM calculation. As capital costs, renewals and operating costs are based on a fixed cost per bike, they would not be affected by changes to the demand (i.e. daily trip rates per bike).

7.70 A longer appraisal period (ST3) would have a positive impact on the assessment, as benefits increase more than costs in relative terms due to capital costs remaining at the same value as in the central case. The scheme would still deliver High VfM for Brighton & Hove and the Joint City Region scenarios with a 20% increase in operating costs (ST4), assuming no changes to other elements of the appraisal.

7.71 A greater time saving assumption of 10 minutes per trip (ST5), compared with the 5 minutes assumed for the Central case, would have a significant impact on the Value for Money of the scheme, with the BCR increasing to 4.6:1 and 2.95:1 in each of the scenarios, respectively.

Impact of e-scooters

- 7.72 E-scooters are currently illegal on public roads in the UK. The UK government announced trials of e-scooter rentals for a year in mid-2020. The objective of the trials which will run in selected UK locations for 12 months from Summer 2020 is to test and evaluate the feasibility as well as safety standards and regulations for e-scooters in UK, if made legal.
- 7.73 E-scooters have not been considered as part of the expanded scheme options in the business plan because the outcome of current UK trials is not known. We have considered a separate council awarded concession contract.
- 7.74 Introduction of e-scooters has the potential to alter the competitive landscape and options to travel and are likely to have material impact on the demand for bike share. A review of e-scooter user behaviour in the city of Paris (where 10,000 e-scooters were available against roughly 20,000 bike share fleet) shows that approximately 9% of bike share trips were replaced by e-scooters. There is not enough evidence globally to support impact of e-scooters on bike share usage given the novelty of the product. However, we made an attempt to show what likely impacts e-scooters might have on bike share demand in Brighton and Hove based on the evidence from the Paris experience.
- 7.75 ST6 considers the potential impact of a fleet of 300 e-scooters, if procured by the Brighton and Hove council (a separate concession) and allowed to operate within Brighton & Hove but on a basis agreed with the Council, such as docked systems only or tightly controlled designated parking, along with limits on the operational area and speed of e-scooters
- 7.76 Table 7.19 shows the result of the sensitivity test ST6, which assesses the impacts of the introduction of a fleet of 300 e-scooters in Brighton and Hove. This has been modelled as a reduction in bike share demand (9%) and is compared with the Brighton and Hove appraisal only.
- 7.77 A shortfall in revenue owing to reduced demand could be offset by parking revenue from e-scooter providers using a docked or geofenced parking model. A shared charging arrangements around removable battery swapping for both e-bikes and e-scooters could potentially help offset some of the operating costs.

Table 7.19: Value for Money appraisal results – ST6 (Option 1: Expanded Brighton and Hove Scheme)

(£m, discounted 2010 prices)	Central Case	ST6
Revenue	3.50	3.18
Time benefits	1.44	1.31
Health and Absenteeism benefits	2.24	2.04
Non-user benefits	0.17	0.16
Operating costs	(1.71)	(1.71)
PVB	5.64	4.97
Capital costs	0.53	0.53
Renewals	1.01	1.01
PVC	1.55	1.55
NPV	4.09	3.42
BCR	3.64	3.21

- 7.78 If e-scooters enter the market competitively with no or limited control of the council on the potential number of vehicles, the impact on bikeshare demand is likely to increase thereby reducing the Value for Money proposition of the bike share scheme.

8 Financial case

Overview

- 8.1 This chapter discusses the Financial Case for the proposed Bike Share scheme options, both a Brighton & Hove-only scheme and a Joint City Region option, with respect to how the scheme could be funded, and its ongoing affordability.

Scheme investment costs

- 8.2 The estimated capital costs for the proposed Bike Share scheme would be £645,000 for a Brighton & Hove-only scheme in year 1 (2021/22) and a further £704,000 in year 2(2022/23) for replacing the standard bikes with new standard and e-bikes. For a Joint City region scheme, the estimated capital costs for the additional local councils Adur and Worthing and Lewes would be £911,000 and £464,000 respectively.
- 8.3 These figures include new bikes and hubs, spares and parts, mobilisation costs and a 15% contingency and would be incurred at the start of the scheme (2021/22). The figures are in 2020 current prices and are exclusive of market price conversion and optimism bias.
- 8.4 There are several potential funding sources that could be considered to provide a significant contribution to the up-front capital costs. These are described under 'Funding Options'.

Potential funding options – Capital funding

- 8.5 There are several potential funding sources that could be explored. These include:
- Devolved funding allocations via the Coast to Capital Local Enterprise Partnership. The status of current LEP devolved funding allocations are:
 - The Local Growth Fund (LGF) funding provided the capital investment for the existing scheme. There were three LGF rounds, which is fully allocated and there are no further rounds planned.
 - Shared Prosperity Fund. This is a Post Brexit fund, but detail of the fund amount / eligibility etc. has yet to be announced.
 - We recommend Brighton & Hove should speak to C2C to see if C2C has any further insight on the Shared Prosperity Fund.
 - Funding via Future City Deal arrangements
 - Additional funds have been made available to City Deal delivery agencies where a track record of successful delivery has been demonstrated.
 - National Government Funding via Bidding 'funds' such as:
 - Transforming Cities Fund (which has now ended in terms of applications), but there could be successor funds or similar funds.

- Competitive ‘Cycle Investment Funds, on the back of the announcement of a £2bn package for walking and cycling¹⁷, announced in May 2020.
- Single Housing Infrastructure Fund. £10bn announced in the March 2020 budget, but no details of the programme or bidding process. Cycle hire could potentially form part of a wider HIF package bid.
- Local Contributions
 - Most devolved of national grant funding required a proportion of the costs to be borne by locally. This could wither be through direct contribution, benefit ‘in-kind’ (e.g. offer time, land transfer), or through securing local developer funding.
- Developer funding
 - To fund specific infrastructure elements (e.g. docks / hubs) on land owned by or adjacent to potential hubs.
 - Developer funding could be sourced via S106 funding (infrastructure related to specific developments) and / or Community Infrastructure Levy (pooled developer ‘roof tax’ that can be used for infrastructure across the Brighton, or relevant authority).

8.6 Of these, it is likely that the LEP would be the most likely source of capital funding based on both precedent (having funded the original scheme, which has proved to be successful) and as it is not certain that Bike-Share would be an eligible scheme for any National funding sources at present (competitive bid funds are usually prescriptive about the types of investment that is eligible).

8.7 Critically, the economic and strategic case set out in this report does demonstrate that the Bikeshare expansion (whether within Brighton & Hove or across the city region) has the potential to deliver a strong value for money case, which is a fundamental requirement for any scheme (along with deliverability). While the economic case (and hence value for money case) is stronger for a BHCC only expanded scheme, the strategic rationale would be strong for a scheme across an extended geography (i.e. a Joint City Region Scheme).

Funding of Renewals

8.8 In addition, there is an ongoing capital requirement to cover the renewals (bike replacement) costs which would be incurred every five years. The sources of potential funding for initial investment costs would not be available to cover renewals costs. Indeed, it is likely that a commitment to fund the renewals could be a funding condition associated with any capital grant funding – on the basis that the renewals are required to deliver the benefits stream upon which any capital funding bid was justified upon.

8.9 Renewal costs would need to be funded from locally, either through an ongoing revenue surplus or, if this is insufficient, but general funding from the Local Authority.

Sponsor acquisition

8.10 Sponsorship—sharing the system’s image and brand with a sponsoring entity can help provide funding to cover investment costs. Sponsorship agreements may vary substantially.

8.11 Sponsorship usually includes some degree of branding or naming rights such as with the Santander’s Cycles in London. The branding is usually visible on different elements including

¹⁷ <https://www.gov.uk/government/news/2-billion-package-to-create-new-era-for-cycling-and-walking>

the bikes, hubs, digital and social media materials. See Figure 8.1 for a visual comparison of the Santander bank logo and Cycle Hire scheme logo.

Figure 8.1: Comparison of Santander Bank logo and Santander Cycle Hire logo



- 8.12 In most bike share systems, there is a single sponsor. However, there are some examples with multiple sponsors such as San Antonio, Texas where the scheme is sponsored by multiple local businesses¹⁸. Sponsorship partnership should consider the future expansion of the scheme and the long-term vision. Expansion phase could represent an occasion to build new sponsorship package.
- 8.13 The expected recession in the UK economy due to Covid- 19 may make it difficult to acquire long term sponsorship agreements. However, given relatively high BCR, the council should consider launching the scheme through LEP funding.

Capital borrowing

- 8.14 As requested by Brighton & Hove we have also considered the option for funding the capital as well as the renewal costs for Option 1 – Expanded Brighton & Hove Scheme only through capital borrowing or financing.
- 8.15 Interest payments would be payable on finance with the interest rate depending on the arrangement and source of the borrowing. Potential sources include public finance from the Public Works Loan Board (PWLB) which provides debt financing options to public bodies from the central government National Loans Fund. Alternative private finance could be sourced such as commercial debt or bonds. For example, the Greater London Authority raised £200m through a bond to support the Northern Line Extension which was effectively backed by the UK Guarantee scheme, lowering borrowing costs. Servicing finance through interest costs ultimately reduces the capital costs that revenue and funding streams could support.

Financing Options

- 8.16 There are several different lenders who are able to finance transport infrastructure improvements against different forms of security (i.e. the collateral against which a loan is provided by the borrower to the lender).

Public Works Loan Board

- 8.17 The Public Works Loan Board is an example of on-balance sheet financing. It is part of the UK Debt Management Office, which is an Executive Agency of HM Treasury and it currently provides 75% of lending to local authorities. It is the principal financing source for statutory entities under the Local Government Act 2003. The loans that the Public Works Loan Board issues are very flexible. Tenors range from 1 to 50 years for fixed interest rates, and 1 to 10 years for variable interest rates.
- 8.18 The credit process is light as it is underpinned by the Prudential Borrowing Code, which means it is relatively easy to access financing through the Public Works Loan Board. The major

¹⁸ <https://sanantonio.bcycle.com/partners/partners>

disadvantage of the Public Works Loan Board is that any borrowing is on-balance sheet, so it is constrained by the authority's borrowing capacity.

Commercial Lending

- 8.19 Commercial lending can be used to finance projects when other forms of financing such as the Public Works Loan Board is unavailable. It generally offers shorter tenor variable rate lending, with a higher level of due diligence required before the loan is approved. There is a risk of high cost of negative carry (whereby loans are often committed and fixed but drawdown of the loan may not be until much further in the future), although there are examples of innovation through forward-starting interest rate loans, for example the £20 million loan arranged by pbb Deutsche Pfandbriefbank for Midlothian Council. pbb Deutsche Pfandbriefbank is a leading European specialist bank for real estate financing and public investment finance. Midlothian Council will use the loan to repay existing debt used to finance investment in services including new schools, social housing, utilities, health and care. Commercial lending can also be used as a useful treasury management tool for refinancing projects that they have funded with cash expenditure. Again, commercial lending is on-balance sheet borrowing, which is constrained by borrowing capacity.

UK Municipal Bonds Agency

- 8.20 The UK Municipal Bonds Agency was created in 2014 to provide access for local authorities to capital markets and try to diversify beyond the Public Works Loan Board. The aim of the agency was to offer long-term, low-cost bond financing against the prudential borrowing framework and it has been rated investment grade (Aa3) by Moody's. It is owned wholly by local authorities and the Local Government Association.
- 8.21 Recently the UK Municipal Bonds Agency has appointed a company for the provision of management services, including marketing services, execution and management of debt issuance activities, execution and management of local authority lending activities and support the agency's governance activities¹⁹. The UK Municipal Bonds Agency has recently issued its first two bonds and could be a source of potential finance.

Corporate Finance

- 8.22 Corporate finance is typically used in developer-led infrastructure improvements, for example the Liverpool 1 shopping centre (which included significant contributions to transport infrastructure) was mostly financed by corporate finance. In comparison to financing from the Public Works Loan Board it is typically expensive with short-term tenors. Transport infrastructure improvements typically have payback periods that are too long to justify corporate financing as the asset does not match the liability. Corporate finance is an option of off-balance sheet financing.

Cost of financing

- 8.23 For the purpose of this analysis we have assumed that the expanded Brighton & Hove Scheme would seek financing from PWLB for the following costs:
- Purchase of bikes and redistribution vehicles in Year 1 of operation (2021/22); and
 - Renewal of bikes and redistribution vehicles from Year 2 (2022/23) onwards.

¹⁹'Provision of management services, which will include operational and marketing services', <https://www.delta-esourcing.com/respond/CBVA233364>, Delta eSourcing, Accessed August 2019

- 8.24 We have assumed that the initial set up costs included in the capital costs such as cost of hubs, workshop set up/ spare parts, and mobilisation costs will be funded through council money.
- 8.25 We have also assumed that the typical repayment term for the loans taken to purchase the bikes (including e-cargo bikes) would be 5 years, consistent with the life-cycle of the bikes being purchased or renewed. The repayment term for loans taken to purchase redistribution and service EVs is assumed to be ten years, based on assumed life-cycle of these vehicles.
- 8.26 Based on the current PWLB fixed interest rates for new loans (as of 22 October 2020)²⁰, the annual interest rate is assumed to be 1.95%.
- 8.27 Two separate loans are considered for 2021/22 – first, to fund purchase of bikes (including e-cargo bikes) of £326,000 for a term of five years and second, to purchase the redistribution and service EVs of £141,000 for a term of ten years. Additional borrowing would be required to fund:
- renewals of existing 600 bikes in Brighton & Hove in 2022/23 (£704,000) and in 2024/25 (£215,000);
 - renewal of bikes (e-cargo bikes) in 2026/27 (£326,000);
 - redistribution vehicle renewal in 2031/32 (£141,000);
 - renewals of bikes (including e-cargo bikes) would continue every five years during the appraisal period (2021/22 -2040/41) and would be funded through subsequent five-year repayment loans; and
 - Redistribution and service EV vehicles would be replaced only once in 2031/32 during the appraisal period, and the repayment term for the loan to fund these would be ten years.
- 8.28 The repayments are calculated on annuity basis (as agreed with BHCC finance team), hence, repayment for a loan starts from the following year.
- 8.29 During the appraisal period (2021/22 – 2040/41), the loan amount would be £5.26 million, against which total repayment costs would be approximately £5 million, with average repayments of £251,000 per year. The repayment for these loans would continue in the subsequent years, with the last loan taken out in 2039/40 which would be fully repaid by 2044/45.
- 8.30 During the same period, total revenue surplus is expected to be approximately £3.2 million which could potentially fund 65% of the repayments. The council would still need to fund £1.85 million themselves, approximately £93,000 per year.
- 8.31 Based on our assumptions, the repayment costs in the first three years (2022/23 – 2024/25) can be fully funded using scheme operational surplus, following which, annual funding shortfall would be £112,500 in 2025 and approximately £116,000 per year for all the subsequent years during the appraisal period.
- 8.32 Table 8.1 presents the annual borrowing amount (to fund the capital costs, and renewals), repayments, scheme operating profits and funding shortfall for the first six years.

²⁰ <https://www.dmo.gov.uk/data/pdfdatareport?reportCode=D7A.2>

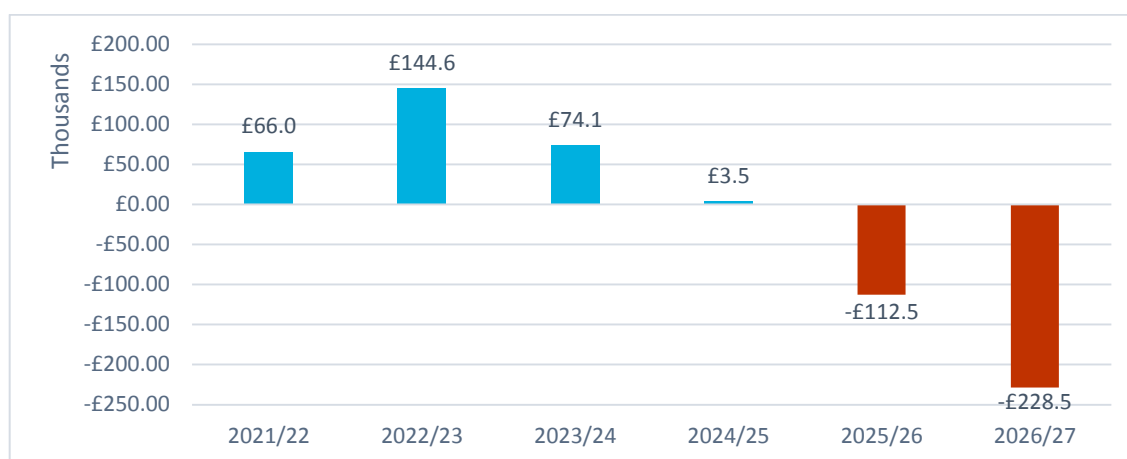
Table 8.1: Capital borrowing annual repayment plan

Part redacted

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27..
Annual interest rate	1.95%	1.95%	1.95%	1.95%	1.95%	1.95%
Loan amount	£467,068	£703,667	-	£214,810	-	£326,046
Annual repayment costs	-	£84,734	£233,806	£233,806	£279,314	£279,314
Cumulative repayment costs	-	£84,734	£318,540	£552,346	£831,659	£1,110,973
Cumulative funding shortfall	None	None	None	None	£112,504	£228,540

Figure 8.2 presents the cumulative repayment costs and cumulative funding surplus/shortfall for the appraisal period.

Figure 8.2: Capital borrowing cumulative funding surplus/shortfall, 2021/22 – 2026/27



Affordability analysis

- 8.33 There would be no national or devolved ‘revenue’ funding that would be available to support the ongoing operations of a bike share scheme, in the event that it is ran at a loss (i.e. on-going costs exceed revenues).
- 8.34 Our affordability analysis considers the level of ongoing surplus / deficit, based on:
- A ‘core’ case based on our central estimate of revenues and costs.
 - Sensitivity analysis, which includes a downside demand / revenue sensitivity of 30%.
- 8.35 Our analysis suggests that, at a local authority level, the expanded Brighton & Hove scheme would operate at a surplus under our ‘central’ assumption, whereas both the Worthing and Adur and Lewes schemes would operate at a deficit. The Joint City Region option would also operate a surplus, although smaller than that of the Brighton & Hove-only option.
- 8.36 Table 8.2 to Table 8.4 show the annual and cumulative profiles of Revenue, O&M costs and Renewals for the Do Minimum, the Brighton & Hove-only expanded scheme and the Joint City Region Scheme, respectively. Values shown are 2020 undiscounted prices, exclusive of Optimism Bias and Market Price Adjustment.

Table 8.2: Annual and cumulative Revenue, O&M Costs and Renewals. Do Minimum (Existing system)

Redacted

Table 8.3: Annual Revenue, O&M Costs and Renewals. Expanded Brighton and Hove Scheme

Redacted

Table 8.4: Annual Revenue, O&M Costs and Renewals. Joint City Region scheme

Redacted

Interpretation

- 8.37 The key points from the above are:
- Under the Do Minimum scenario (Table 8.2), annual revenues and annual operating costs are similar, at around [REDACTED] per annum – the analysis presents suggests are small cumulative operating deficit of [REDACTED]
 - [REDACTED] over ten years. However, renewals costs over the 10-year period would total over £2m, including the need for £760,000 renewal investment (replacement of much of existing fleet) in 2022/23.
 - On the basis of the numbers above, there would be no ongoing revenue surplus to fund the £2.08m renewals costs (over ten years).
 - The Option for an Expanded Brighton & Hove Scheme performs better in ongoing affordability terms, due to there being an annual operating surplus of over [REDACTED] equivalent to [REDACTED] over ten years. This reflects the higher revenues associated with e-bikes, which are greater in proportional terms than the increase in costs.
 - The [REDACTED] operating surplus would not be sufficient to fully fund the renewals costs (over ten years) of £2.59m – though the shortfall of around [REDACTED] needed to cover renewals is half that of the Do Minimum.
 - The Joint City Region scheme would deliver an operating surplus of around [REDACTED] equivalent to [REDACTED] over ten years. However, the renewals costs for this option are £3.3m over ten years, resulting in a shortfall of [REDACTED].
- 8.38 The implication of the above is that, under each option, consideration would need to be given to how to fund the renewals costs. However, from a Brighton & Hove perspective the renewals costs would be around half the level under the expanded scheme option (£1m over 10 years) compared the to the Do Minimum option of expanding the existing system.
- 8.39 Operating surplus could not be used to fund renewal costs in the Do Minimum scenario, as explained above, but it could in both Do Something options. The annual profiles shown in the above tables indicate that the Brighton & Hove-only scheme could fund over 50% of the renewal costs with the operating surplus, while this would go down to under a third for the Joint City Region option.
- 8.40 Both options would require additional funding to close the gap between operating surplus and the total cost of bike renewals.

9 Management case – delivery plan

Overview

- 9.1 This Management Case presents the different stages of launching and operating a bike share scheme, and how the new scheme should be planned and delivered, including scoping and governance arrangements, implementation, and operations.
- 9.2 The following different stages are required to implement a bike share scheme:

Figure 9.1: Stages of launching and operating a bike share scheme

Stage 1: Planning	Stage 2: Initiation	Stage 3: Implementation	Stage 4: Operations
• Scoping and business case development • Joint governance arrangements	• Planning and design • Stakeholder engagements • Funding bid	• Acquire physical assets/ procurement • Construction and installation works • Marketing and outreach	• Operation of bikes • Monitoring and evaluation

Stage 1 – Planning

- 9.3 In the feasibility stage, the goal for the scheme owner/s is to identify the key purpose and objectives of the scheme, for example, encouraging more people to cycle, improving access to employment/ education, providing an alternative to car travel or improving health and wellbeing.

Scoping and business case development

- 9.4 The next step is to define the scheme characteristics, size and geographic coverage as well as conducting a business case analysis. This includes a breakdown of estimated costs and potential revenue opportunities, and help evaluate the financial positioning of the scheme. This analysis also supports application for capital funding. This document covers the scoping and business case development element of Stage 1.

Joint governance arrangements

- 9.5 The owner/promoter of the existing BTN BikeShare scheme is Brighton & Hove City Council. It would remain the owner if the council decides to expand the scheme as per Option 1:
Expanded Brighton & Hove scheme.
- 9.6 For Option 2: **Joint City Region scheme**, the governance arrangement could be that Brighton & Hove remain the primary promoter of the scheme, developing a single supplier framework agreement which would be available to other local authorities (Adur and Worthing and Lewes) based on which the scheme could be expanded into their area at any point within the time

period of the framework. Each local authority should seek advice from their procurement team before pursuing this option to ensure it is appropriate for their circumstances.

9.7 All the involved local councils would be the promoter/owner of the scheme in their respective local authority area region. We recommend setting up a Joint Governance Board between the local councils to plan, engage and deliver the scheme successfully.

9.8 At this stage, key planning parameters could also be defined, as well as the policies that would guide the implementation and operations of the scheme.

Stage 2 – Initiation

9.9 This stage includes detailed planning and design of the scheme, engagements with key stakeholders, and ultimately secure capital funding.

Planning and design

9.10 Detailed design is required to identify the specific location to locate hubs for the bike share to operate and the precise boundaries of the scheme area. Traffic Regulation Orders (TROs) and public consultation might be required for each site. These are typically led by the council.

9.11 TROs are required for all changes to the public highway which impact on traffic restrictions or waiting/loading restrictions, and are therefore expected to be required for all bike share stations located on the public highway.

9.12 TROs require a document to be drafted detailing the proposed parking restrictions, which are advertised to the public for comment. Typically the local highway authority would prepare and advertise the TRO and charge a fee for this service. The standard timescale for TROs comprises a four week advertisement period, 2-3 weeks for objections and two weeks to finalise and seal the order. In the case Option 1: **Expanded Brighton & Hove scheme** the highway authority is Brighton & Hove City Council. In the case of Option 2: **Joint City Region scheme** the highway authorities include Brighton & Hove City Council, West Sussex and East Sussex.

Stakeholder engagements

9.13 Stakeholder engagement is paramount to the success of a scheme over time. We recommend early, meaningful and continued engagement throughout planning and delivery to keep stakeholders involved and informed.

9.14 Key stakeholders of the current BTN BikeShare scheme include:

- Local Cycling Campaigns;
- Brighton & Hove Buses;
- Train Operating Companies (Govia Thameslink Railway, Southern, Great Western Railway, Network Rail);
- Brighton & Hove CCG;
- University of Sussex;
- University of Brighton;
- South Downs National Park; and
- Visit Brighton.

9.15 We recommend establishing an effective stakeholder engagement framework setting the programme expansion and the opportunities for their inputs to the scheme. It is also important to report back regularly and use the feedback to inform the planning process.

- 9.16 Support from local stakeholders for the scheme would also assist in acquiring the necessary capital funding.
- 9.17 Additional stakeholders from Adur and Worthing and Lewes for the Joint City Region scheme could include:

- Newhaven Town Council;
- Seaford Town Council;
- Peacehaven Town Council;
- Telscombe Town Council;
- Brighton City Airport;
- West Sussex CCG;
- East Sussex CCG;
- Lancing Parish Council;
- Sompting Parish Council;
- Adur & Worthing Walking & Cycling Action Group;
- West Sussex County Council; and
- Metro bus.

Funding Bid

- 9.18 At this stage, the owner/s of the scheme (Joint Governance Board, if option 2: Joint City Region scheme) should submit the funding bid, with the detailed business case including an implementation plan with key timelines.
- 9.19 In addition, preliminary marketing and outreach campaigns could be started at this stage in order to evaluate user sentiments; as well as attract sponsorships for the expanded Brighton & Hove Scheme or the Joint City Scheme (as appropriate).

Stage 3 – Mobilisation

- 9.20 At this stage, the owner/s of the scheme (Joint Governance Board, if option 2: Joint City Region scheme) will be in charge of procuring and contracting with potential operator/s in order to acquire physical assets and the back-end systems. If the owner/s decide to leverage the Local Government Vehicle Procurement Framework to procure service electric vehicles used for bike redistribution and battery swapping (service EVs, e-cargo bikes, etc.), they should also be procured at this stage.
- 9.21 The ownership of the assets—primarily the stations, hubs, bikes, and IT system—as well as the permanency of the assets in the streetscape, is usually determined by the owners of the scheme. Decisions about asset ownership and provision of the initial investment should be guided by the lifetime of the asset.

Procurement

- 9.22 The existing BTN BikeShare scheme is managed and operated by Hourbike. The back-end system is licenced from Social bicycles (Sobi).
- 9.23 There is an increasing interest amongst local authorities globally to own and manage the operations in-house through a separate arm's-length holding organisation. This allows the Council(s) to maintain full control over scheme performance and operating standards as well as make decisions on scheme expansion. The different options for the expanded scheme procurement and operating model, their key benefits and limitations in terms of deliverability are discussed in details in [Chapter 10 – Commercial Case](#).

- 9.24 Next, construction and installation of hubs and workshops should be carried out. This generally takes between one to three months depending on the size and nature of work requirements.
- 9.25 Success of a bike share scheme largely depends on the visibility of the scheme. Alongside installing the hubs in key locations, the scheme owner/s, in the months leading to scheme launch, should engage in wide-scale marketing and targeted campaign activities to attract new users once the scheme is launched.

Stage 4 – Operations

- 9.26 Once the system has been procured and launched, the owner of the scheme will also need to monitor it and evaluate the performance according to the defined service levels or regulatory requirement.
- 9.27 The scheme owners should commit to integrating consistent public outreach and proactive community and stakeholder engagement, as well as plans for equitable access to, and use of, the system, into all major decisions and all along the project lifetime.

Monitoring and Evaluation

- 9.28 Scheme performance should be periodically evaluated by the Joint Governance Board or a third-party organization to ensure that the operation is effectively meeting Council's established goals. The UK Bike Share Users Survey published by CoMoUK since 2016²¹ identify key evidence of the social and environmental impacts of public bike share within the Country. The survey is produced in conjunction with private operators and local authority representatives and reviewed by independent analysts.
- 9.29 A recommended approach would be to undertake real-time monitoring of station occupancy rates as well as other key performance metrics, including:

Table 9.1: Measuring success of the scheme

Metric	How to track	Value for the Council
Engagement		
New User	New registrations	Validate expansion strategy and brings new revenue
Active riders	Trip data on users	Critical to build long-term stable revenue
Trips	Trip data on use	Impact and revenue
Trips per bike per day	All trips/ number of bikes in circulation	Assess efficiency of the system and capacity management
Financial		
System generated revenue	Sales data and trips data	Cost effective monitoring, can be combined with other existing bike share schemes across the UK
Non-system generated revenue	Sponsor/partners	Critical to build long-term stable revenue
Expenses	Financial data	Assess efficient use of resources
Operations		

²¹ <https://como.org.uk/shared-mobility/shared-bikes/why/>

Metric	How to track	Value for the Council
Customer Satisfaction	Surveys; Focus groups; Qualitative interviews; maintenance tickets	Assess people's level of interest for the scheme. Surveys may help to assess: • Who uses Bike Share; • What trips Bike Share are used for; • What modes Bike Share trips replace (especially car trips); • Satisfaction with the service; and • Areas where the service can be improved.
Technology Improvement	Annual report; technology upgrades	Adaptability of the scheme

10 Commercial case – system procurement and operations

Overview

10.1 The Commercial case presents how Option 1: **Expanded Brighton & Hove Scheme** and Option 2: **Joint City Region Scheme** can be procured and operated.

10.2 In this chapter we cover the following sections:

- Bike share operating models;
- Social enterprise approach; and
- Governance arrangements.

Bike share operating models

10.3 This section presents the different operating models for a bike share scheme. The operating models depend on the ownership and level of control by the public sector (the council(s)) or the private operator. Four distinct operating models are as following:

- Council owned, managed in-house;
- Council owned, managed by an arm's length external company structure;
- Council owned, externally managed via a concession contract; and
- Externally owned and operated with a Concession (operator owns assets) contract arrangement between the Council/s and operator.

10.4 The key features of each operating model are presented in Table 10.1.

Table 10.1: Overview of bike share operating models

Models	Key Features
1. Council owned, managed in-house	• Bikes, hubs and terminals (if required) owned by the Council(s) • Back-end software developed in-house or licenced • Operations & Maintenance managed by council/ council representative²² • Council has full authority over scheme characteristics including pricing and tariffs
2. Council owned, managed by an arm's length external company structure	• Bikes, hubs and terminals (if required) owned by the Council(s) • Back-end software developed in-house or licenced • Operations & Maintenance managed by arm's length company structure in which council has a controlling stake via nominations to a board made up of members or officers • Council would manage scheme characteristics including pricing and tariffs

²² Transfer of Undertakings Protection of Employment regulations (TUPE) need to be considered

Models	Key Features
	via a contract with a CIC/ Co-op
3. Council Owned, externally managed via a concession contract (current arrangement)	• Bikes, hubs and terminals (if required) owned by the Council(s) • Back-end software licenced from external operator (managed by operator) • Operating contract given through open tendering to a single operator (or a consortium of operators managed by a single entity) • Council has some control over scheme characteristics, which may include pricing and tariffs
4. Externally owned and operated with a Concession (operator owns assets) contract between the Council/s and operator	• Bikes, hubs and terminals (if required) owned by the operator • Back-end software licenced from external operator (managed by operator) • 'Light touch' concession contract between the Council/s and operator • Council has very limited control over scheme characteristics (depending on the agreement), which typically does not include pricing and tariffs

Potential benefits, risks and deliverability of different operating models

- 10.5 Table 10.2 provides a qualitative evaluation of the potential benefits and risks associated with each operating model and aims to highlight the most desirable model for the Joint Governance Board in terms of deliverability.

Table 10.2: Potential benefits, risks to Council and deliverability of operating models

Models	Potential Benefits	Risks to Council	Deliverability
1. Council owned, managed in-house	- Potential to be cost-efficient (eliminating the operator's cost mark-ups) - Full control on scheme operations - Profits will be re-invested into the scheme	- Revenue risk - Lack of previous bike share experience and public transport operations	Medium , High associated risks in terms of liability, financial and operating risk exposure.
2. Council owned, managed by an arm's length external company structure	- Potential to be cost-efficient (eliminating the operator's cost mark-ups) - Full control on scheme operations - Profits will be re-invested into the scheme	- Revenue risk, however, is lower compared to Model 1 because it is limited to the external company's assets - Lack of previous bike share experience and public transport operations - The level of liability risk may be lower for Model 2 than Model 1	Medium , High associated risks in terms of liability, financial and operating risk exposure.
3. Council Owned, externally managed via a concession contract	- Operator brings in experience, flexibility as well as agility to the scheme - Potential to change operator on non-delivery - Operational efficiency (based on set KPIs) - Experience from operator valuable to grow usage - Profits could be re-invested into the scheme	- Potentially higher OPEX compared to Model 1 and Model 2 due to operator mark-up - Expansions and variations to be agreed with the operator	High , Balance between council support and private operator experience.
4. Externally owned and operated with a Concession (operator owns assets)contract between the Council/s and operator	- Efficient operations, at least in short term - Limited upfront investment from the Council - Cater to high demand areas	- Profits will not be re-invested into the scheme - Threats to long term viability and sustainability owing to high private sector involvement (profit maximizing objective) - Limited control over the pricing - Limited control over locations and operations	Low , existing scheme assets are publicly owned, increased private sector control affects policy objectives

- 10.6 Model 3: a council owned but externally managed scheme has, in theory at least, the lowest level of associated risks for the council related to operation, revenue and sustainability which minimises the financial risks to the council through the expertise of an experienced external operator. This may therefore be preferable for a newly launched scheme, where the council has no/little experience with bike share. The existing BTN Bike Share Scheme is run on these lines.
- 10.7 The appropriate operating model depends on the objectives, and appetite for risk of the scheme owner/s.
- 10.8 If the objectives of the scheme are to **maximise ridership and financial sustainability** we recommend Model 3 which allows the Council to set policy based objectives and benefit from wider industry experience from operating bike share schemes in other locations.
- 10.9 If the objectives of the scheme are to **maximise community interests**, we recommend Model 2 Council owned, managed by an arm's length external company structure. We note that this model is unlikely to benefit from wider industry experience which maximise both ridership and financial sustainability.
- 10.10 Whilst the above section will help you to assess the most appropriate operating model we recommend seeking further legal advice as to the model which will work best for the future scheme.
- 10.11 If the objective of the council is to cater to community interests, it can be prioritised to different extents in all four operating models as long as the council maintains some involvement in the scheme through, for instance, setting objectives, operating areas and KPIs.

Social enterprise approach

- 10.12 As requested by Brighton & Hove's Environment, Transport and Sustainability Committee, this report sets out below a consideration of using an arm's length Community Interest Company (CIC) to operate the bike share scheme. In this section we include the following:
- What is a Community Interest Company;
 - Example of a Community Interest Companies;
 - Advantages and limitations of Community Interest Companies for local authorities;
 - Legal requirements to set up a Community Interest Company;
 - Deliverability of the future scheme through a Community Interest Company;

What is Community Interest Company?

- 10.13 A Community Interest Company (CIC) is a type of limited company for people wishing to establish businesses which trade with a social purpose²³. The primary objective of a CIC is social enterprise, using its assets, income and profit for the benefit of a specific community, rather than for the benefit of private shareholders. On dissolution, its surplus assets must be transferred to another asset-locked body and reinvested into the community they are formed to serve.
- 10.14 To provide an illustration of an existing CIC, we have included a case study on Co-Bikes, Exeter's bike share scheme operated by Co-Cars.

²³ www.socialenterprise.org.uk

Co-Bikes, Exeter, UK

- 10.15 The Exeter Co-Bikes project is a car club (Co-Cars Limited) which has added e-bikes to create a multi-modal offer. It launched in 2016 as the first city-wide electric shared bike scheme in the UK.

Figure 10.1: Co-Bikes station and bikes by the Exeter's County Hall (left) and Central station (right)



Source: <https://www.devonlive.com/news/devon-news/exeter-co-bikes-scheme-expands-3528851>

- 10.16 Table 10.3 describes the scheme main characteristics and funding approach:

Table 10.3: Co-Bike case study

Co-Bike case study	
Operator	• Co-Cars Limited is a multi-stakeholder co-operative registered as a Community Benefit Society under the Co-operatives and Community Benefit Societies Act 2014 • Co Cars Limited runs a number of services under the 'Co' brand which share management, operations and resources. Services include: a car club (Co Cars); a bike share service (Co Bikes), and more recently, a e-cargo delivery service (Co Delivery). In total, the Go-cars network provides on-demand 30 cars and 95 electric bikes and a few e-cargo bikes to 1,200 active members. • The Board of Directors meets monthly to monitor the business and make strategic decisions.
E-bike scheme	• The e-bikes are supplied by German company Next Bike, powered by Good Energy and operated by Co-Cars. • The network expands from 3 docking stations in 2016 to 14 in 2019 with a total of 95 e-bikes. • Co-Bikes have currently a monopoly in Exeter with no competition from other micromobility operators.
Pricing structure	• Two offers: – Casual rider: £1 per 20 mins; – Membership ("BikeRider programme") which provides offers for daily/weekly and monthly use (from £3.50 to £30). Co-Bikes' annual membership tariff cost £60 with £0.75 charge for every 30 minutes of use
Funding & Business Model	• Initial funding of £65,000 was awarded by the Department for Transport (DfT) via CoMoUK (formerly BikePlus) to the Devon Country Council acting as a partner to Co-Bikes. • Co-Cars earns the core of its income through fees for membership of the car club and pay as you go hire of cars and bikes. • The table below summarized Co-Cars recent financial performance:

Co-Bike case study

Co Cars Limited: financial summary (2018-20)

Co Cars, year ending 31 March		2018 A	2019 A	2020 E
Revenue / total income	£000	263	274	401
Operating profit (loss) before depreciation, interest on capital and corporation tax (EBITDA)	£000	11	(1)	22
Net profit (loss) after depreciation, interest on capital and tax	£000	(24)	(73)	(76)
Fixed assets		228	471	487
Member share capital	£000	5	5	5
Accumulated reserves (or losses)		198	126	50
Long term liabilities (loans)		(13)	(31)	0
Net assets	£000	230	473	566

Source: unaudited annual accounts to 31 March 2018 & 2019, management accounts to Sept 2019, financial forecasts.

- In February 2020, Co-Cars launched a £600,000 community share offer (with a minimum investment of £250)²⁴ in order to increase its electric cars and bikes fleet as well as to improve the infrastructure and the service offer (including the software development). Two weeks prior to the closing of the share offer £325,000 of investment had been attracted. Co-Cars have also been approached by a social institution who is interested in investing in the business through participation in our Community Share offer, if successful, this would raise very close to their original £600,000 target.

Advantages and limitations of Community Interest Companies for local authorities

- 10.17 Under the Community Interest Company model, the Council can maintain full control over setting performance and operating standards as well as making decisions on programme expansion. However, this could lead to a certain number of risks in terms of higher liability, financial and operating risk exposure to the Council. Additionally for Option 2: **Joint City Region scheme** arrangements regarding control over the Community Interest Company would need to be negotiated between the participating local authorities.
- 10.18 One way of mitigating risks, particularly the liability risks, is for the scheme to be operated through a limited company and, in particular, a Community Interest Company (CIC). It should be noted, however, that this apparent mitigation can sometimes prove to be an illusion since:
- third parties dealing with a CIC often require a parent company (i.e. the Council(s)) guarantee; and
 - if a CIC is in danger of insolvency, there are usually significant political pressures not to allow the CIC to fail.
- 10.19 Potential advantages and limitations of CICs as a vehicle for delivering the future scheme are presented in Table 10.4.

²⁴ <https://www.co-cars.co.uk/wp-content/uploads/2020/02/Co-Cars-Community-Share-Offer-2020.pdf>

Table 10.4: CIC approach advantages and disadvantages

	Potential Benefits	Risk to Council
Financing	• Sometimes better placed to access grant funding • Limited company status: legal liabilities will, technically, be the CIC's own liabilities rather than those of its members (this can be an illusion, however – see fourth and fifth bullet points opposite)	• High start-up cost to set up the structure in terms of assets, IT investment, staff • Funding uncertainty • Restriction on returns to outside investors • Restriction on using any profits for other Council needs • Third parties may require a parent company (i.e. Council) guarantee when doing business with the CIC • If a CIC delivering a Council service is in danger of insolvency, there may be significant political pressures not to allow the CIC to fail
Coordination with the Council	• Transparency • The assurance of community benefit and inclusivity going beyond the local authority's own direct involvement in the company	• Micromobility is a fast-moving market which requires constant evolution of the offer requiring close collaboration between the CIC and the local authority (this is likely to be beyond the capabilities of a CIC) • Significant time resources required from officers and, potentially, councillors in management and decision making • Administrative burden of accounting, corporate governance and Companies House filing • Additional regulatory burdens compared to an ordinary company
Service delivery	• Prioritise the utility of the bike-share system to the user	• Potentially less adaptable to private sector competition • Lack of resiliency over years: a few major schemes managed as a CIC or similar have shut down or been changed because of financial constraints (e.g. Bicyklen in Copenhagen or Nice Ride in Minneapolis)

Legal requirements to set up a Community Interest Company

10.20 The basic structure for CICs is the limited company, which implies that the liability for the company's debts is limited²⁵. They can either be expressly created or be converted from an existing company. It is important to note that:

- Once registered, a CIC cannot be converted into an ordinary company, a CIC can only be dissolved altogether or converted into a charity, which is subject to complicated charity law;
- CICs do not have automatic rights to receive grants or funding; and
- CICs have no special tax status (in comparison with charities that do).

²⁵https://www.sthelenchamber.com/assets/0002/1398/A_Guide_to_setting_up_a_Community_interest_company.pdf

- 10.21 The process of setting up a new CIC is relatively similar to that of setting up any limited company. Under the Companies Act 2006, it works by a simple process of registration for which the Board of the planned CIC are required to deliver:
- Memorandum of Association;
 - A printed copy of the Articles that complies with the requirements of section 18 of the Companies Act 2006 and related CIC legislation (a CIC cannot rely on default articles under section 20 of the Companies Act 2006);
 - Form IN01 requires details of the CICs proposed name, first directors and secretary, the intended situation of the registered office, a statement of compliance, amongst other details;
 - Form CIC36 which is the community interest statement to confirm that the CIC will provide benefit to the community (by describing intended activities, who they will help and how); and
 - A cheque for £35 made payable to “Companies House”.
- 10.22 The required forms (IN01, CIC36, a model memorandum and articles of association, with explanatory notes), can be obtained free of charge from the Regulator’s website, or law stationers and company registration agents.
- 10.23 A CIC can be registered online through this [link](#) (registering online costs £27).
- 10.24 Registration is not all that is required to set up a CIC, the Registrar of Companies cannot incorporate a company as a CIC itself, it must wait for the Regulator to decide that the company is eligible to be a CIC. Official guidance on [setting up a CIC](#) is also provided by the CIC regulator.
- 10.25 In short summary, the following is needed to set up a CIC:
- a ‘community interest statement’, explaining what the business plans to do;
 - an ‘asset lock’ - a legal promise stating that the company’s assets will only be used for its social objectives, and setting limits to the money it can pay to shareholders; and
 - a constitution - you can use the CIC regulator’s model constitutions²⁶.
- 10.26 A CIC needs an approval from the CIC regulator to start operations. There is no additional paperwork to get a company approved by the [community interest company regulator](#) – the application will automatically be sent to them.
- 10.27 CICs in which local authorities are involved are subject to the same rules and limitations as other companies without local authority participation.
- 10.28 There are organisations that provide support to CICs, and even with particular focus on the challenges faced by local authorities, such as Social Enterprise UK. They have experience working with local authorities to deliver excellence in social enterprise, and offer step by step support, guidance and best practice to local authorities looking to transform their social value policies. They work with authorities through tailored, bespoke programmes through which they provide expertise, support and training to the local authority on how to deliver a high quality service with greater social impact.
- 10.29 There are also various legal and accounting firms that offer expert advice on forming CICs. For the purposes of this study, we engaged with three independent legal/accounting consultants

²⁶ <https://www.gov.uk/government/publications/community-interest-companies-constitutions>

who suggested it takes around two to three months to set up and register a CIC in the UK. The legal costs (application and registration) ranges from £1,500 to £2,000. There will also be additional ongoing legal costs associated with administering the board and complying with the regulatory regime.

Deliverability of the future scheme through a Community Interest Company

- 10.30 Delivering the scheme through a CIC would, in theory at least, significantly lower the liability risks of the member councils. There are, however, other risks in terms of operation and scheme performance that should be addressed.
- 10.31 It would, for example, require the member councils to generate operating expertise from scratch, which could affect important scheme decisions, initial levels of services and asset management. When a business changes owner, its employees may be protected under the Transfer of Undertakings Protection of Employment regulations (TUPE). We understand that TUPE (moving existing employees to a new employer) may be a lengthy process.
- 10.32 The member councils might also need to increase their organizational capacity to take on responsibility for the bike share program. This would likely require additional staff (bike share planning expert, asset management expert, public outreach, etc.) as well as strong cross-departments and stakeholder collaboration from the early stage of the project. More generally, it would require for the member councils to build cross-party political will to facilitate successful design, coordination, implementation and management in the long term.
- 10.33 We have identified in Table 10.5 and Table 10.6 the elements of capital costs and operating costs which have potential to vary for Option 1: Expanded Brighton & Hove Scheme (as discussed in [Chapter 4](#)) based on delivery through a CIC. The components where there are opportunities to lower costs and the associated risks for the Councils are likely to be similar for the Joint City Region Scheme.
- 10.34 The ability to realise the opportunity to lower costs require detailed conversations with appropriate Council departments such as IT, Legal, HR, Maintenance and Communications.

Table 10.5: Potential for capital costs to vary and risks for CIC delivery options – Option 1: Expanded Brighton & Hove Scheme

Components	Opportunity (to lower costs)	Associated risks (to costs and timescales)
CIC set-up costs		
Council support (preparation of documents, staff recruitment)		Additional costs for the council
Legal fees		
Application and registration fees		
Procurement costs		
Bikes	Costs likely to remain the same	- Timeline to procure might increase due to higher legal structures within local authority framework - Risks to deliver service on time impacting continuity of the scheme
Hubs	Costs likely to remain the same	

Components	Opportunity (to lower costs)	Associated risks (to costs and timescales)
Redistribution vehicles	Potential to procure the vehicles using the Local Government Vehicle Procurement Framework at a lower costs compared to market prices (this is also possible under other operating models)	
Workshop set-up and spare parts	Costs likely to remain the same	
Mobilisation costs		
Promotional cost	Potential to leverage local council resources to promote the scheme	Lack of previous experience might lower the expected level of public outreach
Testing		Additional staff training costs also to be incurred

Table 10.6: Operating and maintenance costs and associated opportunity and risks for CIC delivery options – Option 1: Expanded Brighton & Hove Scheme

Components	Opportunity (to lower costs)	Associated risks (to costs and timescales)
Operating staff wages		
Operations Manager	Costs likely to remain the same	Lack of experience to recruit suitable staff
Service and maintenance	- Costs likely to remain the same - Requirement of 2 FTE	Lack of experience to recruit suitable staff
Redistribution	- Costs likely to remain the same - Requirement of 5 FTE based on demand and need for redistribution and charging	Lack of experience to recruit suitable staff
Other direct operational costs	Potential to leverage local council resources (such as property holdings) to reduce costs	Lack of experience may incur extra costs
Overheads		
System maintenance and support	Costs likely to remain the same	
Marketing and PR	Potential to leverage local council resources to reduce costs	
Admin and Management	Opportunity to lower rental costs by leveraging council-owned properties for workshop locations	Council owned properties typically leased at market rates

10.35 This analysis focuses on costs, in addition a scheme run as a CIC may alter revenues, compared to the current operation. Depending on the success of the CIC there is both:

- An opportunity to increase revenue (by increasing demand, through a well promoted and locally optimised operation); and
- A risk that revenue decreases (through lower demand in the case of a poorly managed scheme with limited promotion).

Governance arrangements

10.36 For Option 1: **Expanded Brighton & Hove Scheme**, the existing governance arrangements should be reviewed to ensure that they are fit for purpose.

10.37 For the Option 2: **Joint City Region scheme**, the organisational model is likely to follow these principles:

Management Board and Joint Governance Board

- A “Management Board” would act as a restricted body deliberating on matters relating to the operation and day-to-day management of the scheme (staff, premises, etc.), which require rapid decision-making without waiting for the “Joint Governance Board” to meet.
- A “Joint Governance Board”, formed by all the representatives of the member local authorities and public institutions, it could meet every one or two months to decide on all major issues: budget, membership, extension of the scope (e.g. technology choices), approval of agreements (e.g. vendor contracting), etc. The board would be composed of representatives of the member local authorities and public institutions.
- An additional “Bike Share User Group” could be formed with representative of users of the service and other local stakeholders, it could convene once a quarter to discuss all issues relating to the operation of the service.

Regional administrative and operating coordination

- Creation of a master contract for Local Authorities to agree on:
 - Common operating standards (interoperability²⁷, fee structure, appearance);
 - Consideration regarding providing exclusivity for one operator across the region to maintain the interoperability and coherence of the service
 - Operator procurement process: The Master Contract would allow jurisdictions to be added and/or negotiate their own contract separately with the operator within the common operating standards
 - Mobilisation period and option to stagger these according to needs of each authority.
- KPI requirements to ensure operator’s performance, especially related to the redistribution of the fleet across the region and maintain a certain level of fleet in popular areas.

²⁷ the ability to harmonise back-end software, operational KPIs and data collection and reporting across the three authority regions

Control Information

Prepared by

Steer
28-32 Upper Ground
London SE1 9PD
+44 20 7910 5000
www.steergroup.com

Prepared for

Brighton & Hove City Council
Wellington House, Wellington Street
Brighton BN2 3AX

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Author/originator

Susmita Das

Reviewer/approver

Matthew Clark, Tom Higbee

Other contributors

Aashni Patel, Shipra Bhatia, Daniel Almazan Becerra, Edmund Cassidy, Hannah Thompson, Alia Verloes

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Appendix 2: Start-up costs by financial model

Cost	Concession contract (current model)	In House	CIC or other vehicle	Concession contract (operator owns assets)
Recruitment/ HR	N/A	Posts needed: Finance officer, Legal support PR & Marketing officer General Manager; Admin support Further service and redistribution crew Battery Swap crew x 5	Posts: Finance officer, Legal support PR & Marketing officer, General Manager, Admin support. Further service and redistribution crew. Battery Swap crew x 5 Set up of infrastructure necessary for recruiting and employing staff, establishing policies and processes etc. Likely to be pressure to reflect council pay and conditions which would increase the potential costs; council may be drawn into any industrial disputes.	.N/A
TUPE (Transfer of existing support staff costs).	Legal Liabilities and process for TUPE transfer would sit between the current and new operators. The Council would facilitate the provision of information required for TUPE including ensuring the TUPE	5 Redis crew 2 service engineers Foreman General Manager Business manager. Costs likely to increase due to move to Council grade structure. LGPS entitlement leading to higher pensions costs.	5 Redis crew 2 service engineers Foreman General Manager Business manager	N/A TUPE transfer of the staff from the current operators to the new operators. Liabilities and process for TUPE transfer would sit between the current and new operators. The Council would facilitate the provision of information

Appendix 2: Start-up costs by financial model

	liabilities are clearly set out so potential new operators are able to understand the costs when preparing their bids.	If staff opt out of TUPE, recruitments of specialist staff may be required.		required for TUPE including ensuring the TUPE liabilities are clearly set out so potential new operators are able to understand the costs when preparing their bids.
Cost	Concession contract	In House	CIC	Concession Light touch
Procurement Potential complications which could prolong the process: Brexit; lack of stakeholder engagement/ focus due to Covid19 pressures.	Operator only procurement – market test and two stage process (12 months approx.) Orbis costs: Officers - 0.5 FTE during 6 month development phase/ 2 month bidder info day prep and 1.0 during 4 months actual procurement.	Various Side procurements: Operating system software and training; Customer Services outsourced New Fleet; New Hubs. Orbis costs: Officers - 0.5 FTE during 6 month development phase/ 1.0 during 6 months actual procurement.	Side Procurements: Operating system software and training; Customer Services outsourced; New Fleet New Hubs Corporate support services (HR, Finance, Payroll); Pension & Insurance Providers. Orbis costs: Officers - 2.0 FTE during 6 month development phase/ 2.0 during 6 months actual procurement.	Operator only procurement – market test and two stage process (12 months) Orbis costs: One officer, 0.5 FTE during 6 month development phase/ 2 month bidder info day prep and 1.0 during 4 months actual procurement
IT	N/A	Office set up Remote working hardware and software Firewall Ongoing support	Outsourced: Office set up Remote working hardware and software Firewall	N/A

Appendix 2: Start-up costs by financial model

			Ongoing support	
Cost	Concession Contract	In House	CIC	Concession (light touch)
Legal	No additional cost.	No additional cost.	0.5 FTE equivalent internal lawyers for approximately one year. The Council would need to fund the CICs legal fees. Minimum total cost £200K	No additional cost.
Finance	N/A	Potential extra posts in BHCC finance	Cost of contracted out Accountancy services; Payroll	N/A
Premises on BHCC estate	Rent, Service Charge, Business rates ⁱ .	Rent, Service Charge, Business rates: £76,690 ⁱⁱ	Rent, Service Charge, Business rates.	Rent, Service Charge, Business rates.

ⁱ Current premises costs £23K

ⁱⁱ Only suitable space currently available: 3976 sq. ft.;

Rationale

Some key internal and external stakeholders have been given the opportunity to comment on the Business case prior to the 24 November ETS report because officers believe their feedback would be of interest to members.

1. Internal stakeholder responses to the Business case

A. Sustainability team

- Is the energy procured for the bikes from 100% renewable sources?
- Are circular principles built into the procurement process of the bike purchasing? Are bikes purchased recycled and refurbished old bikes or made from refurbished components parts to reduce use of new materials.
- Is bikeshare actively reaching out to make the service accessible to the most marginalised communities?
- Are there opportunities for local job creations, skills development and local businesses to benefit from the Bikeshare scheme?

B. Transport Policy Team

Option 1 - Expanded Brighton & Hove Scheme, is supported by the Transport Policy & Strategy team as this would offer high value for money in bringing the benefits of bikeshare to a wider area within the city, in particular some areas with low car ownership levels and areas of deprivation. The high Value for Money assessment of this option and the predicted operational surplus as opposed to deficit means we support this option being taken forward. The addition of e-bikes is a great benefit for the scheme in terms of facilitating longer distance journeys, and journeys over challenging topographies, which the addition of the wider city area geography would bring. Expansion of the scheme would support the emerging Local Cycling and Walking Infrastructure Plan (LCWIP) and emerging Local Transport Plan 5 (LTP5) documents.

Working with our city region partners, we would support the concept of Option 2, a Joint City Region Scheme, as this will bring wide benefits across the city border, to known commuting areas into Brighton & Hove. The planned addition of e-bikes would suit this scheme area well due to the larger distances concerned.

1. External partners.

A. South Downs National Park.

Fig 3.1 in Steer report: The inclusion of only NCN routes on this map suggests that there is little or no other cycle infrastructure that might be used by Bikeshare participants. The NCN routes themselves are probably of little importance in terms of the network of infrastructure that is most likely to be used by Bikeshare customers. In 6.46 reference is made to a cycle network of 38km within the City, it would be useful to see to this illustrated in the Business Case, in relation to the existing and proposed provision of Hubs.

Option 1: SDNPA supports the expansion of the scheme to include the wider Brighton and Hove area. The future siting of Bike Share Hubs under any expanded scheme should include provision for

Appendix 3. Initial Stakeholder responses

facilities at strategic housing development sites already identified such as Toad Hole Valley and any new sites currently under consideration.

Option 2: Unfortunately, the map Fig 3.2 failed to open on several occasions and so no detailed comments can be made on the proposed locations included in the Joint City Region Scheme. However, we support the proposed coverage of the Joint City Region Scheme and understand the rationale in 3.14 for excluding Lewes Town from the current proposals. We hope, as infrastructure develops and as more evidence on travel behaviour is gathered, that the potential for Bikeshare in Lewes Town will be revisited.

We note in 3.16 the lack of available travel data from Bikeshare hubs at the universities' campuses at Falmer and would support the recommendation to obtain further data and explore the potential for future demand in these locations and between Falmer and Lewes.

Fleet Assumptions

We support the proposed 50/50 split of standard and e-bikes. The provision of e-bikes in the fleet will increase the potential for longer journeys, including journeys between settlements such as Peacehaven and Brighton, Shoreham and Brighton.

Chapter 6: Strategic Case

The National Policy context should reference the most recent national strategies and documents including *Gear Change: A Bold Vision for Cycling and Walking, July 2020* and *Cycling and Infrastructure Design LTN 1/20*.

General Comments

We feel there is much potential for the Bikeshare scheme as part of the visitor offer for Brighton and Hove – not just within the seafront and town centre areas but beyond to Stanmer Park, Devil's Dyke and Ditchling Beacon. These three areas are served by Breeze buses which are also part of the visitor/leisure offer in Brighton and open up the potential for combining bus and bike experiences. We recommend further evidence gathering within the existing Bikeshare operation to gain a better understanding of how the scheme is currently used by visitors and the potential for further expansion of this market.

B. Clinical Commissioning group

No comments received to date.

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