

Environment, Transport & Sustainability Committee

Date: 19 January 2021

Time: 4.00pm

Venue Virtual Meeting

Note: in response to current Government Regulations this meeting is being held as a virtual meeting for councillors. 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**
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AGENDA

PROCEDURAL MATTERS

58 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.

59 MINUTES

7 - 40

To consider the minutes of the meetings held on 24 November and 18 December 2020.

Contact Officer: John Peel

Tel: 01273 291058

60 CHAIRS COMMUNICATIONS

61 CALL OVER

- (a) Items 65 – 72 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.

62 PUBLIC INVOLVEMENT

41 - 44

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

- (a) **Petitions:** To receive any petitions presented by members of the public;
 - (i) Traffic Calming Measures on Dyke Road
 - (ii) Wish Park, Hove, Disabled Toilet - Equality of Access
- (b) **Written Questions:** To receive any questions submitted by the due date of 12 noon on the 13 January 2021;
 - (i) Saltdean skatepark bins
 - (ii) New England Road
- (c) **Deputations:** To receive any deputations submitted by the due date of 12 noon on the 13 January 2021.

63 ITEMS REFERRED FROM COUNCIL

45 - 50

To consider items referred from the last meeting of Full Council held on 17 December 2020:

- (a) **Petitions:**
 - (i) Cycle Lane Old Shoreham Road
- (b) **Deputations:**
 - (i) Council Communication of the Climate and Biodiversity Emergency

64 MEMBER INVOLVEMENT

51 - 52

To consider the following matters raised by Members:

- (a) **Petitions:** To receive any petitions;
 - (i) Traffic Calming and Crossing for Carlton Hill School-Councillor Childs
 - (ii) Queens Park School - Safer Streets - Road Closure Order-Councillor Childs
- (b) **Written Questions:** To consider any written questions;

- (c) **Letters:** To consider any letters;
- (d) **Notices of Motion:** to consider any Notices of Motion referred from Full Council or submitted directly to the Committee.

GENERAL MATTERS

65 FEES AND CHARGES 2021/22 53 - 96

Joint report of the Executive Director, Economy, Environment & Culture, Executive Lead Officer for Strategy, Governance & Law (Monitoring Officer), Interim Executive Director for Housing, Neighbourhoods & Communities

Contact Officer: Jessica Laing
Ward Affected: All Wards

TRANSPORT & PUBLIC REALM MATTERS

66 BRIGHTON & HOVE CLIMATE ASSEMBLY 97 - 194

Report of the Executive Director, Economy, Environment & Culture

Contact Officer: Rachel Williams *Tel:* 01273 291098
Ward Affected: All Wards

67 LIVEABLE CITY CENTRE AND ULTRA LOW EMISSION ZONE INITIAL FEASIBILITY STUDY 195 - 290

Report of the Executive Director, Economy, Environment & Culture

Contact Officer: Paul A. Holloway *Tel:* 01273 290368
Ward Affected: All Wards

68 PERMIT REVIEW 291 - 300

Report of the Executive Director, Economy, Environment & Culture

Contact Officer: Peter Turner *Tel:* 01273 295890
Ward Affected: All Wards

69 TABLE AND CHAIR LICENSING 301 - 304

Report of the Executive Director, Economy, Environment & Culture

Contact Officer: David Fisher *Tel:* 01273 292065
Ward Affected: All Wards

ENVIRONMENT & SUSTAINABILITY MATTERS

70 STANMER VILLAGE PARKING SCHEME 305 - 328

Report of the Executive Director, Economy, Environment & Culture

Contact Officer: Rob Dumbrell *Tel:* 01273 293007
Ward Affected: Hollingdean & Stanmer

71 SELF- MANAGED SPORTS FACILITIES IN PARKS AND RECREATION GROUNDS 329 - 362

Report of the Executive Director, Economy, Environment & Culture

Contact Officer: Robert Walker

Tel: 01273 294349

Ward Affected: All Wards

72 PLAYGROUND REFURBISHMENT PROGRAMME 2021-2025 363 - 372

Report of the Executive Director, Economy, Environment & Culture

Contact Officer: Rachel Chasseaud

Tel: 01273 290753

Ward Affected: All Wards

73 ITEMS REFERRED FOR FULL COUNCIL

To consider items to be submitted to the 28 January 2021 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

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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.

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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, 11 January 2021

BRIGHTON & HOVE CITY COUNCIL
ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE

4.00pm 24 NOVEMBER 2020

VIRTUAL MEETING (MICROSOFT TEAMS)

MINUTES

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

PART ONE

33 PROCEDURAL BUSINESS

33(a) Declarations of substitutes

33.1 Councillor Nield was present as substitute for Councillor Hills.

33(b) Declarations of interest

33.2 Councillor Wilkinson declared a non-pecuniary interest in Item 39 Open Spaces Strategy Update as a current allotment holder.

33(c) Exclusion of press and public

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

33.4 **RESOLVED-** That the press and public be excluded from the meeting during consideration of those items on the agenda listed as containing confidential information.

34 MINUTES

34.1 **RESOLVED-** That the minutes of the previous meeting held on 29 September 2020 be approved and signed as the correct record.

35 CHAIRS COMMUNICATIONS

35.1 The Chair provided the following communications:

“Firstly, I hope everyone is safe and well during this second national lockdown we find ourselves in.

I would like to take this opportunity to say how shocked I was to hear about the strange events that occurred on Friday concerning the appearance of one of the City’s Historic Seafront Lanterns on a public auction website following its removal from Madeira Drive for safety checks. I understand that the Council’s Street Lighting Contractor, Colas were given explicit instructions to remove 20 of these lantern sets and place them into safe storage pending inspection and potential repair by English Heritage. Following the lantern being observed on social media and reported to the Council, I am very pleased that Council officers acted swiftly and took immediate action by tracking down and removing our property from a specific individual and commencing urgent investigations with the contractor. I understand the Contractor is treating this very seriously and we await the outcome and whether or not we feel any criminal action has occurred and we will involve the police if appropriate.

We have moved swiftly to seek assurance from Colas that the other lanterns are being stored safely for inspection by Historic England. They have given us this assurance, but we have asked them to evidence this urgently. Furthermore, I know that the Leader of the Council has also now written to COLAS, to raise the seriousness of the matter, and to ask for explicit assurance of the steps that will be taken by the contractor to ensure this will never happen again. To follow on from this, I have also asked for a full investigation and a report with findings and any necessary recommendations to come back to Committee.”

“It has now been confirmed that our application for additional funding from the Department for Transport’s Emergency Active Travel Fund (Tranche 2) has been successful.

I’m delighted that the council has been awarded £2.376m, its full allocation and the most to any unitary authority in the country. This is in addition to the £663,000 we were awarded in June. My thanks go to the officers who worked so hard to make this a resounding success, and for the campaigners and residents who continually kept the pressure on us to go further in support of active travel.

At the last meeting of this committee, In September we agreed that, subject to a successful funding bid, a special meeting of the committee would be held to agree the measures being taken forward and that meaningful consultation would take place so that residents and stakeholders and community groups could offer input into the process, and this will be arranged as soon as possible. We now have a draft consultation plan that we will be bringing forward to this special committee meeting.

The government has also made clear that all local councils should consult, and as mentioned before, we will do so – paying particular attention to the concerns raised by our city’s disability groups and others. Once again, I can stress that the steps we will be taking to consult will be brought to all of you as part of a special meeting. However, I am sure we can all agree that this large financial award from the government sends a strong message about the proposals for active travel in our city

Prior to today members were circulated the letter attached to our funding award from the Secretary of State for transport, Grant Shapps MP, and I wanted to read the two highlights from the letter for those watching today.

“Very few changes to anything will command unanimous support, and we do not ask it for these schemes. But there is clear evidence that for all the controversy they can sometimes cause, ambitious cycling and walking schemes have significant, if quieter, majority support. In recent surveys by my Department, 65 per cent of people across England supported reallocating road space to walking and cycling in their local area and nearly eight out of ten people support measures to reduce road traffic in their neighbourhood.”

“Evaluation of early School Streets projects has shown traffic outside schools has reduced on average by 68%, children cycling to school has increased by 51%, and harmful vehicle pollution outside schools is down by almost three-quarters.”

“We’ve been awarded this money to support safe, inclusive and sustainable travel for the city and we want everyone, of all ages and abilities, to access safe travel in Brighton & Hove. For those who do need to drive, clearer roads will be of benefit. By creating more transport choices for residents and visitors, we can also improve our health and wellbeing, reduce carbon emissions, improve air quality and support local businesses by making it possible for people to travel around the city in different ways. Tranche 1 had comments and important feedback from blue badge holders, and there is a report today that covers the changes made in response to some of these. I will set up a further meeting with groups such as BADGE to ensure that positive changes are ongoing and to pick up on feedback on today’s report.

“Last month, the city’s first climate assembly came to a close. I was lucky enough to observe some of the sessions and I was really impressed by the conversations that were had and the early suggested recommendations. I’m really looking forward to reading the report and receiving it at this committee in January.

“At the beginning of this year, as an opposition member on this committee I put forward a motion to look into how we can reduce the number of cars in the city centre by 2023, following many other local authorities announcing plans to cut emissions, increase pedestrian zones and clean air zones in similar time scales. We also put forward plans for an expanded ultra-low emission zone, similar to London’s. The initial report was due to come back to committee this month, but due to the delayed end date of the climate assembly it will now be coming in January.

The new service we’re supporting, called RevaluElectricals, has been a huge success since it was launched just a few weeks ago.

The scheme, the first of its kind in the country, is run by Tech-Take Back and allows residents to book online through a special app and have their old tech or electricals collected from their doorstep.

Goods that are working or can be refurbished or upgraded will be donated to charity. Anything that can’t be saved will be dismantled and recycled responsibly.

So far, 300 residents have registered on the app; 90 collections have been carried out and almost 1000 kgs of equipment has been collected.

“The tender for the first electric refuse truck goes live this week and will last about three weeks. The evaluation process will be carried out by four people who will then choose the successful bidder.

“We recently installed eight redeployable CCTV cameras and ANPR (Automatic Number Plate Recognition) systems across the city in some of our worst fly-tipping hotspots, with assistance from Sussex Police.

We’ve issued 55 Fixed Penalty Notice (FPNs) since the cameras were installed in mid-October, and our enforcement officers have already noticed a signification reduction in fly-tipping since installation.

Our latest additions, at Hollingbury Golf Course, are powered purely from solar and wind power and are situated to ensure we have the full benefit of the renewable energy available to us.

“These three developments are great news and will hopefully continue as we drive towards our goal of becoming a carbon neutral city by 2030”.

36 CALL OVER

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

- Item 39: Open Spaces Strategy Update
- Item 40: Fleet Strategy
- Item 41: Household Waste Recycling Sites
- Item 42: Keeping the City Clean
- Item 43: Impact of Tree Diseases
- Item 44: Emergency Active Travel Measures- Blue Badge holder parking and access for disabled people
- Item 45: Parking Annual Report
- Item 49: BTN Bikeshare Reorganisation

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

- Item 47: Parking Scheme Update Report
- Item 48: Frederick Gardens Request for Gates

37 PUBLIC INVOLVEMENT

(A) PETITIONS

(i) Seven Dials Cycle Storage

37.1 The Committee considered a petition signed by 151 people requesting cycle storage facilities for the Seven Dials area.

37.2 The Chair provided the following response:

“Thank you very much for this important petition. We absolutely need to do this and the council is aware of the need for secure residential cycle parking within the city and as part of the Local Cycling and Walking Infrastructure Plan (LCWIP), currently in development, we are reviewing strategic approaches to cycle parking. I can completely

sympathise with the petitioners, as where I live would certainly make cycling easier if I had safe and secure on street storage. When 6 or more bikes can fit into the space of one parking spot, it highlights how inefficient a use of space parking can be and how bike hangars can be truly transformation in a city like ours, where many residents are desperate to cycle but the council are not providing the adequate infrastructure. I'm very disappointed that no Chair of this committee has actioned this sooner, as I believe we urgently need cycle storage to allow more people to start using cycling as a way of getting around. Therefore, in order to begin to address this key issue sooner than the longer term planning will allow through the LCWIP, we will be bringing forward proposals as part of the budget for the 2021/22 financial year for a pilot project to install some initial cycle hangar facilities in the city and learn lessons prior to wider rollout in future.

We are considering several successful case studies, including Lambeth as you mention, when planning our approach to these facilities. I will also make sure officers know that Seven Dials is a desired location for a trial, when decide which parts of the city will take part in the early trial"

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

(B) PUBLIC QUESTIONS

(i) A259

37.4 Nigel Smith put the following question:

"As it has been previously established and informed by this committee that there has been no communication between B&HCC and ESCC relating to the A259, why when the Bus Review says the Eastbound bottleneck is the Longridge junction on the city boundary, have no discussions taken place with ESCC who manage this junction, re alleviating the bottleneck that causes daily queues back to Roedean?"

37.5 The Chair provided the following reply:

"On your first point, I would like to clarify that officers do liaise with their counterparts at neighbouring authorities on cross-boundary issues. At the Full Council meeting on 22 October, I was asked specifically about the discussion's officers had had with East Sussex County Council with regards to Valley Gardens and Black Rock.

I would like to again provide reassurance that we will participate fully in any future study looking at the A259 in the east of the city and work with East Sussex County Council to ensuring this is a success.

On your second point, the Bus Network Review does highlight congestion associated with the Longridge Avenue signals in its initial assessment of congestion hotspots. I would also add that congestion is related to the volume of traffic using this stretch of the A259 as well as the junctions.

The Bus Network Review subsequently included recommendations to review the Rottingdean High Street junction and signal timings at Longridge Avenue, the junction of which is within the city boundary.

The Bus Network Review represents a long-term plan to assist in prioritising improvements to the bus network. We will continue to progress its recommendations;

however, each measure is subject to funding and, in many cases, further design and feasibility work”.

37.6 Nigel Smith put the following supplementary question:

“The highly distinguished Professor David Begg said in the Executive Summary of his 68-page paper on "The Impact of Congestion on Bus Passengers" for which Brighton & Hove Buses received strong credits:

‘Traffic congestion is a cancer which if left unchecked will destroy the bus sector. I hesitate to make such a dire and sensational prediction, but the evidence I have uncovered in this research leads me to no other conclusion’.

My question is quite simply, given that Professor Begg’s predictions are now undeniably occurring, when are B&HCC going to act on congestion? I would urge all members of this committee to consider the seriousness of the situation and its impact on our sustainable transport and carbon emissions”.

37.7 The Chair stated that a written response would be provided subsequent to the meeting.

(ii) A259 Bus Lane

37.8 Rob Shepherd put the following question:

“When asked for the traffic data and analysis that informed the recommendation for a temporary A259 bus lane at Greenways, you replied ‘The proposal was also identified in the council’s 2018 Bus Network Review, & that review was informed by supporting traffic data and analysis and can be found on our website’.

Pages 25 and 30 of the review explicitly cautioned that this was not based on traffic data and analysis. Do you agree that this reply misled you and other councillors, may have concealed bad decision making and fails to respect Public Questions that seek to expose such failings?”

37.9 The Chair provided the following reply:

“Thank you for your question but I respectfully disagree. The recommendations in the Bus Network Review are evidenced-based following analysis of the network including congestion hot spots for buses. This is available for all to view on the website. It is true that the Bus Network Review does make a general recommendation about the need for further feasibility work as schemes come forward; however, the need for and scope of this is dependent on the individual scheme recommendation.

In respect of the A259 bus lane extension, we have listened to concerns about introducing this quickly as an experimental scheme. As was reported at the last meeting of this Committee, it will now be considered as part of a future Local Transport Plan programme”.

37.10 The Chair stated that a written response would be provided after the meeting.

(iii) Smoke Control Area

37.11 Adrian Hill put the following question:

“Wood and coal burning in homes produces high numbers of harmful particulates that can cause many serious health issues including respiratory problems for which I suffer. Brighton is the largest city in England without a full city-wide smoke control area to protect its residents from the most polluting of home fires. I was told at the ETS in January that widening the areas would be looked at ‘very soon’; considering health is especially important now, and with the solid fuel burning season starting, will a full SCA be brought in this winter?”

37.12 The Chair provided the following reply:

recently about Smoke Control Areas and I recognise the level of your concerns about fine particles and their potential effects on your own health and that of other people's. I know that this is a highly technical and scientific issue which requires appropriate and reliable evidence to inform our considerations about Smoke Control Areas in the city. I am therefore pleased to say that information about fine particles has been included in the council's Air Quality Annual Status Report since 2015, in accordance with Public Health Outcomes Framework – which is the Government's vision for public health. Our expert officers who specialise in air quality, public health and environmental protection will work together to consider the role of Smoke Control Areas as part of the preparation of the council's new Air Quality Action Plan. They will also liaise with relevant organisations and bodies to look at the overall benefits and consider the potential financial and staffing implications.

Unfortunately, the work on the plan will take longer than the duration of this winter. We expect to be able to consult on the draft plan towards the middle of next year, and then consider and approve it before the end of the year. However, I will be asking officers to review and refresh our communications about asking people to think twice about wood and coal burning while we are still in this second lockdown period and also approaching the winter period. I will see if anything can be done to speed up this process.

I really do hope that decisions on the Government's Environment Bill can also be hurried up as it is anticipated there will be updates to the Clean Air Act and useful guidance outlining legal powers and possible funding for local authorities. This will help us tackle harmful pollutants, such as particulate emissions, and protect our residents by making our city's air cleaner, especially those who are more vulnerable to them. We are also hoping to progress many other schemes that will improve air quality in the city, such as an expanded ultra-low emission zone, however your particular concern on smoke from woodburners is noted and shared and we will do all that we can to make progress here”.

(iv) Traffic Congestion

37.13 Mark Earthy put the following question:

“Given the DfT uses 100% congestion as the level at which traffic delays rise unacceptably and intervention is needed to handle extra traffic, it is puzzling that B&H City Plan sets 125% as our limit, a level where severe disruption is the norm. Can you explain why it is acceptable to subject our citizens to more traffic delays, air pollution and carbon emissions than is acceptable nationally, and why the 125% limit was chosen and adopted by our council?”

37.14 The Chair provided the following reply:

“Thank you for your question Mark. I share your concerns about congestion in the city and want to make sure that we do everything we can by working with the members of this and other committees to reduce traffic levels in the city, both now and in the future. We can do this by effective development planning; and providing sustainable and active travel alternatives for people, especially for short journeys.

The current situation that we find ourselves in as a result of the pandemic especially provides the perfect opportunity to work with local communities to achieve this, and I am also really looking forward to the outcomes of the city’s Climate Assembly on reducing transport carbon emissions. Less vehicles on our roads will mean less congestion and less pollution and make it safer and healthier for people to move around the city for years to come.

However, in researching the background to your question, it has not been possible to identify the source of the 125% percent figure that you have referred to, nor any decision that agreed to it. If you are able to provide me with that information, I can make sure that you receive a written response as soon as possible”.

(v) Seafront Signage

37.15 Chris Murgatroyd put the following question:

“Does BHCC have a policy formally or informally of prioritising aesthetics and the attractiveness of the seafront which prevents it from putting up No Cycling signs in the Pedestrian Zone on the Lower Promenade, even though the absence of signage may be putting pedestrians, staff and cyclists themselves at increased risk of infection from a lack of distancing in the Covid period?”

37.16 The Chair provided the following reply:

“Consideration is given to signage on the basis of its effectiveness for the desired purpose. For example, additional “No Cycling” signage has been included on the lower promenade access ramps to discourage cyclists. Cycling is not permitted on Brighton lower promenade apart from between 6am – 11am but only for delivering/collecting from a premise or if they have a permit during that time.

Furthermore, additional signage has been introduced along the Seafront to encourage social distancing. However, social distancing is the responsibility of individuals whatever form of mobility they are utilising”.

37.17 Chris Murgatroyd asked the following supplementary question:

“In correspondence following the ETS Committee on 23 June, Council officials confirmed that they would be amending the signs to give clearer direction to cyclists on the vehicle entry gates at the Peace Statue and the Artists Quarter ramp, but nothing has yet been done - when will clear signage be put on these main entry points to help BHCC discharge its duty of care to all users by reducing pressures on distancing, and for a safer system of work for the seafront team undertaking enforcement?”

37.18 The Chair stated that a written reply would be provided subsequent to the meeting.

(C) DEPUTATIONS

(i) Cycle Storage

37.19 The Committee considered a deputation requesting that Hanover & Elm Grove be chosen as a pilot area for covered cycle storage.

37.20 The Chair provided the following reply:

“Thank you for your deputation and attending to speak to the committee today. We heard a very similar petition earlier on cycle storage, so its great to hear that so many residents are requesting bike hangars. I really appreciate the data you have included which further highlights this need. In your deputation you have stated that up until now the council has not supported installing cycle hangars, so let me be clear, I absolutely support this and when I became chair I actioned council officers to start work on a pilot.

We absolutely need to do this and the council is aware of the need for secure residential cycle parking within the city and as part of the Local Cycling and Walking Infrastructure Plan (LCWIP), currently in development, we are reviewing strategic approaches to cycle parking. I can completely sympathise with the petitioners, as where I live would certainly make cycling easier if I had safe and secure on street storage. When 6 or more bikes can fit into the space of one parking spot, it highlights how inefficient a use of space parking can be and how bike hangars can be truly transformation in a city like ours, where many residents are desperate to cycle but the council are not providing the adequate infrastructure.

I’m very disappointed that no Chair of this committee has actioned this sooner, as I believe we urgently need cycle storage to allow more people to start using cycling as a way of getting around. Therefore, in order to begin to address this key issue sooner than the longer term planning will allow through the LCWIP, we will be bringing forward proposals as part of the budget for the 2021/22 financial year for a pilot project to install some initial cycle hangar facilities in the city and learn lessons prior to wider rollout in future.

We are considering several successful case studies, including Lambeth as you mention, when planning our approach to these facilities. I will also make sure officers know that Hanover and Elm Grove is a desired location for a trial, when decide which parts of the city will take part in the early trial. You are right to mention that this would support the low traffic neighbourhood trial”.

37.21 **RESOLVED-** That the Committee note the deputation.

(ii) Request for improvement of conditions and facilities for active travellers on the B2123 Falmer Road

37.22 The Committee considered a deputation requesting infrastructure facilities for active travellers on the B2123 Falmer Road.

37.23 The Chair provided the following response:

“Thank you, Libby, we are very pleased with the notification from the Department for Transport on our recent successful to the Emergency Active Travel Fund Tranche 2. Unfortunately, this funding is available only for the specific schemes as outlined in our

bid, available on our website, and does not include any schemes in the areas identified in your Deputation.

However, the points raised in this deputation have been noted as part of our ongoing work on our Local Cycling and Walking Infrastructure Plan (LCWIP), currently in development. Both the B2123 and the A259 feature in our draft cycling network for the emerging LCWIP, which will go to full public consultation next year and I would urge you and other residents in the area to input into that consultation. I will also ask officers to meet you for a site visit to discuss these specific issues in detail.

As for the installation of speed tables, this engineering feature requires specific design and road safety assessments to determine whether or not it is appropriate for specific locations and circumstances, for this reason I will also ask officers to investigate and contact you shortly”.

37.24 **RESOLVED-** That the Committee note the deputation.

38 MEMBER INVOLVEMENT

(A) PETITIONS

(i) Keep Princes St Pedestrianised

38.1 The Committee considered a petition from Councillor Childs and signed by 451 people requesting that Princes Street remain as a pedestrianised street.

38.2 The Chair provided the following response:

“Thank you for presenting your petition today.

The proposals for Prince’s Street are featured in the preliminary design as an addition to the original scope for Valley Gardens Phase 3, following stakeholder engagement during 2018. I understand that the changes were intended to address issues with deliveries to businesses in the area, improve emergency vehicle access, and prevent illegal and potentially unsafe traffic movements from occurring.

Although it is a road with kerbs and footways, I can see why it is a popular pedestrian route and therefore gives the impression that it is pedestrianised. I can therefore fully understand the concerns in the petition about the street potentially being used more by traffic than it is now. The north end of Prince’s Street is also used by a local business with outdoor seating, the type of which has been very useful during recent months to support the required social distancing measures during the pandemic.

I can therefore confirm for you and the petitioners that this particular matter will be reviewed by the project team, who will be considering possible alternative arrangements to address the matters that had prompted the proposed change to the northern end of Prince’s Street. If alternative arrangements are considered safe and achievable, then it is likely that the street can remain as it is in terms of the existing closure at the Edward Street end.

The results of this technical work will be part of the recommended outcomes of the further detailed design for the whole project and, together with the results of the recent consultation, will be reported back to this committee early next year”.

38.3 Councillor Wares stated that it was a shame that the committee couldn’t be stronger and instruct officers that the road should be kept closed to traffic.

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

(ii) A new crossing and traffic calming for Freshfield Road

38.5 The Committee considered a petition from Councillor Childs and signed by 344 people requesting a new crossing and traffic calming measures for Freshfield Road on safety grounds.

38.6 The Chair provided the following response:

“We carried out a detailed crossing assessment of the Freshfield Road and Cuthbert Road junction in 2017 where it came out as very low on the Council’s priority list, however, at this time the criteria required at least one injury causing collision, we have now amended the criteria by removing this provision so will be reassessing the junction and will report the outcome to a future ETS Committee.

In terms of your request for Traffic Calming I will ask Officers to look again into the issue of vehicle speeds as part of the work that will be carried out for the Pedestrian Crossing request in the area.

However, it is worth noting that we use data supplied by Sussex Police and work jointly with them as part of the Sussex Safer Roads Partnership to target our limited resources where they are needed and therefore have to prioritise roads or junctions that have a proven history of traffic collisions. Therefore, we cannot take into account reports of near misses as these are subjective and therefore open to interpretation. We will be taking note of your concerns and can report any further update alongside our findings in relation to the crossing request.

I am asking officers to bring a report to a future committee outlining our current policy when it comes for criteria for traffic calming, as we think it’s wrong that an accident is used as evidence rather than taking a preventative approach. We will include Freshfield road in this report”.

38.7 Councillor Davis, Councillor Wares and Councillor Wilkinson expressed their support for the petition and the review of the criteria.

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

(B) WRITTEN QUESTIONS

(i) Stanmer Village Parking

38.9 Councillor Wares put the following question:

“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?"

38.10 The Chair provided the following reply:

"Thank you for raising this and the Assistant Director of City Environment has asked me to apologise to members of the committee that she was not able to present the report on Stanmer Village Parking to this committee. I am happy to accept the approach as you have already described with a report to now be presented in January Committee".

(ii) Old Shoreham Road

38.11 Councillor Wares put the following question:

"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?"

38.12 The Chair provided the following reply:

"Thank you for your question. It is not fake news. I can confirm that the 61% increase in cycling trips relates to data collected in 2017 compared with data collected in 2020 at the location of Lullington Road. In 2017 data showed 339 cyclists per day, compared with data collected in 2020 which showed 545 cyclists per day giving a 61% increase".

(iii) Transport Partnership

38.13 Councillor Wares put the following question:

"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".

38.14 The Chair provided the following reply:

"Councillor Wares, as you know, the Transport Partnership is a strategic partnership which forms part of the Brighton & Hove Connected family of partnerships. Membership of the Transport Partnership is agreed by members of the Partnership and is subject to periodic review by the Partnership, the last such review being in 2019. The Transport Partnership is chaired by the Chair of ETS committee and includes representation from all political groups on the city council. The appointment of new

members or the removal of existing members is subject to agreement by the Transport Partnership rather than any single member organisation.

As a result of chairing my first transport partnership this month, and becoming aware of the unacceptable lack of diversity on the partnership, as Chair I have asked officers to urgently review membership in order to increase representation of women, people of colour and young people in particular. It is not acceptable in 2020 to have a transport partnership dominated by white men, nor is it acceptable that young people (apart from myself) and BAME people are completely unrepresented despite often having very different experiences of transport in the city. As I have just outlined, any new additions recommended will have to be accepted via a vote of the Transport Partnership which includes yourself. If you have any suggestions of people or organisations that will help us achieve improved diversity, then please let me know.

I have been made aware that there are certain groups that you would support joining the transport partnership, but the one I have been made aware of which is the Valley Gardens forum I believe, does not meet the Brighton and Hove Connected criteria of being “able to take a genuine, strategic city wide view, in order to effectively represent their sector”. This is from the BH Connected member Handbook from 2016. This specifically relates to BH Connected, but equally applies to thematic partnerships, as they are part of BH Connected”.

38.15 Councillor Wares asked the following supplementary question:

“I would like officers to be a bit more specific about precisely what the criteria is as I want everybody who is already on it to pass that criteria and prove where they do pass it before we continue”

38.16 The Chair provided the following reply:

““Thanks for your support and I’m happy to send you the criteria that I’ve seen as Chair of the Transport Partnership and we can discuss the issue further”

(iv) Task & Finish Groups

38.17 Councillor Wares put the following question:

“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”.

38.18 The Chair provided the following reply:

““To begin with, I want to acknowledge that when these groups were set up based on the suggestion of my colleague Councillor West, it was recognising that they would provide an opportunity to involve stakeholders where possible - something that is so

important in our work - as well as ensuring that Members have clear oversight of the projects

I want to thank officers for setting the groups up and administering them, and also those stakeholders who have been able to attend and contribute to them. I am sure that you and the other Members involved have welcomed them and recognised the value of them. As my colleagues definitely have. The original Terms of Reference that were agreed by this committee did acknowledge the nature and likely duration of the projects that they were being used to support and guide. However, I do recognise that the requirements of the Constitution for this type of Member Working Group have not been fully met on this occasion, and the six month period has been exceeded. I will therefore ensure that a report which outlines what the groups have achieved and also considers their future, will be brought to this committee in January next year. If they are to be made permanent, then this will also require a report to Policy & Resources Committee. For continuity in the interim, I think it would be really helpful if the groups could continue to 'meet' virtually and informally. Alternatively, the Members involved should still receive relevant information or updates from officers that would have been discussed at any planned or future meeting of the group, including a review of its Terms of Reference. An early discussion between the Chair and the nominated Members of each group regarding the merits of continuing will help officers drafting the January committee report".

(v) Urgency Powers

38.19 Councillor Wares put the following question:

"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?"

38.20 The Chair provided the following reply:

"Thank you for your question Councillor Wares, the decision to remove a section of the A259 cycle lanes was taken by the Assistant Director under the Scheme of Delegation to Officers in Paragraph 7(2) relating to urgent decisions following consultation with myself.

The reasons for removal related to the need to explore potential mitigation measures to deal with congestion at the eastern end of the new cycle lane and its impact on city centre traffic and bus operations. This decision will be formally reported to the next available Committee meeting. Apologies for that and thank you for raising it."

(vi) CCTV

38.21 Councillor Wares put the following question:

"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”.

38.22 The Chair provided the following reply:

“I agree that the new CCTV cameras to prevent fly tipping are proving to be a success. In fact, early signs suggest that in some sites where there is a camera the quantity of fly tips appears to be reducing. I agree that it would be a very good idea to extend this into fly tipping hotspots on our council housing estates. Officers have started discussions with colleagues in housing about how this service could be jointly provided. Housing will continue to explore this, and I will ask be raising this with the Co-Chairs of Housing.”

38.23 Councillor Wares asked the following supplementary question:

“Could you ask officers to brief lead Members as to how this progresses?”

38.24 The Chair provided the following reply:

“Yes, we can do that”.

(D) NOTICES OF MOTION

(i) Temporary Cycle Lane on Old Shoreham Road

38.25 Councillor Wares moved the following Notice of Motion on behalf of the 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.

38.26 Introducing the Motion, Councillor Wares stated that the cycle lane was unpopular with local residents as demonstrated by the survey results, was underused and causing traffic congestion was a ‘trojan horse’ tactic to introduce schemes based on ideology not feasibility. Councillor Wares stated that whilst he supported the principle of encouraging active travel, this cycle lane was not fit for purpose and should be removed.

38.27 Councillor Brown formally seconded the Motion and similarly observed that the cycle lane was underused and causing traffic congestion and therefore not appropriate.

38.28 The Chair made the following statement as clarification on the Notice of Motion:

“The Notice of Motion says that “The cycle lane has only been subject to a survey and is not proposed to be subject to any further consultation.” As Councillors Wares and Brown know, at ETS in September we approved a 6 week long consultation would take place and the committee also agreed to hold a special ETS meeting in order to approve the consultation plans, so that part of the NoM is incorrect.

I also want to point out the fact that the Committee looked at this issue in September and decided that the temporary arrangements should continue all the time that the threat from Covid is escalating. The risk from infection is indeed escalating and so it would be exactly the wrong time to remove these measures.

The only options at Committee are to note the NOM or call for an officer report. The Committee cannot make a decision to revoke the arrangements on the day because it does not have the legal, financial, equalities or any other implications (eg safety) in front of it which would enable a decision to be taken with all the relevant considerations being taken into account”.

- 38.29 Councillor Wilkinson welcomed the recent announcement of Emergency Active Travel Fund Tranche 2 funding for the city. Councillor Wilkinson stated that there were extreme time pressures when the first round of funding had been announced. Now there was more time for the development of schemes for Tranche 2, it was important for residents, stakeholders and businesses to have their voices heard via a consultation on the range of measures introduced and those forthcoming and it was time to get on with that consultation. Councillor Wilkinson stated that as that consultation would be going ahead, he would not be supporting the Notice of Motion.
- 38.30 Councillor Davis welcomed the announcement of Tranche 2 funding and noted that the council had made a cross-party commitment to be a carbon neutral by 2030 and bold measures were required to meet that target.
- 38.31 Councillor Lloyd stated his dismay at the idea that the temporary cycle lane increased traffic as it was clear to him that excessive vehicle traffic caused traffic congestion. Councillor Lloyd noted the increase in users of the Old Shoreham Road, particularly children travelling to the local schools although excessive traffic continued to make the road unsafe and hinder usage. Councillor Lloyd noted that Waltham Forest had recently introduced Low Traffic Neighbourhoods and at the beginning of their introduction, 70% of residents had been opposed to the schemes. Over the following months, that figure had reduced to 2% in opposition and residents were fully in support of their benefits.
- 38.32 Councillor Appich stated that the council should be promoting a better cycle network and active travel measures, with a full consultation as well as improving signage and cohesion with the existing network. Councillor Appich stated that she would not be supporting the Notice of Motion as the consultation should be received by the committee first.
- 38.33 Councillor Wares observed that the cycle lane was introduced overnight, without consultation or agreement by committee so in his view, its removal would not necessitate a further report detailing the financial cost and legal implications of doing so.
- 38.34 The Chair put the Notice of Motion to the vote that failed.

39 OPEN SPACES STRATEGY UPDATE

- 39.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that provided an update on the Open Spaces Strategy (2017/27) and also sought approval for three projects arising from the strategy. The Committee noted that

there was an error in the report that listed Saltdean Car Park as on council owned land and this area would be removed from the project.

39.2 Councillor Wares moved a motion on behalf of the Conservative Group to amend recommendation 2.1 as shown in bold italics and where struck through below:

2.1 That the committee ***requests officers to bring to a future committee a report on progress to delivering resilience and potential new funding for parks and open spaces as set out in the Open Spaces Strategy 2017 including but not limited to the Parks Foundation, sponsorship, donations and advertising etc. The report to also include discussion as to progress on all the priorities detailed in the 2017 strategy that will also enable a decision to be made on the draft update included in this report referenced Appendix 2, Draft No. 3.***
~~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 4.~~

39.3 Introducing the motion, Councillor Wares stated that it was inappropriate to introduce parking charges in parks during the pandemic when residents would be using open spaces more. Councillor Wares stated that the Open Spaces Strategies had a number of other options proposed that should be reviewed and reconsidered.

39.4 Councillor Brown formally seconded the motion.

39.5 Councillor Fowler stated that whilst she was supportive of the wildflower trial however, she could not support car parking charges in parks as usage of open spaces should be encouraged rather than impeded.

39.6 Councillor Appich stated that it was strange that ward councillors had not been consulted on the proposals. Councillor Appich concurred that parking charges near parks should not be introduced and supported the Conservative Group motion.

39.7 Councillor Wilkinson stated that parks were essential during the Covid pandemic and charging for parking would disproportionately effect those that needed open spaces the most.

39.8 Councillor Wares commented that he was pleased to see in the report a renewed commitment to deliver on the actions in the Allotment Strategy as progress was very much needed and overdue.

39.9 Councillor Lloyd agreed that the actions in the Allotment Strategy needed to be delivered and welcomed the emphasis on that in the report.

39.10 The Chair then put the motion to the vote that passed.

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

39.12 **RESOLVED-**

- 1) That the committee requests officers to bring to a future committee a report on progress to delivering resilience and potential new funding for parks and open spaces as set out in the Open Spaces Strategy 2017 including but not limited to the Parks Foundation, sponsorship, donations and advertising etc. The report to also include discussion as to progress on all the priorities detailed in the 2017 strategy that will also enable a decision to be made on the draft update included in this report referenced Appendix 2, Draft No. 3.
- 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.
- 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.

40 FLEET STRATEGY

- 40.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that sought approval for the corporate Fleet Strategy 2020-2030
- 40.2 Councillor Appich welcomed the report and asked if progress could be quicker and if there were any financial implications to the introduction of 'new' carbon by buying fleet rather than retrofitting.
- 40.3 The Head of Fleet Management stated that the programme could be accelerated but that would be subject to decisions on budgets and financing. Older vehicles could be retrofitted but would still not be fit for purpose and newer vehicles did not cost much more than retrofitting and would be more suitable.
- 40.4 Councillor Wares enquired as to the intention to dispose of the current fleet, the cut off point by which charging infrastructure would be required and details on the battery replacement programme.
- 40.5 In response, the Head of Fleet Management clarified that vehicles that could be refurbished and reused would be but there would be a certain amount of disposal of the existing fleet, that there were already five charging points at the Depot and options on infrastructure were still being reviewed including the potential use of hydrogen power. Further, it was clarified that battery life was around ten years however, individual cells could be replaced that would extend that lifespan.
- 40.6 Councillor Lloyd stated that electric vehicles were a stepping stone to hydrogen powered vehicles once its production became 'greener' and an annual review was sensible based the ever changing developments in technology.
- 40.7 **RESOLVED-**
 - 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) 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.
- 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.

41 HOUSEHOLD WASTE RECYCLING SITES

- 41.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that sought approval to undertake a public consultation on proposals to introduce changes at the two Household Waste Recycling Sites on whether to introduce charges for some types of waste and to introduce ID checks. The purpose of the measures was to ensure Brighton & Hove taxpayers were not paying for the disposal of non-Brighton & Hove waste.
- 41.2 Councillor Brown stated that she was not keen on charges for non-commercial waste at it may lead to increased fly tipping and the consultation would be useful to gauge residents feeling on the matter.
- 41.3 In response to questions raised by Councillor Wilkinson and Councillor Williams, the Head of Business Support & Projects confirmed that data on an increase in fly tipping could be gathered from additional authorities and discussions were in progress with Veolia on the system for ID checks.
- 41.4 **RESOLVED-** 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.

42 KEEPING THE CITY CLEAN

- 42.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that formally responded to a Notice of Motion received by the committee at its meeting on 29 September. Further, the report provided Members with an update on other work to keep the city clean, including the development of a Waste, Resources & Street Cleansing Strategy and sought endorsement for the approach described in the report.
- 42.2 Councillor Fowler asked for clarification on the use of glyphosate as she understood it had been agreed to no longer be used.
- 42.3 The Head of Business Support & Projects stated that the wording reflected that in the Council's Corporate Plan and the committee would be receiving an update on weed management in early 2021.
- 42.4 Councillor Wares expressed his concern that the Modernisation Plan was seeking a five-year extension to the original two-year plan. Councillor Wares also expressed his concern regarding the amber rating for health and safety given its importance and

several action deadlines that should in his view, be shorter or definitive and not open-ended.

- 42.5 The Head of Business Support & Projects clarified that the Strategy was not linked to the Modernisation Programme and would be more outward looking and not focussed on internal operational issues as the Modernisation Programme was. The X stated that the other issues raised would be detailed in the next Modernisation report.
- 42.6 Councillor Brown stated that she agreed with the approach for bins for the city's parks however, a useful additional measure would be increased enforcement in those areas specifically focussing on littering and dog fouling. Furthermore, Councillor Brown stated that the liners and caddies for food waste should be provided free of charge if the scheme was to be a success.
- 42.7 The Head of Business Support & Projects stated that the comments on littering and dog fouling would be passed on to the Enforcement Team and free liners and caddies was certainly a consideration in the options appraisal for the food waste service.

42.8 RESOLVED-

- 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) 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.

43 IMPACT OF TREE DISEASES

- 43.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that provided an update on Elm Disease and Ash die-back and sought approval for a number of mitigating actions.
- 43.2 In response to questions from Councillor Wilkinson, Councillor Brown and Councillor Lloyd, the Head of Operations- Cityparks explained that that Cityparks currently dealt with a number of cases of Elm Disease on private land free of charge and it was expected that would continue. However, there was little that could be done about Ash die-back so there would only be an intervention if there was a direct threat to the highway. It was difficult to give a specific number of trees planted to replace the 5,000 lost since 2005 and the pandemic had significantly halted planting programmes however, there was significant financial and operational support from residents and businesses that was of help. Further, the Head of Operations- Cityparks explained that Elm Disease was spread by beetles that were most active in summer and it was estimated that 70% of Ash trees would die.

43.3 RESOLVED-

That the Environment, Transport & Sustainability Committee:

- 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) 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.
- 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.
- 4) Recommends that Policy & Resources allocate £0.200 million in the budget setting for 21/22 to deal with elm disease next year.
- 5) Approves the approaches being taken to tackle these two diseases.

44 EMERGENCY ACTIVE TRAVEL MEASURES - BLUE BADGE HOLDER PARKING AND ACCESS FOR DISABLED PEOPLE

44.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that responded to a deputation presented to the September meeting of the committee that detailed the impact of the Council's Covid-19 Urgent Response Transport Action Plan on Blue Badge parking and disabled access in the city.

44.2 Councillor Williams moved a motion on behalf of the Labour Group to amend the recommendations as shown in bold italics and where struck through below:

~~That the Committee~~

2.1 ~~**That**~~ Note the action being taken to address the issues raised in the deputation on Blue Badge holder parking and access for disabled people **be noted**;

2.2 That in relation to 2.1 above, to request that the action being taken takes fully into account experiences of Blue Badge holders and those who have difficulties getting around in order to avoid negative outcomes by undertaking a city-wide appraisal with the aim of improving access for disabled and less abled people; and

2.3 That it be noted ~~Note~~ that this action is not considered to breach the Council's obligations under the Public Sector Equality Duty.

44.3 Introducing the motion, Councillor Williams explained that it was intended to ensure a full and wide-ranging citywide appraisal of all the council's facilities.

44.4 Councillor Wilkinson formally seconded the motion.

44.5 Councillor Wares stated that it was inappropriate for the council to investigate itself on whether it had breached the Equalities Act. Councillor Wares noted that BADGE and Possibility People had written to the committee members at length with their disagreement with the contents of the report. Councillor Wares stated that it was highly concerning that the report stated that disability groups had been consulted with when this was clearly not the case and of further concern was that many of the specific locations raised in the deputation had not been addressed. Councillor Wares stated that

there was a lack of transparency in not publishing the A259 audit undertaken and he was very disappointed in some of the language used that in places was discriminatory. Councillor Wares stated that his Group would not be supporting the report nor the Labour Group motion.

- 44.6 The Assistant Director- City Transport explained that a Stage 2 Road Safety Audit was currently being undertaken on the A259 and required input for the design team that was currently in progress. The initial findings of that audit was there were no safety related issues and that audit would be published as soon as it was completed.
- 44.7 The Chair then put the motion to the vote that passed.
- 44.8 The Chair then put the recommendations as amended to the vote that were agreed.
- 44.9 Whilst no formal recorded vote was undertaken, Councillor Wares and Councillor Brown asked that it be recorded in the minutes that they voted against both the motion and the recommendations as amended.

44.10 **RESOLVED-**

- 1) That the action being taken to address the issues raised in the deputation on Blue Badge holder parking and access for disabled people be noted;
- 2) That in relation to 2.1 above, to request that the action being taken takes fully into account experiences of Blue Badge holders and those who have difficulties getting around in order to avoid negative outcomes by undertaking a city-wide appraisal with the aim of improving access for disabled and less abled people; and
- 3) That it be noted that this action is not considered to breach the Council's obligations under the Public Sector Equality Duty.

45 PARKING ANNUAL REPORT 2019-2020

- 45.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that sought approval for 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.
- 45.2 Councillor Wares moved a motion on behalf of the Conservative Group to amend recommendation 2.3 as shown in bold italics below:
- 2.3 That the Environment Transport and Sustainability Committee ***reminds and requests officers to produce the report for Policy and Resources Committee*** ~~notes the view~~ on the potential use of parking income to invest in the restoration of the Madeira Terraces area ***as agreed by Policy and Resources Committee on 9th July 2020.*** ~~within the Financial and Legal implications.~~
- 45.3 Councillor Brown formally seconded the motion.

- 45.4 The Executive Director, Economy, Environment & Culture stated that there was some confusion in relation to the motion as the committee Decision List from 9th July 2020 indicated that the decision taken was to consider unpausing of the purchasing of commercial properties and capital borrowing to support Madeira Terraces restoration. Subsequently, a petition was received by Full Council sought for parking revenue to be used for the restoration. The Executive Director, Economy, Environment & Culture explained that whilst officers would deliver decisions made, a link to a decision on 9th July could not be found.
- 45.5 Councillor Wares stated that the proposal should not be in the report as it was not the place to agree upon how money should be spent to restore Madeira Terrace. In relation to the report, Councillor Wares noted that the council had once more received a record amount of parking revenue, a record he did not believe the city should be proud of.
- 45.6 The Chair then put the motion to the vote that was lost.
- 45.7 The Chair then put the recommendations to the vote that was agreed.
- 45.8 Whilst no formal recorded vote was undertaken, Councillor Wares and Councillor Brown asked that it be recorded in the minutes that they voted against recommendation 2.3.
- 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) 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.
 - 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.

46 PARKING PERMIT REVIEW

- 46.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that sought approval for changes to the operation of various parking permits throughout the city.
- 46.2 Councillor Williams moved a motion on behalf of the Labour Group as shown in bold italics and where struck through below:
- 2.1 That the Committee agrees to amend the following permits as outlined in Appendix A, ***whilst retaining the current requirement for Carers permit eligibility:***
 - 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.

46.3 Introducing the motion, Councillor Williams stated that the changes were needed to avoid an unnecessary increase in administrative work for GP's and because the reduction of fraud and suspected fraud was a matter for the Police not GP's.

46.4 Councillor Wilkinson formally seconded the motion.

46.5 The Chair then put the motion to the vote that passed.

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

46.7 RESOLVED-

1) That the Committee agrees to amend the following permits as outlined in Appendix A, whilst retaining the current requirement for Carers permit eligibility:

- Self-employed Professional Carers Permit
- School Permits

2) That the Committee notes the staff engagement analysis.

47 PARKING SCHEME UPDATE REPORT

47.1 **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 to introduce a light touch resident parking scheme in the Surrenden Area.

48 FREDERICK GARDENS REQUEST FOR GATES

48.1 **RESOLVED-** That the Committee agree to introduce signing improvements to reduce the use of the twitten as a through route.

49 BTN BIKESHARE REORGANISATION

49.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that considered the findings of the independent specialist review of the Brighton Bikeshare (BTN Bikeshare) scheme that had 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 and also included options for expansion to a city-wide scheme and for a scheme that could expand in the future across the Greater Brighton city region.

49.2 In response to a proposal from Councillor Wares to publicly report the subsidy value figure, the Executive Director, Economy, Environment & Culture explained that Officers recommended that the profit share assumptions remain confidential. This was because to bring them into public domain at this stage would show potential bidders the modelling assumptions and may mean that the council receive less competitive bids submitted through the tender process. Therefore, the public interest in maintaining the exemption to disclosure outweighed the public interest in disclosure.

- 49.3 In response to questions raised by Councillor Appich, the Access Fund Manager explained that the procurement process would take some time and therefore, the impact of the terms of the UK's exit impending exit from the EU would be known later in that process. Community Interest Companies (CiC's) had been ruled out as concessionaire's due to the exposure to risk the council then may have in relation to costs for the transfer of staff and legal and governance matters. Finally, there were a number of options for sponsorship and progress on those options was subject to the outcome of the decision on the committee.
- 49.4 Councillor Lloyd welcomed the report and the introduction of e-bikes that would help those residents in the fringe and outskirts of the city and the more challenging topography.
- 49.5 Councillor Wares stated that it was disingenuous to present the concession contract as financially viable or sustainable to it was wrong to say that a surplus would be delivered. Councillor Wares stated that the scheme would operate with an effective subsidy from the council of £116,000 per annum in the best-case scenario.
- 49.6 In response to questions from Councillor Wares, it was explained that it would not be possible to recover some of the costs of the purchase of e-ready bikes following a takeover of the company the purchase had been made from. It was clarified that the council had arranged a payment schedule for the surplus share owed to it by the current operator and the full amount would be cleared by the end of the contract.
- 49.7 **RESOLVED-** That the Environment, Transport & Sustainability Committee:
- 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) 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.
 - 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.

Councillors Brown and Wares requested that their vote against the recommendations be recorded in the minutes

50 BTN BIKESHARE REORGANISATION - EXEMPT CATEGORY 3

- 49.1 As per minute item 49.

51 PART TWO PROCEEDINGS

- 51.1 **RESOLVED-** That the items contained in Part Two of the agenda remain exempt from disclosure to the press and public.

52 ITEMS REFERRED FOR FULL COUNCIL

52.1 No items were referred to Full Council for information.

The meeting concluded at 8.15pm

BRIGHTON & HOVE CITY COUNCIL
ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE

2.00pm 18 DECEMBER 2020

VIRTUAL MEETING (MICROSOFT TEAMS)

MINUTES

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

PART ONE

53 PROCEDURAL BUSINESS

53(a) Declarations of substitutes

53.1 Councillor Allcock was present as substitute for Councillor Williams.

53(b) Declarations of interest

53.2 There were none.

53(c) Exclusion of press and public

53.3 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).

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

54 PUBLIC INVOLVEMENT

(C) DEPUTATIONS

(1) Brighton Active Travel

54.1 The Committee considered a deputation requesting improvements to transport infrastructure to promote active travel in the city.

54.2 The Chair provided the following response:

“Thank you for your deputation. I am pleased to see that you have brought together a group of people with a shared interest in making the city more accessible and attractive to cycle, walk and ‘wheel’ around.

Walking, cycling and wheeling in the city should be the number one travel choice for as many people as possible. The recent focus on this as part of the Emergency Active Travel Fund measures makes it even more necessary to plan, consult on, and deliver better routes and infrastructure for everybody. The report on this agenda is the next step towards achieving that, and our Local Cycling and Walking Infrastructure Plan will also significantly help with this in terms of longer term planning and investment. Keeping our streets clear is really important and our licensing rules and Highway Inspectors mean that we are doing everything we can to avoid, minimise or remove pavement obstructions when they occur.

In particular, pavement parking is a dangerous, selfish and unnecessary behaviour and the council has taken numerous opportunities to raise this matter with the Government. The reference to the council’s webpage about this on your Twitter is welcomed and will help raise greater awareness the effects that this has on people’s mobility and safety, as well as the damage that it does to our pavements.

I agree that wider and level footways and pavements and lower speed limits are an essential part of enabling more accessible and active travel. They also provide safe and socially distanced facilities for people. A significant amount of our budgets are invested in repairing, replacing and improving surfaces – making them safe and attractive for people to use – and our carbon-reducing street lighting programme is also making a difference by making streets brighter and safer to use at night.

Crossings are also so critical to reducing danger and severance by traffic. We know how successful the zebra crossings have been at Seven Dials and we should do more of this wherever we can. Using smart traffic signals is also a more efficient and safe way to manage the movement of people and vehicles on our busy streets.

We do need to be able to look at every opportunity for communities to use their streets in a different way. We already encourage and enable Street Parties and Play Streets, and School Streets, Low Traffic Neighbourhoods and making the city centre more liveable are further ways that we can achieve this. We also need to create the right local environments, especially in the outer areas of the city, to enable people to choose a safe, sustainable and active form of travel for some of their journeys and reduce the number of local, short distance car trips.

The delivery of the first two phases of the Valley Gardens have shown what we can achieve in the city centre with for cycling, walking and wheeling. I look forward to the delivery of Phase 3 and the continuation of those routes down to the seafront.

There is no doubt that we need to reduce congestion, by freeing up space and enabling those who need to drive, such as Blue Badge holders, to have access to their homes and the services they need. By providing more and better infrastructure

The improvements that have been delivered around the city have been achieved by the members of this committee working together to deliver the best outcomes for everyone. Accessibility, safety and sustainability are my top priorities to ensure that the city’s residents, businesses and visitors can continue to enjoy it for many years to come”.

- 54.3 In response to a query from Councillor Wares, the Lead Spokesperson provided details of the Brighton Active Travel member organisations.

54.4 Several members of the committee welcomed the deputation and the comments made on safer communities and pavement parking.

54.5 **RESOLVED-** That the Committee note the deputation.

55 MEMBER INVOLVEMENT

55.1 No items were received from Members.

56 EMERGENCY ACTIVE TRAVEL FUND – TRANCHE 2 TRANSPORT SCHEMES AND PLANS FOR CONSULTATION

56.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that outlined proposals for further temporary and permanent active travel measures to be implemented under the Emergency Active Travel Fund Tranche 2 and sought approval for meaningful consultation on those proposals to be undertaken.

56.2 In response to questions from Councillor Wares, it was explained that Old Shoreham Road temporary cycle land was not mentioned at paragraph 3.3 of the report as it was not funded using the Emergency Active Travel Fund Tranche 1 scheme. In relation to moving funding for Marine Parade and Madeira Drive, copies of correspondence and authorisation from the DfT could be made available to Members subsequent to the meeting. Furthermore, DfT had provided approval for schemes to be undertaken using Experimental Traffic Regulation Orders (ETRO's).

56.3 In response to questions from Councillor Allcock, it was clarified that City Transport would co-ordinate the consultations of which there would be four strands. In terms of expertise used, the DfT were in the process of establishing Active Travel England that would oversee, scrutinise, advise and support Active Travel Fund applications, schemes and consultations and in the interim, DfT would be providing advice. The Active & Inclusive Travel Forum would have a broad a membership as possible including those that did not use active travel. The baseline scheme data that had been used and would continue to be used would be wide-ranging and include cycle counts, vehicle monitors and walking data and there was a requirement that data be reported to the DfT.

56.4 In answer to questions raised by Councillor Appich, it was clarified that the survey results would be reported back to the committee and there was a requirement that the headline results be reported to the DfT by the end of March 2021. Survey information leaflets would first be distributed to properties directly affected by the proposed schemes selected on local knowledge and data from council officers with extensive experience in conducting consultation exercises. A second survey leaflet circulation would then go to a wider audience and there would be further consultation activity with a broader audience of those who lived, worked or visited the city and wanted to have their say.

56.5 In response to question from Councillor Wilkinson, it was clarified that the criteria for new cycle routes was prioritised on directness, the same as for vehicles and that was in line with recent government guidance. In terms of the public feedback on Tranche 1 schemes, the results would be report reported to a future committee.

- 56.6 In response to questions from Councillor Fowler, it was explained that a requirement of the Tranche funding was that cycle lane width comply with LTN (1/20) cycle infrastructure guidance. The consultation was designed to garner broad responses from a wide range of people and there would be a requirement for personal details such as name and address to avoid multiple submissions.
- 56.7 In response to a question from Councillor Brown, it was clarified that the long term ambition was to remove the pavement cycle lane on the seafront however, that would be conditional on protected and proper facilities being in place on the adjacent road rather than the temporary measures that were currently in place.
- 56.8 In response to questions from Councillor Wares, it was explained that officers were continually collating data on Tranche 1 schemes and that could be made available at any point and as previously stated, would be reported to a future meeting of the committee. Officers were aware that a postcard had been sent to all of the city's residents relating to the UK's exit from the European Union however, such methods were not deemed necessary for this survey and it was believed that methods proposed were sufficient and would be effective. In relation to those residents that may not have access to digital services, the survey would be highlighted and broadcast through the wide variety of stakeholder groups and community groups as well as public consultation sessions and meetings. It was explained that Old Shoreham Road cycle lane was not part of the Tranche 1 schemes and the paragraph referenced by Councillor Wares referred to the final adjustments that had made to the Old Shoreham Road design during the Tranche 1 phase. Further, it was clarified that whilst there was a good deal of co-working on strategic matters, Transport for the South East (TfSE) did not intervene with other local authorities' business so there had not been any liaison with TfSE on this matter.
- 56.9 Councillor Wares requested that the survey leaflet be posted to every resident in the city.
- 56.10 The Executive Director, Economy Environment & Culture stated that the report detailed a very comprehensive plan that was appropriate for what was being proposed however, it was for the Committee to determine whether they agreed with the approach or not.
- 56.11 Councillor Wilkinson moved a motion on behalf of the Labour Group to amend the recommendations as shown in bold italics and where struck through below:

That the Committee:

- 2.1 Agree to progress work on the five schemes presented in this report, to be delivered using Tranche 2 of the Active Travel Fund from Government.
- 2.2 Approve the plan for meaningful public and stakeholder consultation on these schemes, attached at Appendix 1, prior to their implementation.
- 2.3 ***Agree the same plan for meaningful consultation to apply to Tranche 1 of the active travel schemes as they relate to the A259 seafront and A 270 Old Shoreham Road cycle lanes, as set out in paragraph 6.7, with the outcome of the specific consultation on those schemes informing any future decisions.***

- 2.34 Agree the proposed terms of reference for a new Active & Inclusive Travel Forum to facilitate positive and proactive discussion amongst key stakeholders on schemes and initiatives that support active and accessible travel for all and enable inclusive user experiences to inform future proposals.
- 2.5 Agree that reports summarising the deliberations of the Active & Inclusive Travel Forum be brought back to this committee on a regular basis.**
- 2.46 Note the use of urgency powers in accordance with the Council's Standing Orders in August 2020 in relation to the temporary A259 cycle lane.
- 56.12 Introducing the amendment, Councillor Wilkinson stated that the consultation plan was robust, and the amendment sought to strengthen the consultation by consulting on the A259 seafront and A270 Old Shoreham Road cycle lanes Tranche 1 schemes too.
- 56.13 Councillor Appich formally seconded the motion and stated that it was very important to have a meaningful consultation on the A259 seafront and A270 Old Shoreham Road cycle lanes and that the committee receive updates from the Active & Inclusive Travel Forum to ensure it had a prominent voice.
- 56.14 Councillor Wares moved a motion on behalf of the Conservative Group to amend the recommendations as shown in bold italics and where struck through below:

That the Committee:

- 2.1 Agree to progress work on the five schemes presented in this report ***subject to the outcome of the consultation in 2.3, 2.4 and 2.5 and further approval by this Committee on the detailed designs***, to be delivered using Tranche 2 of the Active Travel Fund from Government.
- 2.2 Request a detailed cost breakdown be provided to January's ETS Committee showing expenditure of the Tranche 1 funds noting that the scheme to reopen Madeira Drive approved in September was to be funded by Tranche 1 but is now to be funded by Tranche 2.**
- 2.23 Approve the plan for meaningful public and stakeholder consultation on these schemes, attached at Appendix 1, prior to their implementation ***and further agree that Madeira Drive will be subject to the same consultation process as the other four schemes referred to in recommendation 2.1 as a result of changes to Madeira Drive now being funded by Tranche 2.***
- 2.4 Agree that all consultations, questionnaires, surveys and the like to be undertaken as part of recommendation 2.3 include a simple binary question asking if the respondent supports the scheme or not.**
- 2.5 Agree that any scheme that is not supported by the public following the consultation in 2.3 will not be progressed.**
- 2.36 Agree the proposed terms of reference for a new Active & Inclusive Travel Forum to facilitate positive and proactive discussion amongst key stakeholders on

schemes and initiatives that support active and accessible travel for all and enable inclusive user experiences to inform future proposals.

2.7 *Request a proposal for approval be provided for January's ETS Committee detailing the selection and qualifying criteria to be used to assess membership of the Active & Inclusive Travel Forum detailed in 2.6.*

2.48 Note the use of urgency powers in accordance with the Council's Standing Orders in August 2020 in relation to the temporary A259 cycle lane

- 56.15 Introducing the motion, Councillor Wares stated that it was vitally important and democratic that the committee receive the consultation results and decide upon how to proceed accordingly. Councillor Wares added that it was similarly vital that the spending on Tranche 1 and Tranche 2 be transparent and clear and that the new proposals for Madeira Drive be consulted upon. Further, Councillor Wares stated that residents be given a clear yes/no option on the proposals, so the consultation result were not open to misinterpretation.
- 56.16 Councillor Brown formally seconded the motion stating that the motion ensured that the council would act in an open and transparent manner and so residents knew how the funding was being spent.
- 56.17 Councillor Lloyd stated that the city was currently dangerous to cycle through and residents had never been given opportunity to formally provide their view on the status quo namely, whether the city was dominated by the vehicle. Councillor Lloyd stated that the funding had been awarded so it was entirely appropriate that a consultation was undertaken and not a referendum as proposed in the Conservative Group motion. Councillor Lloyd stated that there was objection to the Old Shoreham Road cycle lane but there was also a great deal of support, particularly from parents and their children who could now cycle to their local school.
- 56.18 Councillor Hills welcomed the report and spoke in support of the schemes going ahead. Councillor Hills added that any major changes to the travel network required a period of adjustment and that was precisely what was required for the proposals in Brighton & Hove. Councillor Hills stated that she would be voting against the Conservative Group motion as a key request from the Government was that the consultation facilitate meaningful input and a binary choice would not achieve this. Councillor Hills added that she would be supporting the Labour Group motion as it made helpful improvements to the recommendations.
- 56.19 Councillor Davis stated his disapproval of the media fuelled culture war against the cyclist that provided a distorted version of reality. Councillor Davis stated that if residents were to be encouraged to move to more sustainable and cleaner methods of transport then the infrastructure to do that had to be made available. Councillor Davis stated that he agreed with the recommendations and enhancements made by the Labour Group motion so would not be voting for the Conservative Group motion.
- 56.20 Councillor Wares stated that he believed that the Labour Group and Green Group coalition would ensure the schemes would be implemented and the consultation was a meaningless exercise. Councillor Wares stated that he similarly wanted cleaner air and

cleaner streets but schemes had to be introduced in a logical manner and that was simply not the case in the proposals before the committee and in the allocation of Tranche 1 funding.

- 56.21 Councillor Wilkinson welcomed the report and the opportunity to undertake a robust and meaningful consultation on improvements to active travel that were urgently needed in the city.
- 56.22 The Chair then put the Labour Group motion to the vote that passed.
- 56.23 The Chair then put the Conservative Group motion to the vote that failed.
- 56.24 The Chair then put the recommendations as amended to the vote that were agreed.
- 56.25 A recorded vote was not undertaken however, Councillor Wares request that the official record reflect that the Councillor Brown and Councillor Wares voted in support of recommendations 2.5 and 2.6 as amended and voted against recommendations 2.1, 2.2, 2.3 and 2.4.
- 56.26 **RESOLVED-** That the Committee:
- 1) Agree to progress work on the five schemes presented in this report, to be delivered using Tranche 2 of the Active Travel Fund from Government.
 - 2) Approve the plan for meaningful public and stakeholder consultation on these schemes, attached at Appendix 1, prior to their implementation.
 - 3) Agree that the same plan for meaningful consultation to apply to Tranche 1 of the active travel schemes as they relate to the A259 seafront and A 270 Old Shoreham Road cycle lanes, as set out in paragraph 6.7, with the outcome of the specific consultation on those schemes informing any future decisions.
 - 4) Agree the proposed terms of reference for a new Active & Inclusive Travel Forum to facilitate positive and proactive discussion amongst key stakeholders on schemes and initiatives that support active and accessible travel for all and enable inclusive user experiences to inform future proposals.
 - 5) Agree that reports summarising the deliberations of the Active & Inclusive Travel Forum be brought back to this committee on a regular basis.
 - 6) Note the use of urgency powers in accordance with the Council's Standing Orders in August 2020 in relation to the temporary A259 cycle lane.

57 ITEMS REFERRED FOR FULL COUNCIL

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

The meeting concluded at 3.50pm

Subject:	Petitions	
Date of Meeting:	19 January 2021	
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 where it is considered more appropriate, calls for an officer report on the matter.

3. PETITIONS

3. (i) Traffic Calming Measures on Dyke Road– Peter Wilkinson

To receive the following petition hosted on Change.org and signed by 60 people at the time of publication:

Vehicles around Seven Dials are travelling way too fast at the moment, and measures need to be taken to slow them down.

Speeding cars and motorbikes, especially in built-up areas, are dangerous to their occupants and to other road users and pedestrians. They are also intimidating for locals both in terms of their physical threat, as well as the noise and pollution they create.

The recent lockdown made us appreciate the peace that the reduction in traffic levels brought, and made many question why we couldn't have that benefit when everyday life resumes.

I have asked police and local councillors to introduce traffic calming measures on Dyke Road, near my house, but each time they say that there have not been enough road traffic accidents to warrant such action. Also they say that a survey of Dyke Road found the average speed was 20mph. Neither answer is convincing: traffic is still oppressive to local people regardless of how many accidents there have been. It's still scary to walk on a pavement, especially with a child, just a few feet from a car doing over 40mph. And I just don't believe Dyke Road has an average speed of 20. Maybe it does if it includes traffic that can occasionally be stationary during rush-hour.

I believe traffic calming measures could help slow things down, either speed humps or traffic cameras and more visible 20mph signs. At the moment, the 20mph zones across Brighton are rarely enforced — they should be.

3. (ii) Wish Park, Hove, Disabled Toilet - Equality of Access – Francis LeRoux

To receive the following petition hosted on Change.org and signed by 428 people at the time of publication:

Throughout this challenging year, Wish Park has been a popular location for our community to exercise, catch up with friends and neighbours or simply enjoy being outside.

The park has two public toilets which are attached to the Wish and Saxon Road pavilions. The toilet at the Saxon Road end of the park is specifically designed for disabled park users but is not open each day or routinely cleaned. By means of contrast, the Wish Road toilet is open each day and kept clean by the café team.

This unequal access to public facilities is simply not acceptable in the 21st century. We call on Brighton and Hove City Council and our elected local councillors to rectify this position. As a matter of urgency, we request that the access and availability of toilet facilities in Wish Park is the same for all members of our community irrespective of personal physical circumstance. Furthermore, we ask that access to the disabled toilet is through the RADAR key mechanism to avoid the misuse which has occurred previously.

WRITTEN QUESTIONS

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

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

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

(1) Saltdean skatepark bins – Rose Miller

Please can we have new bins in the skateboard park (currently none in the near vicinity and the rubbish is terrible on a daily basis), in the centre of the park where the path crosses and a new bit to replace the recently removed dog bin to the South East?

(2) New England Road- Adrian Hart

If I cycle underneath the bridge on New England Road my breathing often worsens. The covered area is long, traffic congested involving hill starts and queuing which causes emissions build up and pollution to linger. I've been told it won't be monitored despite it harming the health of those walking and cycling. Can we solve this problem by either bringing in a ZEZ like London's Beech Street, close the road when pollution is high, make it eastbound only with a yellow box, add advisory signs for pedestrians or cyclists as in Stoke on Trent or close it to motor vehicles?

Subject:	Items referred from Council - Petitions		
Date of Meeting:	19 January 2021		
Report of:	Executive Lead Officer for Strategy, Governance & Law		
Contact Officer:	Name:	Mark Wall	Tel: 01273 291006
	E-mail:	mark.wall@brighton-hove.gov.uk	
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To receive any petitions referred from the Council meeting held on the 17 December 2020.

2. RECOMMENDATIONS:

- 2.1 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.

3. PETITIONS:

CYCLE LANE OLD SHOREHAM ROAD

Lead Petitioner – Dean Jackson

- 3.1 To receive the following petition referred from the meeting of the full Council and signed by 522 people:

We the undersigned call on Brighton and Hove City Council to halt plans to extend the existing Old Shoreham Road cycle lane into Portslade until full consultation has taken place with residents, traders, disabled groups, transport groups and any other body that should have been consulted in the first place.

- 3.2 An extract from the proceedings of the council meeting held on the 17 December is listed as appendix 1.

COUNCIL

4.30pm 17 DECEMBER 2020

VIRTUAL

MINUTES

Present: Councillors Robins (Chair), Mears (Deputy Chair), Allcock, Appich, Atkinson, Bagaeen, Barnett, Bell, Brennan, Brown, Childs, Clare, Davis, Deane, Druitt, Ebel, Evans, Fishleigh, Fowler, Gibson, Grimshaw, Hamilton, Heley, Henry, Hill, Hills, Hugh-Jones, Janio, Knight, Lewry, Littman, Lloyd, Mac Cafferty, McNair, Miller, Moonan, Nemeth, Nield, O'Quinn, Osborne, Peltzer Dunn, Phillips, Pissaridou, Platts, Powell, Shanks, Simson, C Theobald, Wares, West, Wilkinson, Williams and Yates.

PART ONE

63 PETITIONS.

- 63.1 The Mayor invited the submission of petitions from councillors and members of the public. He reminded the Council that petitions would be referred to the appropriate decision-making body without debate and the person presenting the petition would be invited to attend the meeting to which the petition was referred.
- 63.6 Mr. Jackson presented a petition signed by 522 residents calling on the council to halt any extension to the cycle lane along the Old Shoreham Road and to undertake a consultation exercise to determine what action should be taken.
- 63.7 The Mayor thanked Mr. Jackson for presenting the petition and noted that it would be referred to the Environment, Transport & Sustainability Committee for consideration.

Subject:		Items referred from 17 December Council meeting - Deputations	
Date of Meeting:		19 January 2021	
Report of:		Executive Lead Officer for Strategy, Governance & Law	
Contact Officer:	Name:	Mark Wall	Tel: 01273 291006
	E-mail:	mark.wall@brighton-hove.gov.uk	
Wards Affected:	Various		

FOR GENERAL RELEASE**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 To receive the following deputation referred from the Council meeting held on the 17 December 2020.

2. RECOMMENDATIONS:

- 2.1 That the Committee responds to the deputation either by noting it or where it is considered more appropriate, calls for an officer report on the matter which may give consideration to a range of options and writes to the deputation spokesperson setting out the committee's decision(s).

3. CONTEXT / BACKGROUND INFORMATION

- 3.1 To receive the following deputation along with the extract from the council meeting and supporting information which is detailed in appendix 1:

(1) Deputation concerning the Council Communication of the Climate and Biodiversity Emergency

Spokesperson Venetia Carter

Supported by: Josie Darling, Sue Goodwin, Carn Hemingway, Tash Fairbanks, Sarah Gorton, Penny Bay

Summary

We are at a time of ecological crisis.

The science is clear that we are in the sixth mass extinction event and that untold human suffering* will result if we fail to act proportionately on the climate and ecological emergency.

It is hard to face these facts and easy to look the other way. But just because we do, the problem will not cease to exist.

Both the natural world and human civilisation depend on a stable climate. The climate crisis is accelerating faster than most scientists predicted and is more severe than

anticipated. This threatens global food supplies bringing the threat of global hunger and conflict that will disproportionately harm the most vulnerable. The changes will last many generations.

This Council was one of the first in the UK to declare a climate and biodiversity emergency and did so unanimously. Since then Covid has shown us what an emergency response looks like and how the people are willing and able to change their behaviour for the public good.

Courage to speak of the dangers we are in is needed.

Difficult financial decisions will need to be made to meet the 2030 target set by the Council. However, the act of making clear that we are in an emergency is not expensive.

There is nothing on the home page of the council website page to indicate that a climate emergency has been declared. The page that is headed "climate change", similarly makes no mention of an emergency. The website should be changed to reflect the declaration of emergency.

When there is danger, the alarm must be sounded. How else are we to prepare ourselves?

We appeal to you as representatives of your community to find the courage to face an uncertain future and tell the people of Brighton and Hove the truth so that we can work together to be part of the solution.

*Bioscience Journal, Jan 2020,
<https://academic.oup.com/bioscience/article/70/1/8/5610806>

COUNCIL

4.30pm 17 DECEMBER 2020

VIRTUAL

MINUTES

Present: Councillors Robins (Chair), Mears (Deputy Chair), Allcock, Appich, Atkinson, Bagaeen, Barnett, Bell, Brennan, Brown, Childs, Clare, Davis, Deane, Druitt, Ebel, Evans, Fishleigh, Fowler, Gibson, Grimshaw, Hamilton, Heley, Henry, Hill, Hills, Hugh-Jones, Janio, Knight, Lewry, Littman, Lloyd, Mac Cafferty, McNair, Miller, Moonan, Nemeth, Nield, O'Quinn, Osborne, Peltzer Dunn, Phillips, Pissaridou, Platts, Powell, Shanks, Simson, C Theobald, Wares, West, Wilkinson, Williams and Yates.

PART ONE

65 DEPUTATIONS FROM MEMBERS OF THE PUBLIC

(1) CLIMATE AND BIODIVERSITY EMERGENCY

Spokesperson Venetia Carter

- 65.1 The Mayor reported that two deputations had been received from members of the public and that he would invite the spokesperson to introduce their deputation and for the relevant Chair to respond. He noted that 15minutes were set aside for the consideration of deputations.
- 65.2 The Mayor welcomed Venetia Carter to the meeting and invited her to address the Council.
- 65.3 Ms. Carter thanked the Mayor and referred to the deputation and outlined the concerns in relation to the climate change and biodiversity emergency facing the city and asking what actions the council would take to address these.
- 65.4 Councillor Heley thanked Ms Carter for the deputation and stated that the Council was working towards publishing a carbon neutral plan in March 2021 and the findings of the first citizens' assembly were due to be reported to the Environment, Transport & Sustainability and Policy & Resources Committees in January.
- 65.5 The Mayor thanked Ms. Carter for joining the meeting and noted that the deputation would be referred to the Environment, Transport & Sustainability Committee for consideration. The persons forming the deputation would be invited to attend the meeting and would be informed subsequently of any action to be taken or proposed in relation to the matter set out in the deputation.

Subject:	Petitions	
Date of Meeting:	19 January 2021	
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 where it is considered more appropriate, calls for an officer report on the matter.

3. PETITIONS

3. (i) Traffic Calming and Crossing For Carlton Hill School – Councillor Childs

To receive the following paper and e-petition signed by 89 people at the time of publication:

“We the undersigned petition Brighton & Hove Council to introduce a)
Traffic calming measures on Carlton Hill b) A pedestrian crossing on
Carlton Hill to allow safe crossing at the School

The road is extremely hazardous for families accessing the School. Cars
speed down the hill and the risks discourage parents allowing their
children to walk to school as well creating a hostile environment for
walkers and cyclists”.

3. (ii) Queens Park School - Safer Streets - Road Closure Order – Councillor Childs

To receive the following petition signed by 97 people at the time of publication:

“We the undersigned petition Brighton & Hove Council to introduce a school
street closure order on the street/s adjacent to Queens Park Primary School
Dangerous driving and parking outside the school has become an increasing
issue. With rising stress levels and flaring tempers, we have seen staff being
abused when trying to manage the situation and – most scarily of all – the
lives of our children being put at risk”.

Subject:	Fees and Charges 2021-22		
Date of Meeting:	19 January 2021		
Report of:	Executive Director for Housing, Neighbourhoods, & Communities; Executive Director, Economy, Environment & Culture; Executive Lead Officer - Strategy Governance & Law		
Contact Officer:	Name:	Various	Tel: Various
	Email:	Various	
Ward(s) affected:	(All Wards);		

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

- 1.1 The purpose of this report is to set out the proposed 2021/22 fees and charges for the service areas covered by the Environment, Transport and Sustainability Committee, in accordance with corporate regulations and policy.

2. RECOMMENDATIONS:

- 2.1 That the Committee approves the proposed fees and charges for 2021/22 as set out within the report and its appendices.
- 2.2 That Committee delegates authority to the Executive Director of Economy, Environment & Culture (in relation to paragraphs 3.4 - 3.22), the Executive Director of Housing, Neighbourhoods & Communities (in relation to paragraphs 3.23 - 3.26) and to the Executive Lead Officer – Strategy, Governance & Law (in relation to paragraphs 3.27 – 3.33) to change fees and charges as notified and set by central Government during the year.

Note: If the above recommendations are not agreed, or if the committee wishes to amend the recommendations, then the item will need to be referred to the Policy & Resources Committee meeting on 11 February 2021 to be considered as part of the overall 2021/22 budget proposals. This is because the 2021/22 budget proposals are developed on the assumption that fees and charges are agreed as recommended and any failure to agree, or a proposal to agree different fees and charges, will have an impact on the overall budget proposals, which means it needs to be dealt with by Policy & Resources Committee as per the requirements of the constitution. This does not fetter the committee's ability to make recommendations to Policy & Resources Committee.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The council's Corporate Fees and Charges Policy requires that all fees and charges are reviewed at least annually and should normally be increased by

either: the standard rate of inflation, statutory increases, or actual increases in the costs of providing the service.

- 3.2 Policy & Resources Committee in July 2020 specified the assumption of a standard inflation increase to fees and charges of +1% with exceptions including Penalty Charge Notices (parking fines) where the level of fines are set by government and cannot be changed independently. The council's Standard Financial Procedures states that service committees shall receive a report from Executive Directors on fees and charges variations above or below the corporately applied rate of inflation.
- 3.3 It is not always possible when amending fees and charges to increase by the exact inflation figure due to rounding. As a result, some fees and charges are rounded for ease of payment and administration.

City Transport - Highways (Appendix 1)

Highways

- 3.4 It is proposed to increase most of the non-statutory fees and charges in line with the corporate rate of +1%. Where percentage increases are under or over +1%, this is to ensure that increases can be made in whole pounds.
- 3.5 Following a benchmarking exercise in the south east, it is proposed to increase the vehicle crossover fees by +20%. There is a new charge of £500 proposed for agreeing traffic management for filming (rather than road closure). This charge reflects the additional officer time required for traffic management. The cost of Brown Tourist signs has also been increased to £250 per sign to reflect the actual costs of installation. There are also a range of non-statutory highways services for which revised or new charges have been calculated (for example, developer led highways works). The charges reflect actual officer time and the latest estimated costs.
- 3.6 The proposed fees and charges are set out in **Appendix 1**.

City Transport – Parking (Appendix 2)

On-Street Parking

- 3.7 Decriminalised Parking Enforcement (DPE) was introduced in July 2001 with the aim of reducing congestion and improving traffic management. Any surplus arising from on street parking is spent on qualifying expenditure as governed by section 55 of the Road Traffic Regulation Act 1984 as amended from October by section 95 of the Traffic Management Act 2004.
- 3.8 All the surplus generated from parking charges after direct costs is invested locally into bus subsidies, concessionary bus fares, Local Transport Plan costs and local environmental improvements as permitted under the Act. More information is available in the [Parking Annual Report 2019/20](#).
- 3.9 Improving air quality is a key objective for Brighton & Hove City Council. As part of a range of measures to improve air quality such as the Low Emission Zone,

parking charges can also help to encourage less polluting travel options and reduce emissions. In addition, congestion across the city can affect the reliability of journey times and long-term parking can reduce accessibility and the turnover of spaces. Better accessibility through a high turnover of vehicles being parked helps to support local businesses. Parking charges can help to encourage alternative transport choices and higher turnover of spaces. Penalty Charge Notices (PCNs) are set by central government and cannot be changed independently.

- 3.10 The proposed 2021/22 fees follow a review of parking demand in the city and the objectives set out in the council's Local Transport Plan, therefore changes to the tariffs will not reflect the assumed +1% standard budgetary inflation value. A schedule of fees and charges for on-street parking is included at **Appendix 2**. The most noteworthy proposals are as follows:

- Increase annual resident permits but freeze quarterly full scheme fees and half yearly light touch scheme fees. This will mean that payments through the year will be the same price as the annual price and those wishing to pay in instalments would not be disadvantaged;
- Increase High, Medium and Low Tariffs across the city by an average 9.5%;
- Increase the small amount of 9am-6pm parking to 9am-8pm so there is consistency across the city;
- Transition of some free limited waiting parking bays in parking zones across the city to paid parking bays;
- Increase the cost of business permits for individual parking zones but freeze traders permits used across the city.

Off-Street Parking

- 3.11 As with on-street parking charges, the proposed fees are considered to be at a level which reflects the administration's traffic management objectives, particularly to reduce congestion and promote alternative forms of transport by moderating demands in certain bands. A full schedule of proposed car park fees and charges are included at **Appendix 2**. The most noteworthy proposals are to:

- Increase the tariffs for the four main car parks (Trafalgar Street, The Lanes, Regency Square and London Road) by an average 15%;
- Increase the tariffs for other car parks by an average 10%;
- Increase the hours of the King Alfred and Black Rock Car parks from finishing at 6pm to 8pm to make them consistent with on-street hours of restriction.

City Environmental Management (Appendix 3)

City Parks

Allotments, Parks and Sports Bookings

- 3.12 It is proposed to increase the charges for allotments, parks and sports bookings by the standard inflation rate. A schedule of fees and charges is included at **Appendix 3**.

- 3.13 The principle of charging for dedicated benches and trees is to recover the costs to the council of running the service. Sports bookings have historically been set at a rate to reflect the council's health and wellbeing objectives and it is recognised that most sports bookings do not recover the cost of provision. There is an ongoing review of the sports booking service provision to investigate options to increase the proportion of costs met by the service user.

Car Parking Charges in Parks

- 3.14 Car parking charges at the car parks located at Preston Park and East Brighton Park were first introduced in 2011 and 2014 respectively to manage the level of parking activity with any net surplus generated ring fenced to invest in park improvements. The proposal is to freeze these charges for 2021/22.
- 3.15 The regeneration of Stanmer Park included the proposed introduction of car parking charges on the site (as part of the business case which successfully secured external funding). The consultation period on the relevant Traffic Regulation Order (TRO) with proposals for the location of car parks and the introduction of car parking charges at Stanmer Park finished on 29 May 2020. made at Environment, Transport and Sustainability Committee on 29 September 2020 decided to enact the order and to start charging for car parking once the Stanmer Park Restoration Project building works are completed. This is expected to be in early 2021.

City Clean

Flyering Licenses

- 3.16 Flyering licences fees are set at a rate that is considered reasonable to allow appropriate regulation and minimisation of flyering activity and to partly recover the cost of work required to clear the litter generated from flyering activity. It is proposed that the flyering licence price structure is simplified to make it easier for businesses to understand the costs of the licence. All licenses will be valid for 24 hours. This simplifies the arrangements and provides more flexibility for businesses. The new structure and costs are based on the results of a benchmarking exercise. Details of the new fees are set out in **Appendix 3**.
- 3.17 Flyering (for example; marketing handouts) can cause lots of litter and via the issuing of licenses the council can try to ensure that the costs of clearing this litter are covered. In support of this this aim, a report will be taken to Environment, Transport & Sustainability Committee proposing that flyering licenses are required for all parts of the city and not just Brighton city centre.

Trade Waste Collection Service

- 3.18 At Environment, Transport & Sustainability Committee on 9 October 2018, the Committee delegated authority to the Executive Director Economy, Environment & Culture (subject to consultation with the Executive Director Finance & Resources) to revise the trade waste collection prices in response to the prevailing market prices for the services provided at least annually. Prices are set at individual customer level based on a combination of market price and the cost of providing the service.

Garden Waste Collection Service

- 3.19 The existing garden waste collection service charge is currently £60 per household per year. The proposal is to increase the garden waste charges by £5 to £65 per household per year which is comparable with but still lower than the equivalent charges for neighbouring authorities.

Authority	Annual Cost	Bin Cost	Total Annual Cost	Notes
Brighton & Hove City Council	£60.00	£0.00	£60.00	Fortnightly collections/240 litre bin included.
Mid-Sussex District Council	£70.00	£0.00	£70.00	Fortnightly collections/240 litre bin included.
Lewes & Eastbourne District Councils	£70.00	£0.00	£70.00	Fortnightly collections/240 litre bin included.
Horsham District Council	£41.00	£43.40	£84.40	25 collections a year/charge for a 240 litre bin.
Adur & Worthing District Councils	£85.00	£0.00	£85.00	Weekly collections/240 litre bin included.

- 3.20 Assuming a customer base of 8,000 households, this could generate an additional £0.040 million a year which would cover service costs and future investment in the service.

Environmental Enforcement

- 3.21 At the 29 September 2020 meeting of the Environment, Transport & Sustainability Committee, the committee approved the Environmental Enforcement Framework and the associated Fixed Penalty Notice charges. Details of these charges can be found at: [Environmental Enforcement Framework Charges](#)
- 3.22 All City Parks and City Clean charges are set out in **Appendix 3**.

Safer Communities (Appendix 4)

Trading Standards

- 3.23 It is proposed to increase the non-statutory fees and charges in line with the corporate rate of inflation +1%.

Environmental Health

- 3.24 It is proposed to increase the majority of the non-statutory fees and charges in line with the corporate rate of inflation +1%, with the exception of Pest Control fees for the treatment of both rats and mice and fleas. The fees for these services are increasing by approximately +17% ensure that the costs of providing these services are fully recovered, whilst also taking into account benchmarking of the revised fees to ensure that they remain competitive.

Travellers Sites (Appendix 5)

Traveller Pitch Fees

- 3.25 The pitch fees for both the permanent and transit sites are legally, under The Mobile Homes Act 1983, permitted to be increased by the Retail Price Index

(RPI) each year. These charges have been increased by the September 2020 RPI of +1.1% as per the legislation.

- 3.26 The service charges for both sites are set to recover the costs only. It is proposed to increase the existing service charges for the travellers' transit site by +9.6% and for the travellers' permanent site by +6.3% to reflect increases in costs.

Bereavement Services (Appendix 6)

- 3.27 Proposals for increases to fees and charges for Bereavement Services have this year been made in the context of the current Covid19 pandemic's major impact on service delivery. There have been restrictions to the numbers of mourners allowed to attend funeral services since late March 2020. At Woodvale, only 30 mourners can currently attend the chapels for funeral services. This maximum number applies at all crematoria and has been set by the government. This has greatly affected the bereaved in such tragic times. The entire funeral industry has had to adapt and work differently to manage facilities, and continue to provide essential cremation and burial services, in line with government directives for funerals.
- 3.28 Affordability of funerals continues to be high profile nationally, with significant scrutiny around costs. Despite recent news about a vaccine being available to be rolled out, there remains real uncertainty about when the national pandemic restrictions can be lifted. Customers cannot realistically be asked to pay more than they are currently being asked to pay, especially in the competitive market the service works in.
- 3.29 For the financial year 2021/22, the service proposes to maintain current fees for our main income opportunities, involving cremations and burials, whilst government restrictions remain in place. It is however proposed that increases are agreed from 1 October 2021 in these two main areas of the service (or earlier, if restrictions are lifted) and a full service is again possible. Despite this potential delay on introducing fee increases, the changes still meet the savings target for the service.
- 3.30 Benchmarking has been carried out with local neighbours where comparable fees and charges are available. It is proposed that some areas of the service can withstand increases to current charges whilst remaining competitive. These charges are in areas of the service where there has been less impact from the pandemic. Benchmarking with other Sussex Crematoria and burial authorities provides valuable information because they are alternative service providers who customers are most likely to opt for as an alternative to Brighton and Hove City Council's services.
- 3.31 The proposals are made with knowledge that there are other risks that need to be appreciated, which potentially can affect demands for the services offered. These include the death rate in the local area which has dropped by an average of 6% per year over the last two years and a direct cremation offer that has targeted funeral directors across the country which delivers cremations at a greatly reduced rate.

- 3.32 As with previous reviews, there are no proposals to change charging policies in relation to children. The proposals are formulated to be consistent with the general principle of cost recovery rather than making a profit. The proposals to increase cremation and burial fees from October 2021 only will generate an estimated £9,000 assuming business levels remain consistent with 2019/20. The proposals to increase other charges are based on where the service believes that there is an opportunity and the services can continue to remain competitive. These proposals may generate a further £15,000 in additional income for the new financial year assuming business levels again remain consistent with 2019/20. Some of this is a re-packaging of the existing memorial offers, and the changes continue to show the service using best practice. This is in line with guidance from the Institute of Cemeteries and Crematorium Management (ICCM), a national organisation providing policy and best practice guidance to Burial and Cremation authorities.
- 3.33 Please see **Appendix 6a** proposed bereavement services fees and charges and **Appendix 6b** bereavement services benchmarking.

4 ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The proposed fees and charges in this report have been prepared in accordance with the council's fees and charges policy and form part of the proposed budget strategy. They take account of the requirement to increase by the corporate inflation rate of +1.0% (unless otherwise stated) and consideration has been given to other factors such as statutory requirement, cost recovery and prices charged by competitor / comparator organisations. Parking fees and charges are set to meet transport management objectives of managing demand for parking and reduce congestion.

5 COMMUNITY ENGAGEMENT & CONSULTATION

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

6. CONCLUSION

- 6.1 Fees and charges are considered to be an important source of income in enabling services to be sustained and provided. A wide range of services are funded or part funded by fees and charges including those detailed in this report. The overall budget strategy aims to ensure that fees and charges are maintained or increased as a proportion of gross expenditure through identifying income generating opportunities, ensuring that charges for discretionary services and trading accounts cover costs, and ensuring that fees and charges keep pace with price inflation and/or competitor and comparator rates.
- 6.2 Fees and charges budgets for 2021/22 are assumed to increase by a standard inflation rate of +1.0% with the exception of those listed within this report. The council's Corporate Fees and Charges Policy requires that all fees and charges are reviewed at least annually and should normally be increased by either; the standard rate of inflation, statutory increase or increases in the costs of providing services.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The fees and charges recommended in this report have been reviewed in line with the Corporate Fees & Charges Policy and all relevant regulations and legislation. The anticipated recurring financial impacts of fee changes will be reflected within service revenue budgets. Increases to meet the corporate rate of inflation of +1% are normally applied to all council income budgets (exceptions include statutory Penalty Charge Notices) to ensure income is maintained as a proportion of the net cost of service. Increases above or below the corporate rate of inflation must be approved by the relevant service committee or Policy & Resources Committee and can result in additional contributions toward either the cost of services and/or overheads. This can also result in the achievement of a net budget saving to the council. Where this is the case, this will be reflected in proposals for the relevant service and will be incorporated within the revenue budget report to Policy & Resources Committee and Budget Council in February 2021. Income from fees and charges is monitored as part of the Targeted Budget Monitoring (TBM) process.
- 7.2 In the case of on-street parking permits, tariffs and penalty charges, the use of any surplus income from civil parking enforcement, after taking into account costs, is governed by section 55 of the Road Traffic Regulation Act 1984 as amended. This requires the defined Parking Surplus to be used for transport and highways related projects and expenditure such as supported bus services, concessionary fares, Local Transport Plan projects and environmental improvements. Where the council also funds transport and highways related budgets from its General Fund budget, increases to the Parking Surplus can be lawfully applied to this expenditure, which can thereby release equivalent General Fund resources. The council may use the released resources for any purpose within its duties and powers, including releasing resources for savings.
- 7.3 There may be costs associated with advertising Traffic Regulation Orders (TROs) for changes to charges within the Transport service which will be met from existing revenue budgets.

Finance Officer Consulted: Jill Fisher/Nigel Manvell

Date: 05/01/2021

Legal Implications:

- 7.4 The council needs to establish for each of the charges imposed both the power to levy charges of that type, and, where applicable, the power to set the charge at a particular level. In some cases, the amount of the charges is set by Government. In other cases where a figure is not prescribed, for example the general power to charge for discretionary services under the Local Government Act 2003, the amount that can be charged is restricted to cost recovery. In some prescribed cases, such as charging for trade waste collection, legislation enables the Council to set charges at a commercial rate. Special provisions apply in the case of parking charges which are set out below. In all cases the council must act reasonably and ensure that any statutory formalities which govern the particular charge are complied with.

- 7.5 The Council is entitled to set parking charges at levels that will enable it to meet its traffic management objectives for example, by managing supply and demand for parking. Under section 55 of the Road Traffic Regulation Act 1984, as amended by the Traffic Management Act 2004, the Council must keep an account of all parking income and expenditure in designated (i.e. on-street) parking spaces which are in a Civil Enforcement Area, and of their income and expenditure related to their functions as an enforcement authority. The use of any surplus income from civil parking enforcement is governed by Section 55 of the Road Traffic Regulation Act 1984 as amended. This allows any surplus to be used for transport and highways related projects and expenditure such as supported bus services, concessionary fares and Local Transport Plan projects.

Lawyer Consulted: Elizabeth Culbert

Date: 29/12/2020

Equalities Implications:

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

Sustainability Implications:

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

Any Other Significant Implications:

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

SUPPORTING DOCUMENTATION

Appendices:

1. Proposed City Transport (Highways) Fees and Charges 2021/22
2. Proposed City Transport (Parking) Fees and Charges 2021/22
3. Proposed City Environmental Management Fees and Charges 2021/22
4. Proposed Safer Communities Fees and Charges 2021/22
5. Proposed Travellers Sites Fees and Charges 2021/22
- 6a. Proposed Bereavement Services Fees and Charges 2021/22
- 6b. Bereavement Services Benchmarking 2021/22

Background Documents

1. None

Appendix 1 - Proposed City Transport (Highways) Fees and Charges 2021/22

	2020/21	2021/22	
	Actual Charge	Proposed Charge	Change %
HIGHWAYS			
Vehicle Crossover Inspection - First inspection	£95.00	£114.00	20.0%
Vehicle Crossover Inspection - Proceeding to works	£125.00	£150.00	20.0%
S50 Road Opening Charge – Works on apparatus with an existing licence	£184.00	£186.00	1.1%
S50 Road Opening Charge – New Licence	£505.00	£510.00	1.0%
Works on the Highway (installation of ramps etc)	£358.00	£362.00	1.1%
Temporary Traffic Lights (application and approval of changes to traffic light junctions)	£122.00	£123.00	0.8%
Oversailing (permission to move materials/build temporary structures over the public highways)	£122.00	£123.00	0.8%
Officer time (When needed on site checking traffic management or traffic signals)	£50.00	£51.00	2.0%
Filming Traffic Management Charge	New	£500.00	
DEVELOPER-LED HIGHWAY WORKS (INCLUDING S278/38 AGREEMENTS)			
<p><i>Note 1: For S278/38 agreement items -</i></p> <p>(a) EVHW = Estimated Value of the Highway Works. This includes, inter alia, street lighting, electricals, statutory undertakers works, and traffic management. For the purposes of the Advanced Fee this shall be based on an early estimate of the proposals prior to any technical review. For</p> <p>(b) Fees exclude those for legal drafting, traffic regulation orders, structural/geotechnical AiP and commuted sums, which shall all be additional.</p> <p>(c) Fees are based on a standard scope of activities. If this is exceeded then 'supplementary' fees will be due at a time charge rate of £65 hour ex VAT.</p> <p>(d) In addition to these fees, applicants will be required to provide a legal undertaking at the point of application that they will pay any abortive costs that the Council may occur (including officer time @ £65 hour ex VAT) above the value of the advanced fee should the application not be completed for any reason.</p> <p><i>Note 2: Fees technical review items (where outside of the s278/38 agreement process)</i></p> <p>(a) Fees exclude any meetings, which be additional per separate items</p> <p>(b) Where the proposals include works at multiple disparate sites, include contiguous works over a very large area, or in other reasonable circumstances, these may be broken up and treated as separate schemes - each subject to separate fees.</p> <p><i>Note 3: For Road Safety Audit items -</i></p> <p>(a) Fees include up to 2 rounds of review of each RSA submission (i.e. Audit Team proposal, Brief, Audit Report, Audit Response Report). Should further rounds of review be necessary to obtain approval then this will be subject to additional fees at a time charge rate of £65 hour ex VAT.</p> <p>(b) Fees exclude technical review and/or approval of the highway proposals themselves or of any input TS/TA derived traffic forecasts etc... for that may be required for RSA Briefs. Where approval of such inputs is required then this will be subject to separate fees per other items. Whilst RSA Briefs may nonetheless be approved in the absence of these, this will be subject to separate approval of such input documents. Until that is provided Designers proceed with any RSA at their risk.</p> <p>(c) Fees exclude the production of Exceptions Reports for where the Design Organisation proposes not to follow an RSA recommendation. Should they be required then this will be subject to additional fees at a time charge rate of £65 hour ex VAT.</p> <p>(d) Where the proposals include works at multiple disparate sites, include contiguous works over a very large area, or in other reasonable circumstances, these may be broken up and treated as separate schemes - each subject to separate fees.</p>			
S278/38 'major works' agreement -			
Design Check and Inspection Fee (DCIF) to be paid when agreement completed to cover all tasks within standard scope	12% EVHW	12% EVHW	N/A
Advanced Fee (AF) to be paid at point of application to begin agreement process, but to be deducted from DCIF	50% Final fee (min £2,500)	6% EVHW (min £2,500)	N/A
S278 'minor works' agreement -			
Design Check and Inspection Fee (DCIF) to be paid when agreement completed to cover all tasks within standard scope	12% EVHW	12% EVHW	N/A
Advanced Fee (AF) to be paid at point of application to begin agreement process, but to be deducted from DCIF	50% Final fee (min £1,500)	6% EVHW (min £1,500)	N/A
S278 'point works' agreement (where council designs and executes very minor works on the applicant's behalf) - officer time to prepare, design, works quotation and agreement, and to inspect/supervise/approve the works. Excludes cost of the works themselves which shall be confirmed in the agreement	N/A	1,450.80	N/A

Appendix 1 - Proposed City Transport (Highways) Fees and Charges 2021/22

	2020/21	2021/22	
	Actual Charge	Proposed Charge	Change %
1no. round of technical review and written response, outside of S278/38 agreement process, of outline highway design proposals where -			
Small scheme	£450.00	£521.00	15.8%
Medium scheme	£750.00	£895.47	19.4%
Large scheme	£1,125.00	£1,318.78	17.2%
1no. round of technical review and written response, outside of S278/38 agreement process, of detailed highway design proposals excl. SUDS drainage and street lighting, where -			
Small scheme	£525.00	£716.37	36.5%
Medium scheme	£900.00	£1,058.28	17.6%
Large scheme	£1,275.00	£1,530.43	20.0%
1no. round of technical review and written response, outside of S278/38 agreement process, to SUDS drainage proposals, where -			
Small scheme	£300.00	£303.00	1.0%
Medium scheme	£525.00	£530.00	1.0%
Large scheme	£750.00	£758.00	1.1%
1no. round of technical review and written response, outside of S278/38 agreement process, to street lighting proposals, where -			
Small scheme	£300.00	£303.00	1.0%
Medium scheme	£525.00	£530.00	1.0%
Large scheme	£750.00	£758.00	1.1%
Road Safety Audit outside of S278/38 process, completion of all overseeing organisation tasks for an individual stage 1/1+2/2/3, where -			
Small scheme	£562.50	£1,091	93.9%
Medium scheme	£862.50	£1,433	66.1%
Large scheme	£1,200.00	£1,986	65.5%
Attendance of 1 no. Highway Agreements Officer at 1 no. max 2 hour meeting to informally discuss highway design proposals outside of S278/38 agreement, incl. advance review of submitted info but excl. any written notes or formal written observations	N/A	£227.94	N/A
Structural Approval in Principle to DMRB BD02	£600.00	£606.00	1.0%
Geotechnical Approval in Principle to DMRB HD22/08	Time charge at consultancy rates	Time charge at consultancy rates	N/A
TRANSPORT NOTE/STATEMENT/ASSESSMENT SCOPING AND OTHER PRE-APPLICATION ADVICE			
<i>Note 1: Where Planning Performance Agreements are proposed then the fees shall be calculated on a case specific basis and those below may not apply.</i>			
<i>Note 2: The below rates assume the availability of Council staff. Where Council staff are not available then the Council may be able to arrange for external Consultants to provide advice instead on its behalf. However, fees will then be determined on a case specific basis.</i>			
<i>Note 3: The written pre-application advice items are limited to Transport Note/Statement/Assessment screening and scoping (based in each instance on submitted screening/scoping notes), and general transport policy. Advice on highway design (including for any roads/spaces within the site), Road Safety Audit, Travel Plans, and CTMPs is excluded and subject to separate fees under other items. Advice/audit relating to junction/network modelling is included where this relates to up to 2 no. simple, non-signalised junctions that do not interact or feature other complicating factors (as modelled within Junctions 9 software). In all other circumstances such advice is excluded and shall be subject to separate fees under other items.</i>			
1 no. round of written pre-application advice, excl. any meetings, for -			
Minor development - householder only	£112.50	£260.50	131.6%
Minor development - other	£187.50	£455.87	143.1%
1 no. round of written pre-application advice, incl. 1 no. clarification meeting prior to issue, for -			
Major development - small (Transport Statement only)	N/A	£683.81	
Major development - medium (Transport Assessment)	N/A	£976.87	
Major development - large (Transport Assessment)	N/A	£1,253.65	

Appendix 1 - Proposed City Transport (Highways) Fees and Charges 2021/22

	2020/21	2021/22	
	Actual Charge	Proposed Charge	Change %
Major development - x.large (Transport Assessment and/or Environmental Statement)	N/A	£1,595.56	
Attendance of Team Manager at any clarification meeting in addition to the assigned Transport Case Officer	N/A	£195.37	
1 no. round of network/junction modelling advice/audit with written response		Time charge at consultancy rates	
TRAVEL PLANS			
<i>Note 1: The scope for the monitoring fee items below includes 2no. rounds of review and written comment on each of 2 no. Travel Plans (to provide for later revisions after initial approval) and 3 no. Monitoring Reports. This is inclusive of any response to the Local Planning Authority on a related approval of details application or application to discharge a planning obligation. It also provides for 1 no. meeting with the Travel Plan author or Travel Plan Coordinator prior to submission of the first iteration of each document (5 meetings in total) and provision of related meeting notes. Any additional fees outside this standard scope, including inter alia discussions about remedial actions, step-in activities and further meetings or rounds of review and comment on documents. are subject to further fees which shall be at a time charge rate of £65 hour ex VAT.</i>			
1 no round of written pre-application advice on proposed Travel Plan (new or revised), incl. 1 no. clarification meeting before issue of advice			
Small sites	N/A	£748.94	
Large sites	N/A	£1,009.43	
1 no. round of review and written response to proposed CTMP (new or revised), excl. any meeting			
Small sites	N/A	£911.75	
Large sites	N/A	£1,188.53	
Monitoring fee			
Small sites	N/A	£5,030.89	
Large sites	N/A	£5,785.52	
CONSTRUCTION TRAFFIC MANAGEMENT PLANS (CTMP)			
<i>Note 1: These fees are applicable to traffic management plans for both demolition and construction works, both of which may be required as part of wider Demolition and/or Construction & Environmental Management Plans (DEMP/CEMP). Discounts may be permitted for CTMPs related to demolition works only on a discretionary basis.</i>			
<i>Note 2: These fees exclude any highway licences, orders or permits, all of which are separately payable per other items.</i>			
1 no. round of written pre-application advice on proposed CTMP (new or revised), incl. 1 no. clarification meeting before issue of advice			
Standard scheme	N/A	£1,172.25	
Large scheme	N/A	£1,400.18	
1 no. round of review and written response to proposed CTMP (new or revised), excl. any meeting			
Standard scheme	N/A	£1,302.50	
Large scheme	N/A	£1,563.00	
Monitoring Fee - First 12 months of works or any part thereof			
Standard scheme	N/A	£6,724.14	
Large scheme	N/A	£8,938.38	
Monitoring Fee - Each additional 6 months of works or any part thereof			
Standard scheme	N/A	£3,321.36	
Large scheme	N/A	£4,395.92	
TRAFFIC REGULATION ORDERS - PLANNED (TEMP OR PERMANENT)			
Administration & advertising costs	£1,884.00	£1,903.00	1.0%

Appendix 1 - Proposed City Transport (Highways) Fees and Charges 2021/22

	2020/21	2021/22	
	Actual Charge	Proposed Charge	Change %
TRAFFIC REGULATION ORDERS - NOTICES (TEMP - EMERGENCY)			
Administration fee & officer time	£354.00	£358.00	1.1%
SCAFFOLD LICENCE			
Initial 6 weeks	£74.00	£75.00	1.4%
Renewal subsequent 8 weeks	£74.00	£75.00	1.4%
Initial 6 weeks for 12m. length along the Public Highway	£218.00	£220.00	0.9%
Renewal subsequent 8 weeks for 12 meter length along Public Highway	£218.00	£220.00	0.9%
Manual renewal of Scaffolding licence for 8 weeks under 12 meter	£130.00	£131.00	0.8%
Manual renewal of scaffolding licence for 8 weeks over 12 meter	£398.00	£402.00	1.0%
SKIP LICENCE			
Returnable Deposit	£74.00	£75.00	1.4%
Deposit Processing Fees	£19.00	£19.00	0.0%
1 day Licence Standard Skip	£9.00	£9.00	0.0%
7 day Licence Standard skip	£30.00	£30.00	0.0%
28 day Licence Standard Skip	£56.00	£57.00	1.8%
1 day Licence Large Skip	£30.00	£30.00	0.0%
7 day Licence Large Skip	£56.00	£57.00	1.8%
28 day Licence Large Skip	£112.00	£113.00	0.9%
HOARDING			
Area of Hoarding per square metre initial 6 week application	£27.00	£27.00	0.0%
Area of Hoarding per square metre renewal 8 week application	£27.00	£27.00	0.0%
BUILDING MATERIALS			
Per week	£35.00	£35.00	0.0%
Secure Hazardous Waste, Lockable Storage Containers, Temporary offices, Welfare facilities and Asbestos removal, decontamination units per square metre	£24.00	£24.00	0.0%
Crane. Tower cranes, mobile work platforms on the highway.	£102.00	£103.00	1.0%
OBJECTS ON THE HIGHWAY			
TABLES AND CHAIRS, SHOP DISPLAY ETC			
Initial application less than 5 square metres	£180.00	£182.00	1.1%
Initial application 5 square metres or greater	£367.00	£371.00	1.1%
Annual renewal fee per square metre	£26.00	£26.00	0.0%
A-BOARD LICENCE			
New application first year	£113.00	£114.00	0.9%
Annual renewal fee	£79.00	£80.00	1.3%
OTHER FEES			
Highway Licence detail changes	£31.00	£31.00	0.0%
One off promotions per square metre	£31.00	£31.00	0.0%
Temporary Event Advertising Signs - first 50 (each)	£10.00	£10.00	0.0%
Temporary Event Advertising Signs - over 50 (each)	£5.00	£5.00	0.0%
SIGNS			
Brown Tourist signs	£193.00	£250.00	29.5%
Neighbourhood watch signs	£41.00	£41.00	0.0%
CULTIVATION LICENCE			
Licence for individuals who wish to cultivate a highway verge or other highway green space adjacent to their property.	£37.00	£37.00	0.0%

Appendix 2 - Proposed City Transport (Parking) Fees and Charges 2021/22

	2020/21	2021/22	
	Charge	Proposed Charge	Change %
Off-Street (Car parks)			
Black Rock Car Park			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.20	£2.40	9.1%
3 hours	£4.40	£4.80	9.1%
4 hours	£5.50	£6.00	9.1%
11 Hours	£7.20	Deleted	
12 Hours	New	£9.00	
King Alfred Car Park			
1 hour	£1.80	£2.00	11.1%
2 hours	£2.50	£3.00	20.0%
3 hours	£3.50	£4.00	14.3%
4 hours	£4.50	£5.00	11.1%
12 Hours	New	£10.00	
Annual season ticket	£800.00	£1,000.00	25.0%
Rottingdean Marine Cliffs Car Park			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.20	£2.40	9.1%
4 hours	£4.00	£4.50	12.5%
11 Hours	£5.00	Deleted	
12 hours	New	£6.00	
Quarterly season ticket	£60.00	£65.00	8.3%
Norton Road Car Park			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.20	£2.40	9.1%
4 hours	£3.80	£4.50	18.4%
5 hours	£4.90	£5.50	12.2%
9 hours	£6.00	£7.00	16.7%
12 hours	£7.10	£8.00	12.7%
Annual season ticket	£800.00	£900.00	12.5%
Staff annual permit	£400.00	£450.00	12.5%
Rottingdean West Street Car Park			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.20	£2.40	9.1%
3 hours	£3.30	£3.60	9.1%
The Lanes Car Park			
1 hour	£3.50	£4.00	14.3%
2 hours	£7.00	£8.00	14.3%
4 hours	£15.00	£17.50	16.7%
9 hours	£21.00	£24.00	14.3%
24 hours	£25.00	£29.00	16.0%
Lost ticket	£25.00	£29.00	16.0%
Weekend - 1 hour	£4.00	£4.50	12.5%
Weekend - 2 hours	£8.50	£10.00	17.6%
Weekend - 4 hours	£16.00	£18.50	15.6%
Weekend - 9 hours	£21.00	£24.00	14.3%
Weekend - 24 hours / Lost ticket	£25.00	£29.00	16.0%
Evenings 18.00 – 24.00	£4.50	£5.00	11.1%
Night 24.00 – 11.00	£5.00	Deleted	
Night 24.00 – 08.00	New	£5.00	
Weekend Evenings 18.00 - 24.00	New	£6.00	
Weekend Night 24.00 – 08.00	New	£6.00	
Annual season ticket	£2,500.00	£2,850.00	14.0%
Reduced charge annual season ticket - residents permit waiting list 16.00 -11.00 Mon-Fri (Zone Z only)	£1,500.00	£1,700.00	13.3%

Appendix 2 - Proposed City Transport (Parking) Fees and Charges 2021/22

	2020/21	2021/22	
	Charge	Proposed Charge	Change %
London Road Car Park			
1 hour	£1.60	£2.00	25.0%
2 hours	£3.30	£4.00	21.2%
4 hours	£6.50	£7.50	15.4%
9 hours	£10.00	£11.50	15.0%
24 hours	£15.00	£17.50	16.7%
Lost ticket	£15.00	£17.50	16.7%
Evenings 18.00 - 24.00	£4.50	£5.00	11.1%
Night 24.00 – 11.00	£5.00	Deleted	
Night 24.00 – 08.00	New	£5.00	
Lost ticket administration fee	£5.00	£5.00	0.0%
Weekly	£55.00	£63.50	15.5%
Annual season ticket	£1,200.00	£1,380.00	15.0%
Annual season ticket - Reduced Rate for Area Y permit holders and businesses of New England House, City Point or One Brighton	£800.00	£920.00	15.0%
Reduced charge Annual season ticket - Residents permit waiting list (Zone Y) 16.00-11.00 Mon-Fri	£420.00	£480.00	14.3%
Quarterly season ticket	£400.00	£460.00	15.0%
Regency Square Car Park			
1 hour	£3.00	£3.50	16.7%
2 hours	£5.50	£6.50	18.2%
4 hours	£10.50	£12.00	14.3%
9 hours	£14.00	£16.00	14.3%
24 hours / Lost ticket	£20.00	£23.00	15.0%
Brighton Centre conference delegates discounted rate (24hrs)	£15.00	£17.50	16.7%
Evenings 1800 - 2400	£4.50	£5.00	11.1%
Night 24.00 – 11.00	£5.00	Deleted	
Night 24.00 – 08.00	New	£5.00	
Lost ticket administration fee	£5.00	£5.00	0.0%
Weekend - 1 hour	New	£4.00	
Weekend - 2 hours	New	£7.00	
Weekend - 4 hours	New	£12.50	
Weekend - 9 hours	New	£17.50	
Weekend - 24 hours / Lost ticket	New	£25.00	
Weekend Evenings 1800 - 2400	New	£6.00	
Weekend Night 24.00 – 08.00	New	£6.00	
Weekly season ticket	£60.00	£70.00	16.7%
Quarterly season ticket	£330.00	£380.00	15.2%
Annual season ticket	£1,100.00	£1,255.00	14.1%
Commercial season ticket annual	£1,200.00	Deleted	
Reduced Annual Season ticket - Residents permit waiting list 16.00-11.00 Mon-Fri (Zone M)	£750.00	£860.00	14.7%

Appendix 2 - Proposed City Transport (Parking) Fees and Charges 2021/22

	2020/21	2021/22	
	Charge	Proposed Charge	Change %
Trafalgar Street Car Park			
1 hour	£3.30	£4.00	21.2%
2 hours	£6.40	£7.50	17.2%
4 hours	£10.00	£11.50	15.0%
6 hours	£11.00	£12.50	13.6%
9 hours	£13.00	£15.00	15.4%
24 hours/Lost ticket	£16.00	£18.50	15.6%
Weekend - 1 hour	£2.50	£3.00	20.0%
Weekend - 2 hours	£4.50	£5.00	11.1%
Weekend - 4 hours	£8.00	£9.00	12.5%
Weekend - 6 hours	£10.00	£11.50	15.0%
Weekend - 9 hours	£12.00	£14.00	16.7%
Weekend - 24 hours / Lost ticket	£18.00	£21.00	16.7%
Evenings 18.00 - 24.00	£4.50	£5.00	11.1%
Night 24.00 – 11.00	£5.00	Deleted	
Night 24.00 – 08.00	New	£5.00	
Lost ticket administration fee	£5.00	£5.00	0.0%
Quarterly season ticket	£400.00	£460.00	15.0%
Annual season ticket	£1,200.00	£1,380.00	15.0%
Reduced Annual Season Ticket - Residents permit waiting list (Zone Y) 16.00-11.00 Mon-Fri	£750.00	£865.00	15.3%

Appendix 2 - Proposed City Transport (Parking) Fees and Charges 2021/22			
	2020/21	2021/22	
	Charge	Proposed Charge	Change %
On-Street (Pay & Display)			
HIGH TARIFF			
Zone Y - Central Brighton North			
1 hour	£3.80	£4.30	13.2%
2 hours	£6.60	£7.40	12.1%
4 hours	£11.00	£12.40	12.7%
Zone Z - Central Brighton South			
1 hour	£3.80	£4.30	13.2%
2 hours	£7.40	£7.40	0.0%
4 hours	£11.70	£12.40	6.0%
MEDIUM TARIFF			
Zone Y - Central Brighton North (Cheapside, The Level, Dyke Road)			
1 hour	£2.10	£2.40	14.3%
2 hours	£4.80	£5.50	14.6%
4 hours	£6.90	£7.90	14.5%
Zone M			
1 hour	£2.10	£2.40	14.3%
2 hours	£4.80	£5.50	14.6%
4 hours	£6.90	£7.90	14.5%
11 hours	£11.00	£12.70	15.5%
Zone N (Seafront section)			
1 hour	£2.10	£2.40	14.3%
2 hours	£4.80	£5.50	14.6%
4 hours	£6.90	£7.90	14.5%
11 hours	£11.00	£12.70	15.5%

Appendix 2 - Proposed City Transport (Parking) Fees and Charges 2021/22

	2020/21	2021/22	
	Charge	Proposed Charge	Change %
LOW TARIFF			
Zone A - Preston Park Station			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.10	£2.40	14.3%
4 hours	£4.20	£4.70	11.9%
11 hours	£5.80	£6.50	12.1%
Zone C - Queen's Park			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.10	£2.40	14.3%
4 hours	£4.20	£4.70	11.9%
11 hours	£5.80	£6.50	12.1%
Zone E - Preston Park Station North			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.10	£2.40	14.3%
4 hours	£4.20	£4.70	11.9%
11 hours	£5.80	£6.50	12.1%
Zone F - Fiveways			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.10	£2.40	14.3%
4 hours	£4.20	£4.70	11.9%
11 hours	£5.80	£6.50	12.1%
Zone G - Hollingbury Road & Ditchling Gardens			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.10	£2.40	14.3%
4 hours	£4.20	£4.70	11.9%
11 hours	£5.80	£6.50	12.1%
Zone H - Kemp Town			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.10	£2.40	14.3%
4 hours	£4.20	£4.70	11.9%
11 hours	£5.80	£6.50	12.1%
Zone I - Craven Vale			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.10	£2.40	14.3%
4 hours	£4.20	£4.70	11.9%
11 hours	£5.80	£6.50	12.1%
Zone J - London Road Station			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.10	£2.40	14.3%
4 hours	£4.20	£4.70	11.9%
11 hours	£5.80	£6.50	12.1%
Zone K- Preston Village			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.10	£2.40	14.3%
4 hours	£4.20	£4.70	11.9%
11 hours	£5.80	£6.50	12.1%
Zone N - Central Hove			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.10	£2.40	14.3%
4 hours	£4.20	£4.70	11.9%
11 hours	£5.80	£6.50	12.1%
Zone O - Goldsmid			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.10	£2.40	14.3%

Appendix 2 - Proposed City Transport (Parking) Fees and Charges 2021/22

	2020/21	2021/22	
	Charge	Proposed Charge	Change %
4 hours	£4.20	£4.70	11.9%
11 hours	£5.80	£6.50	12.1%
Zone Q - Prestonville			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.10	£2.40	14.3%
4 hours	£4.20	£4.70	11.9%
11 hours	£5.80	£6.50	12.1%
Zone R - Westbourne			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.10	£2.40	14.3%
4 hours	£4.20	£4.70	11.9%
11 hours	£5.80	£6.50	12.1%
Zone T - Hove Station Area			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.10	£2.40	14.3%
4 hours	£4.20	£4.70	11.9%
11 hours	£5.80	£6.50	12.1%
Zone W - Westbourne West / Wish park			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.10	£2.40	14.3%
4 hours	£4.20	£4.70	11.9%
11 hours	£5.80	£6.50	12.1%

Appendix 2 - Proposed City Transport (Parking) Fees and Charges 2021/22			
	2020/21	2021/22	
	Charge	Proposed Charge	Change %
On-Street (Seafront Pay & Display)			
HIGH TARIFF			
Seafront Inner - Madeira Drive (1 March - 31 October) (West of Arch 83/84)			
1 hour	£3.70	£4.30	16.2%
2 hours	£7.00	£7.40	5.7%
4 hours	£11.70	£12.40	6.0%
11 hours	£17.00	£19.10	12.4%
Seafront Inner - Marine Parade [West of Burlington Street]			
1 hour	£3.70	£4.30	16.2%
2 hours	£7.00	£7.40	5.7%
4 hours	£11.70	£12.40	6.0%
11 hours	£17.00	£19.10	12.4%
Seafront Inner - King's Road			
1 hour	£3.70	£4.30	16.2%
2 hours	£7.00	£7.40	5.7%
4 hours	£11.70	£12.40	6.0%
11 hours	£17.00	£19.10	12.4%
MEDIUM TARIFF			
Seafront Inner - New Steine			
1 hour	£2.10	£2.40	14.3%
2 hours	£4.80	£5.50	14.6%
4 hours	£6.90	£7.90	14.5%
11 hours	£11.00	£12.70	15.5%
LOW TARIFF			
Seafront Outer - Madeira Drive [East of Arch 83/84]			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.10	£2.40	14.3%
4 hours	£4.50	£5.10	13.3%
11 hours	£7.60	£8.60	13.2%
Seafront Inner - Madeira Drive (1 Nov - 28/29 Feb) [West of 83/84]			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.10	£2.40	14.3%
4 hours	£4.50	£5.10	13.3%
11 hours	£7.60	£8.60	13.2%
Rottingdean High Street			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.10	£2.40	14.3%
3 hours	£3.40	£3.70	8.8%
Roedean Road			
1 hour	£1.10	£1.20	9.1%
2 hours	£2.10	£2.40	14.3%
4 hours	£4.50	£4.70	4.4%
Madeira Drive Coach Park			
4 hours	£9.50	£11.00	15.8%
8 hours	£17.00	£17.50	2.9%

Appendix 2 - Proposed City Transport (Parking) Fees and Charges 2021/22			
	2020/21	2021/22	
	Charge	Proposed Charge	Change %
Permits and Other			
Residents permits - Full scheme (Zones A,C,E,F,G,H,I,J,K, M,N,O,Q,R,T,V,Y,Z)			
Resident permit per household - 3 months (full scheme) (50% discount for low emission / 50% increase for high emission / 25% discount to households who share a car and need to buy permits in 2 or more CPZ's)	£45.00	£45.00	0.0%
Second resident permit per household - 3 months (full scheme) (£20 surcharge)	£65.00	£65.00	0.0%
Additional resident permit per household - 3 months (full scheme) (£40 surcharge)	£85.00	£85.00	0.0%
Resident permit per household - 1 year (full scheme) (50% discount for low emission / 50% increase for high emission / 25% discount to households who share a car and need to buy permits in 2 or more CPZ's)	£165.00	£180.00	9.1%
Exemption for all low-income families / households who are in receipt of Council tax reduction and / or Universal credit	£150.00	£150.00	0.0%
Second resident permit per household - 1 year (full scheme) (£80 Surcharge)	£245.00	£260.00	6.1%
Additional (second and third +) resident permit per household - 1 year (full scheme) (£80 Surcharge) - Exemption for low income families who are in receipt of Council tax reduction and / or Universal credit.	£230.00	£230.00	0.0%
Additional (third +) resident permit per household - 1 year (full scheme) (£160 Surcharge)	£325.00	£340.00	4.6%
Visitor permit (full schemes apart from zones M,Y,Z)	£3.50	£3.50	0.0%
Visitor permit (zones M,Y,Z)	£4.50	£4.50	0.0%
Residents permits - Light touch (Zones L,S,P,W)			
Resident permit per household - 6 months (full scheme) (50% discount for low emission / 50% increase for high emission / 25% discount to households who share a car and need to buy permits in 2 or more CPZ's)	£60.00	£60.00	0.0%
Second resident permit per household - 6 months (full scheme) (£35 surcharge)	£95.00	£95.00	0.0%
Additional (third +) resident permit per household - 6 months (full scheme) (£70 surcharge)	£130.00	£130.00	0.0%
Resident permit per household - 1 year (full scheme) (50% discount for low emission / 50% increase for high emission / 25% discount to households who share a car and need to buy permits in 2 or more CPZ's)	£110.00	£120.00	9.1%
Second resident permit per household - 1 year (£70 Surcharge)	£180.00	£190.00	5.6%
Additional (third +) resident permit per household - 1 year (full scheme) (£70 Surcharge) - Exemption for low income families who are in receipt of Council tax reduction and / or Universal credit.	£180.00	£190.00	5.6%
Additional (third+) resident permit per household - 1 year (£140 Surcharge)	£250.00	£260.00	4.0%
Visitor permit	£2.50	£2.50	0.0%
Business Permits			
One year (50% discount for low emission/50% increase for high emission)	£400.00	£450.00	12.5%
3 months (50% discount for low emission/50% increase for high emission)	£115.00	£120.00	4.3%
Traders Permits			
One year (50% discount for low emission/50% increase for high emission)	£760.00	£760.00	0.0%
3 months (50% discount for low emission/50% increase for high emission)	£235.00	£235.00	0.0%
1 month (50% discount for low emission/50% increase for high emission)	£150.00	£150.00	0.0%
1 week (scratchcard)	£50.00	£50.00	0.0%
1 day (scratchcard)	£10.00	£10.00	0.0%
Hotel Permits			
Area C (24 hours)	£8.00	£8.00	0.0%
Area N (1 day)	£3.50	Deleted	

Appendix 2 - Proposed City Transport (Parking) Fees and Charges 2021/22			
	2020/21	2021/22	
	Charge	Proposed Charge	Change %
Area N (24 hours)	New	£8.00	
School Permits			
3 months	£50.00	£50.00	0.0%
One year	£150.00	£150.00	0.0%
Doctors Permits (New rules that allow them flexibility to park in any bay as businesses)	£100.00	£100.00	0.0%
Car Club (1 year) (any vehicle) (50% discount for low emission/50% increase for high emission)	£25.00	£25.00	0.0%
Professional Carers (1 year)	£52.00	£52.00	0.0%
Carers Permits (not professional) (50% discount for low emission/50% increase for high emission)	£10.00	£10.00	0.0%
Dispensations (1 year) (50% discount for low emission/50% increase for high emission)	£40.00	£50.00	25.0%
Suspensions			
Suspensions - daily charge for non utilities	£40.00	£40.00	0.0%
Suspensions - Community Events (daily charge for attendance 15k or less)	£20.00	£20.00	0.0%
Suspensions - Utilities in zones M,Y,Z (longer than 4 weeks increases to £80)	£60.00	£60.00	0.0%
Suspensions - Utilities in all zones except M,Y,Z (longer than 4 weeks increases to £60)	£50.00	£50.00	0.0%
Suspensions - administrative charge (50% reduction for residents)	£30.00	£30.00	0.0%
Suspensions - amendment / cancellation fee	£25.00	£25.00	0.0%
Suspensions - daily charge for skips (longer than 4 weeks £25)	£20.00	£20.00	0.0%
Suspensions - daily charge for building works (longer than 4 weeks £50)	£40.00	£40.00	0.0%
Administration fees			
Change of CPZ	£10.00	£10.00	0.0%
Surrender of Permit (remove)	£10.00	£10.00	0.0%
Change of Vehicle	£10.00	£10.00	0.0%
Replacement Permit	£10.00	£10.00	0.0%
Issue of resident permit to Blue Badge holder	£15.00	£15.00	0.0%
Issue of resident permit to Blue Badge holder (low emission)	£10.00	£10.00	0.0%
Issue of Blue Badge	£10.00	£10.00	0.0%
Blue Badge Bay Application fee	£11.00	£11.00	0.0%
Blue Badge Bay - Individual disabled bay	£102.00	£102.00	0.0%
Zone B & D Permits (Event parking)			
Resident permit	£0.00	£0.00	0.0%
Business permit	£0.00	£0.00	0.0%
Carer	£0.00	£0.00	0.0%
School permit	£0.00	£0.00	0.0%
Resident annual visitor (transferable) (guest)	£50.00	£50.00	0.0%
Resident visitor (one day)	£3.50	£3.50	0.0%
Change of vehicle	£10.00	£10.00	0.0%
Replacement permit	£10.00	£10.00	0.0%
Lining			
Access Protection White Lines (per metre)	£12.00	£12.00	0.0%
Replacing lining after crossover work (per metre)	£12.00	£12.00	0.0%
Traffic Regulation Order for New parking restriction outside Controlled Parking Zones			
Administration, advertising costs, officer site visits, signing and lining costs	£2,000.00	£2,000.00	0.0%
Additional Search Enquiries			
Solicitors and other agency queries per question	£40.00	£40.00	0.0%

Appendix 3 - Proposed City Environmental Management Fees and Charges 2021/22

	2020/21	2021/22	
	Charge	Proposed Charge	Change
CITY PARKS			
Allotments Rents per square metre - 25% discount to allotment rent for senior citizens, full-time students, unemployed, disabled and community groups	£0.33	£0.33	1.0%
Allotments Waiting List Application	£17.20	£17.37	1.0%
Dedicated Benches	£1,085.70	£1,096.56	1.0%
Plaques for dedicated benches - includes engraving of 50 letters. Any additional engraving costs 85p+VAT per letter.	£138.00	£139.38	1.0%
New Tree Planting - dedicate a tree	£333.20	£336.53	1.0%
Copy of Tree preservation order (TPO)	£36.10	£36.46	1.0%
BOWLS			
Per person per hour - Casual	£3.40	£3.43	1.0%
Concessionary per hour - Compass Card, Over 65s, unemployed (casual)	£2.20	£2.22	1.0%
Club session - Outside area club	£4.80	£4.85	1.0%
Club concessionary session - Compass Card, Over 65s, unemployed, outside area club	£3.70	£3.74	1.0%
Season ticket - adult unattended green	£87.30	£88.17	1.0%
Season ticket - junior	£62.50	£63.13	1.0%
Hire of woods	£3.40	£3.43	1.0%
Pavilion - evening committee meetings	£35.40	£35.75	1.0%
CRICKET			
Adult (wicket only)	£57.80	£58.38	1.0%
Junior (wicket only)	£30.70	£31.01	1.0%
Changing facilities	£35.40	£35.75	1.0%
Training strip - Aldrington	£18.50	£18.69	1.0%
STALLBALL, SOFTBALL & ROUNDERS		£0.00	
First match booked	£27.80	£28.08	1.0%
Subsequent matches	£17.00	£17.17	1.0%
CYCLING			
Preston Park Cycle Track per hour - Club Events	£32.40	£32.72	1.0%
Preston Park Cycle Track per hour - Commercial Events	£54.10	£54.64	1.0%
Club season (once a week 2.5hrs for 3 months) [VAT exempt]	£179.30	£181.09	1.0%
TENNIS			
Adult court per hour	£8.60	£8.69	1.0%
Junior court per hour (under 18's)	£4.50	£4.55	1.0%
Concessionary court per hour Compass Card, Over 65s, unemployed	£8.10	£8.18	1.0%
Junior court per hour weekday before 5 (including summer holidays)	£2.20	£2.22	1.0%
Concessionary court per hour weekday before 5 (including summer holidays)	£3.90	£3.94	1.0%
Season ticket	£100.80	£101.81	1.0%
Junior season ticket	£15.40	£15.55	1.0%
Club season ticket	£34.40	£34.74	1.0%
FOOTBALL			
Adult (pitch only)	£59.50	£60.10	1.0%
Changing facilities	£35.40	£35.75	1.0%
Junior (pitch only)	£17.00	£17.17	1.0%
Changing facilities	£35.40	£35.75	1.0%
Junior training, no requirements	£15.90	£16.06	1.0%
5/7-a-side @Preston/Waterhall (per pitch)	£48.00	£48.48	1.0%
PAVILIONS			
Pavilion -Casual per day	£117.90	£119.08	1.0%
Play group Mile Oak per half day [always VAT exempt]	£15.90	£16.06	1.0%
Table Tennis Mile Oak per evening [VAT exempt]	£26.50	£26.77	1.0%
RENTS			
Waterhall [Brighton Rugby Club VAT exempt]	£4,300.00	£4,343.00	1.0%
Patcham Utd (Horsdean pitch + pavilion season)	£2,055.80	£2,076.36	1.0%
Queens Park tennis club (Clubhouse + Courts)	£10,165.70	£10,267.36	1.0%
Brighton & Hove Cricket Club - Pitch	£793.40	£801.33	1.0%
Brighton & Hove Cricket Club - Clubroom	£793.40	£801.33	1.0%
Rottingdean croquet club	£1,201.90	£1,213.92	1.0%
MISCELLANEOUS			
Hot Air Ballooning (flat year rate)	£325.40	£328.65	1.0%
Cross Country (flat rate, no facilities)	£36.80	£37.17	1.0%
School Sports (Initial 8x100m) [VAT exempt]	£75.70	£76.46	1.0%
School Sports (overmarking) [VAT exempt]	£28.20	£28.48	1.0%

Appendix 3 - Proposed City Environmental Management Fees and Charges 2021/22

	2020/21	2021/22	
	Charge	Proposed Charge	Change
CAR PARKING IN PARKS			
East Brighton Car Park			
Up to 1 hour	£1.00	£1.00	0.0%
Up to 2 hours	£1.50	£1.50	0.0%
Up to 4 hours	£2.50	£2.50	0.0%
Up to 6 hours	£5.00	£5.00	0.0%
Preston Park Car Park			
Up to 1 hour	£1.00	£1.00	0.0%
Up to 2 hours	£1.50	£1.50	0.0%
Up to 4 hours	£2.50	£2.50	0.0%
Up to 6 hours	£5.00	£5.00	0.0%
Stanmer Park (Chalk Hill, Church Car Park, Lower Lodges, Upper Lodges)			
Up to 1 hour	£1.00	£1.00	0.0%
Up to 2 hours	£1.50	£1.50	0.0%
Up to 4 hours	£2.50	£2.50	0.0%
Up to 4 hours	£5.00	£5.00	0.0%
Stanmer Park (Patchway)			
Up to 1 hour	£1.50	£1.50	0.0%
Up to 2 hours	£2.50	£2.50	0.0%
Up to 4 hours	£3.50	£3.50	0.0%
Up to 11 hours (maximum)	£6.50	£6.50	0.0%
FLYERING LICENCES			
One day licence	New	£50.00	
One week licence	New	£140.00	
Annual licence	New	£300.00	
Additional Badge (cost per badge)	£29.80	£32.00	7.4%
Fringe Badge	£29.80	£32.00	7.4%
CITY CLEAN			
Annual Green (Garden) Waste Collection	£60.00	£65.00	8.3%

Appendix 4 - Proposed Safer Communities Fees and Charges 2021/22

	2020/21	2021/22	
	Charge	Proposed Charge	Change %
TRADING STANDARDS			
Buy with Confidence (1-5 Employees)	£145.00	£146.00	0.7%
Buy with Confidence (6-20 Employees)	£216.00	£218.00	0.9%
Buy with Confidence (over 21 Employees)	£290.00	£293.00	1.0%
LICENCE TO STORE EXPLOSIVES			
Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Fees are set by the Health and Safety Executive.			
1 Year	£185.00	£185.00	N/A
2 Years	£243.00	£243.00	N/A
3 Years	£304.00	£304.00	N/A
4 Years	£374.00	£374.00	N/A
5 Years	£423.00	£423.00	N/A
Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Fees are set by the Health and Safety Executive.			
1 Year	£86.00	£86.00	N/A
2 Years	£147.00	£147.00	N/A
3 Years	£206.00	£206.00	N/A
4 Years	£266.00	£266.00	N/A
5 Years	£326.00	£326.00	N/A
Licence to store explosives where no minimum separation distance or a 0 metres separation distance is prescribed. Fees are set by the Health and Safety Executive.			
1 Year	£109.00	£109.00	N/A
2 Years	£141.00	£141.00	N/A
3 Years	£173.00	£173.00	N/A
4 Years	£206.00	£206.00	N/A
5 Years	£238.00	£238.00	N/A
Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed. Fees are set by the Health and Safety Executive.			
1 Year	£54.00	£54.00	N/A
2 Years	£86.00	£86.00	N/A
3 Years	£120.00	£120.00	N/A
4 Years	£152.00	£152.00	N/A
5 Years	£185.00	£185.00	N/A
Varying the name of licensee or address of site. Fee set by the Health and Safety Executive.	£36.00	£36.00	N/A
Transfer of licence. Fee set by the Health and Safety Executive.	£36.00	£36.00	N/A
Replacement of licence if lost. Fee set by the Health and Safety Executive.	£36.00	£36.00	N/A
Licence to store petroleum , as per Provision of the Petroleum (Consolidation) Regulations 2014 under which a fee is payable . Fees are set by the Health and Safety Executive			
<u>Storage Certificate</u>			
Not exceeding 2,500 litres	£44.00	£44.00	N/A
Exceeding 2,500 litres but not exceeding £50,000 litres	£60.00	£60.00	N/A
Exceeding £50,000 litres	£125.00	£125.00	N/A
<u>Licence to keep petrol of a quantity:</u>			
Not exceeding 2,500 litres	£44.00	£44.00	N/A
Exceeding 2,500 litres but not exceeding £50,000 litres	£60.00	£60.00	N/A
Exceeding £50,000 litres	£125.00	£125.00	N/A
Weights and Measures			
Weights and Measures verification fees officer time per hour	£83.00	£84.00	1.2%
Weights and Measures verification fees NAWI under 1 tonne	£64.00	£65.00	1.6%
Weights and Measures verification fees weights over 5kg under 500mg	£11.00	£11.00	0.0%
Weights and Measures verification fees other weights	£9.00	£9.00	0.0%
Weights and Measures verification fees liquid fuel first nozzle	£129.00	£130.00	0.8%
Weights and Measures verifications fees liquid fuel additional nozzle	£81.00	£82.00	1.2%

Appendix 4 - Proposed Safer Communities Fees and Charges 2021/22

	2020/21	2021/22	
	Charge	Proposed Charge	Change %
LOCAL AUTHORITY POLLUTION PREVENTION AND CONTROL			
<u>Application Fee:</u>			
Standard process (includes solvent emission activities)		Set nationally by DEFRA	
Additional fee for operating without a permit		Set nationally by DEFRA	
PVRI, SWOBs and Dry Cleaners		Set nationally by DEFRA	
PVR I and II combined		Set nationally by DEFRA	
VRs and other Reduced Fee Activities		Set nationally by DEFRA	
Reduced fee activates: Additional fee for operating without a permit		Set nationally by DEFRA	
<u>Mobile plant (not using simplified permits):</u>			
for the first and second permits		Set nationally by DEFRA	
for the third to seventh applications		Set nationally by DEFRA	
for the eight and subsequent applications		Set nationally by DEFRA	
Note: where an application for any of the above is for combined Part B and waste application, add an extra £297 to the above amounts.			
<u>Annual Subsistence Charge:</u>			
Standard process Low		Set nationally by DEFRA	
Standard process Medium		Set nationally by DEFRA	
Standard process High		Set nationally by DEFRA	
PVRI, SWOBs and Dry Cleaners Low/Medium/High		Set nationally by DEFRA	
PVR I & II combined Low/Medium/High		Set nationally by DEFRA	
Vehicle refinishers and other reduced fees Low/Medium/High		Set nationally by DEFRA	
Mobile plant, for the first and second permits Low/Medium/High		Set nationally by DEFRA	
for the third to seventh applications Low/Medium/High		Set nationally by DEFRA	
eighth and subsequent permits Low/Medium/High		Set nationally by DEFRA	
Late Payment Fee		Set nationally by DEFRA	
the additional amounts in brackets above must be charged where a permit is for a combined Part B and waste installation			
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts:			
<u>Pollution Release and Transfer Register</u>			
Application		Set nationally by DEFRA	
Additional fee for operating without a permit		Set nationally by DEFRA	
Annual Subsistence Low		Set nationally by DEFRA	
Annual Subsistence Medium		Set nationally by DEFRA	
Annual Subsistence High		Set nationally by DEFRA	
Late Payment Fee		Set nationally by DEFRA	
Substantial Variation		Set nationally by DEFRA	
Transfer		Set nationally by DEFRA	
Partial transfer		Set nationally by DEFRA	
Surrender		Set nationally by DEFRA	
<u>Transfer and Surrender:</u>			
Standard process transfer		Set nationally by DEFRA	
Standard process partial transfer		Set nationally by DEFRA	
New Operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15 (2) of charging scheme)		Set nationally by DEFRA	
Surrender: all Part B activities		Set nationally by DEFRA	
Reduced fee activities: transfer		Set nationally by DEFRA	
Reduced fee activities: partial transfer		Set nationally by DEFRA	
<u>Temporary transfer for mobiles:</u>			
First transfer		Set nationally by DEFRA	
repeat following enforcement or warning		Set nationally by DEFRA	
<u>Substantial Change:</u>			
Standard process		Set nationally by DEFRA	
Standard process where the substantial change results in a new PPC activity		Set nationally by DEFRA	
Reduced fee activities		Set nationally by DEFRA	

Appendix 4 - Proposed Safer Communities Fees and Charges 2021/22

	2020/21	2021/22	
	Charge	Proposed Charge	Change %
OTHER FEES			
Language school inspection	£91.00	£92.00	1.1%
Information to solicitors	£154.00	£156.00	1.3%
FOOD PREMISES REGISTER			
Signal page copy	£9.00	£9.00	0.0%
Copy containing information regarding particular category (by hand)	£95.00	£96.00	1.1%
Copy containing information regarding particular category (by post)	£156.00	£158.00	1.3%
Full copy of register (by hand)	£291.00	£294.00	1.0%
Full copy of register (by post)	£310.00	£313.00	1.0%
Food Hygiene Rating Scheme (FHRS) re-inspection of premises requested by businesses	£154.00	£156.00	1.3%
ANIMAL WELFARE			
Collection of reclaimed dogs:			
Statutory charge (set by government)	£25.00	£25.00	N/A
dog warden charges (includes VAT)	£30.00	£30.00	0.0%
kennelling per day (includes VAT)	£30.00	£30.00	0.0%
administration charge (includes VAT)	£16.00	£16.00	0.0%
Vaccination (includes VAT)	£28.00	£28.00	0.0%
Dog Control Fixed penalty	£86.00	£87.00	1.2%
Noise Pollution - Domestic - Fixed Penalty	£106.00	£107.00	0.9%
Noise Pollution - Commercial - Fixed Penalty	£530.00	£535.00	0.9%
Domestic Dog Boarding Commercial Dog Boarding Cat Boarding Domestic Dog Breeding Commercial Dog Breeding Dog Day Care Pet Vending Exhibition of Animals Hiring Horses Variation/transfer of licence Appeals/site visit	These licence fees were reported and agreed at Licensing Committee in November 2020.		
Dangerous Wild Animals	£265.00	£268.00	1.1%
Export Licences	£63.00	£64.00	1.6%
Zoo	£5,513.00	£5,568.00	1.0%
Zoo (with dispensation)	£3,064.00	£3,095.00	1.0%
HEALTH PROMOTION / EDUCATION			
Training Courses:			
Food Safety Level 2 (previously Basic Food Hygiene)	£71.00	£72.00	1.4%
Intermediate Food Hygiene	£146.00	£147.00	0.7%
Food Safety Level 2 retake of exam	£33.00	£33.00	0.0%
Level 1 course for 10 people	P.O.A	P.O.A	N/A
Level 1 course for 15 people	P.O.A	P.O.A	N/A
ENVIRONMENTAL HEALTH			
Contaminated Land Environmental Information Regulations Request (per hour)	£29.00	£29.00	0.0%
WORKS IN DEFAULT			
Environmental Health Manager	£96.00	£97.00	1.0%
Senior EHO per hour	£89.00	£90.00	1.1%
EHO/Senior Technical Officer	£79.00	£80.00	1.3%
Technical Officer per hour	£72.00	£73.00	1.4%
Admin staff per hour	£43.00	£43.00	0.0%

Appendix 4 - Proposed Safer Communities Fees and Charges 2021/22

	2020/21	2021/22	
	Charge	Proposed Charge	Change %
PEST CONTROL			
Call out charge for pest control	£53.00	£54.00	1.9%
Wildlife Advice Service	£53.00	£54.00	1.9%
Pest Control Self Help Kits (including postage and packaging)	£28.00	£28.00	0.0%
Pest Control Self Help Kits (including postage and packaging) including natural chemical	£28.00	£28.00	0.0%
Air Vent Fitting Service - small (10in x 4in)	£23.00	£23.00	0.0%
Air Vent Fitting Service - medium (10in x 7in)	£28.00	£28.00	0.0%
Air Vent Fitting Service - small and medium extra	£13.00	£13.00	0.0%
Air Vent Fitting Service - large (10in x 9in)	£31.00	£31.00	0.0%
Air Vent Fitting Service - large extra	£14.00	£14.00	0.0%
Rats and Mice - Residential (up to 3 visits)	£102.00	£120.00	17.6%
Rats and Mice - Residential (additional visit)	£37.00	£45.00	21.6%
Wasps - Residential	£68.00	£69.00	1.5%
Fleas (1-2 Bedroom property) - residential	£86.00	£100.00	16.3%
Fleas (3-4 Bedroom property) - residential	£106.00	£120.00	13.2%
Fleas (5+ Bedroom property) - residential	£149.00	£170.00	14.1%
Cockroaches (1-2 Bedroom property) - residential	£192.00	£195.00	1.6%
Cockroaches (3-4 Bedroom property) - residential	£255.00	£258.00	1.2%
Cockroaches (5+ Bedroom property) - residential	£328.00	£331.00	0.9%
Commercial per visit rate	£68.00	£69.00	1.5%
Squirrels in loft service	£169.00	£171.00	1.2%
Carpet moth treatment (1-2 Bedroom property) - residential	£96.00	£97.00	1.0%
Carpet moth treatment (3-4 Bedroom property) - residential	£116.00	£117.00	0.9%
Carpet moth treatment (5+ Bedroom property) - residential	£159.00	£161.00	1.3%
Mice humane trapping service	£287.00	£290.00	1.0%
Wasp catchers (include 1 visit each month for 3 months)	£159.00	£161.00	1.3%
Fox repellent service	£53.00	£54.00	1.9%
False Widow Spider treatment (1-2 Bedroom property) - residential	£86.00	£87.00	1.2%
False Widow Spider treatment (3-4 Bedroom property) - residential	£106.00	£107.00	0.9%
False Widow Spider treatment (5+ Bedroom property) - residential	£149.00	£150.00	0.7%

Appendix 5 - Proposed Travellers Sites Fees and Charges 2021/22

	2020/21	2021/22	
	Charge	Proposed Charge	Change %
Travellers Transit Site			
Weekly Rent per pitch	£73.18	£73.98	1.1%
Weekly Service Charges			
Litter Picking	£9.75	£10.24	5.0%
Grounds Maintenance	£1.96	£2.00	2.0%
Facilities Charges (including toilet/shower block)	£4.52	£5.60	24.0%
Water Charges	£8.73	£9.96	14.1%
Electricity Charges	£12.69	£13.48	6.2%
Total Weekly Service Charges	£37.65	£41.28	9.6%
Travellers Permanent Site			
Average Weekly Rent per pitch (Average across 12 pitches)	£94.78	£95.83	1.1%
- Pitch 1 - Size M	£92.19	£93.20	1.1%
- Pitch 2 - Size M	£92.19	£93.20	1.1%
- Pitch 3 - Size L	£98.69	£99.78	1.1%
- Pitch 4 - Size L	£98.81	£99.90	1.1%
- Pitch 5 - Size L	£98.81	£99.90	1.1%
- Pitch 6 - Size X/L	£105.84	£107.00	1.1%
- Pitch 7 - Size X/L	£105.84	£107.00	1.1%
- Pitch 8 - Size S	£88.21	£89.18	1.1%
- Pitch 9 - Size S	£88.21	£89.18	1.1%
- Pitch 10 - Size M	£92.19	£93.20	1.1%
- Pitch 11 - Size S	£88.21	£89.18	1.1%
- Pitch 12 - Size S	£88.21	£89.18	1.1%
Weekly Service Charges			
Litter Picking	£9.75	£10.24	5.0%
Grounds Maintenance	£1.71	£1.92	12.5%
Facilities Charges	£0.54	£0.59	9.3%
Total Weekly Service Charges	£12.00	£12.75	6.3%

Appendix 6a: Proposed Bereavement Services Fees and Charges 2021/22

Fee shown including VAT

Service	What is charged for	Fee 20/21 £	Proposed Fee 2021/22 £	Percentage Increase/ Decrease
Cremation	Adult Cremation (18 and over)	691	705	2%
Cremation	Child Cremation (17 or below/Still-birth/Foetal remains)	No Charge	No Charge	No Charge
Cremation	Contract/Public Health Cremation (Early Service)	480	490	2%
Cremation	Cremation Only Unattended (No Service)	385	393	2%
Cremation	Cremation Only Attended (No Service)	385	393	2%
Cremation	Body Parts Cremation (No use of Chapel)	106	108	2%
Cremation	Use of Chapel on a Weekday (40 minutes in Chapel)	184	199	8%
Cremation	Additional Fee for Saturday Cremation	249	257	3%
Cremation	Additional Fee for Sunday or Bank Holiday Cremation	485	499	3%
Cremation	Visual Tributes Single Photo	14	15	7%
Cremation	Visual Tributes Simple Slideshow	40	52	30%
Cremation	Visual Tributes Professional Photo Tribute	72	75	4%
Cremation	Visual Tributes Checking Supplied Video	20	25	25%

Service	What is charged for	Fee 20/21 £	Proposed Fee 2021/22 £	Percentage Increase/ Decrease
Cremation	Visual Tributes Copy of Tribute per copy	25	36	44%
Cremation	Visual Tributes Downloadable copy	11	12	9%
Cremation	Visual Tributes Each extra 25 Photos Or 30 Minutes Work	23	25	9%
Cremation	Webcast Live only	0	60	
Cremation	Webcast Live & 28 day downloadable	45	72	60%
Cremation	Webcast Keepsake (DVD, USB, Bluray) 1st Copy	50	60	20%
Cremation	Webcast Keepsake (DVD, USB, Bluray) additional copies	30	30	0%
Strewing Remains	Witnessed Strewing Person Cremated at Woodvale	No Charge	No Charge	No Charge
Strewing Remains	Witnessed Strewing Other Crematoria	73	80	10%
Strewing Remains	Witnessed Strewing At Woodland Valley	95	98	3%
Strewing Remains	Witnessed Strewing Additional Charge for Saturday Morning	93	99	6%
Cremated Remains	Temporary storage per month (after first 3 months)	35	50	42%
Cremated Remains	Split of Cremated Remains (Per Casket)	14	15	5%
Certified Extract from Register	Certified Extract From Register of Cremations	19	25	29%
Certificate	Duplicate Cremation Certificate	19	25	29%

Service	What is charged for	Fee 20/21 £	Proposed Fee 2021/22 £	Percentage Increase/ Decrease
Hire of Chapel	Use of Chapel on a Saturday (40 minutes in Chapel)	249	257	3%
Hire of Chapel	Use of Chapel on a Sunday or Bank Holiday (40 minutes in Chapel)	485	499	3%
Grave Purchase	Adult	733	790	8%
Grave Purchase	Adult Woodland Burials	832	890	7%
Grave Purchase	Child Age limits vary For B&H - 17 and under	No Charge	No Charge	No Charge
Interment	Depth of 1	994	1014	2%
Interment	Depth of 2	994	1014	2%
Interment	Depth of 3	994	1014	2%
Interment	Child Age limits vary For B&H - 17 and under	No Charge	No Charge	No Charge
Interment	Public Health	480	600	25%
Interment	Large Coffins Additional Fee	136	139	2%
Interment	Body Parts (No use of Chapel)	146	149	2%
Biodegradable Coffin	Greenfield Coffin Economy	126	132	5%
Biodegradable Coffin	Greenfield Coffin Oak	174	180	4%
Biodegradable Coffin	Greenfield Coffin White	144	150	4%

Service	What is charged for	Fee 20/21 £	Proposed Fee 2021/22 £	Percentage Increase/ Decrease
Grave Purchase	Cremated remains all Cemeteries	735	750	2%
Cremated Remains Interment	Cremated Remains	146	154	5%
Cremated Remains Interment	Cremated Remains 2nd interment at same time	73	77	5%
Cremated Remains Interment	Additional Digging Fee Per Foot (After 3 Feet)	67	69	3%
Cremated Remains	Scattering Ashes On a Grave Mondays-Fridays	95	98	3%
Cremated Remains	Scattering Ashes On a Grave Additional Fee Saturdays	257	265	3%
Biodegradable Containers for Ashes Burials	Wooden Casket With Name Plate	108	110	2%
Biodegradable Containers for Ashes Burials	Wooden Casket (Double Size)	162	165	2%
Biodegradable Containers for Ashes Burials	NatureUrn® in Oatmeal or Green	54	56	4%
Biodegradable Containers for Ashes Burials	Brown Acorn Urn	54	56	4%
Biodegradable Containers for Ashes Burials	Woodvale Cardboard Casket (if not cremated at Woodvale)	18	20	11%
Certified Extract from Register	Certified Extract From Register of Burials	19	25	29%
Grave Deed	Transfer of Exclusive Right of Burial By Probate	65	70	7%
Grave Deed	Transfer of Exclusive Right of Burial By Statutory Declaration	109	119	9%
Grave Search	Prices from	24	26	10%

Service	What is charged for	Fee 20/21 £	Proposed Fee 2021/22 £	Percentage Increase/ Decrease
Interment Weekend Prices	Interment on Saturdays (Depth of 1, 2 or 3)	336	346	3%
Interment Weekend Prices	Interment on Sundays or Bank Holidays (Depth of 1, 2 or 3) Subject to staff availability	475	489	3%
Interment Weekend Prices	Cremated Remains Interment on Saturdays	283	292	3%
Interment Weekend Prices	Cremated Remains Interment on Sundays or Bank Holidays Subject to staff availability	400	412	3%
Non Resident Charges	Method of Additional Charge (eg 2 x resident price)	x 2	x 2	x2
Memorial Permit Fee	Full Permit Single Headstone	117	145	24%
Memorial Permit Fee	Tablet for Lawn Memorial Cemetery	111	123	11%
Memorial Permit Fee	Kerbset Including Headstone 7ft x 3ft	210	255	21%
Memorial Permit Fee	Additional Cover Slab or Chippings	121	121	0%
Memorial Permit Fee	Additional Inscription	47	57	21%
Memorial Permit Fee	Vase with Inscription	60	62	3%
Mortuary Fee	Private post mortem	271	277	2%
Mortuary Fee	High Risk Post Mortem	768	784	2%
Mortuary Fee	Forensic Post Mortem Out of Hours	450	464	2%
Mortuary Fee	High Risk Forensic Post Mortem Out of Hours	938	971	4%

Service	What is charged for	Fee 20/21 £	Proposed Fee 2021/22 £	Percentage Increase/ Decrease
Mortuary Fee	Transfer fee from RSCH to City Mortuary	59	62	5%
Memorials				
Memorial Book of Remembrance	2 Line entry	74	99	34%
Memorial Book of Remembrance	Additional lines	18	21	16%
Memorial Book of Remembrance	Floral emblem - additional to 5 line entry	80	85	6%
Memorial Book of Remembrance	Badge / Crest - additional to 5 line entry	80	92	15%
Memorial Book of Remembrance	Illuminated Capital - additional to 5 line entry	125	130	4%
Memorial Book of Remembrance	Full Coat of arms - additional to 5 line entry	133	140	5%
Memorial Tree of remembrance	Memorial leaf - 10 years	256	Option changed see below	
Memorial Tree of remembrance	Memorial leaf - 5 years	172		
Memorial Tree of remembrance	Memorial leaf - 2 years	120		
Memorial Tree of remembrance	Memorial leaf - annual renewal	20		
Memorial Tree of remembrance	Memorial leaf - 5 year initial purchase	172	181	5%
Memorial Tree of remembrance	Memorial leaf - 2 year renewal	new option	60	
Memorial Tree of remembrance	Memorial leaf - additional years at time of initial purchase or renewal	new option	20	

Service	What is charged for	Fee 20/21 £	Proposed Fee 2021/22 £	Percentage Increase/ Decrease
Memorial Hall of memory	Recordia Leather panel 10 year initial purchase	206	Option changed	
Memorial Hall of memory	Recordia Leather panel 5 year renewal	103		
Memorial Hall of memory	Recordia Leather panel 5 year initial purchase	new option	175	
Memorial Hall of memory	Recordia Leather panel - 2 year renewal	new option	64	
Memorial Hall of memory	Recordia Leather panel - additional years at time of purchase or renewal- per year	new option	20	
Memorial Woodland Valley plaque	Solid Oak plaque - up to 3 lines of text	417	496	19%
Memorial Woodland Valley plaque	Additional lines	25	32	28%
Memorial Bulb Commemoration	Bulb commemoration	59	62	5%
Garden of Remembrance	Plaque on Woodland Log - 10 year initial purchase	224	Option removed	
Garden of Remembrance	Plaque on Woodland Log - 10 year initial purchase- additional motif	244		
Garden of Remembrance	Plaque on Woodland Log - 5 year renewal	112		
Garden of Remembrance	Plaque (text only)in Woodland Walk - 5 year initial purchase	new option	350	
Garden of Remembrance	Plaque (text & image)in Woodland Walk - 5 year initial purchase	new option	374	
Garden of Remembrance	Plaque in Woodland Walk - additional years at time of purchase or renewal	new option	23	
Garden of Remembrance	Plaque in Woodland Walk - 2 year renewal	new option	88	
Garden of Remembrance	Plaque with Rose Bush - 10 year initial purchase	354	Option changed	

Service	What is charged for	Fee 20/21 £	Proposed Fee 2021/22 £	Percentage Increase/ Decrease
Garden of Remembrance	Plaque with Rose Bush - 5 year renewal	177	Option changed	
Garden of Remembrance	Plaque with Rose Bush - 5 year initial purchase	new option	395	
Garden of Remembrance	Plaque with Rose Bush - additional years at initial purchase or renewal - per year	new option	30	
Garden of Remembrance	Plaque with Rose Bush - 2 year renewal	new option	100	
Garden of Remembrance	Plaque with Tree Rose - 5 year initial purchase	New	445	
Garden of Remembrance	Plaque with Tree Rose- additional years at initial purchase or renewal - per year	New	35	
Garden of Remembrance	Plaque with Tree Rose - 2 year renewal	New	120	
Garden of Remembrance	Plaque on Tree - 10 year initial purchase	708	Option changed	
Garden of Remembrance	Plaque on Tree - 5 year renewal	354		
Garden of Remembrance	Plaque (text only)on Tree - 5 year initial purchase	New	600	
Garden of Remembrance	Plaque (text & image)on Tree- 5 year initial purchase	New	624	
Garden of Remembrance	Plaque on Tree - additional years at time of purchase or renewal	New	48	
Garden of Remembrance	Plaque on Tree - 2 year renewal	New	220	
Garden of Remembrance	Plaque in Childrens Garden - 10 year initial purchase	116	Option changed	
Garden of Remembrance	Plaque in Childrens Garden - 5 year renewal	58		

Service	What is charged for	Fee 20/21 £	Proposed Fee 2021/22 £	Percentage Increase/ Decrease
Garden of Remembrance	Plaque in Childrens Garden - 5 year initial purchase	New	156	
Garden of Remembrance	Plaque in Childrens Garden- additional years at time of purchase or renewal	New	12	
Garden of Remembrance	Plaque in Childrens Garden - 2 year renewal	New	36	
Garden of Remembrance	Plaque on Memorial Seat - 10 year initial purchase	1636	Option changed	
Garden of Remembrance	Plaque on Memorial Seat - 5 year renewal	728		
Garden of Remembrance	Plaque on Memorial Seat - 5 year initial purchase	New	1350	
Garden of Remembrance	Plaque on Memorial Seat- additional years at time of purchase or renewal	New	120	
Garden of Remembrance	Plaque on Memorial Seat - 2 year renewal	New	400	
Garden of Remembrance	Plaque on Shared Memorial Seat 10 year initial purchase	488	Option changed	
Garden of Remembrance	Plaque on Shared Memorial Seat 5 year initial purchase	New	500	
Garden of Remembrance	Plaque on Shared Memorial Seat additional years at time of purchase or renewal	New	35	
Garden of Remembrance	Plaque on Memorial Seat - 2 year renewal	New	200	
Garden of Remembrance	Memorial Niche - 5 year initial purchase includes tablet and basic inscription up to 80 characters	New	760	
Garden of Remembrance	Memorial Niche - additional years at time of initial purchase or renewal	New	35	
Garden of Remembrance	Memorial Niche - each additional characters for inscription	New	3	

Service	What is charged for	Fee 20/21 £	Proposed Fee 2021/22 £	Percentage Increase/ Decrease
Garden of Remembrance	Memorial Niche - Motif	New	70	
Garden of Remembrance	Memorial Niche - Photo plaque	New	100	

Appendix 6b Bereavement Services - Benchmarking at October 2020

Service	Description	BHCC Current Fees from 01/04/20	BHCC Proposed Fees from 01/04/21	BHCC Proposed fees from 1/10/21		Downs Fees from 01/10/19 (Dignity)	Surrey & Sussex Crematorium from 1/5/19 (Dignity)	Adur & Worthing Fees from 01/01/20	Eastbourne Fees from 01/04/19	Hastings Fees from 01/01/20	Wealden Fees from 01/04/20 COVID pricing	Clayton Wood Woodland Fees at 1/1/20	Chichester Crematorium from 1/5/19 (Dignity)	Basingstoke Crematorium from 1/5/19 (Dignity)	Bournemouth Fees from 01/04/19	Poole Fees from 01/04/20
						Private	Private	Local Authority	Local Authority	Local Authority	Local Authority	Private	Private	Private	Local Authority	Local Authority
Cremation	Adult	691	691	705		658	1070	995	715	791	885	N/A	1070	1025	744	923
Cremation	Direct/Contract (Early Slot)	385 to 480	385 to 480	393 to 490		469 (1.5.19 price £499)	499 to 910	392 to 735	N/A	472 to 652	440 to 680	N/A	499 to 910	499 to 871	519	534
Strewing Remains	Other Crematoria	73	80			92	N/A	50 to 140	30 to 90	56 to 133	52	195 to 265	N/A	N/A	49	52 to 228
Hire of Chapel	Weekday	184	199			329	535	285	180	139 to 196	215 (30 mins) 415 (60 mins)	125 to 350	535	512.5	115	292 to 399
Hire of Chapel	Weekend	249	257			329 to 658	1070	675	N/A	N/A	515	435 to 525	1070	1025	N/A	226
Grave Purchase	Adult	733	790			1061 - 2342	N/A	945	935	988 to 1593	N/A	N/A	N/A	N/A	865 to 1649	826 to 2,567
Grave Purchase	Adult Woodland Burials	832	890			N/A	N/A	N/A	N/A	498	N/A	1285 to 3950	N/A	N/A	662	N/A
Grave Purchase	Child Age limits vary For B&H - 17 and under	0	0			334	N/A	0 to 140	360 to 467.50	0	N/A	595	N/A	N/A	293	524 to 616
Interment	Depth of 1	994	994	1014		846	N/A	1495	960	757	N/A	570	N/A	N/A	725	775
Interment	Depth of 2	994	994	1014		1130	N/A	1495	1045	757	N/A	N/A	N/A	N/A	725	775
Interment	Depth of 3	994	994	1014		N/A	N/A	1760	N/A	757	N/A	N/A	N/A	N/A	725	1047
Interment	Child Age limits vary For B&H - 17 and under	0	0			N/A	N/A	0	0 Half Adult Fee	0 - non resident fees apply	N/A	0	N/A	N/A	0	0
Grave Purchase	Cremated Remains	648	750			N/A	N/A	440	570	804	N/A	N/A	N/A	N/A	713	N/A

Service	Description	BHCC Current Fees from 01/04/20	BHCC Proposed Fees from 01/04/21	BHCC Proposed fees from 1/10/21		Downs Fees from 01/10/19 (Dignity)	Surrey & Sussex Crematorium from 1/5/19 (Dignity)	Adur & Worthing Fees from 01/01/20	Eastbourne Fees from 01/04/19	Hastings Fees from 01/01/20	Wealden Fees from 01/04/20 COVID pricing	Clayton Wood Woodland Fees at 1/1/20	Chichester Crematorium from 1/5/19 (Dignity)	Basingstoke Crematorium from 1/5/19 (Dignity)	Bournemouth Fees from 01/04/19	Poole Fees from 01/04/20
Grave Purchase	Cremated Remains Woodland Valley Natural Burial Site	735	750			N/A	N/A	N/A	N/A	N/A	N/A	825 to 2286	N/A	N/A	N/A	N/A
Interment	Cremated Remains	146	154			N/A	N/A	320	210	133	N/A	245	N/A	N/A	235	226
Interment	Cremated Remains 2nd interment at same time	73	77			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Grave Deed	Transfer of Exclusive Right of Burial By Probate	65	70			74	N/A	85	N/A	N/A	N/A	N/A	N/A	N/A	N/A	53
Grave Deed	Transfer of Exclusive Right of Burial By Statutory Declaration	109	119			N/A	N/A	165	N/A	N/A	N/A	N/A	N/A	N/A	N/A	53
Grave Search	Prices from	24	27			24	N/A	35	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Interment Saturday Supplement	Depth of 1,2 or 3	336	346			N/A	N/A	390	N/A	N/A	N/A	595	N/A	N/A	N/A	72
Interment Sunday / Bank Holiday supplement	Depth of 1,2 or 3	475	489			N/A	N/A	N/A	N/A	N/A	N/A	945	N/A	N/A	N/A	N/A
Interment Saturday Supplement	Cremated Remains	283	292			N/A	N/A	390	N/A	N/A	N/A	N/A	N/A	N/A	N/A	308
Interment Sunday / Bank Holiday supplement	Cremated Remains	400	412			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	987	N/A
Non Resident Charges	Method of Additional Charge (eg 2 x resident price)	x 2	X2			N/A	N/A	2	2	2	N/A	N/A	N/A	N/A	2 1.5 for CR	2
Memorial Permit Fee	Full Permit Single Headstone	117	145			161- 426	N/A	110 to 215	50 to 150	107	N/A	N/A	N/A	N/A	145	146
Memorial Permit Fee	Additional Work (Additional Inscription)	47	57			188	N/A	75	£50	107	N/A	N/A	N/A	N/A	50	57

Subject:	Brighton & Hove Climate Assembly		
Date of Meeting:	19 January 2021 ETS Committee 21 January 2021 P&R Committee		
Report of:	Executive Director Economy, Environment & Culture		
Contact Officer:	Name:	Rachel Williams	Tel: 01273 291098
	Email:	rachel.williams@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE.

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The purpose of this report is to formally welcome the final report on the Brighton and Hove Climate Assembly and the interim report of the Youth Climate Assembly, note the findings, note the initial city council response and request that officers consider the findings in the development of the Carbon Neutral Plan, fifth Local Transport Plan and the Local Cycling and Walking Infrastructure Plan.

2. RECOMMENDATIONS:

That the Environment, Transport & Sustainability Committee:

- 2.1 Welcomes the final report of the Brighton & Hove Climate Assembly (Findings Report attached in Appendix 1) and the interim report of the Youth Climate Assembly (attached in Appendix 2);
- 2.2 Notes the findings of the Brighton & Hove Climate Assembly, including the assembly's 10 key recommendations that are set out on p4 of the Climate Assembly report at Appendix 1, and notes the interim findings of the Youth Climate Assembly at Appendix 2;
- 2.3 Notes the initial response of the city council as set out in Appendix 3;
- 2.4 Requests that officers consider the findings of the Brighton & Hove Climate Assembly and the Youth Climate Assembly when developing the fifth Local Transport Plan, the Local Cycling and Walking Infrastructure Plan and further developing current transport initiatives such as the Liveable City Centre and Ultra Low Emission Zone schemes.

That the Policy & Resources Committee:

- 2.1 Welcomes the final report of the Brighton & Hove Climate Assembly (Findings Report attached in Appendix 1) and the interim report of the Youth Climate Assembly (attached in Appendix 2);

- 2.2 Notes the findings of the Brighton & Hove Climate Assembly, including the assembly's 10 key recommendations that are set out on p4 of the Climate Assembly report at Appendix 1, and notes the interim findings of the Youth Climate Assembly at Appendix 2;
- 2.3 Notes the initial response of the city council as set out in Appendix 3;
- 2.4 Requests that officers consider the findings of the Brighton & Hove Climate Assembly and the Youth Climate Assembly in the development of the 2030 Carbon Neutral Plan

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Brighton & Hove City Council declared a Climate and Biodiversity Emergency in December 2018 and has committed to becoming a carbon neutral city by 2030. In December 2019 Policy & Resources Committee approved the establishment of the cross-party 2030 Carbon Neutral Member Working Group to oversee the creation and delivery of a Carbon Neutral Programme to help the city to transition to carbon neutrality by 2030. In December 2019 Policy & Resources Committee also approved a Recommendation to note the requirement to develop an engagement programme to inform this work including a city Citizens' Assembly on Climate Change.
- 3.2 A Citizens' Assembly is a group of people who are brought together to discuss an issue or issues and reach a conclusion about what they think should happen. The people who take part are chosen so they reflect the wider population – in terms of demographics (e.g. age, gender, ethnicity, social class). Citizens' assemblies give members of the public the time and opportunity to learn about and discuss a topic, before reaching conclusions. Citizens' assemblies often adopt a three-step process of learning, deliberation and decision making. This is supported by a team of impartial facilitators who guide participants through the process, ensuring that everyone is heard and comfortable participating.
- 3.3 The city council commissioned Ipsos MORI to design and deliver the city Citizens' Assembly 'Brighton & Hove Climate Assembly' focusing on transport and travel. Carbon dioxide emissions from transport represent around one third of the total emissions in our city, and they are reducing more slowly than emissions from housing or industry. Assembly Members were asked to address the key question 'How can we step up actions to reduce transport related carbon emissions in the city?'.
- 3.4 Ipsos MORI delivered its final report on the Brighton & Hove Climate Assembly to the city council in early December 2020. The city council would like to take this opportunity to formally thank the 50 Assembly Members who gave up their time and contributed their ideas to help make this first city Citizens' Assembly a successful initiative. Councillors have written an open letter to the Assembly Members thanking them for their contribution and setting out next steps, to accompany the final report which has been published on the city council website (attached in Appendix 3).
- 3.5 Working with The Sortition Foundation, Ipsos MORI recruited a randomly selected but representative sample of 50 Brighton & Hove residents aged 16 and

over (a 'mini public'). A range of selection criteria were applied: gender, age, ethnicity, long-term illness or disability, occupation, car ownership and area of the city. Invitations were sent to 10,000 local households, 700 residents applied for one of the 50 places; a very strong response compared to Citizens' Assemblies elsewhere.

- 3.6 Although originally planned as three face to face sessions in April-May 2020, due to the Covid-19 pandemic, the Climate Assembly was delivered through five on-line sessions over the period 22 September – 7 November 2020. Ipsos MORI established and led a Climate Assembly Advisory Board which met five times between July – November 2020 to provide 'check and challenge' throughout the process. The board contributed to planning and the development of materials and suggested expert speakers. The board brought together diverse views and perspectives from academics, specialists, activists, councillors and council officers.
- 3.7 The Climate Assembly received presentations from 14 expert speakers, who introduced the issue and presented a range of options (or policy interventions) to help reduce carbon emissions from transport and travel. The main themes were improving public transport, reducing car use and improving active travel. In each session Assembly Members discussed the presentations in small groups and asked the expert speakers follow-up questions and clarifications. Assembly Members received pre-reading materials and Frequently Asked Questions (FAQs) with responses from the expert speakers and the city council were made available after the sessions. All these written materials are contained in the Brighton & Hove Climate Assembly Technical Report written by Ipsos MORI. The video presentations and all the other materials were made available on the Brighton & Hove Climate Assembly mini website hosted by Ipsos Mori.
- 3.8 The Brighton & Hove Climate Assembly strongly supported taking action to reduce transport-related carbon emissions, recognising that wide-ranging changes to the way we travel will be necessary, as well as challenging. The 10 key recommendations of the Assembly are briefly outlined on page 4 of the final report in Appendix 1, and again in fuller detail with conditions/caveats on pages 13-15. It is important to read the main body of the report which explains these recommendations in full, how the assembly developed them, and the caveats and conditions that apply to each. The recommendations generated by assembly members focussed on the need to reduce travel by private vehicles, increase active travel, improve public transport, and the importance of engaging the residents of Brighton and Hove in developing and implementing any changes.
- 3.9 The recommendations are presented by the Climate Assembly as a suite, rather than standalone ideas – so consideration should be given to them all as part of a strategic, integrated approach. The assembly wanted the council to focus its efforts on making sure there is no need for unnecessary private car use (unless someone is disabled/have a blue badge), focusing on improving alternatives and communicating those alternatives. Assembly members were sensitive to the language used in the recommendations, leaning towards a focus on what is gained rather than lost. The assembly want the council to recognise the diversity of the residents in Brighton and Hove, particularly in terms of needs and how tailored communication approaches would be required for different audiences.

The assembly kept a strong focus on changing mindsets through interventions, campaigns, and prioritising active travel.

- 3.10 In terms of implementation, physical barriers (such as poor or non-existent infrastructure) were deemed the biggest barriers to reducing car use. To address physical barriers, it is suggested that the council should improve infrastructure, raise awareness of improvements and motivate citizens to use public transport or travel by walking or cycling. The report also sets out that:
- 3.10.1 To address citizens' expectation that public transport will not be convenient and reliable enough to reduce their car use, the council should consider demonstrating the reliability and convenience of an improved transport network.
 - 3.10.2 To address citizens' habits, the council should consider interventions that enable them to plan their journeys, change routines and provide positive feedback.
 - 3.10.3 To address social and cultural norms around prioritising the driver, messaging may benefit from emphasising public health benefits, and the reinvigoration of communities while also addressing climate change. Communication may also benefit from challenges to false assumptions about other people's habits.
- 3.11 It is important that the city council works with local residents, businesses and other organisations in order to help reduce carbon emissions in the city. The Brighton & Hove Climate Assembly forms an important part of this engagement work, but the city council was keen to involve the wider city in the conversation and established the on-line space 'Let's talk climate change': <https://climateconversationsbrighton.uk.engagementhq.com/>. This platform has links to all the Climate Assembly materials and presentations and involves the wider city in conversation, polls and submitting ideas about local action on climate change. To date, in line with the Brighton & Hove Climate Assembly, the focus is on carbon reduction and transport and travel. However, the on-line space will also cover a range of other themes / initiatives and seek residents' input to help the city to transition to carbon neutrality.
- 3.12 Young people from across the city also established and delivered a youth climate assembly, believed to be the first of its kind in the UK, to run alongside the Brighton & Hove Climate Assembly. The youth climate assembly for ages 13 to 19 (up to 25 for young people with special educational needs and disability (SEND)) also focused on reducing carbon emissions from transport and travel and will feed back its outcomes to the city council. The city council would like to take this opportunity to formally thank the organisers and members of the Youth Climate Assembly who gave up their time and contributed their ideas to help make this a successful initiative.
- 3.13 It is proposed that the findings of the Brighton & Hove Climate Assembly and the Youth Climate Assembly are used to inform the development of the Carbon Neutral Plan, the new (fifth) Local Transport Plan (LTP5), and the Local Cycling and Walking Infrastructure Plan (LCWIP). The Carbon Neutral Plan will have several thematic priorities including 'Transport and Travel' and the findings of the

Assembly will help shape the carbon reduction projects included in this section of the Plan. A report on the Carbon Neutral Plan will be brought to committee in March 2021. Reports on LTP5 and LCWIP are planned to be brought to Environment, Transport & Sustainability Committee later this year.

- 3.14 Furthermore, it is proposed the findings of the Brighton & Hove Climate Assembly and the Youth Climate Assembly are used to inform the further development of current transport initiatives such as the Liveable City Centre and Ultra Low Emission Zone schemes. A report on the initial feasibility study for these two schemes will be considered by Environment, Transport & Sustainability Committee on 19 January 2021.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The Brighton & Hove Climate Assembly was originally planned as being delivered through three face-to-face sessions over the period April-May 2020. Due to anticipated Covid-19 restrictions relating to large public meetings it was agreed to move to an on-line format and deliver five on-line sessions in September-November 2020.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The Brighton & Hove Climate Assembly forms a key part of the community engagement work to develop the new (fifth) Local Transport Plan, the Local Cycling and Walking Infrastructure Plan and the Carbon Neutral Plan. In addition, the Climate Assembly Advisory Board, established by Ipsos MORI, provided 'check and challenge' throughout the process, bringing together diverse views and perspectives from academics, specialists, activists, councillors and council officers.
- 5.2 In addition to the main climate assembly, local young people created and delivered the city Youth Climate Assembly which also focused on transport and travel. The Youth Climate Assembly met over the period October – December 2020, supported by the city council's Youth Participation team, and has recently shared its interim findings with the city council (Appendix 2).
- 5.3 A week before the opening session of the Brighton & Hove Climate Assembly, the city council launched the 'Let's talk climate change' on-line space to engage local residents in action on climate change.

6. CONCLUSION

- 6.1 The outcomes of the Brighton & Hove Climate Assembly and the Youth Climate Assembly should be used to inform both the development of strategies, plans and initiatives on transport and travel and the development of the city council's Carbon Neutral Plan to help the city to transition to carbon neutrality by the target date of 2030.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no direct financial implications arising from the recommendations of this report. The costs of the development and delivery of the Climate Assembly are being met from existing service budgets. The recommendations include officers to consider the findings in the development of Local Transport Plan 5, the Local Cycling & Walking Infrastructure Plan, the 2030 Carbon Neutral Plan and the development of transport initiatives; separate reports for these will be brought to committee and will include financial implications as appropriate.

Finance Officer Consulted: James Hengeveld

Date: 07/01/21

Legal Implications:

- 7.2 The Council's Environment, Transport & Sustainability Committee is responsible for the Council's functions relating to highways management, traffic management and transport, parking and sustainability. Decisions which have corporate policy implications should be taken by Policy & Resources Committee. This report seeks decisions from both committees as set out in the recommendations. The [recent coroner's landmark ruling](#) in the Ella Kissi-Debrah case is significant and widely believed to be the first in the world to identify air pollution as a cause of an individual's death. [More information](#).

Lawyer Consulted: Alice Rowland

Date: 08/12/20

Equalities Implications:

- 7.3 The recruitment was designed to ensure that the 50 Assembly Members formed a broadly representative sample of Brighton & Hove residents. A range of selection criteria were applied: gender, age, ethnicity, long-term illness or disability, occupation, car ownership and area of the city. The Climate Assembly included a session on inclusion and accessibility, and Assembly Members stressed the importance of considering the needs of people with disabilities, as well as people whose livelihoods may be affected as a result of some of the measures discussed in the assembly. Equality Impact Assessments (EqIAs) would be required in developing projects, including considerations of access and affordability.

Sustainability Implications:

- 7.4 The Brighton & Hove Climate Assembly forms a key part of the community engagement work to support the development of the Carbon Neutral Plan which will set out actions to help the city achieve carbon neutrality by the target date of 2030. In addition, the Climate Assembly findings will inform the development of key local sustainable transport and travel strategies: the LTP5 and the LCWIP.

Brexit Implications:

- 7.5 None identified

Public Health Implications:

- 7.6 Enabling greater uptake of active travel across the city would provide both short- and long-term benefits to the mental and physical health of residents: walking

and cycling reduce the risk factors for a number of diseases, including cardiovascular disease, respiratory diseases, some cancers, and Type II diabetes. This approach supports the implementation of the Brighton & Hove Health and Wellbeing Strategy. Reducing road transport emissions would improve air quality in our city – pollution causes over 170 early deaths each year in Brighton & Hove and is linked to heart disease, respiratory diseases and some cancers. Our own evidence on exposure to bad air pollution in our [Air Quality Annual Status Report](#). As set out by the [Royal College of Physicians](#): “Air pollution also adversely effects the development of the foetus. There is compelling evidence that air pollution is associated with new onset asthma in children and adults as well as contributing to diabetes, neurodegenerative diseases and is a risk factor for lung cancer”. [UNICEF](#) “At least 4.5 million children in the UK are growing up in areas with unsafe levels of particulate matter”

Corporate / Citywide Implications:

- 7.7 The findings of the Brighton & Hove Climate Assembly will inform the development of the following city plans: the Carbon Neutral Plan, LTP5 and the LCWIP. The findings can also inform positions on planning, as the updated [National Planning Policy Framework](#) paragraph 181 states: “Planning policies and decisions should sustain and contribute towards compliance with relevant limit values or national objectives for pollutants, taking into account the presence of Air Quality Management Areas and Clean Air Zones, and the cumulative impacts from individual sites in local areas. Opportunities to improve air quality or mitigate impacts should be identified, such as through traffic and travel management, and green infrastructure provision and enhancement. So far as possible these opportunities should be considered at the plan-making stage, to ensure a strategic approach and limit the need for issues to be reconsidered when determining individual applications. Planning decisions should ensure that any new Development in Air Quality Management Areas and Clean Air Zones is consistent with the local air quality action plan.” Furthermore, it is proposed that the findings of the Brighton & Hove Climate Assembly are used to inform the further development of current transport initiatives such as the Liveable City Centre and Ultra Low Emission Zone schemes. A report on the initial feasibility study for these two schemes will be considered by Environment, Transport & Sustainability Committee on 19 January 2021.

SUPPORTING DOCUMENTATION

Appendices:

1. Brighton & Hove Climate Assembly Findings Report written by Ipsos MORI
2. Youth Climate Assembly Interim Findings
3. Initial response from Brighton & Hove City Council – open letter from councillors

Background Documents

None

December 2020

Brighton and Hove Climate Assembly

Findings Report

Paul Carroll, Chloe Juliette, Faith Jones, Laura Tuhou

Ipsos MORI



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1 Executive Summary

1.1 Background

After declaring a climate emergency, Brighton & Hove City Council commissioned Ipsos MORI to hold a climate assembly focused on reducing carbon emissions from transport and how this can help the city towards its goal of becoming carbon neutral by 2030.

The assembly was conducted online – the first assembly in the UK to be held entirely online following the onset of national lockdown during the COVID-19 pandemic – across five sessions between late September and early November. Recruitment was conducted by the Sortition Foundation through a stratified random process, creating a group of 50 people reflecting the demographics of the city's population.

The assembly considered the key question, “How can we step up actions to reduce transport related carbon emissions in the city?”

1.2 Headlines and recommendations

This executive summary briefly outlines the key recommendations from the assembly. The main body of the report explains these recommendations in full, how the assembly developed them, and the caveats and conditions that apply to each.

The assembly strongly supported taking action to reduce transport emissions, recognising that wide-ranging changes to the way we travel will be necessary, as well as challenging. The recommendations generated by assembly members focussed on the need to reduce travel by private vehicles, increase active travel, improve public transport, and the importance of engaging the residents of Brighton and Hove in developing and implementing any changes.

In summary, the assembly's ten key recommendations, ranked in the assembly's own order of priority, are shown below. Please note that the rankings should be seen as a guide to the relative importance of each recommendation.

1. A car-free city centre
2. The public transport system should be affordable/accessible
3. Creation of healthier low traffic/pedestrianised communities
4. The council should actively consult and engage with the community
5. Introduce mobility hubs (NB: A mobility hub is a recognisable place which provides and connects up different types of travel – for example cycle hire, station, parking and transport information)
6. Cyclists should be prioritised over cars through well-designed dedicated cycling networks that are safe and practical for day-to-day use as well as leisure

7. Introduce a Park & Ride to minimise car use in the city
8. Make public transport a more convenient alternative to driving a car
9. Messaging should focus on what people gain rather than lose and educate/expand citizens knowledge
10. There should be a focus on incentives rather than sanctions as interventions

The recommendations are viewed as a suite, rather than standalone ideas – they should all be implemented together in order to be as effective as possible. The assembly wanted the council to focus its efforts on making sure there is no need for private car use (unless someone is disabled/have a blue badge), focusing on improving alternatives and communicating those alternatives. Assembly members were sensitive to the language used in the recommendations, leaning towards a focus on what is gained rather than lost. The assembly want the council to recognise the diversity of the residents in Brighton and Hove, particularly in terms of needs and how tailored communication approaches would be required for different audiences. The assembly kept a strong focus on changing mindsets through interventions, campaigns, and prioritising active travel.

1.3 Implementation

Physical barriers (such as poor or non-existent infrastructure) were deemed the biggest barriers to reducing car use. To address physical barriers, the council should improve infrastructure, raise awareness of improvements and motivate citizens to use public transport or travel by walking or cycling.

To address citizens' expectation that public transport will not be convenient and reliable enough to reduce their car use, the council should consider demonstrating the reliability and convenience of an improved transport network.

To address citizens' habits, the council should consider interventions that enable them to plan their journeys, change routines and provide positive feedback.

To address social and cultural norms around prioritising the driver, messaging may benefit from emphasising public health benefits, and the reinvigoration of communities while also addressing climate change. Communication may also benefit from challenges to false assumptions about other people's habits.

2 Methodology

Brighton & Hove City Council declared a Climate and Biodiversity Emergency in December 2018 and has committed to becoming a carbon neutral city by 2030. To help shape how Brighton & Hove City Council combat climate change over the next decade, Ipsos MORI was commissioned to run a citizens' assembly. A citizens' assembly is a body of selected citizens who meet to learn about, discuss, and make recommendations on a particular issue through a process of structured deliberation.

The assembly focused on transport strategy and how this can help the city towards its goal of becoming carbon neutral by 2030. Carbon dioxide emissions from transport account for one third of the total emissions from Brighton and Hove, and they are reducing more slowly than emissions from housing and industry. The city council therefore chose transport as its focus for this assembly. The assembly took place across five sessions in September, October, and November. It was held online as the COVID-19 pandemic meant that face-to-face meetings of large groups were unsafe. Given that Brighton & Hove City Council had declared this topic an emergency, postponing the assembly to a time when the pandemic had subsided was not an option.

The assembly considered the key question, "How can we step up actions to reduce transport related carbon emissions in the city?"

2.1 Advisory Board

Materials were developed in partnership with Brighton & Hove City Council with oversight and input from the advisory board. The advisory board provided check and challenge throughout the process, suggested expert speakers, and contributing to planning and the development of materials, particularly stimulus materials used in the discussions with assembly members. The board brought together diverse views and perspectives from academics, specialists, activists, local councillors, and council officers. They met five times between July and December 2020, with ongoing communication between meetings throughout the process.

2.2 Recruitment

Recruitment was conducted by the Sortition Foundation, which specialises in bringing together randomly selected, representative groups of people. In line with best practice, assembly members were recruited through a stratified random process, creating a group of 50 people reflecting the demographics of the city's population.

A range of selection criteria were applied: gender; age; ethnicity; long-term illness or disability; occupation; car ownership; and area of the city. Anyone aged 16 and over who was permanently resident in the UK, and who lived at an address that received the invitation could apply, though only one person per household could be selected. The postcode address file was used as a basis for mailing out 10,000 invitation letters across the city. From the 702 applications received, a randomised process selected people who fitted the demographic quotas. At the end of this chapter is a table that shows the target quotas and

demographics of those recruited. Note that we over-sampled from BAME communities, almost doubling the 11% population figures to 20%, to ensure better representation of the diversity inherent within this broad statistical category. Some people were not allowed to apply: elected representatives from any level of government; paid employees of any political party; or council employees working in transport, planning, policy, or any politically-restricted post.

In line with good practice in encouraging full participation, assembly members were each paid a £250 honorarium, recognising the time they gave up in order to take part, and ensuring that a diverse range of people – including those on low-incomes or with caring responsibilities – could take part.

The profile of attendees for each session can be found in the Appendix, which illustrates the demographic breakdown of the assembly members.

2.3 Structure and dates

The assembly took place online – the first assembly in the UK to be held entirely online – across five sessions between late September and early November:

1. Tuesday 22 September, 6pm - 8:30pm
2. Tuesday 6 October, 6pm - 9pm
3. Saturday 10 October, 10am - 1pm
4. Thursday 5 November, 6pm - 9pm
5. Saturday 7 November, 10am - 1pm

The first session, on the evening of 22 September, focused on engaging assembly members, making them comfortable with the technology and the group environment, and setting the scene for the rest of the assembly. Assembly members heard presentations on climate change, public health, and the local context for sustainable transport, and discussed what they thought are the biggest climate change challenges.

The second and third sessions, on the evening of 6 October and the morning of 10 October, made up the learning phase of the assembly. During these sessions, members were presented with more information and had the opportunity to ask questions of expert presenters.

In session two, on 6 October, assembly members considered local bus services in terms of their speed, reliability and price; mobility hubs; car-free (or low traffic) city centres; road user charging; electric cars; and parking (in terms of its availability and cost).

In session three, on 10 October, assembly members talked about low traffic neighbourhoods; strategic cycling networks; an active travel behaviour change campaign; and three case studies about the experience of disabled and migrant citizens.

The deliberation and recommendation-forming stage of the assembly, sessions four and five, took place a month later on the evening of Thursday 5, and the morning of Saturday 7 November. This break between sessions three and four allowed assembly members to

reflect on what they had learned, before coming back to deliberate and develop recommendations.

In session four, on 5 November, assembly members heard presentations on behaviour change and the future of transport. They discussed the interventions they would and would not support being implemented, their conditions for those interventions, and the trade-offs that would need to be considered.

In session five, on 7 November, the assembly discussed and agreed on headline recommendations and the conditions that need to be applied to any intervention for them to be acceptable to the community of Brighton and Hove.

At the beginning of each session, assembly members gathered in plenary for introductions and expert presentations. They subsequently moved between the main plenary session and smaller breakout discussion groups of 5-6 assembly members a number of times during each session; during plenary sessions, facilitators were invited to pose questions from their group to the expert presenters.

2.4 Deliberation

The assembly members were split into ten breakout groups of five members each. In each of the ten breakout groups, discussion was facilitated by experienced moderators from Ipsos MORI, who used a detailed discussion guide to structure the conversations and ensure all the topics were covered uniformly. A professional note-taker was also assigned to each group to transcribe the discussions, and many groups also had an observer (usually either staff and/or councillors from Brighton & Hove City Council, or a member of the Advisory Board). While assembly members and facilitators all appeared on screen, so they could see and talk to each other, note-takers and observers were asked not to use their camera, and to remain muted throughout, to ensure they posed as little distraction to assembly members as possible.

Assembly members were assigned to a different breakout group for each of the five sessions, to ensure they were exposed to as wide a range of opinions as possible from fellow members, with these groupings arranged to represent people from a range of ages and genders.

Following each of the sessions, a “frequently asked questions” (FAQ) document was compiled by the Ipsos MORI team – questions were passed to staff and presenters to answer and then published in the public domain. These FAQs, along with videos of the expert presentations and summaries of the Advisory Board meetings, were all published on the assembly website.

2.5 Ranking exercise

Before the penultimate session on 5 November, the Ipsos MORI research team analysed data from the previous sessions and pulled out ten key recommendations. These were put to the assembly members, who were asked to tweak and prioritise them in order to ensure that their views were reflected accurately.

2.6 Technical report

The research materials used across the assembly sessions – the discussion guides and stimulus materials used by facilitators, as well as all other supporting materials and more methodological details – can be found in the accompanying technical report. These materials were produced by the Ipsos MORI team, with input from the city council and the advisory board.

2.7 Interpretation of findings

When considering these findings, it is important to bear in mind what a qualitative approach provides. It explores the range of attitudes and opinions of participants in detail. It provides an insight into the key reasons underlying participants' views. Findings are descriptive and illustrative, not statistically representative. Often individual participants hold somewhat contradictory views – often described as 'cognitive dissonance'. Participants are provided with detailed information over the course of the five sessions, and thus become more informed than the general public – particularly so given the highly immersive nature of a citizens' assembly.

It is important to note that the opinions of the assembly members presented here represent their belief in what is true, regardless of what may or may not be happening in Brighton and Hove. For example, some of the assembly's recommendations and associated conditions may resemble a service that already exists in the city. The fact that this is unknown to assembly members is, itself, a key finding from the process which should be reflected in the city council's response.

2.8 Assembly member demographics profile

The final target profile was agreed between the city council, the advisory board, and Ipsos MORI to reflect of the demographic diversity of Brighton and Hove, while ensuring representation across all key groups.

	Target		Recruited	
	%	Number	%	Number
Gender				
Male	50	25	46	23
Female	50	25	52	26
Other	0	0	2	1
Total	100	50	100	50
Age				
0-15	0	0	0	0
16-24	20	10	22	11
25-44	37	18	38	19
45-64	28	14	23	12
65-74	8	4	10	5
75+	7	3	6	3
100+	0	0	0	0
Total	100	50	100	50
Geographical area				

Area 1 – Woodingdean and Rottingdean Coastal	10	5	6	3
Area 2 – Queens Park, Hanover & Elm Grove, Moulsecoomb & Bevendean, East Brighton	22	11	24	12
Area 3 – Hove Park, Withdean, Patcham, Preston Park, Hollingdean and Stanmer	24	12	28	14
Area 4 – Central Hove, Goldsmid, Brunswick & Adelaide, Regency, St. Peter's & North Laine	24	12	26	13
Area 5 – North Portslade, South Portslade, Hangleton and Knoll, Wish, Westbourne	20	10	16	8
Total	96	50	100	50
Occupation				
Professional occupation or technician	27	13	28	14
Operator or elementary occupation	7	3	6	3
Service occupation	15	7	14	7
Skilled trade	5	2	6	3
Student	13	6	14	7
Not in the labour force Retired	8	4	10	5
Not in the labour force Other	19	9	16	8
75+ occupation	7	3	6	3
Total	101	50	100	50
Car Ownership (by household)				
Yes	68	34	68	34
No	32	16	32	16
Total	100	50	100	50
Ethnicity				
White British	71	35	72	36
White Other	9	4	8	4
BAME	20	10	20	10
Total	100	50	100	50
Long term illness or disability				
Yes	9	4	8	4
Yes, limited a little	10	5	12	6
No	81	40	80	40
Total	100	50	100	50

2.9 Acknowledgments

Ipsos MORI would like to thank assembly members for giving up their time and engaging with such dedication throughout the deliberations. We also thank the advisory board for their extensive input into making the process as effective and engaging as possible, the expert speakers who gave up their time to contribute their knowledge, and to the council officers who commissioned the project and worked with us to navigate developing materials.

Advisory Board

Dr. Gary Fuller, Imperial College London

Dr. Lesley Murray, University of Brighton

Dr. Nicola Khan, University of Brighton

Prof. Julie Doyle, University of Brighton

Prof. Dominic Kniveton, University of Sussex

Dr. Matthew Adams, University of Brighton

Cllr. Phelim MacCafferty, BHCC Green Party

Cllr. Nancy Platts, BHCC Labour Party

Cllr. Prof. Samer Bagaeen, BHCC Conservative Party

Chris Todd, Transport Action Network, Brighton and Hove Friends of the Earth

Rosie Sauvage, XR

Simon Burall, Involve

Rania Van Den Ouweland, Youth Strike 4 Climate

Steve Gooding, RAC Foundation

Mark Prior, BHCC

Gavin Stewart, Brighton and Hove Economic Partnership

Expert speakers

Prof. Jillian Anable, Institute for Transport Studies at University of Leeds

Kathleen Cuming, BHCC

Benjamin Skinner, youth speaker

Mark Prior, BHCC

Andrew Boag, BusWatch

Cllr. Waseem Zaffar, Birmingham City Council

James Ashton, Nottingham City Council

Martin Harris, Brighton & Hove Bus Company

Cllr. Clyde Loakes, Waltham Forest Council

David McKenna, Street Spirit Design

Dr. Nichola Khan, University of Brighton

Prof. Rachel Aldred, University of Westminster

Cllr. Christopher Hammond, Southampton City Council

Dr. Penny Atkins, University of Brighton

Brighton & Hove City Council Officers

Rachel Williams

Simon Newell

Chloe Sands

Kirsten Firth

Paul Holloway

Andrew Renaut

Mark Prior

Nick Hibberd

3 The assembly's recommendations

The climate assembly agreed ten key recommendations for reducing transport-related carbon emissions in Brighton and Hove. The table below lists these recommendations, alongside the conditions and caveats that the assembly insisted be considered alongside each recommendation.

It's important to note that, while the recommendations below are listed in order of preference as agreed by the assembly as a whole, all ten recommendations had strong support across the assembly. Assembly members wished to see all ten recommendations addressed, rather than for some recommendations to be cherry-picked at the expense of others. The recommendations were considered as a whole package of necessary, interdependent measures which would help reduce transport-related carbon emissions while, simultaneously, engaging residents in the changes, building the trust and support necessary for the changes to be successful.

Priority	Recommendation	Conditions / caveats
1	Car-free city centre	<p>Dependent on improved public transport infrastructure being in place. Additionally, dependent on private transport infrastructure i.e. walking and cycling. (NB: by "private transport" assembly members meant modes of active travel)</p> <p>Exceptions must be made for people who need cars (and other vehicles), e.g. blue badge holders, deliveries. Those who can use other means should not use cars.</p>
2	The public transport system should be affordable/accessible	<p>This includes a ticketing system that encompasses all public transport.</p> <p>Pricing should be relative to other forms of transport (i.e. taxis). Open ended/flexible season tickets should be introduced.</p> <p>Reconsider the times that buses are on the road, to ensure that there aren't excess buses on the road with no one in them.</p> <p>Options should be well communicated.</p>
3	Healthier low traffic/pedestrianised communities	<p>Including school streets.</p> <p>Exceptions must be made for people who need to use their car (e.g. disabled people, deliveries) but those who can use other means should not use their car.</p> <p>Start small to demonstrate the value.</p>

		<p>Messaging should include pictures or videos of where this has been implemented so people can easily see how a familiar place used to look compared to what it looks like after the changes (e.g. George Street).</p> <p>Need to make it clear that residents can get in and out of their own low traffic neighbourhood with ease.</p> <p>Benefits should be clearly conveyed (i.e. wellbeing, thriving community, reinvigorated local area).</p>
4	The council should actively consult and engage with neighbourhoods within the community	<p>There should be community advocates who act as middlemen between the community and the council, with a clear definition of their role and support from the council.</p> <p>The council should focus on educating the whole community, listening to them, and adapting their plans according to the feedback provided.</p> <p>The council should consider the methods of communication.</p> <p>The council should measure community involvement.</p> <p>The council should report back to the community about what was done with their feedback and why, evidencing that they are listening.</p>
5	Introduce mobility hubs (a mobility hub is a recognisable place which provides and connects up different types of travel – for example cycle hire, station, parking and transport information)	<p>Research and consult on what mobility hubs should look like locally.</p> <p>Mobility hubs should be in local neighbourhoods.</p> <p>Greater city-wide availability of bikes.</p> <p>City-wide rentable e-bikes.</p> <p>Retrofit the BTN bikes to become e-bikes.</p> <p>Make sure they are by a taxi rank, bus route and/or train station.</p> <p>Transport resource distribution; everyone should be able to access one.</p> <p>Cargo storage attachments should be available for the bikes.</p>
6	Cyclists should be prioritised over cars through well-designed dedicated cycling networks that are safe and practical for day-to-	<p>Cyclists should be actively encouraged to be safe and mindful of others.</p> <p>Enforcement is needed around car users' parking habits – if the network is squeezed into roads.</p>

	day use as well as leisure	
7	Introduce a Park & Ride to minimise car use in the city	<p>There should be no need to use a car in the city centre – it should be easier not to use a car if you are a commuter or visitor.</p> <p>Ensure linking transport infrastructure is in place and well communicated with full city information at the park.</p> <p>Utilise public transport as the primary means of getting into, and travelling around, the city centre.</p>
8	Make public transport a more convenient alternative to driving a car	Public transport should be faster, affordable, and more reliable.
9	Messaging should focus on what people gain rather than lose and educate/expand citizens' knowledge	<p>Should emphasise public health issues and gains.</p> <p>Should emphasise climate change.</p> <p>Educate/expand people's knowledge of the impact of their actions.</p> <p>Communication should be tailored to address the concerns or lifestyles of different types of residents.</p> <p>Should be framed not as 'if' but 'when/how' it happens.</p> <p>Information should be accessible to everyone.</p>
10	There should be a focus on incentives rather than sanctions as interventions	<p>Prioritise restrictive measures over charging-based measures.</p> <p>Measures must account for disproportionate impacts on citizens.</p>

The chapters below describe how these recommendations were formed by the assembly, describing what happened at each stage of the assembly and how assembly members' views developed discussion and deliberation. The final chapter explores ways in which these recommendations might be implemented.

4 Session One: introduction to the assembly and the topic

4.1 What we did

The first session, held on 22nd September, introduced members to the assembly, explained the process, and set the scene for discussions exploring climate change. Before attending the session, assembly members were sent introductory reading materials outlining the purpose of the climate assembly, the urgency of the climate crisis, and the ways in which climate change impacted upon Brighton and Hove. The materials were designed to give members an overview of the assembly process and provide some useful contextual information about climate change to help ground conversations. In this session assembly members were shown four expert presentations:

- Climate Change and its Impact on the Economy and Youth by Benjamin Skinner, Youth Campaigner
- Climate change and public health by Kathleen Cuming, Public Health Consultant
- Sustainable Transport by Professor Jillian Anable, Professor of Transport and Energy at the University of Leeds
- Local Context: An introduction to Transport and Carbon Reduction in Brighton and Hove by Mark Prior, Assistant Director – City Transport at Brighton & Hove city council

After watching these presentations, facilitators guided the assembly members through discussions in small breakout groups. The assembly explored the following topics:

- Thoughts on the climate assembly objectives
- Initial ideas for possible interventions
- Barriers to implementing interventions
- How to inspire willingness to make changes
- Understanding which interventions the public might support, and why

In the breakout discussions, the assembly members generated clarification questions which were answered by the expert speakers upon return to the plenary. Any unanswered questions were put to the experts in writing and their answers were shared with the assembly after the session.

4.2 Findings

“I am really deeply concerned about the climate crisis. That’s my political and personal perspective [...] it’s important to me that we shouldn’t leave the future in a worse state than we inherited it.”

Assembly member, session 1

Members strongly supported the aims of the Climate Assembly. There was broad agreement that urgent and radical action is required to meet the 2030 net zero goal set out by the council. The assembly had a broad awareness of the climate emergency and the potential implications for Brighton and Hove, the UK, and beyond. Members recognised that the assembly provided them with a unique opportunity to influence the council’s actions. Although their appetite for change was apparent, members’ perception of climate change varied. During the discussions, two distinct perspectives on how to approach climate change emerged. On the one hand, climate change was viewed as a global issue which demanded systemic change and a “*total rethink and change of our economic model.*” [Assembly member, session 1]. On the other hand, members felt that a more bottom-up approach was required, emphasising the importance of individuals making changes to help reduce carbon emissions.

Initial ideas for future interventions

Members were extremely engaged with the Climate Assembly content and this was reflected in the discussions. The assembly touched upon a wide range of measures and interventions within breakout groups, many of which were recurrent across multiple groups. The interventions that members put forward fell into two main groups: improving public transport and encouraging active travel.

Improving public transport

“Public transport is really important; we have to improve it to be able to offset cars.”

Assembly member, session 1

Members felt that improving public transport was key to reducing the reliance upon and use of cars. They emphasised the importance of affordable bus travel and stressed the need for public transport to be seen as a more cost-effective alternative to driving. The assembly felt that the current public transport system was disjointed, with suggestions that introducing a Park & Ride scheme would improve residents’ and visitors’ options for travelling into the city centre. There were also suggestions that the council look at implementing more radical transport interventions, such as a tram system. Overall, members felt that if the affordability and convenience of public transport could be improved then it would play a vital role in reducing carbon emissions.

Encouraging active travel

“I feel more vulnerable on the roads as a cyclist than I do in a car. I think a lot of people feel that way, and that’s why they don’t cycle.”

Assembly member, session 1

The assembly recognised the importance of interventions which aimed to increase the uptake of active travel. They felt that walking and cycling are not particularly safe and suggested interventions to improve the safety of pedestrians and cyclists would increase uptake. Measures mentioned spontaneously included: better quality cycle lanes and pavements; segregated cycle lanes; priority road markings and traffic light signals; and the pedestrianisation of the city centre. Members noted that not everyone had access to a bicycle and supported the introduction and expansion of bike-sharing schemes to address this.

Discussions highlighted the variety of ways in which the current system failed road users. Members referenced pop-up cycle lanes, which they believed had been implemented (in part during the course of the pandemic) without thorough consultation, as an example of a good idea which was poorly executed. Members repeatedly acknowledged the importance of getting interventions right first time, and stressed that, whatever the council decided, it was critical that interventions were accompanied by intelligent road planning.

Barriers to implementing interventions

Discussion around the barriers to implementing interventions were thoughtful and illustrated the fundamental tensions underlying wider debates around climate change. Barriers fell into two categories: attitudinal and practical.

Attitudinal barriers

“It’s very hard to think about how what you do will make a difference to climate change”

Assembly member, session 1

Assembly members discussed how their motivation to take steps to reduce their carbon footprint is hindered by the belief that they alone cannot make a difference individually. Climate change is often presented as a global problem, assembly members suggested – this made it more challenging to see how small changes, such as taking the bus, could have any impact. Members felt that it was important to overcome this perception and embrace an “act locally, think globally” mantra. Instead of waiting for global action, they emphasised the importance of empowering individuals and communities to adopt a more environmentally conscious approach to everyday decisions and actions to reduce carbon emissions.

Discussions highlighted some key tensions about who members believe should be responsible for tackling the climate crisis. On the one hand, members were frustrated by the implication that the onus was on them as individuals. On the other hand, there was a sense

that it is unrealistic to expect the government to intervene in every situation. The assembly emphasised the importance of understanding how different perspectives influence the support for, or resistance to, interventions.

Practical barriers

“I would love to cycle, but in most scenarios, it’s too far or too dangerous. I think the cycle routes need to be extended. I wouldn’t be able to get to the cycle route because of the danger of traffic.”

Assembly member, session 1

Members stressed that poor infrastructure was a major barrier to the accessibility of active travel and public transport options. Barriers to active travel included safety concerns, poor weather, hilly terrain, poor quality roads, uneven pavements, and insufficient street lighting. In the context of public transport, members referenced the cost and length of journeys, limited capacity to accommodate disabled users or parents with prams, and a more general lack of awareness about what public transport options were available.

The assembly was concerned about how the needs of different road users might be balanced. There was a strong feeling that interventions which prioritised one group over another would merely exacerbate existing tensions between groups and damage the support for future interventions. For example, members felt that measures to encourage active travel may contribute to increased congestion or displacement of traffic to other areas of the city.

How to inspire willingness to make changes

The assembly were strongly in favour of measures which sought to encourage rather than penalise. Members felt that overcoming attitudinal barriers would require winning “hearts and minds”. Suggestions included:

- Tailoring the approach to appeal to groups with different values and priorities. For example, focussing on creating a safer planet for future generations will appeal to some, while emphasising the health benefits of active travel and carbon neutrality will persuade others.
- Sharing knowledge, educating others, and conveying the urgency without being patronising. Members felt that providing people with the information necessary to make up their own minds was key. They emphasised the importance of ensuring that everyone could engage in discussions and make informed decisions.
- Demonstrating that individuals can make a difference. Members felt that it was important to overcome perceptions that individuals were unable to contribute to achieving the carbon neutral target. They stressed the importance clearly communicating the positive impact of interventions, and empowering people to make these changes.

Understanding what the public might support and why

“You justify the use of your car for all sorts of different reasons, and the break-up of the usage of cars is so complex.”

Assembly member, session 1

The assembly acknowledged the importance of understanding why people behave in the way they do. They felt that better understanding of why specific measures proved more favourable would facilitate more effective interventions. However, they also recognised that the factors contributing to individuals' support or resistance to specific measures were complex. As discussions demonstrated, members felt that the barriers and facilitators were heavily context dependent. Although addressing the practical barriers may increase support for interventions among some groups, members emphasised the need for a wider cultural shift to address the attitudinal barriers.

5 Session Two: learning about public transport and car use

Key findings

- Members strongly supported the car-free city centre because they felt that it would have a significant impact on reducing emissions whilst also re-prioritising road space to benefit pedestrians and cyclists.
- The assembly was also in favour of improving public transport, both in terms of affordability and usefulness of services. Members felt that investment in public transport was critical for the viability of other car use interventions.
- Generally, members were less keen on interventions which they perceived to be punitive, such as road user charging. The use of financial deterrents was seen to disproportionately impact low income groups while failing to encourage more sustainable behaviour change.
- Members highlighted the importance of effective consultation and evaluation of future interventions. There was a strong feeling that the impact of measures would depend on careful planning and implementation, without which some measures may be counterproductive.
- Members stressed the importance of reducing travel by private modes of transport. Although some measures offered a degree of compromise between public and private transport, members felt that interventions should aim to promote long-term, sustainable behavioural change rather than a quick and easy fix.
- Members emphasised the need for the council to clearly communicate how interventions will contribute to the carbon neutral goal, be transparent about public spending decisions, and ensure that measures are evidence-based.

5.1 What we did

The second session, held on Tuesday 6th October, marked the start of the ‘learning phase’ of the assembly. Before the sessions, assembly members were sent an information pack which provided an overview of key transport statistics, what Brighton & Hove city council are already doing, an overview of the key topics, and case studies of successful carbon reduction interventions used in other cities. The information pack was designed to provide useful context to support the discussions during the learning phase.

In this session assembly members were shown four expert presentations which related to the topics presented in the information pack. There were two presentations on public transport and two on car use.

- Local bus service provision by Martin Harris, Managing Director of Brighton and Hove bus company.

- Local transport user experience in Brighton by Andrew Boag, Chair of Brighton Area Buswatch.
- Reducing car use in cities by Councillor Waseem Zaffar, Birmingham City Council.
- Workplace levy and electric vehicles by James Ashton, Transport Strategy Manager at Nottingham City Council.

After watching the videos, facilitators guided the assembly members through a discussion of the benefits and drawbacks of a range of different public transport and car use interventions. In the context of public transport members explored mobility hubs, improving the speed and reliability of bus services and making bus travel more affordable. In the context of car use, members discussed creating a car-free city centre, implementing road user charging, reducing parking availability and increasing cost, and investing in electric cars.

After the discussions, assembly members formed questions in their breakout groups which were then answered by the expert speakers upon returning to plenary.

5.2 Findings

Public transport interventions

The assembly recognised the importance of public transport in reaching the net-zero target. Members emphasised that reducing the cost and improving the quality of public transport services is key to encouraging the transition from the use of personal vehicles to public transport. The assembly agreed that public transport needs to offer an efficient and cost-effective alternative to car use in order to successfully convert people from using one type of transport to another.

Improving bus services and reducing the cost of travel

“If you can get somewhere you need to go for cheaper than a bus, then why would you get a bus? Price is something that has a huge impact on engagement with bus services.”

Assembly member, session 2

The assembly strongly agreed that bus travel must be more affordable than other forms of transport. Members highlighted that many residents are currently priced out of using the bus because other modes, such as cars or taxis, are perceived to be more cost (and time) effective. Members felt that affordability was key to ensuring the long-term sustainability of public transport. However, there was a degree of scepticism surrounding the feasibility of improving affordability. Members queried whether the council had jurisdiction to influence decision-making around fares and service provision. Although members supported state subsidies for public transport in principle, they emphasised the importance of transparency surrounding public-spending decisions.

Members expressed the need to understand *why* different people made journeys using different modes of transport. There was some concern that without a comprehensive understanding of gaps in provision, current levels of demand, and the barriers and facilitators to public transport across different demographic groups, any interventions may be ineffective. The benefits of increasing the uptake of public transport are dependent upon which groups are converted. Unless interventions successfully increase the uptake of public transport among those who drive, the overall impact on emissions will be negligible – public transport must be attractive to the right people.

The assembly felt that it was important to assess the wider implications of public transport interventions on other road users. Although members supported the interventions in practice, they were concerned about the potential negative implications of implementing such measures without sufficient consultation and evaluation. There were concerns that increased demand for buses would lead to more buses on the road, increasing congestion and, in turn, emissions. Members supported measures which aimed to mitigate bus-related congestion, such as designated bus lanes and traffic light priority systems. Overall, there was a strong feeling that increased demand would need to be carefully monitored so as not to adversely impact other road users.

Looking beyond price and efficiency, the assembly felt that the comfort, convenience, and accessibility of public transport contributed to the overall attractiveness of public transport as an option. Members referenced the importance of a clean and safe environment, bus shelters at bus stops, ramps, priority seating, and the availability of additional help for elderly and disabled users. It was also suggested that the relative success of any public transport intervention would be contingent upon effective consultation, careful planning, and clear communication.

Mobility hubs

“The interchangeableness of our city...because we’re small we can use those quickfire advancements...mobility hubs would allow people to choose what’s relevant for what journey they’re making.”

Assembly member, session 2

The assembly also emphasised the importance of creating a more joined-up public transport system. Although the concept of mobility hubs was less tangible than the other interventions discussed, there was broad support for a ‘hub’ model. Members recognised the benefits of combining several different modes of transport in one location, notably rail travel and e-bikes. The perceived benefits of mobility hubs were two-fold: they promote a range of transport options, including active travel, and help to reduce the number of cars on the road, particularly in the city centre. Members viewed Park & Ride schemes favourably, despite the caveat that they may predominantly benefit visitors and would not provide a viable alternative for the majority of local residents travelling into the city.

Car use interventions

The assembly was strongly in favour of reducing car use, feeling that it was vital for reducing emissions long-term. Although measures to restrict car use were perceived as more radical, members felt that they represented a necessary compromise. The assembly strongly favoured interventions which would have a clear, well-evidenced impact on carbon reduction.

Car free city centre

“It would be good to have larger pedestrianised areas in the city. Trees, plants, benches, nature corridors, it might make the place more attractive for walking and cycling, plus it would push cars out.”

Assembly member, session 2

When discussing a car-free city centre, members emphasised the additional benefits to reclaiming and reprioritising road space. These ranged from improving public health, creating safer streets, promoting active travel, and the opportunity to design a more pleasant environment. The assembly felt that the wholesale exclusion of cars from the city centre was more equitable and the benefits and drawbacks were more evenly distributed across different groups than other measures, particularly financial disincentives.

However, members highlighted some important caveats to car restriction measures. Firstly, they felt that certain groups, namely blue-badge holders, delivery drivers, taxis, and tradespeople would need to be exempt from restrictions. The assembly also raised concerns about the effectiveness of car-free interventions, suggesting that the success of measures aimed at restricting car use would depend on the effectiveness of public transport interventions. If public transport could not provide a viable alternative to driving, members worried that measures to restrict car use may be ineffective. The assembly was also concerned about the potential for traffic to be displaced and create congestion in surrounding residential areas. As reflected in earlier discussions, members felt strongly that the implementation of a car-free zone would require thorough consultation and evaluation. Members supported a car-free city centre in theory but were reluctant to fully support the measure without seeing a detailed plan of the proposed restrictions.

Charging for road use

“You shouldn’t just be able to pay a fee to be able to do it. Should have to go, ‘I need to deliver in that area,’ or, ‘I need to get to my business with this vehicle’, not just, ‘I’ve got 100 quid’.”

Assembly member, session 2

The assembly had mixed views on charging road users. Despite reluctance to increase the financial burden on Brighton and Hove residents, members did agree that it should cost more to drive than to use public transport. Those who were uncertain about charging road users felt that it would be more acceptable if charges were applied exclusively to visitors.

Members recognised that the measure gave the council flexibility to implement gradually, adjusting and targeting prices accordingly. Members were positive about the revenue that road-user charging would contribute to the council, with the caveat that there would need to be complete transparency about how prices were set and where the money would be spent. Those who supported road-user charging interventions did so on the condition that revenue would be ringfenced for investment in improving the transport system.

The assembly's main concern with charging road users related to the wider message that it would send out. Members felt it would create an unfair "pay to pollute" system where those who could afford to pay would continue driving. Although charging may serve as a deterrent for some, the primary motivation for behaviour change was purely financial. For these reasons, members felt that road-user charging did not represent a sustainable, long-term solution. The assembly also discussed the potentially regressive nature of financial deterrents. Members felt that introducing variable rates for older, high-polluting vehicles would disproportionately affect low-income groups who were more likely to own older cars. Overall, members were sceptical about road-user charging, feeling that penalising drivers would exacerbate tensions and hinder consensus building.

Parking availability and cost

"To have reduced parking could be stressful, and I find that people are parking places they shouldn't be because of reduced parking."

Assembly member, session 2

There were conflicting views on measures to reduce the availability of parking. The assembly was unconvinced by the efficacy of parking reduction interventions. Members were concerned that removing designated parking would increase on-street parking, create obstructions for pedestrians and cyclists, create accessibility issues for certain groups (e.g. wheelchair users and parents with prams), and increase congestion. Members felt that difficulty parking already served as a deterrent, and worried that removing parking altogether would merely exacerbate tensions between residents and other road users. The suggestion of a workplace levy on parking was generally well received. However, members were sceptical about how employers would respond to the charge and raised concerns about the charge being indirectly passed on to employees – e.g. through salary deductions.

Overall, the assembly did not see measures to reduce the availability of parking as a key intervention. Although members recognised the issues surrounding parking, they did not feel that this intervention would make a big impact. When discussing parking, some members were unclear on the relationship between parking availability and carbon emissions. As expressed in earlier conversations, the assembly was more sceptical of interventions which did not have a clear and demonstrable impact on carbon reduction. Members strongly emphasised the importance of clear communication in order to demonstrate the role of interventions to reduce parking availability and carbon reduction.

Electric vehicles

“Clearly the emphasis needs to be on reducing cars in general. I think it’s a bit of a distraction to focus so much on electric cars.”

Assembly member, session 2

Finally, the discussion of electric vehicles provoked a range of opinions. Electric vehicles were viewed as the least tangible of car use interventions. It was widely felt that the future of transport is electric, and that it was important to begin investing in the necessary infrastructure to ensure that Brighton and Hove could support the transition to electric vehicles in the future. Assembly members strongly supported the continued investment in bikes, electric buses and taxi fleets.

But members identified two key drawbacks: cost and infrastructure. Although there was a desire to switch to electric in the future, price was a major barrier to electric vehicle ownership. The other significant barrier was the lack of infrastructure, both within Brighton and Hove and across the UK as a whole. Supporting the switch to electric would, assembly members believed, require significant investment from the council. They supported gradual investment to facilitate a switch to electric in the medium to long term, rather than costly and ambitious wholesale change.

There was some concern about the wider sustainability of electric vehicles. The assembly was unconvinced by the net carbon neutrality of producing electric vehicles and questioned the extent to which this would reduce personal car use and ownership. As was echoed in earlier discussions, there remained a tension between the personal and public models of transport. Although electric vehicles were seen to offer a compromise between low emissions, convenience, and the comfort of personal travel, members expressed concerns that they failed to address the more fundamental need to limit the reliance on personal vehicle use.

Reflections on public transport and car use interventions

Members across the groups consistently emphasised that the success of both public transport and car use interventions was dependent on the following considerations:

- To be effective, both interventions must work in harmony. Reducing car use relies upon the existence and perception of public transport as a viable alternative, while increasing the uptake of public transport relies upon car use being more expensive and less convenient.
- The success of any of these measures depends upon achieving public buy-in, consensus-building between road users, and individual commitment to the net-zero goal. Support is contingent on effective public consultation and clear communication. Members felt that it was critical that both residents and visitors understood how interventions and behaviours contribute to the carbon neutral goal.

- Members were emphatic about the importance of careful planning, design, evaluation, and implementation of measures. Public support for certain measures depended on well-evidenced reasoning and transparent decision-making.
- The assembly emphasised the urgency of the climate emergency, and supported measures which would have a significant impact. Members felt that there was an appetite for more radical, long-term solutions rather than quick fixes, urging the council to be bold in their plans.

6 Session three: learning about active travel, accessibility and inclusion

Key findings

- Overall, people were in favour of the active travel themes discussed in the assembly. However, alongside the enthusiasm was an acknowledgement that significant investment in public transport will be required for these initiatives to be viable.
- Assembly members also recognised that a shift to active travel is only part of the overall solution, and that taking steps to decrease use of personal vehicles will be required in tandem with these measures, in order to reach the goal of lowering carbon emissions in Brighton and Hove.
- Members felt strongly that a behaviour change campaign should focus on positive messaging, with a few short, memorable, repeated messages.
- In response to case studies about the experiences of people with disabilities, and people who rely on personal transport for their trade, assembly members emphasised a need for Brighton and Hove to recognise that different people have different needs and, with this in mind, look at proposed changes with a holistic perspective.
- Making cycling safer and accessible for less confident cyclists was seen as a priority, and the importance of segregated cycle lanes was a common theme across all groups. There was also an acknowledgement that an uptick in active travel, on its own, would not bring about the required drop in carbon emissions.
- Assembly members were clear in the view that people will not be willing to give up their cars unless they know there is a useable, efficient, accessible and affordable alternative – particularly for travel in inclement weather, and for people who have disabilities or additional accessibility needs, such as families with small children.

6.1 What we did

Session three took place on the morning of Saturday 10th October. Assembly members were shown four expert presentations:

- Liveable Neighbourhoods, presented by Councillor Clyde Loakes, Waltham Forest Council
- Cycling Networks, presented by Professor Rachel Aldred, University of Westminster
- Accessible and Inclusive Street Design, presented by David McKenna, Street Spirit Design

- Migrant and Refugee Communities, presented by Dr Nichola Khan, University of Brighton

After watching these presentations, assembly members moved into breakout sessions where they discussed the benefits and drawbacks of the following topics:

- Low-traffic neighbourhoods;
- Strategic cycling networks; and
- Active travel behaviour change campaigns.

Members also considered three case studies to help them think about how changes to the city could impact the lives of disabled and migrant citizens.

6.2 Findings

Active travel interventions

Low traffic neighbourhoods

“If it were only people walking and you didn’t have to look over your shoulder for traffic, it would be a much nicer experience.”

Assembly member, session three

Assembly members were in favour of low traffic neighbourhoods, latching onto the benefits of pedestrian prioritisation and a feeling of greater safety, as well as less noise and pollution. These factors were linked to a theme of better health outcomes, as well as helping to reach the overall goal of lowering carbon emissions. The idea that low traffic neighbourhoods would increase feelings of community ownership and boost local commerce, by making businesses more accessible and attractive, was another a theme across the groups. People also thought back to the first COVID-19 lockdown, when some roads were closed to vehicles – they had positive memories of being able to access those spaces more safely as pedestrians and cyclists.

Members liked the idea of re-greening and beautifying public spaces with more plants, trees, and flowers. This was tempered by an acknowledgement that public spaces need to be accessible for people with disabilities – for example, ensuring that street furniture does not impede access for people with visual or physical disabilities, and allowing vehicle access and parking for people who require it. Assembly members were clear that thoughtful design, with these things in mind, will be essential.

A key concern across the groups was that a low traffic neighbourhood scheme would result in displacement (rather than elimination) of vehicles and their associated pollution – this was repeated across the groups. Members were also concerned that residents would lose access to parking near their home, and that practical, everyday tasks such as getting shopping from the car to the house would be made much more difficult. These and other concerns, around congestion and parking shortages, emphasise the need for accessible,

affordable public transport in conjunction with these active travel measures, to ensure that people have a viable alternative to personal transport.

“Reallocation of road space [and] potential impact on road and bus spaces [are drawbacks only] if it's poorly designed.”

Assembly member, session three

Behavioural concerns were also raised – primarily that the School Streets initiative would be reliant on parents marshalling their peers, which might make some people feel uncomfortable. There was a consensus that there is likely to be a lot of resistance to some aspects of low traffic neighbourhoods, but that this resistance could be overcome by clearly communicating the benefits and mitigating the drawbacks as much as possible.

In addition to these concerns, members' approval of low traffic neighbourhoods was conditional on planners' consideration of hospital areas, to ensure emergency vehicles have unimpeded access. Members also pointed out that use of appropriate and safe physical barriers such as bollards (rather than markings or signs) would be necessary to successfully implement low traffic neighbourhoods in Brighton and Hove. A minor theme emerged around experiences of poorly positioned barriers in other centres, which assembly members suspected caused more accidents than they prevented.

There was an expectation that there will be a lot of resistance to this idea.

Strategic cycling networks

“We need to be radical. It can't be a slow shift. We are, I don't want to be negative, but we are running out of time. We need to do a set of radical behavioural changes. We will then be incentivised to cycle.”

Assembly member, session three

Assembly members had mixed responses to the proposition of strategic cycling networks. The health benefits and low level of associated carbon emissions were seen as positives that could be used to encourage cycling. Making cycling safer and accessible for less confident cyclists was seen as a priority, as was ensuring cycling networks are in fact strategic – integrated with the road system and functional for practical use, not just leisure or tourism. One suggested workaround was for A-roads to be dedicated to motor traffic, while B-roads could be designated cycle routes, where motorised traffic was reduced to a single one-way lane to make space for segregated cycle lanes.

However, there was a general feeling from members that they would expect a lot of resistance to cyclists having priority over cars: cycle lanes will take up car space on the road; if they are not used, this will create more congestion and, in turn, more carbon emissions. Tied to this, the importance of segregating cycle lanes from road traffic and pedestrian pavements came through as a strong theme across all groups, along with a theme, from those who cycle already, of feeling vulnerable on the road. These themes were further emphasised during discussion of the case studies later in the session, with the caveat that

implementation of cycle lanes would need to accommodate vehicle and parking access for people with disabilities.

“In parts of the Lanes now, disabled people cannot access because of the closure of Gardner Street. They aren’t putting relevant infrastructure in place. These cycle lanes and walking spaces are good ideas, but you are not taking into consideration or talking to the disability groups.”

Assembly member, session three

In addition to the cost of implementing segregated cycle lanes to a modern standard, investment will be required to maintain and clean the lanes on a regular basis. If cycle lanes are not segregated and are accessible by vehicles, enforcement will be required to ensure cars are not parked over the lanes. Members noted that there is no cyclist-specific equivalent of road tax or insurance, from which funds could be drawn to meet these needs. There was also a general concern across the assembly about safety behaviours around cycling, in relation to both the cyclists themselves and any victims of their failure to adhere to safety measures.

“A lot of cyclists don’t adhere to road safety. They don’t know the code. They don’t wear helmets.”

Assembly member, session three

Assembly members were clear in the view that people will not be willing to give up their cars in favour of bicycles, unless they know there is a useable, efficient, accessible and affordable alternative for travel in inclement weather. Members also stressed the importance of these alternatives for people who have disabilities or additional accessibility needs, and families with small children. Equally, the geography of Brighton and Hove may deter people from cycling – e-bikes at bike hubs could help to resolve this, assembly members suggested, but the council would need to subsidise the expense. There was also an acknowledgement that an increase in active travel, on its own, would not bring about the required drop in carbon emissions.

Active travel behaviour change campaign

“You don’t [need to] lecture to people. It’s providing them with information to enable them to see the benefits of it. Equally, there needs to be a listening to their concerns and not just dismissing them because they don’t fit in to the plan.”

Assembly member, session three

There was a general sense of positivity around the idea of a campaign to promote active travel, with the caveat that messaging should help people feel empowered and engaged in change, rather than talked down to.

During discussion of this topic, members referred back to the earlier sessions of the assembly and reminded each other that leisure trips are some of the most polluting,

regardless of whether or not cars are used for work commuting. The surprise around this information emerged as a theme at the time and was evidently memorable. Members pointed out that the majority of infrastructure is already in place for walking, although a consistent point across the assembly was the need for improvements to the city's pavements. This came across especially strongly in relation to making sure pavements are accessible for users of wheelchairs and mobility scooters. Again, this topic was tied into the need to improve public transport infrastructure, with members noting a requirement for improved bus shelters.

As with the other active travel ideas, a widespread concern about the behaviour change campaign was the relatively small impact this might have on carbon emissions. However, there was a general view that it was a good idea to try a variety of different measures, and that these could, together, underpin the acceptance and uptake of measures.

“Lots of small things will add up and it needs to be alongside other measures as well, not our only strategy. Any positive impact is better than no impact.”

Assembly member, session three

Members across the groups consistently fed back that a behaviour change campaign should focus on:

- **Emphasising the positive aspects** of active travel, such as health benefits, in relation both to active travel itself, and the street closures that would be required for it to work, which would reduce pollution/emissions in those areas.
- **Listening to citizens' concerns** and finding ways to address those concerns.
- **Repeating a few simple, short, easy-to-remember key messages**, rather than many complicated messages getting confused or lost.
- **Encouraging** reduction of car use and increasing active travel and public transport use.
- **Promoting improvements** to public transport, widely and clearly.
- **Equipping, enabling and inspiring** people to make good choices, to avoid people feeling nannied and made to do things they don't want to do.

“People will think it's being done to annoy them. You've just got to make it clear that you're doing it to make positive change and show people the benefits.”

Assembly member, session three

Accessibility and inclusion

Assembly members were presented with three case studies, to help them think about how the future of Brighton and Hove can be shaped to accommodate the needs of people with

different abilities and skills. The case studies brought out strong themes around fairness and equality of access.

Assembly members readily related the case studies to their own and/or friends and family members' experiences of being limited in their lives by inadequate public transport infrastructure. A key takeaway was that members felt public transport should empower and enable people, rather than inconveniencing them. For example, members were opposed to the idea of people with additional mobility needs having to pre-book public transport, because this would mean an additional layer of planning and organisation that a non-disabled person would not have to think about.

Similarly, a case study about cycling brought out a consistent theme that cycle lanes should be clearly marked, and physically segregated from both road traffic and pedestrian pavements, for everyone's safety. This came through strongly in all groups across the assembly. This topic also drew out themes of ensuring cyclist proficiency and requiring cyclists to have insurance and wear safety equipment – e.g. a helmet.

A case study about a migrant living in Brighton and Hove, who uses a vehicle for his livelihood, initiated discussions about how different groups are affected by climate change in ways that we may not expect. Assembly members had various views about how best to mitigate this scenario and considered possible solutions, such as retraining for a different job or grants to enable people to upgrade to an electric vehicle. As in the previous case studies, the conversation about this topic brought out themes of social justice; however, another view emerged around the point that everyone will have to make sacrifices in the fight against climate change, and that people who drive for a living will need to change with the times, like everyone else

“The issue here is easy to solve but it involves a radical shake up of social structures. We need to support migrant workers [and people who have] precarious gig economy jobs.”

Assembly member, session three

Practical implications

Assembly members emphasised, throughout this session, the importance of considering the needs of people with disabilities, as well as people whose livelihoods may be affected as a result of some of the measures discussed in the assembly. They also talked about implementation of safety measures for cyclists and pedestrians, to keep everyone safe. There was a general sense of not wanting anyone to be left behind. The key themes were that Brighton & Hove should:

- Recognise that different people have different needs and, with this in mind, look at proposed changes taking into account the whole picture. It is important to ask for input from different user groups – such as people with different mobility needs, cyclists, and people who use a vehicle for their trade – and to test ideas before putting them in place, so that funds aren't wasted;

- Improve pavements and kerbs, remove obstructions like lamp posts and street furniture that get in the way of people with additional mobility needs, and add more ramps to allow flexibility around where people can cross the road without having to navigate a drop kerb;
- In areas that are pedestrianised, allow access for vehicles carrying people with disabilities who won't otherwise be able to access those places;
- Implement greater enforcement of disability parking spaces;
- Redesign cycle lanes so that they are segregated from both road vehicles and pedestrian pavements, for the safety of all;
- Provide cycle routes that link key destinations and are functional, rather than just for leisure and tourism;
- Design changes to the city to enable people with disabilities to live, as much as possible, like their non-disabled peers – they should not be disadvantaged or held back from spontaneity by having to pre-book their lives;
- Invest in electric vehicles for the city's taxi fleet; and
- Provide retraining for those who are likely to lose jobs due to climate change, such as drivers.

7 Session four: reflecting and forming recommendations

Key findings

- The assembly supported measures that prioritise the pedestrian. However, improved public transport and active travel infrastructure must be in place, and reliable, for interventions that reduce car use to be acceptable. Interventions should alleviate the need for a car.
- The assembly supported measures that make public transport more attractive than driving a car, mainly through improving bus services. They also supported mobility hubs and an improved strategic cycling network, flagging the importance of having a joined up public transport network.
- The assembly want the council to prioritise effective communication and promote the benefits of interventions. Restrictive measures should be used alongside measures that encourage changed behaviour, but the latter is the preferred approach.
- Measures that impact everyone equally are preferred over those that would disproportionately impact those on a lower income, and exceptions to bans such as those associated with the car-free city centre should be made based on need (not money).
- The assembly raised the importance of careful planning and wider community engagement and consultation.

7.1 What we did

In the fourth session, on the 5th November, the assembly came back together to begin forming their recommendations. Following the third session, researchers at Ipsos MORI analysed the discussions held throughout the learning phase. The session started with the chair playing back the analysis of discussions so far and giving the assembly time to reflect on them. This included tensions that arose through discussion i.e. divergent views across the assembly on specific topics. The assembly discussed behavioural barriers to reducing personal car use and a series of tensions around the council's approach to behaviour change, inequality, communication and the uncertainty of future technologies.

Following this, the assembly watched two final expert presentations on behaviour change, followed by discussion and a Q&A session. The expert presentations were:

- Evaluating the effectiveness of different transport technologies, presented by Dr Penny Atkins, University of Brighton
- Changing behaviour in Southampton, presented by Cllr Christopher Hammond, Southampton City Council

Finally, the assembly discussed the key trade-offs of potential interventions previously explored in the learning phase, focusing on their priorities and working towards recommendations, including their caveats to any intervention being implemented.

7.2 Findings

Reflections on analysed feedback/presentations

Members expressed support for the general prioritisation of public transport and active travel over personal car use. However, they wanted more focus on mobility hubs, including park and ride, low-traffic zones, and supporting disabled citizens and refugees. They emphasised the importance of needing a bus service that is convenient, cycle infrastructure that supports day-to-day use, and of addressing safety issues around active travel. Electric bikes being used by residents and businesses was flagged as important, more so than electric cars. Assembly members expressed disappointment that trams were unviable, but recognised the issues raised. Finally, assembly members raised green energy as an important consideration that had not formed part of the discussions.

“Nothing we’ve seen in the assembly is taking responsibility for producing green electricity.”

Assembly member, session 4

Behavioural barriers

Aside from physical and environmental factors, such as mobility issues and the cost of public transport, the assembly suggested the following key reasons that citizens may not reduce their car use:

- The perception of public transport being significantly less convenient than cars
- The perception that the car is cheaper; the car is a sunk cost and already paid for, but public transport means spending money at point of use
- A sense of comfort and safety, compared with public transport
- Habit and general resistance to change
- The enjoyment experienced when driving e.g. a sense of freedom
- A national culture of instant gratification and individualism
- Driving a car as a status symbol, associated with affluence compared to using public transport
- Other barriers such as weather, carrying heavy shopping and taking care of children.

Resolving tensions

The assembly strongly supported an approach to interventions (and associated communications) that emphasised persuasion and reward, rather than sanctions – i.e. carrots rather than sticks. The assembly wanted the council to promote the benefits of any intervention – e.g. stressing the health benefits, while linking to ‘the big picture’ of addressing the climate emergency. The assembly stressed that the council should focus on what is gained rather than lost – for example, calling the ‘car-free city centre’ intervention a ‘clean air zone’.

“I think there has to be a mixed approach, as in a mixture of rewards and fines – 80% carrot and 20% stick. I think for the most part you want to be the positive voice of change or else you’re just saying you are going to inflict some sort of thing on people.”

Assembly member, session 4

The assembly wanted the council to support, rather than penalise, citizens and avoid furthering inequality where possible. This meant supporting people with higher emission vehicles to change their mode of transport and using models that stop cars driving in an area altogether i.e. banning models rather than models that charge cars to be in certain areas, which some can afford more than others and could create a ‘pay to pollute’ mindset for those who can afford to. A caveat to the implementation of banning models was to make exceptions where there is a genuine need to drive i.e. blue badge holders.

Further suggestions around addressing behavioural barriers included:

- Research interventions and engage the wider community before implementing anything to ensure they are trustworthy solutions (this was paired with a view that the council should be bold and not hold back);
- Leading by example: the council should demonstrate their own changed behaviour, thus emphasising the importance for collective action;
- Demonstrate viability: building public trust in the reliability of public transport and knowledge in the (renewed) public transport network;
- Lifestyle changes: decentralised communities, shops delivering to customers’ homes and setting up car share systems; and
- Stakeholder engagement: involving local media, community champions, business and influencers.

Priorities

Reducing car use

The assembly strongly supported a car-free city centre, though there were concerns about displacement and several caveats. The car-free city centre was felt to be viable only if introduced in tandem with an efficient and joined up public transport alternative, including cycling options. This comprised a park and ride scheme and effective signage informing residents and visitors how to get around. Assembly members wanted to see some flexibility around these restrictions. For example, enabling cars to drive through the city centre at certain times, relating to a gradual introduction of the intervention, and ensuring exemptions were in place for those who need it – blue badge holders, taxis, and tradespeople. Notably, assembly members frequently mentioned making the area more attractive and prioritising pedestrians as key reasons for their strong support – they also stressed the importance of the area being accessible and well-lit. Those that were unsure about their support for this intervention wanted to see a detailed road plan. This reflects earlier discussion around a need for thorough consultation with the wider community.

Overall, the assembly felt that road-user charging, and parking charges, would be unfair on those with less money and could encourage a ‘pay to pollute’ mentality in those who could afford to do so. They felt it better to focus on providing alternatives to driving and restricting access in order to change everyone’s behaviour. Importantly, the assembly repeatedly emphasised a focus on alleviating the need for a car rather than simply taking away the infrastructure for driving one.

There were divergent views on reducing parking availability. Some assembly members felt it isn’t a priority and would cause undue stress on drivers. Others made the case that the inconvenience would effectively disincentivise drivers and, therefore, aligned with the objectives of reducing car use.

Finally, electric vehicles generated divergent views. Those who opposed them felt the lack of infrastructure would be a barrier, or that electric cars are too expensive. Others were unconvinced of the carbon-neutrality of the production of electric vehicles and expressed concern that they don’t deal with the core issue of reducing personal car use. Those in favour felt they were still a better alternative to diesel cars and expressed support for investing in an electric taxi fleet.

“One of the important things is that electric vehicles or hydrogen buses are still really polluting. We need fewer cars on the road, not just slightly less-polluting cars. Otherwise it misses the point.”

Assembly member, session 4

Increasing public transport use

When discussing interventions to increase public transport use, the assembly strongly supported interventions focused on making bus services more attractive than driving a car. This included improving the reliability and convenience of bus services, as well as

affordability, accessibility and cleanliness. Further to this, the assembly described a need for the public transport system to be well joined up and easy to use as one system. Mobility hubs, particularly at train stations, were also supported in conjunction with e-bikes, car clubs and car shares. E-bikes were emphasised as a priority, to overcome the hilliness of Brighton and Hove and encourage active travel. Park and ride was supported on the premise that it would get tourists and commuters off the roads. Finally, assembly members discussed their desire for a tram network, however it was largely recognised that the expense and lack of flexibility would make it less useful than improved bus services.

“For me as a bus rider, buses are unreliable, and they can be quite anti-social depending on when you’re travelling.”

Assembly member, session 4

Increasing active travel

The interventions to increase active travel were, simply, supported. There was strong support across the assembly for low traffic neighbourhoods and school streets, again prioritising the pedestrian. One break-out group emphasised the successes of George Street and New Road, saying that these successes should be promoted and built on. Again, the importance of having a joined up public transport and active travel system, for this intervention to be viable, was raised.

Strategic cycling networks were also supported, particularly if it included e-bike infrastructure and ensured cyclist safety e.g. adding lighting to cycle lanes. Much like their concerns around traffic and parking displacement when considering the car-free city centre, assembly members expressed concern about car users parking in cycle lanes and a loss of road space leading to increased congestion and pollution. Where the former can be resolved by the physical separation of cycle lanes previously discussed in session three, or penalising those who break the rules, the latter is a more complex issue that was repeatedly raised throughout the deliberations. Some assembly members felt that all supported interventions working in tandem would enable reduced car use, where temporary and rushed measures such as the recently introduced cycle lanes have caused increased congestion.

“I feel like we’re doing a rushed job trying to solve a very big problem. They brought in 20mph speed limits. The police said that they can’t enforce it. Everything’s being done in a rush.”

Assembly member, session 4

The assembly emphasised the importance of behaviour change campaigns, deeming this intervention ‘necessary’. Though with the condition that it is reliant on the infrastructure outlined in discussions being in place. Finally, the assembly again reflected on the importance of listening to the community through consultation and wider community engagement. In particular, the assembly want cyclists to be consulted on the strategic cycling network.

Reflections

In a final discussion on overall priorities and timescales, the assembly shared the following reflections:

- Enable people to imagine the future and be inspired.
- Plan for long-term solutions, not quick fixes; start small and do it properly, then show it being done effectively so people are keen for it to be done in their area too.
- Prioritise the pedestrian and create pleasant spaces that look different, to change people's mindsets.
- Build a sense of community and shared identity around positive action to address emissions in Brighton and Hove.

There were divergent views on which interventions were most important or should be implemented first, resulting in a strong sense that they are all important; interventions are dependent on each other to work.

8 Session five: writing and prioritising recommendations

Key findings

- The recommendations are viewed as a suite; they should all be implemented and are dependent on each other to be viable.
- The assembly want the council to focus their efforts on making sure there is no need for a car; focusing on improving alternatives and communicating those alternatives.
- The assembly were sensitive to the language used in the recommendations, leaning towards a focus on what is gained rather than lost.
- The assembly want the council to recognise the diversity of the residents in Brighton and Hove, particularly in terms of needs and communication approaches.
- Research and consultation are highly important caveats to the assembly, particularly for the interventions of mobility hubs, low traffic neighbourhoods, and car-free city centre.
- The assembly kept a strong focus on changing mindsets through interventions, campaigns, and prioritising active travel.

8.1 What we did

Following the penultimate session on the 5th November, the Ipsos MORI project team analysed the discussions to pull out the assembly's draft recommendations. On the 7th November, the final session, the chair presented the draft recommendations to the assembly. Once the assembly had reflected on the recommendations overall, each break-out group took one recommendation and edited it to reflect more refined considerations around language and caveats. Assembly members presented the finalised recommendations to one another in plenary and reflected on these changes in their break-out groups.

Assembly members were asked to provide each recommendation with a score for how much impact it would have and then to rank each recommendation in order of importance.

They individually appraised the ten key recommendations, giving them each a score out of 5 for how much impact they thought it would have on reducing transport-related carbon emissions. Then assembly members ranked the ten recommendations in the order they felt they should be prioritised by the council. The prioritisation across the assembly was tallied while the assembly wrote letters as their future selves (see the appendix of this report) about the transport system in Brighton and Hove in 2030. The final prioritisation of recommendations was presented back to the assembly before closing the session.

Recommendations

The ten priority draft recommendations presented to the assembly were as follows.

- The public transport system should be affordable
 - This includes a ticketing system that encompasses all public transport.
- Car-free city centre
 - Dependent on public transport infrastructure being in place.
 - Exceptions must be made for people who need to use their car, i.e. disabled people, deliveries etc. but those who can use other means should not use their car.
- Low traffic neighbourhoods
 - Including school streets.
 - Exceptions must be made for people who need to use their car, i.e. disabled people, deliveries, but those who can use other means should not use their car.
 - Start small to demonstrate the value.
- Introduce mobility hubs
 - They should link to train stations.
 - This should mean city-wide rentable e-bikes.
- Introduce a Park & Ride for visitors and commuters to use
 - Actively encourage public transport as an alternative means of getting into the city centre.
 - Ensure linking transport infrastructure is in place and well communicated.
- Driving a car should be less convenient than getting public transport
 - Re-balance the cost.
 - Public transport should be faster and more reliable.
- Cyclists should be prioritised more through well designed cycling networks that are safe and practical for day-to-day use as well as leisure
 - Cyclists should be actively encouraged to be safe and mindful of others.

- Enforcement is needed around car users parking habits.
- Messaging should focus on what people gain rather than lose, and educate citizens
 - Should emphasise public health issues and gains.
 - Should emphasise climate change and educate people on the impact on their actions.
- There should be a combination of 'carrot' and 'stick' interventions
 - Prioritise restrictive measures over charging-based measures for the stick.
 - Measures must reflect disproportionate impacts on citizens.
- The council should actively consult and engage with the whole community
 - There should be community advocates.
 - There should be a focus on listening and adapting.

The assembly were also presented with the below additional recommendations. These were not included in the ten priority recommendations as they were not as widely discussed and as strongly supported as the others but were still important enough to be considered recommendations from the assembly.

- Focus on creating pleasant environments
 - Pleasant environments include cleaner, more accessible pavements.
- All measures should be carefully planned, researched and monitored/evaluated
 - Measures have to work for the whole area, not just some areas.
 - But be bold, not cautious or half-hearted.
- Address lack of infrastructure and subsidise electric car purchase
 - Focus messaging on moving away from personal car use wherever possible.
 - Treat electric cars as a stepping-stone to lower car use.
- The citizens of Brighton and Hove should experience changes as a whole community effort
 - The council should actively demonstrate what's changing city-wide.
 - The council should engage businesses across the city to publicly commit to change.

- Focus on the identity of Brighton and Hove.

Final recommendation wording

The assembly broadly agreed with the ten priority recommendations, though reflected on their desire for more detailed information and comprehensive evidence to make better informed decisions. The assembly's edited recommendations were as follows:

- Introduce a Park & Ride to minimise car use in the city
 - There should be no need to use a car in the city centre – it should be easier not to use a car if you are a commuter or visitor.
 - Ensure linking transport infrastructure is in place and well communicated with full city information at the park.
 - Utilise public transport as the primary means of getting into, and travelling around, the city centre.

The group focused on this recommendation wanted to emphasise that Park and Ride is for everyone, and that the focus should be on minimising the need for private car use through improved and clearly communicated alternatives.

- The public transport system should be affordable/accessible
 - This includes a ticketing system that encompasses all public transport.
 - Pricing should be relative to other forms of transport (i.e. taxis).
 - Open ended/flexible season tickets should be introduced.
 - Reconsider the times that buses are on the road, to ensure that there aren't excess buses on the road with no one in them.
 - Options should be well communicated.

The group focused on this recommendation were concerned that the term 'affordable' is ambiguous. They wanted public transport to be more convenient and cost effective, with greater focus on demonstrating that public transport is adapting through a range of options. Other groups felt the term affordable still needed a clearer definition and emphasised the importance of promoting the changes to encourage use, as the goal of this recommendation is to get people on to public transport.

"I have a problem with the wording. It's on the premise that public transport's not affordable at the moment. Could it be a more competitive price? Absolutely."

Assembly member, session 5

- Introduce mobility hubs
 - Research and consult on what mobility hubs should look like locally
 - In local neighbourhoods
 - Greater city-wide availability of bikes
 - City-wide rentable e-bikes
 - Retrofit the BTN bikes to become e-bikes
 - Make sure they are by a taxi rank, bus route and/or train station
 - Transport resource distribution; everyone should be able to access one
 - Cargo storage attachments should be available for the bikes

The group focused on this recommendation concentrated on defining what mobility hubs include, reflecting on how this had yet to be explicitly defined, and explored the importance of e-bike provision. After making several additions striving to define what mobility hubs should include, they decided to prioritise a caveat that research and consultation should be carried out in order to design them appropriately. Other groups agreed that they still didn't understand precisely what mobility hubs look like, supported better bike provision, and felt there should be more focus on public transport links.

- Make public transport a more convenient alternative to driving a car
 - Public transport should be faster, affordable, and more reliable.

The group focused on this recommendation wanted a more positive framing and removed reference to cost so that it was not misconstrued as charging drivers, when the focus is on changing public transport. Other groups supported the positive re-framing of language and, in some instances, reflected on their disappointment that the focus is on buses and not trams.

- Cyclists should be prioritised over cars through well-designed dedicated cycling networks that are safe and practical for day-to-day use as well as leisure
 - Cyclists should be actively encouraged to be safe and mindful of others.
 - Enforcement is needed around car users' parking habits – if the network is squeezed into roads.

The group focused on this recommendation felt that cyclists should be prioritised over cars, but not over pedestrians, and discussed whether cars should or shouldn't be separated from bikes. Other groups expressed concern over the phrasing and explicit inclusion of cars. They felt it would be better to focus on 'cycling' and 'driving' rather than the citizens themselves,

and that it would be better to separate the cycling network from the road system as it would be safer and would not cause traffic flow problems.

- Healthier low traffic/pedestrianised communities
 - Including school streets.
 - Exceptions must be made for people who need to use their car (e.g. disabled people, deliveries) but those who can use other means should not use their car.
 - Start small to demonstrate the value.
 - Messaging should include pictures or videos of where this has been implemented so people can easily see how a familiar place used to look compared to what it looks like after the changes (e.g. George Street).
 - Need to make it clear that residents can get in and out of their own low traffic neighbourhood with ease.
 - Benefits should be clearly conveyed (i.e. wellbeing, thriving community, reinvigorated local area).

The group focused on this recommendation wanted more focus on the people, rather than the cars, and to emphasise the health benefits and other/additional benefits to local businesses and residents. Other groups supported the positive re-framing of language and reflected on their desire to see the detail before confirming their support, emphasising the importance of consultation and engagement. In starting small to demonstrate value, the assembly was suggesting that the “proof of concept” be established gradually, rather than see an immediate and widespread introduction of low traffic neighbourhoods.

- Car-free city centre
 - Dependent on improved public transport infrastructure being in place. Additionally, dependent on private transport infrastructure i.e. walking and cycling.
 - Exceptions must be made for people who need cars (and other vehicles), e.g. blue badge holders, deliveries. Those who can use other means should not use cars.

The group focused on this recommendation were concerned about the lack of specificity on vehicles other than cars and wanted to emphasise the walking and cycling infrastructure as just as important as improved public transport. They also saw a need to define what is meant by disabled. Other groups again reflected on their desire to see the detail and the importance of consultation and engagement.

“If that came in [the council] would then have to look at street planning, understanding how people move around, and design that all in.”

Assembly member, session 5

- Messaging should focus on what people gain rather than lose and educate/expand citizens’ knowledge
 - Should emphasise public health issues and gains.
 - Should emphasise climate change.
 - Educate/expand people’s knowledge on the impact of their actions.
 - Comms should be tailored to address the concerns or lifestyles of different types of residents.
 - Not ‘if’ but ‘when/how’ it happens.
 - Information should be accessible to everyone.

The group focused on this recommendation reflected on the importance of understanding different audiences and doing targeted, accessible, behaviour change campaigns. Other groups reflected that it is important to tell people about the negatives as well as positives, so people know all the facts.

- There should be a focus on incentives rather than sanctions as interventions
 - Prioritise restrictive measures over charging-based measures.
 - Measures must account for disproportionate impacts on citizens.

The group focused on this intervention wanted to use words that sounded less aggressive and emphasised their support of ‘nudging’ rather than punitive measures. Other groups supported the positive re-framing of language but felt that sanctions and enforcement are needed to have an impact; that relying on ‘the carrot’ is too optimistic.

- The council should actively consult and engage with neighbourhoods within the community
 - There should be community advocates who act as middlemen between the community and the council, with a clear definition of their role and support from the council.
 - The council should focus on educating the whole community, listening, and adapting its plans according to the feedback provided.
 - The council should consider the methods of communication.

- The council should measure community involvement.
- The council should report back to the community about what was done with their feedback and why, evidencing that they are listening.

The group who focused on this recommendation reflected on the need for a clearly defined role of a community advocate and wanted more focus on the differences between neighbourhoods as well as transparency about decision-making based on feedback from the community. Other groups reflected on the importance of engaging with all sectors of the community including, for example, car owners.

Appraisal and prioritisation

The table below sets out the collective ranking from the prioritisation and appraisal exercises, with the most important/impactful being ranked number 1 and the least important/impactful being ranked number 10.

It is important to note two things about the rankings below:

- The assembly repeatedly emphasised that all recommendations should be implemented – the rankings should be seen as a guide to the *relative* importance of each recommendation.
- Assembly members acknowledged that, on a different day and with different information, they may have answered differently.

Summarised recommendation	Ranking based on prioritisation exercise	Ranking based on appraisal exercise
Car-free city centre	1	1
Affordable public transport	2	2
Low traffic neighbourhoods	3	3
Consult and engage the community	4	8
Mobility hubs	5	5
Prioritise cyclists	6*	7
Park and ride	6*	6
Driving should be less convenient than public transport	8	4
Focus messaging on what's gained	9	9
A combination of carrot and stick	10	10

When appraising, the assembly did not regard engagement and messaging as having an immediate and direct impact on carbon emissions. When prioritising, they reflected on the importance of changing mindsets, behaviour and expanding knowledge. The assembly felt that consulting and engaging the community is vitally important to the challenge of lowering emissions, and that, despite anticipated backlash, it is needed to 'bring people along'.

Those who opposed extensive consultation and engagement with the public did so because they felt it takes too long.

“Consult and engage is my least important for carbon emissions, but I think it’s got to be the start of the process.”

Assembly member, session 5

Assembly members viewed the car-free city centre and low traffic neighbourhoods as highly impactful as they guaranteed the removal of cars from an area, thus having a direct impact on carbon emissions. They also reflected that the transformation of spaces into more pleasant areas would encourage a shift in mindset. Concerns remained around displacement, and that low traffic neighbourhoods would only make improvements in small areas.

“I ranked low traffic neighbourhoods as my top priority because I think it will have a huge impact on carbon emissions.”

Assembly member, session 5

The assembly felt uncertain about the impact that prioritising cyclists and park and ride would have, due to there being no guarantee that park and ride or cycle lanes would be used if put in place. They felt that getting drivers to cycle would have an impact, but not simply prioritising cyclists. There were concerns that, despite it being positive to get visitors off the roads and a car-free city centre being dependent on this intervention, Park and Ride would not be implemented by the council. Again, concerns around simply displacing traffic rather than dealing with the issue of personal car use were raised.

Having been presented with their collective prioritisation of recommendations, the assembly reflected on the importance of making public transport affordable and accessible – that public transport being more convenient than driving could have been ranked more highly. They felt this may not have been prioritised due to it being a natural outcome of the other interventions.

Finally, they reflected on the inter-dependencies of the recommendations and expressed their concerns about certain interventions causing, rather than reducing, pollution. The importance of all interventions working together was strongly emphasised. The following specific inter-dependencies were raised:

- Car-free city centre is dependent on Park and Ride and improved public transport;
- Park and Ride is dependent on improved public transport;
- Low traffic neighbourhoods are dependent on improved public transport; and
- Driving becoming less convenient is dependent on alternatives being in place first.

“If you make a bit of a restriction and provide other options, it works together. Especially if public transport is more affordable. ‘Education’ should be with ‘the council will actively engage’ as when you engage, you try to educate, so I don’t understand why they are spread far apart.”

Assembly member, session 5

9 Implementing the assembly's recommendations

This chapter explores behaviour change principles that might be considered when addressing the recommendations generated by the assembly.

Key recommendations

- Physical barriers were deemed the biggest barriers to reducing car use, which has been the focus of the assembly. Approaches to addressing physical barriers are to improve infrastructure, raise awareness and motivation to use it, and mitigate non-compliance.
- To address citizens' expectation that public transport will not be convenient and reliable enough to reduce their car use, the council should consider demonstrating the reliability and convenience of an improved transport network. Messaging is also likely to benefit from clear explanations on what citizens need to do to effectively use public transport and directly addressing internal conflicts around climate change and personal car use.
- To address citizens' habits, the council should consider interventions that enable them to plan their journeys and reorient routines and provide positive feedback.
- To address citizens' sense of enjoyment, comfort, and safety when driving their cars, the council should consider interventions that ensure and demonstrate that public transport is safe and comfortable. Communication is likely to benefit from emphasising what is positive about public transport compared to driving promoting longer term gains, and providing feedback on progress and impact.
- To address owning a car as a status symbol, the council could explore messaging that reinforces being a team player in efforts to reduce carbon emissions and focuses on being someone who has changed their behaviour to reduce carbon emissions as a status symbol.
- To address social and cultural norms around prioritising the driver, messaging may benefit from emphasising the harmonious elements of changes around public health, the reinvigoration of communities while also addressing climate change. Communication may also benefit from challenges to false assumptions about other people's habits.

9.1 Methodology

Once thematic analysis was complete, the Ipsos MORI team analysed the findings through the in-house behaviour change framework, MAPPS. This analysis enables a more rigorous and in-depth exploration of the barriers to reducing personal car use in favour of public transport and active travel in Brighton and Hove. The framework also enables the use of behavioural theory to address specific barriers that have been identified. More detail on the MAPPS framework can be found in the appendix of this report.

Analysis and recommendations

The assembly deemed the physical environmental to be the biggest barrier to reducing car use – for example, the cost of public transport or lack of joined up cycling networks. The assembly largely focused on the physical environment, providing detailed insights into the two key approaches to addressing physical barriers:

- Improve infrastructure and raise awareness with a focus on motivating citizens to use it.
- Identify and mitigate non-compliance in citizens by enhancing or removing influences (e.g. remove the option to park on curbs by using physical barriers).

These barriers are addressed through the climate assembly's extensive recommendations and detailed insight into what is needed from the physical infrastructure in Brighton and Hove, and raises the importance of investing in communication, encouragement, and enforcement.

Non-physical barriers

The assembly raised other, non-physical, reasons that citizens may not reduce their car use and increase active travel or public transport use.

- **Outcome expectations.** Citizens may not believe that public transport is convenient, affordable, and reliable enough to switch from using their cars. Approaches to addressing this barrier aim to build understanding and knowledge, and provide feedback:
 - Create familiarity with improved public transport and demonstrate that it is now convenient, affordable and reliable.
 - Be clear about what individuals need to do.
 - Acknowledge internal conflicts – i.e. between desire to reduce carbon emissions compared with the perceived increased cost for individuals – by explaining how things work.

Alongside improving public transport and raising awareness, communication is likely to benefit from demonstrating the reliability and convenience of the improved public transport network. Messaging is also likely to benefit from clearly explaining what citizens need to do to use it and directly addressing internal conflicts around climate change and personal car use. For example, a message that addresses the latter could be: “we recognise that you want to address climate change and reduce carbon emissions, but not at the expense of getting to work on time so we’re making sure you can do both.” This campaign could include new signage across Brighton and Hove detailing the new system and share real-life experiences of citizens using the improved network.

- **Routines.** Citizens are in the habit of being reliant on their car and so will be resistant to change. Approaches to addressing this barrier aim to enable planning and provide feedback:
 - Enable people to unpack their regular car use routine and identify how they can change this routine.
 - Enhance rewards.

For example, this could mean providing an information pack to workplaces and schools which guides employees and students through considering why they make the journeys they do, and how they could do them differently. This could incorporate a rewards system and resemble the 'Walk to School Week' initiative.

- **Decision forces and internalisation.** Citizens enjoy driving and feel a sense of comfort and safety in their cars, compared with using public transport. Approaches to addressing these barriers aim to build understanding and knowledge, enable planning, and provide feedback:
 - Find ways to halt and redirect confirmation bias – i.e. the tendency to favour information that supports one's prior beliefs.
 - Promote the value of longer-term gains.
 - Use feedback mechanisms to give citizens a sense of progression and meaning of the changes.
 - Use symbols of group identity, signalling their belonging to a group that shares values.
 - Support people to transform the desired behaviours into their own values and goals.

A consideration in the interventions themselves, and the communication around them, is to portray public transport as safe and comfortable. Given that using public transport is unlikely to be as comfortable as personal car use, communication could focus on the emphasising the positive aspects of public transport compared to personal car use, which confirmation bias often overlooks. For example, concentrating for the speed and shortness of journeys via dedicated bus lanes, and how people can relax on the bus in contrast to the stress of driving in traffic.

Promoting the longer-term gains around public health and reduced carbon emissions can be enhanced by providing updates to citizens on the impact their changes are making. For example, "this year personal car use reduced by X amount, which means X reduction in carbon emissions and X amount of money generated through sponsored walks, which will go into improving X local active travel infrastructure." Feeding into the journey planning pack example, this could include an ongoing goal-setting activity. Brighton and Hove should build on its identity as a place addressing climate change as an emergency and may benefit from

a symbol or signal which can be associated with this group identity. For example, a simple logo or image that accompanies a wider campaign strategy.

- **Identity.** Citizens see driving a car as a status symbol, associated with affluence. Approaches to addressing this barrier aim to build understanding and enable connections to be formed:
 - Reinforce target behaviours.
 - Re-frame the identity.

Particularly when targeting drivers, the city council could explore messaging that reinforces being a ‘team player’ in efforts to reduce carbon emissions and focuses on being someone who has changed their behaviour to reduce carbon emissions as a status symbol.

- **Social and cultural norms.** Citizens are accustomed to a culture which prioritises cars/drivers. Approaches to addressing these barriers aim to build understanding and enable connection:
 - Challenge assumptions around false consensus.
 - Emphasise harmonious features.
 - Maintain individual autonomy and control.
 - Develop a sense of learning and enjoyment.

The assembly raised several points around addressing these barriers through their recommendations, including experiencing changes as a whole community effort and shifting mindsets through changing the physical environment to prioritise pedestrians. The emphasis on harmonious features supports the focus on messaging around public health and reinvigoration of community spaces while also addressing climate change.

Communication around the suite of interventions may also benefit from challenges to false assumptions about other people’s habits and providing them with choices. For example, demonstrating the prevalence or uptake of active travel by sharing videos of cycling clubs hosting events, and inviting them to join future events that allow them to learn at their own pace. Initiatives could also, for example, encourage the community to share their experiences as they navigate the highs and lows of changing their behaviour.

This brief behavioural analysis is designed to support the principal content of this report; the assembly’s recommendations and the process of getting there. Having diagnosed the issues, this analysis is intended as a set of building blocks which the council can use to workshop ideas internally and with citizens of Brighton and Hove that address these barriers. These, ideally co-created, solutions should then be tested and trialled alongside the refined interventions recommended by the assembly.

The process of using this analysis to inform interventions and initiatives should reflect the following two recommendations from the assembly:

- All measures should be carefully planned, researched and monitored/evaluated.
- The council should actively consult and engage with the community.

Throughout the assembly, it was notable that assembly members were not aware of consultation that is regularly carried out by the council. The assembly often expressed thanks that they had been engaged in this participatory way. In keeping with the above focus on co-designing communication and interventions, we recommend basing future engagement with the citizens of Brighton and Hove on the principles and practices of co-production and participation. The following three resources are a good place to start:

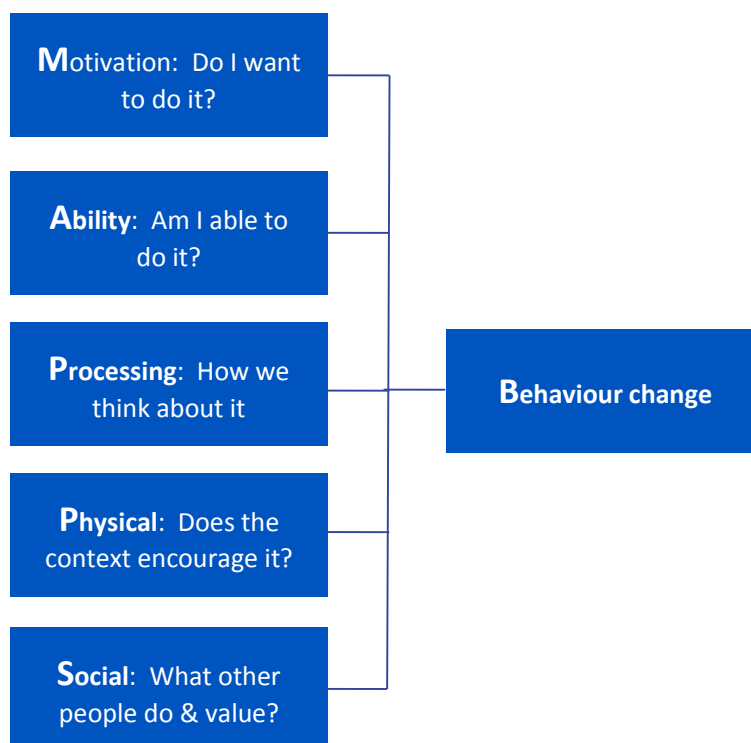
- Mind's 'influence and participation toolkit' - [Influence and Participation Toolkit | Mind, the mental health charity - help for mental health problems | Mind, the mental health charity - help for mental health problems](#)
- Oxfordshire County Council's co-production programme - [Co-production programme | Oxfordshire County Council](#)
- Social Care Institute for Excellence's wealth of resources on co-production - [Co-production | SCIE](#)

10 Appendices

10.1 MAPPS behaviour change framework

To understand the dimensions underlying behaviour, Ipsos MORI use MAPPS; a behaviour change framework based on rigorous academic research (Behaviour Change Wheel/COM-B) and an evidence base of sustained behaviour change.

There are five dimensions to the MAPPS framework:



Sitting under each of the dimensions are further ways to diagnose behaviour:

MAPPS DIMENSION	MAPPS CATEGORY	Contents	WHAT IT MEANS
Motivation	Outcome expectations	How estimation/predictions about outcomes affect motivations	I don't think it will work
	Emotion	How feelings/emotions and emotion regulation can support behaviors	I'm not feeling like doing it
	Internalisation	How behavioral motivation evolves from extrinsic to intrinsic	I don't want to do it

	Identity	How personal and social identities support behaviors	I'm not that kind of person
	Self-efficacy	How feelings of self-efficacy and mastery support change and persistence	I don't feel able to do it
Ability	Capability	How we learn new behaviors	I don't have the skills to do it
	Routines	How behaviors become habits, embedded in routines	It's not part of what I usually do
Processing	Decision forces	How heuristics, biases and behavioral regulation guides decisions and behavior	How things are processed
Physical	Environmental factors	How the physical environment, context and resources sparks, supports or impairs behavior change	How things are set up
Social	Social Norms	How group, transient or situational norms guide behavior	What's expected of us
	Cultural Values	How broad cultural values affect behavior	The way we live

Once we have diagnosed the barriers to behaviour change, researchers use an extensive body of research on interventions tailored to each of the categories to inform recommendations which can then be designed, tested and implemented. These interventions fall broadly into the following building blocks:

- Understanding; building knowledge, help people see relevance and importance
- Feedback: providing positive or negative guidance, direction, or outcome expectancies
- Planning: developing and maintaining intentions or skills needed to perform a behaviour
- Restructure: changing environment to enhance or remove influences
- Connect: allowing connections to be formed or making these available as informational sources.

10.2 Letters from my future self

In the final session, assembly members wrote letters as their future selves about the transport system in Brighton and Hove in 2030. These, anonymised, letters are provided below as written by the assembly.

As I walk on the sea front towards the centre, I can't help but emphasise how grateful I am to live in such a beautiful city! I look around and I feel I'm in a painting, the streets leading to the centre are full of flowers and plants. Once in the city centre the air is still fresh and I can smell the flowers. The city is buzzing but there are no cars...it's all pedestrian streets! I can see many parents walking with their children towards the cafes and the shops. A few tourists around taking pictures and enjoying our city. The tram has definitely made a big difference to our city especially for the elderly and tourists!

I love Brighton and Hove!

Dear [REDACTED]

The last 10 years have seen a lot of changes, which is a very positive thing. I am driving a fully electric vehicle to work as opposed to the old Diesel you are driving now and it is charged by 100% sustainably sourced electricity. I work a lot closer to home for work-life balance reasons mainly, but also as I've become more aware of the impact travelling long distances has on the environment still. I go into Brighton city centre a lot more than you do because it is a more pleasant place to be now it is pedestrianised, it's also a nicer cycle in since the improvements to the network of cycle paths.

Hi [REDACTED]

Wow its great how there's loads of pedestrian areas.

Still got pesky cyclists whizzing around but everyone is accustomed to it.

I am surprised how many people use the park and ride.

[REDACTED]

It's 2030, life today has changed to the better. The air is clearer and so is the pollution. No more unnecessary traffic, and more people on the streets confidently. It's definitely took a lot of commitment from the people to make this change and now I thank that. I'm glad Brighton has invested in trams, although it was expensive and took some time to build. With no doubt it was the best and more sufficient investment. Tickets now compared to 2020 are so much cheaper, 70% cheaper. Everything now is not only eco-friendly but people-friendly, we are all trying to help our environment and make life easier and positive for us. These changes had made me more at ease I feel more secure and safe in my environment. This is because my city Brighton and I are aiming to always achieve the same goals and have the same mindset when it comes to transportations.

Dear Me!

My main mode of transport is now cycling.
There is an excellent web of segregated
cycle lanes across Brighton and Hove. My
daughter and I cycle to her school, and
she has permission to leave her bike there.
~~Therefore~~ I walk or cycle to the station
when I need to commute to London

for work.

We don't own a car, but we are members
of a car club, with a fleet of electric cars.
We use the car for visiting relatives / friends
outside Brighton and other trips away, but
not much within town.

Where cycling is not possible, we use buses to
get around town. The buses are very frequent,
cheap + reliable. We use an Oyster-type pay-as-
you-go system. There isn't much traffic on the
roads, so the buses can move quickly + journeys
don't take long.

All the changes are very positive, and the city
is cleaner, healthier + much more
pleasant!

From Me!

Dear Me,

I'm writing this letter to you as you're taking part in the B&H climate change assembly and I bet you're wondering what changes have been made over the last 10 years!

So, you've started a wonderful, well-paid and fulfilling career working close to home - and as you commute into work on a daily basis (not far - just to Hove) your day starts off at the bus stop, which is within a 5-minute walk from home. There's a bus every 10 minutes or so (there used to be one every 7 minutes but as I'm sure you'll know, that ended up with a lot of congestion and travel time was actually longer - as well as being hard to predict when the bus would come). Now, although the time between buses is longer, you know exactly what time it'll be there and also exactly how long it's likely to take (with a 10 minute margin) so it's a lot more reliable getting in to work and you don't have to worry about things like super long journey times just because it's raining outside and people can't be bothered to walk.

You've also been taking the old lady you volunteer out in the wheelchair more often, although she's now almost 100 (!!). It's so much easier wheeling her around on the pavements because they've been smoothed out and now have easy access on and off the pavement at multiple points. She's also now able to access the city centre proper, and no longer has to limit herself to Hove, because of the pedestrianisation of the city centre. Equally, you're able to go out with [REDACTED] more often now that there isn't such an issue with step access on and off the pavement and also into shops, pubs and restaurants. Everything has been thought through to enable smooth access to the same things as able-bodied people have access to.

You still live on [REDACTED] and the traffic outside has improved immensely, you no longer get kept up at night by the noise of cars (aside from the reduction in traffic, lots of people have also moved to electric cars which are a lot quieter) and the buses are no longer so noisy now they're hydrogen powered.

The high street culture in Brighton is flourishing because it is so much more accessible, and people actually enjoy coming into town for a pootle and a bit of window shopping (don't worry- COVID will be on its way out soon so you won't be stuck at home for much longer!)

The trains have also massively improved, so if you ever need to commute into London these are now high speed, and the days of train cancellations and delays are a thing of the past. You can also always get a seat which is a bonus, because I hate to tell you that your [health condition] is just going to get worse over the next 10 years.

Overall, Brighton has become a national leader in the Green movement, and it couldn't have come a moment too soon. Everywhere else is struggling to keep up with the changes Brighton has made and we're now being consulted by many other cities on the progress we've made so far. It's a buzzing, green, clean community with great new infrastructure and street architecture and is a place where everyone has the same access and air pollution is no longer causing the same problems it did in 2020.

A pat on the back to you past-[REDACTED], this assembly was instrumental in moving the agenda of climate change/air pollution to the fore and all of the changes made have been positive to everyone in the community.

Future [REDACTED]

Hi [REDACTED],

Wow, what a lot has changed in the past 10 years, in both the way the city looks and functions, and in the way you live your life day-to-day.

It's incredible to think that in 2020 it was possible to drive into the centre of Brighton. That the shared spaces that are now used as market squares and community spaces were once filled with cars. Of course, back then, it was more convenient to drive into town - the cycle route we use now didn't exist, instead you were competing with cars and buses on the road (hardly a safe journey for anyone, let alone a family with young kids on the backs of bikes). In 2030 we let our children, now teenagers, cycle into town on their own, which we definitely would not have done back then. When the weather doesn't work for cycling, we don't think twice about getting the bus - another big change from the past when we would have got straight in the car.

It's also amazing to reflect on the changes in our local community of Westdene. While we sometimes walked [REDACTED] to school in 2020, we would also drive quite often. This was the case for lots of parents and the streets around the school in the mornings and afternoons were a nightmare - rammed full of cars, not enough parking and a real safety issue for the kids. Now parents wouldn't dream of driving and the community is so much better for it. In addition, the local community has thrived now that there is less traffic around the shops on Eldred avenue. The cafes spill out onto the pavement and there are new independent businesses in addition to the few that were there 10 years ago.

The changes have been incredible, and we hope that they continue.

[REDACTED]

I walk out of my flat [REDACTED] in central Brighton to the lovely pedestrianised zone. It's lovely to see the people, the cafe culture and the new planting of trees and flowers. I pop up to Edward Street on foot and get a bike to go to the station, really happy that my ticket includes bike ride, train ticket to London and entry to the Tate Modern. I am also able to recycle my old radio at the mobility hub which is really handy. A good day.

[REDACTED]

Can't believe how much progress Brighton has made to help our city achieve my every ambition we have become among the cleanest cities in Europe thanks to 15000 people contribute to our future outlook.

I don't need to travel to much, except on our great bus service and rail network.

Back in 2013 our city looked dirty, also full of pollution, we now have ambitions for my 16 grandchildren and 14 great grandchildren to have our planet liveable again.

People are now engaged with one another more readily because they are proud, we have achieved through unity and self-confidence,

Bravo to us all

Welcome to the new era

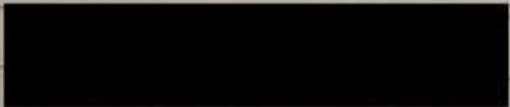
[REDACTED]

I love the changes that have been made to the transport system in Brighton and Hove.

My local neighbourhood is carfree now and there are trees, benches and communal gardens. Lots of small independent shops have opened up so I don't need to drive to the large supermarkets. There is a sense of community now, and it feels safer and the air is cleaner.

When I go into Brighton (by bus) there are hardly any cars because tourists use the park and ride scheme and the mobility hubs. The air feels cleaner and it is a more pleasant experience.

The centre of Brighton is completely car-free so the buses are quicker and more frequent, and have become more affordable and accessible.



Hi [REDACTED],

How are you doing? Still handsome as ever eh?

I got up this morning and looked out my window at Brighton. Wow, you wouldn't believe the difference a decade can make!

Even though sea levels of continued to rise, the sea front looks about the same as it has done. Thanks to the measures we put in place after 2020, we have managed to slow the rate at which the ice caps are melting and have also somehow managed to stave off a big melting event in Antarctica.

Life goes on much as it has, except now we're living in the future! Why just this week I had to go to a meeting in London. Rather than driving to the station, I walked down to the mobility hub about a quarter mile from my house. There I got an electric bike and took it to the rail station, where I was able to get my train just on time. Coming back, I had had a few jars so I decided it wasn't smart to cycle back home. I got one of the new electric buses and was home just before 7PM.

My parents are coming to visit next week, they're older and tend to still drive everywhere. I told them about the traffic measures to prevent people driving into town, so they're going to leave their car at the Caroline Lucas Memorial Park n' Ride just north of town. It's really cool, they managed to dig down into the earth and built one of those really fancy self-raising parking structures. You leave your car there in long term parking and then take an electric shuttle bus into town.

Well, anyway, just remember that it's important you did all this stuff back in 2020. Thankfully we're not like Southampton who sank!

Kind regards,

You (from the future!)

I'm 38 – hopefully I've never had to go back to commuting +16,000 miles per year by car (following the effects of WFH during Covid). Remote working has really helped reduce unnecessary car journeys and I'm working full-time from home. As a result, we will have gone from two cars to one economical vehicle which is necessary for us to have with a partner who commutes outside of Brighton during unsocial hours and is considered a 'key worker'. Getting in and around the city will be easy – either through walking or catching the bus. If I do have to go into the office, I'll be able to easily catch a bus to Preston Park train station and travel along the coast in-line with regular train services. Family who live outside of the city will be able to visit us easily – either through using the park and ride or through arriving at the train station and being able to easily get on a bus and travel to the outskirts (using the mobility hub system). During weekends/leisure time, we'll be able to travel easily East-West of Brighton to visit friends without needing to jump in the car. I'm happy that the city has become more accessible and that there are easy, regular and accessible ways for me to use public transport for leisure travel.

Hi [REDACTED] from 2020

Well 10 years have passed since they have made Brighton and Hove a 'car free city'. A lot of good has come out of this we have been able to lower the cities emission the air is fresher and less polluted but for you, as a disabled person, things have not been so great, all the talk about not forgetting about those who may rely on cars due to disabilities have been pushed aside and forgotten.

The buses are not as accessible as they could be and they still continue to hike prices even though they have easier access routes. I am penalised because I am disabled, the parking for disabled people is non-existent or they have put our bays in areas that are unsuitable to us.

My carers struggle to take me even to the doctors and hospital appointment that I have. I am at time verbally abused for using a car and told I am faking my conditions just to be lazy.

If I take the bus, I struggle to get on easily as well as being made to fold the walker. I am sometimes waiting a long time to get on the buses as they cannot grant me access.

Cyclist have priority with no care to others. The number of times I've been bashed by cyclists who have paid no attention to road traffic signs has increased.

I have become isolated for living in close proximity to the town I shop more online then go to town because it is easier and safer for me. If I do arrange to go to shops, I go outside of Brighton. Because the UK had been short sighted for so long on where they invested money and made improvements, they are over the last 50-60 years they are thought they could make these bold radical changes quick and fast.

The residents of Brighton were listened to but not heard. Life has become harder for disabled and those who do not look to be matching what the Council envision.

[REDACTED] from 2030

Dear [REDACTED] 2020,

Hello, [REDACTED] 2030 here. So just dropping you a line to update you on how things are going with in Brighton in regard to that climate assembly thing you're taking part in. It's going great!

The entire city centre stretching down to the seafront into Kemptown and across some way towards hove is 'car free' now. Of course, that doesn't mean there's no cars at all but there's a heck of a lot less! Those with exceptions such as blue badges or delivery drivers/business owners etc. Can still get about as needed but other than that, the 'roads' are clear of motor vehicles. If you can call them roads! It's mostly pedestrianised, multi-use areas with plenty of green space with great cycle access and really well implemented public transport. Talking of public transport, it's now is now totally free and under public ownership! It's clean, convenient and accessible to all. Indeed, all public transport across the county is the same, the Greens still run the council here... and indeed now run the country! We've also re-joined the EU! Covid got a vaccine! Animal agriculture was ended! Everyone is vegan now! Climate change reversed! Back lives matter! It's all fixed! Yay us!

Of course, this is [REDACTED] 2030 from the super optimistic alternate future... I very much hope you're coming here and not the more dystopian cynical place that regularly occupied my mind 10 years ago!

Well, good luck for both our sakes. See you in the future.

Kind Regards,
[REDACTED] 2030
the future.

Hove,
7th Nov, 2020

Dear me,

Retirement has brought many changes. The fact that I no longer have to travel to work every day has made the transport changes less of a day-to-day concern, but the encouragement of an integrated public transport network has allowed me to give up the car, which is a huge relief. The fact that electric cars are available, as and when needed, has been a huge benefit, but faster, cheaper and more comfortable public transport (and the fact that I

no longer have to work, or to ferry children about) has made that less important.

The cycling network has perhaps made the biggest difference - being able to get safely (thanks to the dedicated routes), and quickly (ditto), and without too much discomfort (thanks to the e-bike) has made me both healthier and happier than I might have expected at this stage of my life.

A fifteen-minute trip into the pedestrianised area around Duke Street - The lanes - Old Steine has become an unexpected but welcome pleasure.

'sup [REDACTED], how's things back in 2020?

Wow, those ten years passed quicker than ever! Brighton is still the best place to live in the UK. Remember back then when winters were spent indoors because it was just too freezing to cycle everywhere like usual? It used to be all too easy to just jump in the car when I didn't want to get wet for a quick trip to climb at Portslade or to go to the shops. Now I know it will be much more inconvenient and, for the first time ever, actually much more expensive than using public transport. How perverse that we used to have things the opposite way around!

Thank god the buses now come close enough to home to get out and about. And I'm so very glad the council grew a backbone and nationalised local buses so that the profits could be funnelled into improving transport in the city rather than into the pockets of global conglomerate shareholders. It was crazy we allowed that to happen for so long and that we didn't use all the methods we had available prior to nationalisation (licensing, tolls for bus lanes, etc.) And how much cheaper it is to run the buses now that the streets aren't congested with private vehicles. Now it's easier to get into town cheaply and with the cars off the road - it's the first time buses that are actually quicker than cycling.

Summers are better than ever. I still cycle literally everywhere and every single day but it's so much more relaxing and quicker. Now we're a big group of people having barbecues on the beach and swimming together. It used to be such a nightmare persuading others to cycle around town with all the cars and the poor infrastructure. How much healthier we all feel! And it was amazing to see just how quickly robust enforcement action and high fines put an end to all the cars dangerously parking in cycle lanes.

How naive we were to think that park and rides could be the future. I still visit London 2-3 times a month like you used to but it's always by trains now. It's much better to be able to kick back and not worry about drinking or parking.

It's also great that the city is less reliant on a single form of income from day-trippers. With 11 million visitors a year and rising, we were at risk of forgetting that there are two sides to emissions arithmetic — we can reduce the emissions per km or we can reduce the distance travelled! 20% of Londoners coming by car is madness and the sheer number of other unnecessary car journeys ended up causing as much harm as dozens of intra-city journeys! How blind we were to not see that one of the most effective measures was to discourage visitors from arrive by car even if they don't bring their vehicles into the city centres.

And thank goodness the council didn't waste loads of money investing in electric vehicles. What a waste of time that turned out to be. Marginal and incremental gains were not worth the inefficient use of public funds especially when we were right that driving fundamental behaviour changes and moving away from private vehicles altogether was massively more effective than ploughing energy into producing high-energy-cost vehicles that were obsolete five years later. And how much more equitable this way was rather than rewarding those who could afford to regularly buy expensive modern cars.

I'm glad the council thoroughly consulted the evidence base to channel efforts and funding into the most effective means of actually reducing emissions for future generations. The quantitative effect of a few bold moves was well worth the initial pushback. And look how quickly we all adapted. All those stubborn car owners now love that they can get around in the city centre without being stuck in bumper-to-bumper traffic and barely anyone remembers why they were so wedded to their vehicles. And my friends with special requirements who still need cars are glad there's more space on the roads and that the subsidised car clubs were a great way to provide them access without reliance on privately-owned vehicles!

Here's to another ten years!

Dear [REDACTED]

It all looks pretty bleak at the moment where you are but here's a note of optimism and hope from the future.

We fixed it! People woke up and started changing their day to day habits, became much less selfish and realised at long last that there is only a finite resource on this beautiful planet. They also stopped chasing the red herring of living on Mars, you'll be pleased to hear.

After private car ownership was banned and there was a full switch to active travel neighbourhoods, the birds started singing again and there are far more sounds of peoples chat and kids playing than the noise of cars and home deliveries. I can walk everywhere I need to go on a day to day basis, there are a lot more small specialist shops to buy goods and services from and many are cooperatively owned. Supermarkets and out of town shopping are long gone.

I really enjoy working in the community garden up the road and can easily get there on my bike now the cycle route is so safe and fast and I don't need to worry about being run over or someone opening their car door into the bike lane as cars and bikes are completely separate.

The trains are amazing and so cheap! Whenever I need to go and visit friends or go on holiday there is never even a choice around how to get there, train travel is the fastest, cheapest and most enjoyable method hands down. It's still lovely not to see the trails of aircraft overhead. No one misses planes, it's still amazing to me that they were used for so long, what a waste!

The air is much fresher now and the future has been reclaimed for future generations, it feels like we are getting there one bold step at a time.

I am pleased to see the effects of the consultation on the community of the Brighton Climate Assembly. Some of the recommendations have had a positive impact on Brighton and Hove.

It has created local community hubs which were not there before.

The fact that car use in the city is now reducing and we have found alternate means to run our lives is testament to the adaptability of the people of this community.

If you let business drive priorities you end up with a polluted environment if you let people run it for their benefit you end up with a very different outcome.

I no longer need to drive to the centre of town and can use public transport cheaply.

Localised car charging facilities helped Woodingdean adapt to the change in the law regarding electric vehicles.

I am free to walk and cycle in shared spaces without fear of car drivers, this gives me a real pride in the community.

We are now a model for other towns and cities in the UK having taken bold action.

2030 Letter-to-Self

Travelling to and from School on a daily basis has not changed ^{mean} as bus routes have stayed the same, but a car-free city centre has made the journey a little faster. The buses are certainly quicker as they're all electric and the streets in general are quicker as there are more cyclists on dedicated, separate cycle lanes and less cars even in the places that they are allowed. This is because mobility hubs have made it much easier to swap your car for an ^{e-bike} or bus which will get you around the city in a green and timely manner. ^{Banners} hanging over North Street where the Christmas lights usually go display clear slogans or stats in order to ^{send green} ^{educate} ^{display} people about what the council are doing and what they can do to reduce their own negative effect on the environment.

On weekends the Seafront is as busy as it usually is with tourists and residents alike but the congestion on the ^{roads} ^{as} ^{virtually} ^{non-} existant. This is because park and ride schemes have allowed tourists to arrive at ^{the outskirts} of Brighton and take buses into the centre keeping ^{lower} ^{emissions} low in the centre and Seafront making Brighton even more picturesque.

On a personal level, not much has changed in terms of my travel around the city but it is ^{clear to see} ~~much clearer~~ that Brighton is a much less congested area leading the way in ^{climate} ~~green~~ combating climate change on a city wide level while not having lost anything in terms of tourist attraction.

Dear [REDACTED]

I hope you're still managing to get around at 81!

Brighton City Centre is a riot of colour, trees and shrubs which means I've been able to volunteer my allotment skills and help to keep the green spaces looking good.

The Council have been very good at engaging with the community in a positive and encouraging way and have managed not to 'demonise' people who need to use their cars and vans for work, or as a result of a disability. Good and effective communication was the key to carrying the vast majority of the City with them.

My grandchildren are less worried generally about climate change than they were 10 years ago because they can see that Brighton and Hove are doing something positive to make a real difference. And the two who have asthma are feeling the benefits of fewer emissions too.

I've been able to continue to use my Blue Badge and get to all the places I need to. If someone can invent a three-wheeled disabled electric bike you may even see me on the cycle track! Ha ha

Take care of yourself.

[REDACTED]

Dear 2020 Self,

To think where we were in 2020 and where we are now... the city feels like it is breathing again, the air cleaner and the space safer for the community, particularly children. The car free city centre with its trees and plants and clean environment has been rejuvenated with more pedestrianised spaces, although the buses on North Road still sit in queues. Car parks in the city centre are long-gone, turned into community education, sport, creativity and work spaces. Tourists and out of town visitors leave their cars at the periphery of the city and come in increased numbers to visit our clean, vibrant city and seafront. The car free neighbourhoods have also reduced pollution, made the air feel cleaner and helped the community to take more ownership of the space. It took a few years, but the cycle network now really works, connecting up with national cycle networks, the South Downs and commuter routes into the city. It's how we get around now and the segregated cycle network throughout the city feels safe and has encouraged most people to cycle. The e-bike subsidy has helped many citizens to buy their own e-bikes so that older people and those living further away can also cycle safely. Young people have been central to this journey and their commitment has been so important in persuading the community and people have seen the benefits, so even The Argus has something positive to say about our green city. I still work from home, so commuting has become a rarity. We use the car club of electric vehicles if we ever need a car, so no parking problems anymore and the train takes a lot more bikes now so we can travel further afield.

Take care, stay safe and well,

Me, but 10 years older.....

It's been great being able to walk to work through shared streets without the sound of traffic or road rage. The cyclists are so much more relaxed and using their designated space as they feel safer. The need for rushing everywhere seems to have disappeared with the traffic delays and congestion. I don't feel as though I have to listen out for the cyclists, skateboards, scooters etc encroaching on the pedestrianised space.

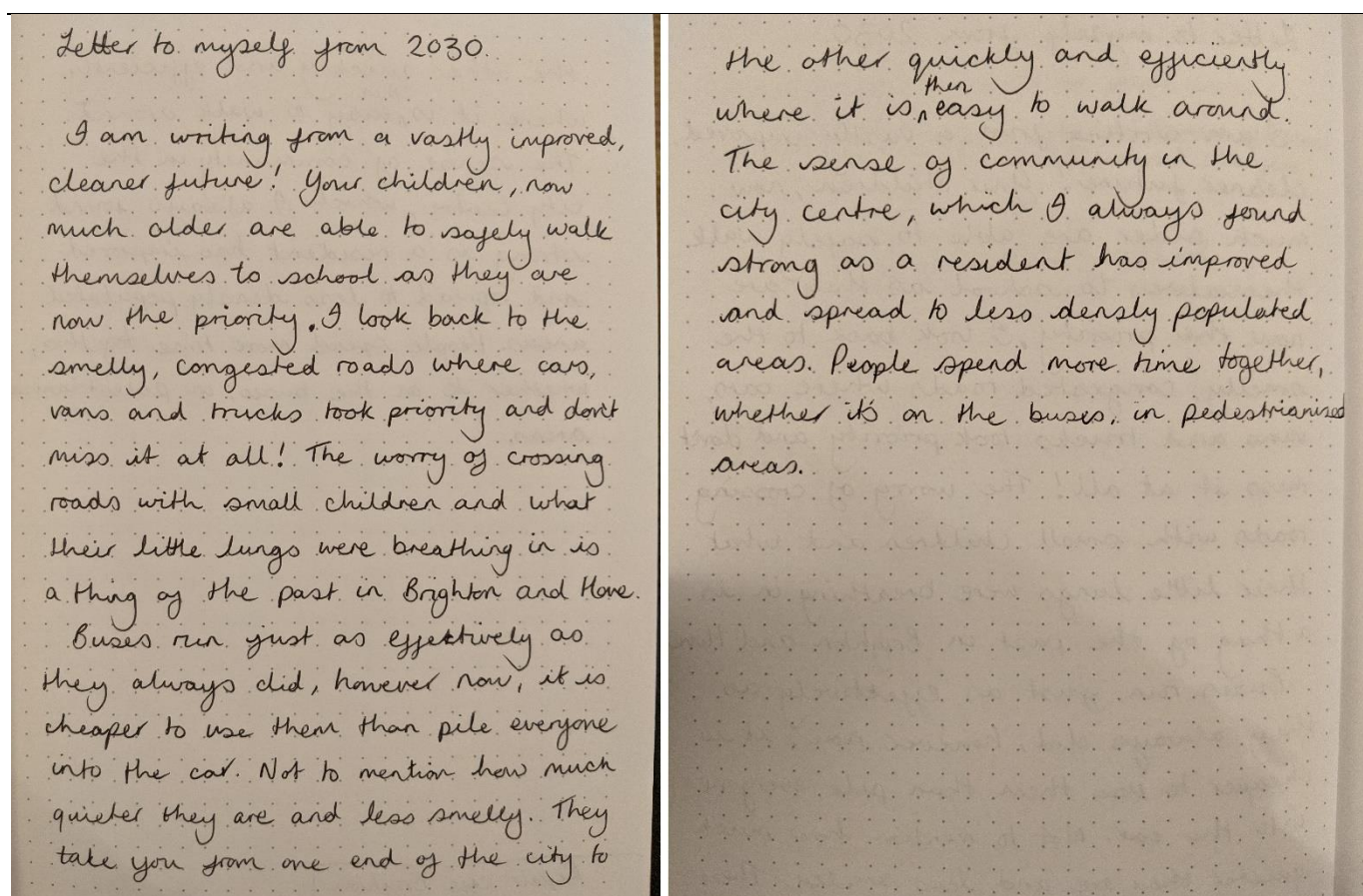
The bus congestion along Western Road and North Street has reduced due to the better route planning and hubs and the one-way systems around the centre and sea front with dedicated bus lanes. As car access is restricted, they are no longer blocking the flow of public transport/cycle lanes etc.

The increase in e-bikes with cargo carriers has meant I am now able to shop for heavier items, e.g. DIY/garden centres rather than use the car club as I used to do.

I can also access the Downs on a more regular basis for exercise using an e bike rather than using the car club and being stuck in the traffic trying to get to the A27. The dedicated cycle routes are so much safer to cycle on and have given me confidence to use bikes in more areas.

And so great to no longer hear the "parking rage" around me. Just the sounds of people walking and talking to each other.

Life feels healthier - less stressful, less polluted, less rushed - and I'm looking forward to the extra years I may gain living in a cleaner city.



I am glad Brighton has achieved carbon neutrality. CO2 emissions from transport around one third of total emissions and are now zero missions did we reduce transport related carbon emissions in the city? Ten years, the vast majority of emissions was from private.

Therefore, to reduce emissions from cars we needed to:

- promote electrification
- reduce the weight of vehicle relative to occupants (less overall energy used) -reduce the total VMT (vehicle miles travelled) -promote mode transfer from private cars to more efficient modes

We did this by:

- Promote transit – not limited to traditional mass transit Do this by reducing the number of ICE (Internal combustion engine) cars Reduce VMT Promoting ride-sharing Promote active transportation – especially cycling and walking I noted the following <https://phys.org/news/2018-11-ways-cities-emissions.html>
- We achieved this improvement by achieving four broad categories: avoid, shift, share, and improve.
- We avoided strategies that aimed to slow the growth of travel. They include initiatives to reduce trip lengths, such as high-density and mixed land use developments. Other options decrease private vehicle travel – for example, through car/ride sharing and congestion pricing. And teleworking and e-commerce help people avoid private car trips altogether.

We shifted strategies to encouraging travellers to switch from private vehicles to public transport, walking and cycling. This includes improving bus routes and service frequency. We effected pricing strategies that discouraged private vehicles and encouraged other modes of transport that were also effective. Policies that include incentives that make electric vehicles more affordable have been shown to encourage the shift.

Share strategies affect car ownership. New sharing economy businesses are already moving people, goods and services. Shared mobility, rather than car ownership, is providing city dwellers with a real alternative.

This trend is likely to continue and will pose significant challenges to car ownership models.

Improve strategies promote the use of technologies to optimise performance of transport modes and intelligent infrastructure. These include intelligent transport systems, urban information technologies and emerging solutions such as autonomous mobility.

Our research shows that sharing 80% of autonomous vehicles will reduce net emissions by up to 20%. The benefits increase with wider adoption of autonomous shared electric vehicles.

<https://theconversation.com/cities-need-to-innovate-to-improve-transportation-and-reduce-emissions-125778>

Sixty-four percent of all vehicle kilometres travelled on a global basis are in cities, and this is anticipated to grow exponentially.

Similar: Travel statistics worth noting on where the problems lie:
<https://twitter.com/jonburkeUK/status/1314517112061399043?s=20>

Two thirds of trips are under 5km:

With most journeys being less than 5km, then either a bicycle, or an e-bike is has been shown quicker, produces no GHGs/emissions and takes up much less road space. The more segregated lanes that are provided, the more people younger than me will cycle.

Cargo bikes, and e-cargo bikes are set to revolutionize this sector. If even more speed limits are reduced to 20mph then it actually becomes much more cost efficient to use ultra-lightweight mobility devices like

e-bikes than any other form of vehicle. For many personal and business uses an e-bike could become the standard first choice.

If e-bikes have been incentivised and/or subsidised accelerating their uptake.

bikes/e-bikes are already the optimal solution. Cargo-bikes allow cargo and passengers to be carried, thus replacing vans and taxis etc.

<https://electrek.co/2020/09/27/these-electric-cargo-bikes-are-already-replacing-trucks-in-cities/>

<https://citymonitor.ai/transport/when-rethinking-the-streets-dont-forget-the-power-of-cargo-bikes>

<https://www.uci.org/news/2020/the-limitless-potential-of-cargo-bikes-around->

We now have provided free autonomous vehicle transport from park and ride and rail stations to seafront and along the length of the front, See attached note on how we achieved this.

The world's first commercial autonomous vehicle service is being operated by Waymo (part of Alphabet Group – along with Google) since 8th Oct, 2020 – complete driverless operation with no Waymo staff in the vehicles: <https://blog.waymo.com/2020/10/waymo-is-opening-its-fully-driverless.html>

Once automated driving systems are more widely available for other vehicle platforms (only a matter of time now) then new modes of mobility are facilitated. The most exciting of which is probably this: <https://www.next-future-mobility.com>

Next Future Transportation is developing pods that can travel around residential areas collecting passengers from their doors, and then different pods can physically combine together like a road train (similar passenger density to as bus) as they travel along main roads.

Whilst on the main road the passengers can move to the correct pod for drop off – then when the road train nears the main CBD, town centre, business park etc. the pods can split apart to efficiently drop passengers off close to their destination.

This is like a hybrid of a privately-owned motor car and a bus. It can provide an on-demand and door-to-door service. Yet being ride-sharing it reduces VMT and provides similar convenience to a car – note there is no need to worry about parking.

Note – AVs in cities are almost certain to be battery electric – again reducing emissions on the roads and in the city.

In the future, once AVs are established, then human driven cars can be banned – at that point road furniture (signs for drivers etc.) can be removed, lanes narrowed and more dedicated space for cyclists can be provided – as AVs can be instructed to change behaviour depending on what is required at that time. E.g. if priority is to be given to pedestrians and cyclists then all AVs in a zone can be wirelessly instructed to never exceed 10mph and always give way to vulnerable road users. Or AVs can be instructed to avoid a zone for a street party etc. etc.

If cyclists know that they are much safer around AVs than human drivers, then this will help promote the uptake of cycling – and e-biking.

Dear me!

I have always had such high hopes for change in Brighton and Hove, being naturally optimistic, but long experience has made me accept that change is unpredictable, hesitant and slow. Other towns and cities seem to move faster. Maybe that is a faulty impression, maybe it is a function of the times we live in, or maybe it's the result of seeing the decades-long delays in major planning schemes in the city. The council was becoming a little bolder back then than it had been and I'm glad that has continued - boldness begets boldness - but it's a painfully slow process.

What you had hoped I would tell you is that the expansion of housing in the city has not been matched by an increase in car ownership, that the number of car-free households has doubled, that emission-free buses are used by everyone, that work has begun on a tram network. Sorry.

You might have guessed that at my advanced age I was never going to become a cyclist and was not going to walk much more than I did back in 2020. Some things have improved.

Changes to some bus routes - by not running them from all one extremity of the city to another - have made buses slightly more reliable and finding the money to extend bus passes for more citizens, not just us oldies, in quieter times of the day has kept the buses fuller. But without having top priority, buses still have to contend with congestion.

The really significant achievement has been in the middle of Brighton and the city centre, especially around the Clock Tower, used to be one of the most polluted places in the country. Keeping cars out of the centre has reduced this but the change to loss- or no-emission buses has had the greater impact. This improvement has mostly been the result of the council's going back to and implementing Gehl Architects' legibility study *Public Space, Public Life*. That was an example of boldness.

Not much seems to have changed in the next ring of neighbourhoods around the centre. Areas like Hanover still have narrow streets with nose-to-tail parking on both sides of the street. Will we ever get away from cars as symbols of mobility and freedom? The outer suburbs were designed to depend on cars and were never going to be amenable to change.

Back in 2020 I had hoped, as I had for the previous 25 years, that finally the nettle of annexing and funding sites for a comprehensive park and ride scheme would be grasped. The half-hearted scheme using the 27 bus at Withdean never worked as well as the previous dedicated scheme. Waterhall, Falmer, Sheepcoat Valley, Toads Hole Valley and Benfield Valley were such obvious potential sites. Acquiring the land proved to be too bold a move, even though the benefits were obvious.

As for trams, which I have advocated for even longer, it remains my biggest disappointment. A tramway network where no one is more than a 10-15 minute walk from a stop would have cost a lot initially but would have paid off over time. It would have removed most cars from the roads, been more efficient, more reliable, cheaper, cleaner and an attractive addition to the city's visitor appeal. The cost benefit over years would have been considerable, as you had seen during your visits to Strasbourg. However, it was something financially dependent on central government, which chose to make journey times on one route (HS2) a little faster rather than fund up to 200 city-wide tram networks around the country for the same money. Spreading benefits around the whole of society long since ceased to be a core principle of government and local authorities have had to struggle within that constraint. But you know all that. And you know my eternal optimism is tempered by the cynicism of experience.

Love from
Your old man

PS: But how wonderful that the Hippodrome has re-opened as a large-scale theatre and become a major asset to the city's cultural activity and visitor economy.

future self

2030 letter. Average week of travel / changes feelings.

Dear [REDACTED]

Back then you were so wedded to having a car (to) at your disposal to take you anywhere on a whim! How you would love the transformed local area now! Clean air and streets free of cars.. Now we summon or book a driverless electric vehicle when we need to go somewhere out of the city but for getting around in town walking, cycling or driverless buses are so much quicker and easier. It feels great to be so much more connected to our communities too; Children playing in the street, quieter and safer streets; we can ^{even} hear the birds singing once again.

My shopping comes directly to the house at a pre-arranged time in the evening by refrigerated van so no need to spend hours shopping in person. Altogether we have a much better quality of life and wouldn't want to return to the chaos and transport of 2020..

Hi me in 2020,

I've been reflecting on the changes that have been made over the past 10 years to the transport system in Brighton and whilst there have been many schemes tried it was not until an integrated scheme was implemented did we see the real benefit, this has resulted in a cleaner more efficient and affordable transport system which has largely removed the need for any form of car usage within the city, although the Zero Carbon emissions target has still to be achieved.

The changes were slow in starting, primarily due to the lack of funds in 2021 after the coronavirus epidemic in 2020, and so we only saw the normal approach of higher parking charges, pop-up cycle ways and closing of the more congested roads which simply displaced the cars and did very little to the overall reduction of cars, but did cause outrage from the residents. Even the park & ride scheme introduced to ease the congestion was not popular as it simply moved the emissions out of the city to a new location, which had previously been part a green space, and had little support when the only method of reaching the city centre was the bus service which proved more expensive for a family of four then the increased parking fee.

On reflection I think the change came when we had a fully integrated transport system which although proved controversial has with a number of incentives been widely accepted as it enables citizens to move around Brighton quickly in a much cleaner manner. The heart of the scheme is the dedicated cycle way linking all part of the city and neighbouring towns from Saltdean to Hove, each community has their own transport hub where the residents can access all forms of transport from buses, and taxis to electric cycles and electric buggies (especially welcome for the Blue Badge holders as an alternative to their car). The hubs linked by cycle lanes are used by cyclists and the electric buggies as an alternative form of transport to the buses. The buses still provide a fully integrated link between hubs and across the city as well as being the gateway to towns outside of Brighton, although they are no longer able to enter the inner city as this is now a traffic free zone.

It was a bold decision to remove public parking in the city, from Preston Park down to the sea front there are no car parks or parking meters but this created a wider car free zone around the inner city where only the electric bikes and buggies loaned from the transport hubs are available. The loan of electric vehicles is also available at the park & ride station although the new high-speed rail link from the park & ride station is proving more popular, especially now the cost of parking also includes a day pass on all the city-wide buses for all occupants of each parked vehicle.

The free bus passes for all under-18s and university students was also an essential incentive to increase occupancy of buses outside the normal peak travel times further increasing the justification of making the investment to replace all Brighton's buses and taxis to zero emission vehicles.

Initially the number of visitors was reduced but quickly they increased as they saw the benefits of a cleaner healthier city where local traders put up markets and pop-up events were arranged in the parks and closed-off city centre. There had to be a major change in behaviour but with more people working from home and safer transport for school children using the dedicated buses and cycle trains the need for the motor car has largely been removed with resident using the cycle scheme and public transport rather than their own cars. As the cleaner electric & hydrogen cars become affordable there will be no petrol or diesel cars left in Brighton and car ownership will be restricted to journeys outside of Brighton.

There is still a long way to go before we see carbon emissions reduced to zero, but now we have a fully integrated transport scheme which meets the needs of the citizen and significantly removes the necessity of personal cars in Brighton. The change in behaviour has reduced car ownership and will soon make the target of a Zero Carbon City achievable.

██████████

Dear [REDACTED]

There have been many major improvements in Brighton and Hove since 2020 you'll be pleased to read, but also inevitably some disappointments.

The seafront from The Drive to the Palace Pier is clear of through traffic now, as are North Street, Western Road, Old Steine, St James Street and The Levels. It is a delight to walk through these areas and enjoy all the plants, water features, art and "street furniture"; it is far more relaxed and healthier than before, though two-wheel fascists are still very much in evidence! Our grandchildren can now cycle to school and into town without having to go on the road at all, with just a few crossings along the way.

I love to take my bicycle on the tram out to Shoreham Harbour and have a look round the old fort and then have tea in Shoreham LTN. They built an SMR at Shoreham Power Station (which has just come onstream) and expanded the windfarm out at sea, so it's great to know we now have a completely green electricity supply in Brighton and Hove (though I miss the big funnel with steam coming out!).

Having said that, I'm disappointed that our goal of being carbon neutral in transport by 2030 has not been reached (mainly due to the slow uptake of renewable fuel powered vehicles by taxi drivers and road freight companies and the delayed building of Park and Ride facilities). Unsurprisingly, carbon sequestration and offsetting have not lived up to expectations and the carbon neutral deadline has now been pushed back to 2040.

It's a shame the e-bike and e-cargo schemes didn't work out: too many e-bikes were being stolen and very few people were prepared to be e-cargo drivers at rates that were economical. However, I won £25m on the lottery in 2023 and used it to help fund a West Pier regeneration project which is now home to new venues for live music, theatre, comedy and gastronomy, as well as a new "centre of excellence" in renewable energy.

All in all, I think there's been huge progress made in many areas, but we are still way behind other European cities and have a lot more to do!

[REDACTED]

PS. The winning lottery numbers for Saturday 12th August 2023 are 2, 5, 6, 7, 9 and 5, bonus ball 3.

Dear [REDACTED],

Hope this finds you fit and well. I certainly am!

And here is why.

First you would never recognise Brighton now. The city centre has been car free for many years and what an improvement it is. It's now a pleasure to go into town and not have to dodge the traffic. Also, I meet so many friends and stop for a chat and natter which is often followed by a healthy wheatgrass drink. Yes, the changes that have taken place in Brighton have certainly made me aware of my own health and wellness issues.

The negative aspect about this change is I tend to spend more in the shops as even they have picked up the message and have created a healthy pollution conscience vibrant atmosphere.

Now let me talk about my bike. As you know I had a redundant bike in my garage. In the past I felt it was too dangerous to ride it and felt extremely unsafe. Also, at that time I was working in the intensive care unit and saw so many injured cyclists it truly put me off. Also breathing in all the fumes from the cars gave me a headache. And don't make me mention that hill I had attempt to cycle up to my home. It felt like a mountain!

Now I have an electric bike. It is truly wonderful. I can cope with the hills. But to be honest I can now peddle up the hill to the house since my fitness and breathing has improved. Also, I feel so much safer with the designated cycling lanes which are everywhere. No potholes, drains and parked cars to dodge. No excuse for not using the bike eh?

I have my own bike but it is easy to hire one. There is an activity Hub just down the road which provides bikes and all sorts of fitness apparatus. When you return the bike to the hub your hire fee is reimbursed. Imagine!

Now the most amazing news. I have sold my precious car. It was difficult and still is. My weekly visit to the tip has been curtailed and whilst I can compost some of the garden waste not all of it is possible. So, this is proving a problem. Still growing my own fruit and vegetables so you can imagine there is a lot to do but also a lot of garden waste. The weeds are still growing like you wouldn't believe.

The queue to get into the tip is still the same which must be causing a great deal of pollution.

Now talking about pollution. Remember how the mist from the sea gathered up the pollution from the cars in town and on the seafront? Then, as it rolled in over Brighton it would get caught on the trees opposite the house. Some days it would stay like that all day creating a misty polluted atmosphere.

If you remember it really affected my breathing so I had to keep the windows closed and not go out until the mist had disappeared.

Well that has stopped. The air now is just perfect. There are so few cars coming into Brighton along London Road and Dyke Road. The road outside the house is pedestrianised so it is not a link between London Road and Dyke Road. It has been a wonderful change made by the council and appreciated by its residents.

Car parking has been more accessible, cheap and user friendly. Plus the Park and Ride facility has been reintroduced with great success both for residents and visitors.

Still talking about cars! The council have introduced so many more electric points for electric cars. Also we are encouraged to have one outside our homes. My next-door neighbour, for instance, has one on the outside wall of his home.

I am not terribly convinced about the use of electric cars. There is still a great deal of congestion at certain times of the day. Also I am aware of how they contribute to the pollution from their tyres. Disposing of the tyres and cars must be polluting the atmosphere as is making the cars. I understand that various parts of the cars are made in different countries and then assembled in another country before being shipped here. Certainly not environmentally sound eh?

Remember the awful traffic jams outside the school along Dyke Road? Well that is no more. The school provides fuel efficient buses which transport the children to and from school. Better to have one vehicle filled with 50 children than two people per car trying to get to the nearest place opposite the school. Also children are encouraged to walk which I understand the school placed emphasis through teaching about personal health and wellbeing.

Let me tell you about the most amazing happening which finally convinced me to sell my car. My next-door neighbour wanted to go to London. He arranged for a flying car to collect him from his garden. He then flew all the way to London and landed on the top of the building he was visiting. Like a helicopter but more environmentally friendly. What a wonderful experience and facility eh?

You will be pleased to hear most of the taxis have gone from near the station. Now visitors to Brighton can take a rickshaw. Not the normal rickshaw we have seen in India but an electric one. Visitors with arthritis and other mobility issues can use them, and if needed, to the nearest connection to pick up a solar electric wheel chair. The rickshaws are great fun for the visitors and give a great first impression of what we are trying to achieve here in Brighton.

You must be surprised at me having all this knowledge about living in a pollution free atmosphere! This is thanks to information given out in our local Hub. Do you remember the parade of shops down the road and the common land opposite? Well that has been turned into a Community Hub. The road in front of the shops has gone. This has been resurfaced and now chairs and tables are there providing a most wonderful continental atmosphere. The local Deli provides the most delicious locally sourced food and drinks. We have a wonderful dentist, who chats to us about the importance of dental hygiene a doctor's surgery which has a pop in to take your vital signs and discuss any problems you might be experiencing. The doctors are astounded how so few people are presenting with respiratory and cardiac problems which in the past was due to a pollution atmosphere.

Included in the hub is a post office which provides wifi and printing facilities. A grocers which organises cookery sessions using local produce and a hairdressing salon. They provide the most amazing massages. This is often required after a long days cycling!!

I visit the Hub on a daily basis. Even if I don't require anything I meet up with friends. There is always something going on. The common is now used for all sorts of exciting events. For example, last week a local resident, and friend, gave a poetry reading. We even have healthy living events. I learn so much. The Hub gives the opportunity for people who work from home to work in the Hub so feel less isolated. I can still practice my Pilates plus there are yoga, meditation and Thai Chi session. They are held in the fitness centre nearby. Its great fun and when the weather is good we practice on the common. So there is no need for me to take a bus as all I need is here on my door step.

Older people, people who live on their own in fact everyone find the Hub invaluable. Importantly, children contribute to the running of the Hub and give ideas of what they want from its facilities. Last week they gave a wonderful performance on the common which involved so many dance moves. They are so fit and full of energy.

The thing I notice most now is how few children have asthma and breathing related problems. Since the reduction of atmospheric pollution, it has had the knock-on effect of them taking more pride in what they eat and drink. They are often seen using the exercise equipment and instead of aspiring for the perfect body are now more interested in having a healthy body.

Do you remember how you used to say how you didn't feel plugged in to what was going on in Brighton? Well that is no longer. A local councillor often visits our Hub to discuss local events and any changes which are taking place. I feel much more confident and feel I am contributing to a common good.

I am so proud of Brighton for taking up the challenge of creating an atmospheric pollution free city. I know at times it has been difficult but now people can see it was worth it. We have all come together for a common goal and achieved it. The leadership from the council has been impressive. They informed us about the changes to be made and more importantly why the changes need to be made. Some people disagreed. Some people will always disagree. A number of people have some excellent alternative ideas which the council took on board and made the appropriate changes. But I would say generally most people once they understood the importance of a pollution free Brighton were some of the most passionate about implementing the changes. Nothing like a convert eh? They should be cherished. Through the amazing publicity about Brighton we seem to attract people who respect our need for a pollution free city.

Finally, I cannot tell you how the atmosphere has changed here in Brighton both atmospherically and the attitudes of its residents. Most people are positive healthy and more educated regarding the importance of continuing with the progress made to reduce atmospheric pollution. There is still so much to do but I can say that Brighton residents are up for the challenge.

Dear [REDACTED],

I am writing to let you know what a great place Brighton is to live in. In the last 10 years we have made so many improvements to the city. We have achieved carbon neutral emissions and made the city a cleaner and far more pleasant place to live by creating community areas with virtually no traffic; easy movement around the city via a brilliant public transport system which joins up all options via hubs and is cost effective and easy to pay for via an integrated ticketing system. Visitors to the city love the trams from the northern park and ride to the seafront, and along the otherwise traffic- free seafront from east to west, and also from Brighton Station to the seafront.

As I was always a nervous cyclist, I have really benefitted from the improved dedicated cycle pathways and am now cycling more regularly, which has the benefit of supporting my physical fitness. I can also easily use public transport to access most places I wish to visit; especially now I qualify for a free bus pass. My week now includes regular use of public transport and on the rare occasion we need a car we use the electric cars from the car club. They even have them based in the outer areas like here in peripheral Hangleton nowadays.

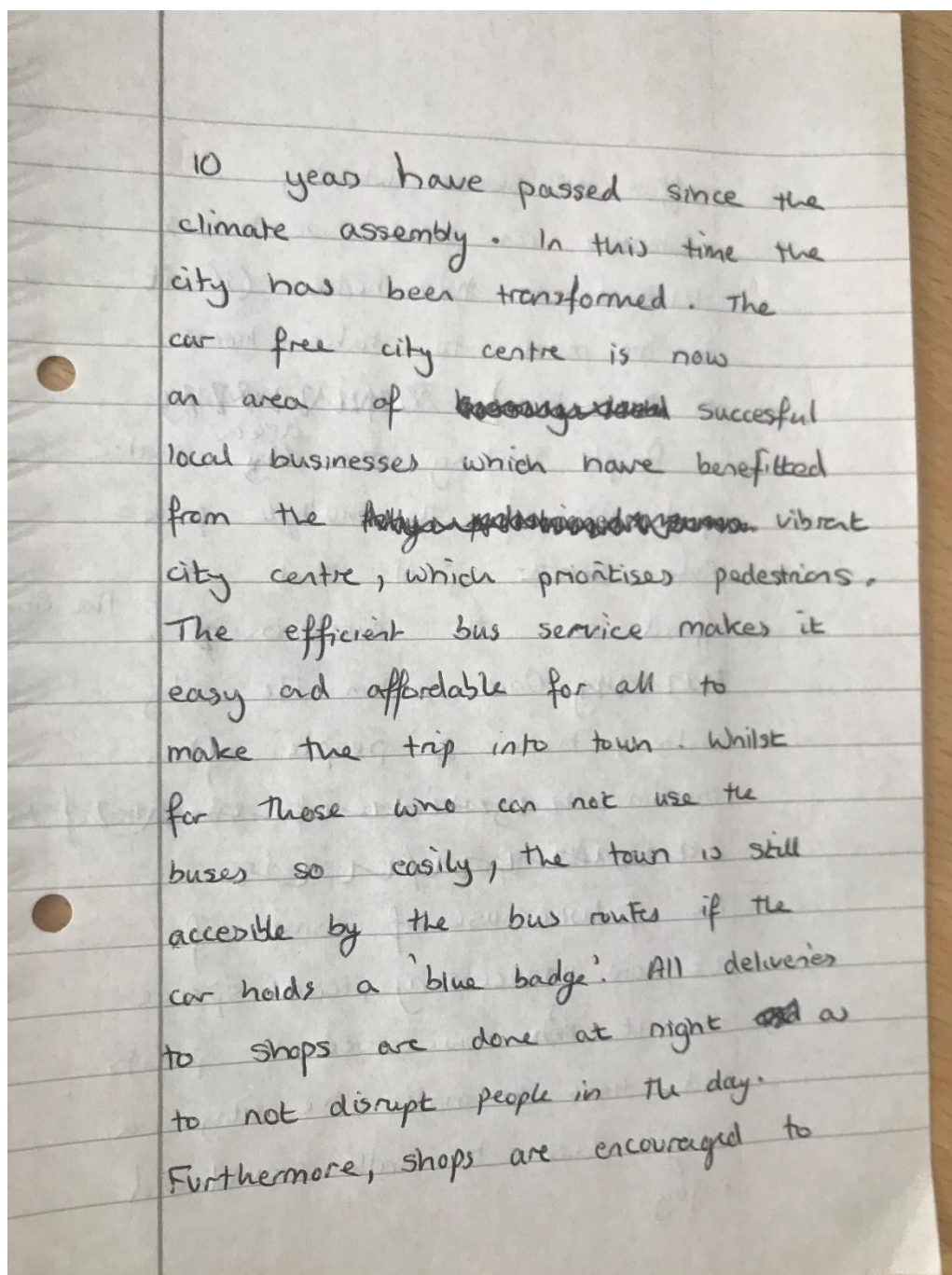
The benefits to the local community of Hangleton have been enormous with the local shopping area becoming a super community hub and with increased safety due to the mostly pedestrianised roads and on street facilities, it's a real pleasure to go to the local shops and takes ages because you always meet people to chat to, and can stop for a very pleasant coffee or lunch. Sainsbury's West Hove has closed down and the area has been re-designated as a park and ride/transport hub, serving the west of the city and with cycle paths linking into the citywide dedicated cycle network.

I am proud that Brighton and Hove has embraced so many strategies and been a shining light to others in the move to reduce emissions. I can see that many people who were anti-change have now realised there are so many unexpected benefits to the changes; and I am so pleased to see the end of the culture of massive, polluting and unnecessary cars being used as a fashion accessory – something I always took issue with!

The future is looking better and better.

With love,

Your older and wiser self xxx



I'm in 2030 driving my new 4x4, due to a network of micro nuclear fission plants, I enjoy virtually free energy to power my life. Cyclists have their own pathways and as we've re-joined the EU, I'm taking advantage of my newly acquired citizenship to go to France at 150mph hands-free.

I want to see the majority of cars being electric, all public transport to be run from renewable energy. Cheap bus fares, just the price of a coffee for a day ticket, tickets that can be used across all transport, and cycle paths being separate with their own crossing and traffic lights and runs across Brighton and Hove.

Because of the less congestion for traffic and e-bikes, I will go to the Downs for my exercise more and I will be a lot fitter. There will be dedicated cycle routes to make it safer to get up there.

Dear [REDACTED]

I am so pleased the Council decided to ban cars from the city centre and prioritise walking and cycling. I used to be anxious about walking and cycling after being knocked over by someone cycling on the pavement and sustaining a permanent shoulder injury and having too many close calls while cycling on the road. I cycle everywhere now, and I love it. I am fitter & healthier than I've been in a long time.

My favourite trip is to Churchill Square where I can sit surrounded by trees and watch the bees busily gathering nectar & pollen from all the lovely lavender bushes. The air is clean and there's a positive vibe everywhere. I often take peanuts for the squirrels. There's so much wildlife it's wonderful.

I did my fruit and veg shopping from the city centre food growing hubs. Local is best and these hubs would only have been possible in a car free centre. It's wonderful to see so many horse and carts doing deliveries. It was a genius idea to do this once a month. Who knew we'd return to this mode of transport? The children love it, as do those who remember the old Rag N Bone.

I am so proud of the council taking such a bold approach and setting an example to the rest of the country. The network of car free city centres is now spreading across Europe and there's even a few in the USA! Onward and upward.

Regards,

[REDACTED]

Dear [REDACTED]

Brighton has changed so much in the 10 years since I took part in the climate assembly. I cycle to work every day in the spring and summer because they have made these amazing cycle lanes that I feel safe enough to ride on. In the winter, I now car share with colleagues of mine, luckily for me, we take my car as I brought an electric one that's really safe and gets me from A to B in just under 15 minutes. It's amazing. So many people have taken to getting public transport in the winter now as it's so much more affordable than it used to be.

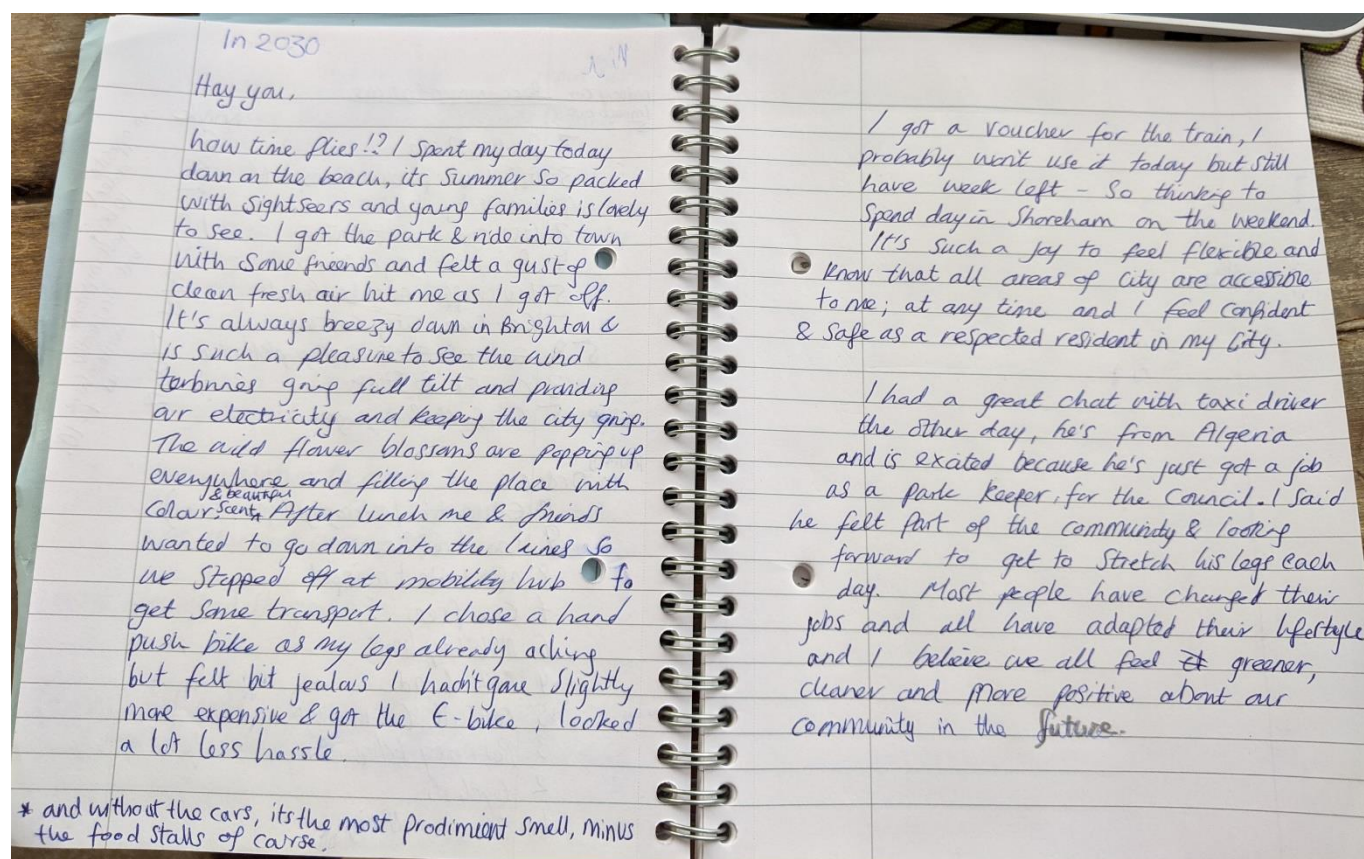
Not only this but when I have friends and family visit Brighton now, there's a great Park & Ride near the football stadium that's easily accessible to Brighton if you're getting the train or bus as they are both seconds away from the park and ride. It keeps lots of different vehicles out the city and is just so much brighter and cleaner for everyone. It's amazing!

The council have also been brilliant at communicating and engaging us residents of Brighton and Hove. They have done many consultations with residents of Brighton and Hove with surveys, meetings and get-togethers on how we can improve Brighton and its transport network as a city taking everyone's views into account! It's finally starting to become a cleaner, safer and accessible city for all who access it. I wouldn't want to live anywhere else.

Take care and keep looking after yourself and your city!

All the best

[REDACTED]



Today's Brighton is far from what it was. Do you remember that climate assembly at the beginning? Now Brighton is full of nature and life, the air is clear and there is clean travel. There were no cars in the city from 2026 and we have a hybrid shuttle bus from the park and ride to the centre. All the electricity is sourced from the wind farms off the coast by 2024 and they are introducing hybrid buses from the government. Hybrid buses starting to greener future. We are still a way off being neutral carbon but we are going to be successful.

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The Youth Climate Assembly – background

From the end of September until the beginning of December 2020, we held 5 x 1.5 hour sessions over Zoom with a total of 24 different young people, aged between 12 – 25. They all came from various schools, colleges and Universities in Brighton & Hove. There was a pretty equal mix of male and female participants, along with some who were BAME, SEND and LGBTQ. One of the members from the group, who also sits on the Youth Council, presented a young person's perspective to the main Climate Assembly in the first meeting.

We were also joined by some adult guests at the meetings, who were experts or had a particular interest in environmental issues, especially Transport and the Council's pledge to become carbon neutral by 2030 – which was the main overarching theme of the group, in keeping with what the main Climate Assembly were discussing also. These adults included Councillors, members of the BHCC Transport Team, Teachers, the Head of B&H Bus Company, Green Community groups and Sussex Wildlife Trust. They observed and helped to inform or edify the discussions with young people when needed, by answering questions or sharing knowledge and experience in their respective fields. We also shared videos from other experts - some local, some from other areas in the country – that were also shown to the main Climate Assembly, to help stimulate discussions on the themes presented.

Brief overview of outcomes from the Youth Climate Assembly

Ambassador project:

- Having one representative per school from the Youth Assembly talking about the Youth assembly to their classmates and organizing similar Youth citizen assemblies in schools

Buses:

- Improving affordability. Although the council can't subsidise the bus company at the moment, there is a need to put pressure on the bus company to reduce fares.
- Think of incentives to do so such as reducing congestion to improve the number of people taking the bus and therefore increasing profit which can be reinvested into making fares more affordable.
- Making them greener: quotas per year so that eventually by 2030 all buses are working on renewable energy. These numbers should be publicly available so that the Brighton and Hove residents are aware of the targets to be met in order to make sure that the council is abiding by the targets they have set

- Affordability should be prioritized over greener buses to stop people using cars
- Improving bus routes to parts of Brighton that aren't well connected. This is essential for people with limited mobility who are often forced to take taxis to get into town for shopping for example
- Make buses safe during COVID. Number of car users has gone up compared to last lockdown. Improve awareness about the fact that there is hand-gel and windows remain open
- Give more information about how much a car costs to have in terms of petrol, tax, insurance, parking. Campaigns in schools to learn about the cost of driving. It could be included into science classes in an interactive way for potential drivers to learn the environmental and monetary costs of driving.
- On top of cost of the car, there is the issue of the practicality of buses.
- Implementing mobility hubs to improve the routes to work
- Need to reduce congestion to improve efficiency of buses. Rethinking the timetables of buses so that at certain hours there aren't too many buses going to the same stops such as in Lewes road garage and Churchill square.
- Implementing more bus lanes to reduce congestion

Workplace Parking Levy:

- Charging for car usage might discourage people using the car but how do you make the difference between those who should be charged for it because they can afford to pay a tax and those who would severely be impacted by an extra tax on car use.
- this should mainly apply to bigger businesses who employ over a certain amount of employees and make a certain profit
- Workplace could provide electric bikes for their employees instead of having to pay parking slots
- Workplaces in Brighton could ask their employees to fill in surveys about what mode of transport they use
- There must be alternatives to car usage before taking pay off the employees because some of them will have no other option but to take the car because they live far away

Social Justice:

- we need to compensate taxi and Uber drivers for loss of income if cars get taxed.
- need to help with the transition to green jobs to make sure that those who work in sectors that use cars don't lose out. Work with Mp's.
- introducing E-Cargo bikes, encouraging and subsidizing them, for deliveries/ taxi service. Can be used for small jobs to reduce traffic on roads (Zedify)

- Important to work with migrant and BAME community groups to find out needs regarding transport in Brighton

Cycling:

Things to improve and what is stopping people from taking bikes:

- Storage at home and at the destination was an issue, because of theft. In addition, difficulty in finding the correct routes and lack of cycle lanes was also a problem.
- Safety is listed as something that stops people using bikes
- Expense of a bicycle (especially for international students that won't be able to bring the bike home after their studies. A lot to invest in a bike for short amount of time
- Dutch company, called Swapfiets, which provides maintenance/service support for bikes they sold
- Storage problems on campus
- Bike lanes need to be able to accommodate cargo bikes and tricycles

An Open Letter to the Members of the Brighton & Hove Climate Assembly

11 January 2021

Dear Assembly Members,

In recognition of the scientific advice and the significant challenges we face as a city, all councillors in Brighton & Hove declared a Climate and Biodiversity Emergency in December 2018. To respond to the magnitude of the crisis, the city council has also jointly pledged to enact work to become a carbon neutral city by 2030.

Our shared intention is to work with residents, not least because tackling climate change is a city-wide challenge. In addition to the city council, there are actions that will need to be taken by a variety of different organisations. We know too that there is great appetite in the city for action that will reduce emissions, protect natural environments and crucially, at a time of Covid-19, improve air quality and our health and wellbeing. We also recognise that action is required beyond our city, as combating climate change needs system-wide change that involves stakeholders across all sectors, across the country and the wider world.

Collective action such as this also means bringing people together to understand the range of perspectives and thoughts on the challenges we face. We would like to thank you all, the 50 members of the Brighton & Hove Climate Assembly, who have contributed their time, passion and ideas in responding to the important question 'How can we step up actions to reduce transport related carbon emissions in the city?' The Citizens' Assembly was a new engagement approach for our city and we want to thank you for the important role that you played in this initiative. The design and delivery of the assembly was led by Ipsos MORI, but also supported by an Advisory Board of academics, specialists and activists, as well as councillors and council officers. Each group provided necessary input and scrutiny. The city council's carbon neutral programme is overseen by a cross-party councillor working group, and we will continue to work with organisations across the city to rise to the challenge.

We are delighted that despite the grave pressures of the Covid-19 pandemic, the Climate Assembly was able to meet via an on-line format. We are informed that our Assembly is thought to be the first nationally to be delivered wholly online and we thank you for engaging in this way. We were keen to ensure that the Assembly was broadly representative in terms of reflecting the demographics of the city population and involved residents from across the city. Independent experts, the Sortition Foundation, were responsible for selection and a range of selection criteria were applied: gender, age, ethnicity, long-term illness or disability, occupation, car ownership, and area of the city. We thank you all for your input.

We are pleased now to receive and publish the report. The Findings Report provides valuable feedback for the city council and others, including the 10 key recommendations made by assembly members along with caveats and conditions. Each of the recommendations you have made will be considered and explored further so they can be considered by council committees. In addition, there

is feedback throughout the report, providing context on the key recommendations and additional suggestions for consideration. We wanted to let you know that your feedback is important, and we will consider it carefully when developing key plans and strategies relating to transport and carbon reduction.

We also wanted to feedback to Assembly Members that we have already started using the Assembly findings in the development of the city council's 2030 Carbon Neutral Plan, which will be taken through the democratic decision-making process for approval in March 2021. In addition to this, work is already underway to deliver on the council's carbon 2030 pledge and has been for some time. The assembly findings will assist this.

We will use the Assembly findings in developing the new Local Transport Plan for the city and the Local Cycling and Walking Infrastructure Plan, which will be taken through the democratic decision-making process for approval later this year. Work on this is already happening. In addition, the Assembly findings will be used to inform the development of transport initiatives. In line with recommendations, this includes progress on the Liveable City Centre and Ultra Low Emission Zone schemes. As you can see, we are focusing on a Liveable City Centre – rather than a 'car free city centre,' in line with advice from the Climate Assembly to focus messaging on what is gained, rather than what is lost. It is these insights and many more from the assembly report that will prove really useful, and for a long time to come.

We wanted to take this opportunity to encourage you to continue contributing to the city conversation on climate action and share the link for 'Let's Talk Climate' the city's on-line space: <https://climateconversationsbrighton.uk.engagementhq.com>. Initially, in line with the Climate Assembly the conversation focussed on travel and transport, and now it will cover other thematic areas such as informing the development of a new City Downland Estate Plan, including exploring how we can use this land to help tackle the climate and biodiversity emergencies and reduce carbon emissions.

With the United Nations COP26 summit on climate change happening in November in Glasgow, and given that we now have less nine years to play our part to bring down toxic emissions, you have helped us put our best foot forward. So once again, we would like to thank you, sincerely, for the active role you have taken in helping shape our city's response to climate change – your contribution is deeply valued and will help shape city council plans and initiatives over the coming months and years. We would also welcome your future and continued engagement.

Yours faithfully

On behalf of the Carbon Neutral Member Working Group
Brighton & Hove City Council:

Cllr Phélim Mac Cafferty
Leader of the Council
(Green)

Cllr Nancy Platts
(Labour)

Cllr Samer Bagaeen
(Conservative)

Subject:	Liveable City Centre and Ultra Low Emission Zone Initial Feasibility Study		
Date of Meeting:	19th January 2021		
Report of:	Executive Director, Economy, Environment & Culture		
Contact Officer:	Name:	Andrew Renaut	Tel: 01273 292477
	Email:	Andrew.Renaut@brighton-hove.gov.uk	
Ward(s) affected:	All		

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

- 1.1 This report summarises the initial work undertaken on possible options for a Liveable City Centre (previously referred to as a Car-Free City Centre) and expanded Ultra Low Emission Zone in the city, following requests made by this committee. It outlines the technical work undertaken to arrive at conclusions for both initiatives and summarises the initial recommendations set out in a pre-feasibility technical study.
- 1.2 The proposals will contribute towards delivering a number of the council's objectives set out in its strategies and plans, such as the council's Local Transport Plan and City Plan, including supporting carbon reduction, improving health and air quality, strengthening the economy, enhancing public realm and place-making, and increasing active and sustainable transport.

2. RECOMMENDATIONS:

- 2.1 That the Committee note the analysis and outcomes of the initial feasibility work on creating a Liveable City Centre and expanded Ultra Low Emission Zone options for the city.
- 2.2 That the Committee agree that the options summarised in paragraphs 3.8 and 3.9 of this report (and illustrated in Chapter 3 of Appendix 1 to this report) should be developed further through more detailed, quantified assessments, which will include the development of business cases and plans for engagement and consultation to identify preferred options for each project.
- 2.3 That the Committee requests that reports are brought back to future meetings of this committee for approval of the further development of the business cases and plans for engagement and consultation for the Liveable City Centre and expanded Ultra Low Emission Zone projects.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 In October 2019 the Committee considered a joint letter from Councillors Heley, Davis, Lloyd and West requesting a report on the powers available to the council to extend minimum emission standards to other types of vehicles and beyond the current boundary of the current Ultra Low Emission Zone [ULEZ], which covers Castle Square, North Street and Western Road. The zone applies to buses only due to it being linked to access to the priority lanes and air quality levels.
- 3.2 In January 2020 the Committee considered and agreed a joint Green Group/Labour Party Notice of Motion to:
- Explore the feasibility and costs of developing a car-free city centre by 2023
 - Detail costs and practicalities, rules for exemptions and how the council's plans to introduce an Ultra Low Emission Zone for private vehicles in the city centre can act as a transition to a car free city centre

Qualitative Technical Study

- 3.3 A single study brief was developed to recognise the strategic nature of both the Liveable City Centre (LCC) and Ultra Low Emission Zone (ULEZ) schemes (note that the LCC proposal was referred to as a Car Free City Centre throughout this technical work). Transport planning consultants (Steer) were appointed to undertake an initial study of options, to also include the possible complementary measures (such as 'mobility hubs' including Park and Ride facilities, parking management, and enhanced active travel infrastructure) required to ensure that the outcomes of an LCC are optimised.
- 3.4 A comprehensive evidence base was developed to include a review of: the local to national policy context; an analysis of local socio-economic, demographic and transport data; fact finding workshops with council officers; and, national and international case studies of Low/Zero Emission and Clean Air Zones in place or planned for London, York, Oxford, Cambridge, Malmö, Oslo, and Utrecht. These were used to help inform a strengths, weaknesses, opportunities and challenges analysis to inform the development of options for the city.
- 3.5 The identified strategic outcomes for LCC and ULEZ options are:
- Support carbon reduction
 - Improve health and air quality
 - Enhance public realm and place-making
 - Facilitate increased equity and access for all, especially disabled people
 - Stimulate the visitor economy
 - Strengthen active and sustainable transport connectivity
 - Increased safety for all
- 3.6 The following principles for an LCC or ULEZ were also identified during the study:
- A system which is understandable to residents and visitors
 - A system that addresses the Air Quality Management Areas (AQMA) both in terms of geography, but also times of day of greatest emissions
 - Geographical scope and operating times which do not create perverse incentives which have material negative impacts

- Accompanied by complementary measures providing affordable, accessible and sustainable transport alternatives
- Equity of social and distributional impacts considered and mitigated where appropriate

Options tested

- 3.7 The joint Green Group/Labour Party Notice of Motion requested an outline of exemptions that would be required. Within both the LCC and ULEZ options, exemptions would need to be in place for disabled people who rely on their car for access to the city centre. Consideration will need to be given to the various categories of vehicles that could potentially be exempted, which are likely to include emergency services, residents living within a zone, local businesses, deliveries and servicing, taxis and buses/coaches. The options that have been defined and assessed are illustrated in Chapter 3 of Appendix 1 to this report.
- 3.8 Four options for an LCC were identified: the smallest zone covering The Lanes, and the largest zone covering the area inside the A23, A259, B2122/A270 (Montpelier Road to New England Road) plus the area of west Kemptown bounded by Edward Street, Upper/Lower Rock Gardens and Marine Parade. A number of operational concepts were developed for defined areas within the possible zones: managed access and other restrictions within these concepts increase from a 'low traffic neighbourhood' to a 'car-free' area. These concepts could be considered for application to different areas within the zone, in order to reflect their differing characteristics.
- 3.9 Five options for a ULEZ were identified: the largest covering the whole of the city to the south of the A27 and the smallest covering the area up to around 1.5km north of the seafront from Brighton Marina to the boundary with West Sussex, encompassing the majority of AQMAs in the city.
- 3.10 A qualitative assessment was undertaken of the options against the strategic outcomes set out above, along with feasibility and deliverability criteria including the impact on deliveries and servicing and access by local residents. Ease of understanding, public acceptability and ease of implementation and operation were also included.
- 3.11 At this stage of the feasibility assessment, full scheme costs have not been developed as the specifics of the schemes and full business case will be derived during further stages. The technical report in Appendix 1 provides an indication of the costs involved and, in the case of the ULEZ, presents some relevant quantified examples from around the UK. It also notes that forecast revenues from these are expected to exceed capital and operating costs, in most cases. This initial (pre-feasibility level) study has been undertaken without any traffic modelling, surveying, or other option impact testing.

Study conclusions and recommendations

- 3.12 The assessment indicates that, in general, the LCC options that cover a larger spatial area are likely to have a greater impact on reducing motorised traffic in the city centre, and would therefore contribute to achieving the outcomes to a greater extent. However, these are likely to come with greater challenges,

particularly in terms of their deliverability. The study recommended that a phased approach is adopted, commencing with The Lanes area and expanding to the largest area set out above. Further development work would be subject to officer capacity and financial resources, and further engagement and consultation at the outline and full business case stages. The following was also suggested:

- Vehicle access restrictions rather than pricing restrictions
- Removal of pay & display on-street parking, but access to major off-street car parks retained since the council does not own these
- 24/7 operation with time periods for deliveries and servicing
- Community engagement and further analysis to determine sequencing, zones, vehicle restrictions and exemptions
- Delivery by 2023 at the earliest

3.13 The recommended ULEZ option is the most extensive option, which is expected to contribute the most to achieving the desired outcomes and be most equitable (since it applies to all areas of the city). The entire northern boundary of the zone is formed by the A27; this is a very clear and legible boundary, being clear to drivers and is also a suitable route (subject to discussions with Highways England) for drivers who do not need to pass through the zone. The following was also suggested:

- Introduction of a ULEZ is most likely to follow the Liveable City Centre
- Charge for access to zone – emissions-based and scalable pricing
- Residents' exemptions to late 2020s or 2030 (and possible other exemptions)

Complementary measures

3.14 It was demonstrated by the study evidence base (including the case studies) and in line with the identified principles of a LCC and an ULEZ, that these initiatives would be more successful when accompanied by a suite of complementary measures. These would serve to optimise the benefits of the interventions by supporting use of alternative forms of transport and mitigate any risks. The implications of an LCC and ULEZ would be different for various user groups and in different areas, and the range of complementary measures must be responsive to this. A number of measures are proposed, in support of the following areas:

- Promote and facilitate the use of zero emission passenger vehicles
- Manage demand for parking in the city
- Increase public transport use
- Create an accessible and integrated transport system (including maintaining blue badge holder access and increasing the accessibility of the city centre for all disabled people)
- Develop a public realm that encourages and enables active travel
- Promote the use of ultra-low and zero emission goods and servicing vehicles

3.15 A complementary measure which is expected to support optimisation of benefits and mitigation of risks of an LCC and ULEZ is the introduction of a number of strategic and local mobility hubs located throughout the city. Mobility hubs are points of multi-modal interchange for people and goods, to integrate and encourage more widespread uptake of public transport, bike hire, car clubs and electric vehicles. They can be developed at a range of scales, sizes and scopes of service to be tailored to the areas or people they serve. They would be

designed to offer a network of hubs which could provide seamless interchange and facilitate door to door journeys of people and goods.

- 3.16 A local mobility hub offers a single site for the location of neighbourhood-based services such as “click and collect”, a bus stop, BTN Bikeshare hubs, car club vehicles, electric vehicle infrastructure and local convenience shops. At a larger scale, strategic mobility hubs would be located at major road junctions or at major train stations. They would provide a “one stop shop” for a number of transport services such as a large bus interchange, BTN Bikeshare hubs, electric vehicle infrastructure, Park and Ride facilities and coach parking. The strategic location of these mobility hubs means that they could also be appropriate sites for delivery consolidation centres to reduce the impact of freight/large lorries.

Possible Timeline and Next Steps

- 3.17 Further scheme development could take place over the next 12 months, taking account of the recommendations of the Climate Assembly (as set out in the report at agenda item 66 for this meeting), and in support of the emerging transport vision for the fifth Local Transport Plan and the forthcoming review of the City Plan. The further work recommended within the study is set out in Figure 6.1 (on page 77) of Appendix 1. This work would be subject to the allocation of an adequate level of funding and officer time.
- 3.18 The indicative programme in the technical report states that initial complementary measures could possibly be introduced during the following one to two years in readiness for the phased introduction of access restrictions in the city centre by 2023 at the earliest, and a wider ULEZ, if supported by the outcomes of engagement and consultation.
- 3.19 In line with the recommendations in section 2 of this report, a report on further option development work for both projects, including plans for engagement and consultation and business cases, will be brought back to committee later this year for consideration and approval.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 As outlined in this report, the qualitative technical study identifies a number of possible options for assessment and puts forward a preferred option for each intervention. Completion of a business cases to help identify preferred LCC and ULEZ options would require more detailed assessments of at least two of these options for each.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The initial feasibility work was supported and influenced by early engagement with officers in Transport and those representing other service areas including City Clean, Economic Development, Equalities, Events, Planning, Private Hire Vehicle Licensing, Public Health, Sustainability, Seafront and Tourism & Venues.
- 5.2 The recent, first Brighton & Hove Climate Assembly focused on stepping up actions to reduce transport-related carbon emissions. In making recommendations, the Climate Assembly concluded that ‘a car free city centre’

should be a priority action. Assembly Members thought this would be dependent on improved public transport and active travel infrastructure being in place. They stressed that exceptions must be made for people who need cars (and other vehicles), e.g. blue badge holders, deliveries, and that those who can use other transport should not use cars. A separate report on the Assembly's outcomes is on the agenda for this meeting.

- 5.3 Wider engagement and public consultation (for example, at the outline and full business cases stages) with stakeholders and partners, including residents and businesses, will take place in support of the work required to further develop options and prepare business cases. This will fully inform future considerations, recommendations and decisions. Further details on the options that could be adopted for consultation will be reported back to this committee as part of an update on progress. As well as consultation on the specific proposals, this could also take place as part of the development of other transport-related projects such as the fifth Local Transport Plan and the Air Quality Action Plan.

6. CONCLUSION

- 6.1 This report summarises the initial work undertaken on options for a car-free city centre (LCC) and expanded Ultra Low Emission Zone (ULEZ) in the city, outlining the technical work undertaken to arrive at conclusions and summarising the recommendations set out in the pre-feasibility technical study.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The joint Notice of Motion requested an outline of the costs associated with both initiatives. To understand the likely costs and funding mechanisms for a ULEZ, a review of proposed Clean Air Zones (of varying sizes) elsewhere in the UK was undertaken. The report notes that forecast revenues from these are expected to exceed capital and operating costs, in most cases.
- 7.2 To understand the range of costs for implementing an LCC, itemised costs for the elements of access restriction and control in the largest zone option were estimated, based on the precedents from other areas in the UK. The costs contained in the report exclude the implications of a loss of parking revenues and additional (and possibly significant) costs relating to other areas including changes to staff resources (particularly parking, enforcement and Traffic Control Centre teams) during scheme implementation and operation, and administration costs for exemptions and visitor charges. Further work will be required to calculate these.
- 7.3 Further quantification of the options considered for each project (in a business case) would require an appropriate level of further detailed assessment which would include surveys and modelling, in addition to stakeholder engagement and consultation.
- 7.4 It is proposed that the further development of these workstreams could initially take place using funding from within the council's future revenue budget or Local

Transport Plan capital programme, subject to approval, or via opportunities for bidding for funding from Government grant initiatives.

Finance Officer Consulted: Jill Fisher

Date: 08/12/2020

Legal Implications:

- 7.5 Legal implications associated with the implementation of an LCC and ULEZ will need to be identified and addressed as development work on possible options and a business case are brought forward, taking into account the experience from the existing ULEZ and that of other authorities with similar schemes.

Lawyer Consulted: Elizabeth Culbert

Date: 08/12/2020

Equalities Implications:

- 7.6 The strategic outcomes for the LCC and ULEZ include facilitating increased equity and access for all. The following related points should be noted:
- The measures seek to improve travel options for residents and visitors without access to a car, who are more likely to be lone parents, on low incomes, from disadvantaged communities, from Black, Asian and Minority Ethnic [BAME] groups, and / or have a disability
 - Walking, cycling and public transport are options for the majority of residents and visitors, unlike private vehicle journeys
 - Residents living in deprived communities are also more likely to suffer more from poor air quality in the city
 - An LCC would improve accessibility for disabled people and those with other protected characteristics: retaining and/or relocating Blue Badge holder parking bays and maintaining disabled access would be a priority
 - Equality Impact Assessments (EqIAs) would be required in further option development, including considerations of access and affordability

Sustainability Implications:

- 7.7 The strategic outcomes for the LCC and ULEZ include supporting carbon reduction, improving health and air quality, enhancing public realm and place-making, and strengthening active and sustainable transport connectivity. Alongside the recommended complementary measures, the two projects would improve sustainable travel options, including opportunities to create space in busy areas of the city centre to enable more walking and cycling. This, along with the greater use of cleaner low emission vehicles, will help the city to become carbon neutral by 2030.

Brexit Implications:

- 7.8 No Brexit implications have been identified to date; this will be kept under review in line with the emergence of government strategy and related guidance.

Any Other Significant Implications

Crime & Disorder Implications:

- 7.9 There are no direct implications arising from the projects. However, the elements of these would contribute to improving road safety and personal security and, wherever possible, they would seek to support the aims and priorities of the council's Community Safety and Crime Reduction Strategy, especially in helping to deliver measures that improve the physical environment, ensure communities are stronger, and help people feel safer. Improvements are expected to include measures that improve public spaces and streets so that people feel safer, while discouraging crime and anti-social behaviour.

Risk and Opportunity Management Implications:

- 7.10 Risks and opportunities will be considered as part of further development of options. These may relate to public understanding of restrictions, impacts on traffic distribution and deliveries and servicing, commercial aspects (costs and revenues), and overall public acceptability.

Public Health Implications:

- 7.11 Transport and travel are critical to delivering the city's public health objectives as they contribute significantly to some of today's greatest challenges to public health, including road traffic injuries, physical inactivity, the adverse effect of traffic on social cohesiveness and the impact on outdoor air and noise pollution. One of the key principles of both projects is to improve health and air quality; the elements of these (including wider complementary measures) will help address the challenges through encouraging and enabling an increase in levels of active travel and the use of cleaner vehicles. The plan will help to improve air quality by reducing harmful emissions if people and deliveries switch from motorised transport or to cleaner vehicles. This will help deliver the objectives and actions set out in the council's Air Quality Action Plan, such as enabling greater use of alternatives to the car for some journeys. Creating less dangerous and more attractive environments, through for example public realm schemes, will improve individual and community health and quality of life, and contribute to the wider objectives of the Joint (council/NHS) Health and Wellbeing Strategy.

Corporate / Citywide Implications:

- 7.12 The projects would help support the city's planned economic growth, visitor economy, social development and environmental enhancement. They will support in delivering the council's 2030 Carbon Neutral Programme, along with the Corporate Plan, the City Plan, and the Visitor Economic Strategy. The projects would also support the five-year strategic priorities and GB10 pledges of the Greater Brighton City Region.

SUPPORTING DOCUMENTATION

Appendices:

1. Brighton and Hove Car Free City Centre and Ultra Low Emissions Zone: Initial Options Study, Final Report, October 2020

Background Documents

1. Brighton and Hove Car Free City Centre and Ultra Low Emissions Zone: Initial Options Study, Evidence Base - October 2020
2. Joint Notice of Motion to ETS Committee (agenda item 59) – January 2020
3. Letter to ETS Committee (agenda item 28(c) iii) – October 2019

Car Free City Centre and Ultra Low Emissions Zone: Initial Options Study



Car Free City Centre and Ultra Low Emissions Zone: Initial Options Study

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1 Introduction

Overview

- 1.1 Steer was commissioned by Brighton & Hove City Council to undertake an initial review of options for a car-free city centre to be in place by 2023, setting out the feasibility and costs of a recommended set of options as well as the necessary complementary measures to ensure the outcomes of the car free city centre are optimised.
- 1.2 The outputs of the commission will be used to prepare a report to councillors for the Environment, Transport and Sustainability (ETS) Committee and support the development of Brighton & Hove's fifth Local Transport Plan.
- 1.3 This commission follows on from Steer's work undertaking a review of appropriate transport and travel policy measures (for people and goods) in the city. This included a strategic multi-criteria assessment, resulting in a recommended set of policy options and consideration of possible Covid-19 recovery scenarios.
- 1.4 The key components of the work are to:
 - consider a wide range of options and complementary measures for a successful expanded Ultra Low Emission Zone and a car-free city centre;
 - assess options through a transparent and evidenced based process to arrive at a set of recommended options that are most appropriate for the city;
 - demonstrate that due consideration of relevant national and international best practice in transport and travel has been given;
 - recommend options to stakeholders and the public in a clear and informed way that enables well-informed feedback and decision taking; and
 - inform the Council of the next steps and potential timescales for how any proposals for key workstreams should be developed in terms of further assessment, consultation, implementation and monitoring.
- 1.5 To realise the above Steer developed a method underpinned by a robust evidence base to justify recommendations and regular, in depth officer engagement to ensure that the views of a range of stakeholders are considered through the study. This involved the following stages of work:
 - **Evidence base:** Develop an evidence base through review of the policy context, initial fact-finding workshops with transport and cross-council officers, analysis of socioeconomic, demographic and transport datasets and a number of national and international case studies. This was used to support option generation and assessment.
 - **Option generation:** Drawing on our evidence base as well as further internal stakeholder engagement a set of Car Free City Centre and Ultra Low Emission Zone options were developed along with necessary complementary measures. An assessment framework was developed for identifying preferred options.
 - **Presentation of recommended options:** The Car Free City Centre and Ultra Low Emission Zone options were assessed and recommended options will be identified including complementary measures.
- 1.6 This report presents the outputs of Stage 2: Option Generation and Stage 3: Option Assessment and Identification of Preferred Option.

Structure of the Report

- 1.7 This report sets out the pre-Strategic Outline Business Case for a Car Free City Centre and Ultra Low Emission Zone in Brighton and Hove.
- 1.8 The report is split into the five cases of a business case in line with HM Treasury's Green Book principles and procedures.
- **Chapter 2: Strategic Case** – This chapter draws insight from review of national, regional and local policy, from data analysis, and from council officer engagement to set out the need for intervention. This informs identification of a number of strategic outcomes and principles which frame how options are assessed in the economic case.
 - **Chapter 3: Economic Case** – This chapter describes the option development and assessment process and reports on the performance of the options against the assessment criteria. This chapter concludes by identifying the preferred options for the intervention and the necessary complementary measures to support their successful delivery.
 - **Chapter 4: Financial Case** – This chapter sets out the cost and revenue implications that would need to be considered in the delivery of a Car Free City Centre and Ultra Low Emission Zone.
 - **Chapter 5: Commercial Case** – This chapter sets out the approach to procurement and expected delivery partners.
 - **Chapter 6: Management Case** – This chapter set out how Car Free City Centre, Ultra Low Emission Zone and associated complementary measures would best be delivered.

Definitions

- 1.9 To support a clear understanding of the business case and recommendations some of the key terms which are referred to regularly through the document have been defined below.
- **Urban Vehicle Access Regulations** are measures to regulate vehicular access to urban infrastructure
 - **Car Free City Centre** is an urban vehicle access regulation measure which bans defined categories of vehicles from entering a defined geographical area. There is no charging mechanism to allow entry into the geographical area and a number of vehicle categories are likely to be exempted from the ban.
 - **Ultra Low Emission Zone** is an urban vehicle access regulation measure which seeks to limit the entry to a defined geographical area by vehicles which are not ultra low emission. This could be implemented through a vehicle ban with exemptions or through a charging mechanism.
 - **Low Traffic Neighbourhoods** are groups of residential streets, bordered by main or "distributor" roads, where "through" motor vehicle traffic is discouraged or removed.

2 Strategic Case

Overview

- 2.1 The strategic case sets out the policy fit, the strategic rationale and the objectives of the proposal. This strategic case is split into four sections:
- **Policy review:** This section draws insight from policy documents at a national, regional and local level.
 - **Drivers of change:** This section summarises the findings of transport, demographic and socioeconomic data analysis and draws out insights as to how this could influence the types of options to be considered.
 - **Stakeholder engagement:** This section describes the internal council stakeholder engagement that was undertaken and reports on the anticipated outcomes of Car Free City Centre and Ultra Low Emission Zones from officers in different service areas within the Council.
 - **Strategic outcomes and principles of intervention:** This section sets out the strategic outcomes and principles of intervention which frame option development and assessment in the economic case.

Policy review¹

Overview

- 2.2 A literature review of local, regional and national policy as well as relevant government guidelines or legislation has been undertaken to provide the policy context for the project. This has been particularly focussed around identifying how the different policy documents might point to the need for or benefits of a certain type of Car Free City Centre or Ultra Low Emissions Zone.
- 2.3 Commentary has been provided as to the characteristics of Car Free City Centre and Ultra Low Emission Zone measures that each of the policy documents would best support. The findings of this policy review will direct development of options to ensure that they are in line with the most up to date policy aspirations at a local, regional and national level. The seven dimensions of a Car Free City Centre and Ultra Low Emission Zone are the following:
- Geographical scope
 - Single or multiple zones
 - Prohibition or charging
 - Emissions standards
 - Vehicle exemptions
 - Operating times
 - Method of enforcement.

¹ Full policy review is provided in Chapter 2 of the Brighton and Hove Car Free City Centre and Ultra Low Emission Zone Options Study - Evidence Base

2.4 Understandably not all dimensions are covered by each policy document, but where applicable commentary has been included.

Table 2.1: Policy review summary

NATIONAL POLICY	
Document name	Commentary against dimensions
Decarbonising Transport: Setting the Challenge (Department for Transport, 2020)	<p>Prohibition or charging – suggests that prohibition is preferable as there is a need to bring private car emissions to zero, both direct and indirect.</p> <p>Operating times – Suggests continuous operation, to maximise the potential for decreasing the carbon emissions of transport.</p>
Clean Air Strategy (Department for Environment, Food and Rural Affairs, 2019)	<p>Prohibition or charging – Aim is to significantly improve air quality, rather than improve urban realm, so reducing the number of cars moving through the city centre should be the target. Charging would provide a revenue stream to support investment in sustainable and active mode alternatives. This suggests that charging could be used in the short term, transitioning to a prohibition model.</p> <p>Emissions standards – Emissions standard should be strict to have the desired impact on air quality.</p> <p>Vehicle exemptions - Electric Vehicles (EVs)</p>
Net Zero: The UK's contribution to stopping global warming (Committee on Climate Change, 2019)	<p>Prohibition or charging – prohibition is preferable as there is a need to bring private car emissions to zero, both direct and indirect.</p>
Future of Mobility: Urban Strategy (Department for Transport, 2019)	<p>Prohibition or charging – Likely to favour charging. More effective way to help generate/balance an integrated transport system.</p> <p>Emissions standards – Emissions standards should be strict to have the desired impact on air quality and help to encourage a transition to Ultra Low Emission Vehicles (ULEVs).</p> <p>Vehicle exemptions – ULEVs. Therefore, helping to drive the transition to lower-emissions vehicles.</p> <p>Operating times – Likely to support only during the daytime, to help ensure that freight trips can be consolidated in the night/evening.</p>
A Green Future: Our 25 Year Plan to Improve the Environment (HM Government, 2018)	<p>Prohibition or charging – Aim is to significantly improve air quality, rather than improve urban realm, so reducing the number of cars moving through the city centre should be the target. Charging would provide a revenue stream to support investment in sustainable and active mode alternatives. This suggests that charging could be used in the short term, transitioning to a prohibition model.</p> <p>Emissions standards – High. Aim is to try and improve the local environment (particularly air quality).</p>
The Road to Zero Strategy (HM Government, 2018)	<p>Prohibition or charging – Charging. Is about cleaning vehicles on the road, rather than reducing the number of cars. Therefore, would need exemptions for ULEVs, rather than total ban of cars.</p> <p>Emissions standards – High. Is about cleaning the transport network, rather than reducing the number of cars.</p> <p>Vehicle exemptions – ULEVs.</p> <p>Operating times – Continuous to maximise transition of the fleet mix to ULEV.</p>

Transport Investment Strategy (Department for Transport, 2017)	<p>Prohibition or charging – Charging, with exemptions for EVs, in order to encourage the transition to ULEVs.</p> <p>Emissions standards – Emissions standard should be strict to have the desired impact on air quality.</p> <p>Vehicle exemptions – Exemptions for EVs, in order to encourage the transition.</p>
Cycling and Walking Investment Strategy (Department for Transport, 2017)	<p>Single or multiple zones – Multiple zone with ‘car free corridors’ which encourage people to use active transport to reach the city centre.</p> <p>Prohibition or charging – Prohibition. As much about improvements to the urban realm as about improvements to air quality and carbon emissions.</p> <p>Vehicle exemptions – Active modes. Key to eliminate anything which might pose a safety risk to these modes.</p>
SUB-NATIONAL POLICY	
Document name	Commentary against dimensions
Transport Strategy (Transport for the South East, 2020)	<p>Prohibition or charging – Likely to favour charging. Supports a reduction in car use rather than a total prohibition. TfSE advocates for national road user charging as part of its 2050 Vision.</p> <p>Vehicle exemptions – Electric Vehicles and freight vehicles at key times – the strategy supports developing a transport system that balances the needs of all users.</p> <p>Operating times – Daytime. When the network demand is at its highest.</p>
Gatwick 360 (Coast to Capital LEP, 2018)	<p>Geographical scope – City centre. Plan is about delivering prosperous urban centres.</p> <p>Vehicle exemptions – Freight vehicles, which have a clear link to the economy of the urban centre.</p> <p>Operating times – Daytime. In the night city should be open for wider use.</p>
LOCAL POLICY	
Document name	Commentary against dimensions
Greater Brighton Strategic Objectives (Greater Brighton City Region, 2019)	<p>Geographical scope – Would support measures across the local authority area to ensure that the social and environmental benefits of the measures are spread across the different communities.</p> <p>Prohibition or charging – Likely to favour charging. Supporting a reduction in the use of polluting cars and uptake of zero emissions vehicles.</p> <p>Vehicle exemptions – Supportive of some access along strategic routes for freight vehicles to help support regional retail centre.</p>
Brighton & Hove City Plan, Part One, 2016 and Part Two (Proposed Submission) (Brighton & Hove City Council, 2020)	<p>Geographical scope – Plan is clear on the need to ensure that the city centre develops sustainably, and that sustainable travel is core to new developments. Therefore, areas beyond the city centre where ‘new’ developments are occurring should be in scope.</p> <p>Single or multiple zones – Multiple zones would allow the environmental and social objectives to be achieved across the City, but with different regulations for areas with different land use mixes.</p> <p>Prohibition or charging – Plan is trying to ensure equitable development, which would indicate prohibition rather than charging however this needs to be reconciled with the benefits of revenue generation for investment in sustainable and active modes.</p> <p>Emissions standards – High. The plan is clear on the need to help the city significantly improve air quality in the local area.</p> <p>Vehicle exemptions – Possibly freight vehicles at key times – the plan is clear on the need to balance economic development with sustainable development.</p>

Brighton & Hove Corporate Plan (Brighton & Hove City Council, 2020)	<p>Single or multiple zones – Could be multiple. The plan seeks to improve public spaces, throughout the city.</p> <p>Prohibition or charging – Prohibition. The plan seeks to transfer space from cars to people.</p>
Brighton & Hove Local Transport Plan 4 (Brighton & Hove City Council, 2015)	<p>Geographical scope – Potentially broad, provided that management, rather than prohibition is the option which is taken.</p> <p>Prohibition or charging – Likely to favour charging. The LTP supports the development of a mixed/balanced transport network with a greater shift towards sustainable modes.</p> <p>Vehicle exemptions – Would likely support exemption of EVs.</p> <p>Operating times – Daytime, allowing vehicles to pass through in the evening for delivery/commercial purposes.</p>
Brighton & Hove Local Transport Plan 5 Policy Measures Work (Steer report, 2020)	<p>Prohibition or charging – Prohibition, in order to ensure equity objectives could be realised and to minimise both tailpipe and source emissions. However, this would need to be reconciled with the benefits of revenue generation for investment in sustainable and active modes.</p> <p>Vehicle exemptions – Exemptions for vehicles for those with impaired mobility.</p>
Urgent Response Transport Action Plan and Policy Framework (Brighton & Hove City Council, 2020)	<p>Geographical scope – Small, likely just city centre.</p> <p>Prohibition or charging – Likely prohibition as it would provide greater opportunity for land use change and urban realm improvements to encourage consumer spending. But this would have to be reconciled with the benefits of revenue generation for investment in sustainable and active modes.</p> <p>Operating times – Daytime, when consumers are likely to want to travel to the city centre.</p>
Interim Covid-19 Response Local Cycling and Walking Infrastructure Plan (Brighton & Hove City Council, 2020)	<p>Prohibition or charging – Likely to favour prohibition. Aim is to improve the safety of urban realm, which requires dramatic reduction (to close to zero) of the vehicles moving through the city centre.</p>
Emerging 2030 Carbon Neutral Programme (Brighton & Hove City Council)	<p>Prohibition or charging – Prohibition. If the city is going to achieve net zero by 2030, changes will need to be significant and strict. Both direct and indirect emissions need to be minimised.</p> <p>Emissions standards – Strict. The Climate Emergency policy promotes an ambitious programme, which will need significant changes in this area to achieve net zero.</p>
Rights of Way improvement Plan (Brighton & Hove City Council, 2017)	<p>Geographical scope – Notes that it is critical for the Rights of Way that there are clear connections between the city centre and wider rural zones (i.e. green corridors). Might encourage 'car-free network' rather than a singularly defined zone.</p> <p>Single or multiple zones – As above.</p> <p>Vehicle exemptions – Exemptions for vehicles which are performing freight delivery or maintenance work.</p>

Visitor Economy Strategy (Brighton & Hove City Council, 2018-2023)	<p>Geographical scope – Focussing on the city centre, leaving plenty of space (with good modes of transport) from the city periphery to the centre.</p> <p>Single or multiple zones – Likely to favour single, although if key cultural ‘hubs’ are identified which might become particular draws for tourists, then these should also be added.</p> <p>Prohibition or charging – Prohibition. Spaces should be totally exempt from cars in order to make them more ‘people friendly’.</p> <p>Vehicle exemptions – Possibly exemptions for ‘novelty vehicles’, such as tourist trains, which could provide means of transportation for tourists.</p> <p>Method of enforcement – Would need to make sure that enforcement included non-local vehicles as well as local vehicles.</p>
Brighton & Hove Cultural Framework (2018) (Brighton & Hove City Council, 2018)	<p>Geographical scope – city centre, cultural hub should be the focus.</p> <p>Single or multiple zones – The policy supports the possibility of developing several ‘cultural hubs’ across it’s geography. These hubs could be turned into car-free zones, which would help to enhance their offer.</p> <p>Prohibition or charging – Prohibition. Develop the city centre into a car-free zone.</p> <p>Vehicle exemptions – exemptions for freight out of core hours.</p>
Relaxation of pavement licensing laws (Ministry of Housing, Communities and Local Government, 2020)	<p>Geographical scope – city centre to capitalise on pavement licensing options.</p> <p>Prohibition or charging – Prohibition. Develop the city centre into a car-free zone. Doing so would help to ensure that the pavements are attractive sites for dining or relaxing.</p> <p>Vehicle exemptions – exemptions for freight out of core hours.</p> <p>Operating times – evening and weekends the most important as this will be the time that the majority of people would be eating out on the streets.</p>
Brighton & Hove Health and Wellbeing Strategy (Brighton & Hove City Council / NHS, 2019-2030)	<p>Geographical scope – Strategy would be Brighton and Hove-wide so would incorporate areas beyond the city centre.</p> <p>Emissions standards – High, would help to ensure that there is better public health across the city.</p> <p>Operating times – All day.</p>
Brighton & Hove Sport and Physical Activity Strategy (Brighton & Hove City Council, 2013-2018)	<p>Geographical scope – Strategy would be Brighton and Hove-wide so would incorporate areas beyond the city centre.</p> <p>Operating times – All day. By mandating that people are unable to use their cars to enter the city centre, the scheme would help to ensure that the population are encouraged to use more sustainable and active modes.</p>

Policy review findings

2.5 The Policy Review has provided direction in the type of Car Free City Centre and Ultra Low Emission Zone scheme options that would be aligned with policy at a national, regional and local level. The following findings have been drawn from this review.

- It has given particular insight into the geographical scope that should be considered. A large proportion of the documents reviewed have a clear policy direction in favour of Ultra Low Emission Zone or Car Free City Centre measures which have **strong coverage of the city centre area** as this is the area where congestion and air quality present the greatest problems and also where sustainable alternatives to the car are widely available.
- Further insight has been drawn as to the preferred model of a vehicle access restriction. A **prohibition model**, restricting all access to the city centre to cars has been identified as the preferred option for have the maximum impact on air quality and congestion, while being more equitable than charging.

- The documents reviewed present a clear response to the types of vehicle exemptions that should exist. Many of the policy documents would support **zero emissions vehicles being exempt** from both schemes, with charging models and with prohibition models.
- The policy documents reviewed would indicate that **multiple zones** with different restriction types and emissions standards would be preferable to a single zone. This would allow different levels of restrictions to be focused in areas of high congestion or particularly poor air quality without penalising residents of areas where these are not significant problems.
- Our policy review has identified a range of different positions in terms of operating times of day. A number of policy documents focussed on air quality and carbon reduction would be supportive of **continuous operation** of Car Free City Centre and Ultra Low Emission Zone measures. However, there is also a number of policy documents with objectives around economic development which would be more supportive of **daytime only** operation to help support the night time economy.

Drivers of change²

Overview

2.6 Alongside wider policy context, there are several contextual drivers for change that strengthen the need for intervention and provide further direction as to the type of Car Free City Centre and Ultra Low Emission Zone options that would be best suited to the Brighton and Hove context. These drivers are explored in the following section. The drivers are the following:

- air quality;
- traffic reduction;
- modal preferences;
- parking supply and demand;
- accessibility impacts; and
- equity impacts.

² A comprehensive report on the data analysis undertaken to support this study is provided in Chapter 4 of the Brighton and Hove Car Free City Centre and Ultra Low Emission Zone Options Study - Evidence Base

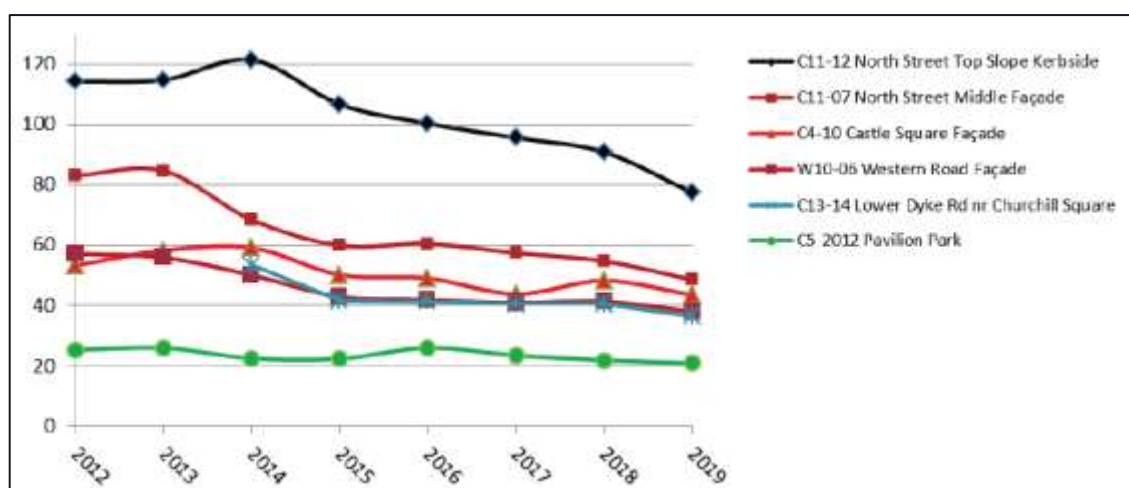
Air Quality

- 2.7 The Brighton & Hove City Council Environment, Transport and Sustainability Committee has agreed six Air Quality Management Areas. These are presented in Figure 2.1. Given that 96% of regular bus movements come together along one transport corridor a Low Emission Zone and was introduced in 2015 requiring all buses to be Euro-V emissions standard by 2020. The Euro-V standard includes diesel particulate traps that helped deliver a step change in particulate emissions.
- 2.8 The LEZ applies to all buses frequenting Castle Square, North Street and Western Road (as far as the junction with Holland Road, Hove) along the B2066. The ULEZ (same geography) requires that all bus services entering the zone will be Euro-VI emissions standard by 2024. The Euro VI emission standard requires substantially lower emissions of oxide of nitrogen.

Figure 2.1: 2020 Air Quality Management Areas Boundary



- 2.9 Figure 2.1 demonstrates that the annual mean nitrogen dioxide concentrations have fallen across the B2066 Low Emission Zone since 2013/14, however, several of the monitoring sites and a significant part of the transport corridor remains above the annual mean concentrations of $40\mu\text{g}/\text{m}^3$, the current legal limit.

Figure 2.2: Trends in annual mean NO₂ concentrations B2066 Ultra Low Emission Zone

- 2.10 By 1 October 2024, all buses operating in the zone will need to achieve the Euro-VI emissions standard of 400 mg NO_x/kwh. The Euro VI standard became mandatory for new bus approvals from 2014 and it is estimated, on average, Euro VI buses will provide 90% improvement in reducing NO_x emissions in real world driving conditions compared with Euro-V
- 2.11 Still, further actions beyond the existing Ultra Low Emission Zone will be required in order to achieve air quality objectives. For example, restrictions on cars accessing from side roads adjoining Western Road and North Street.

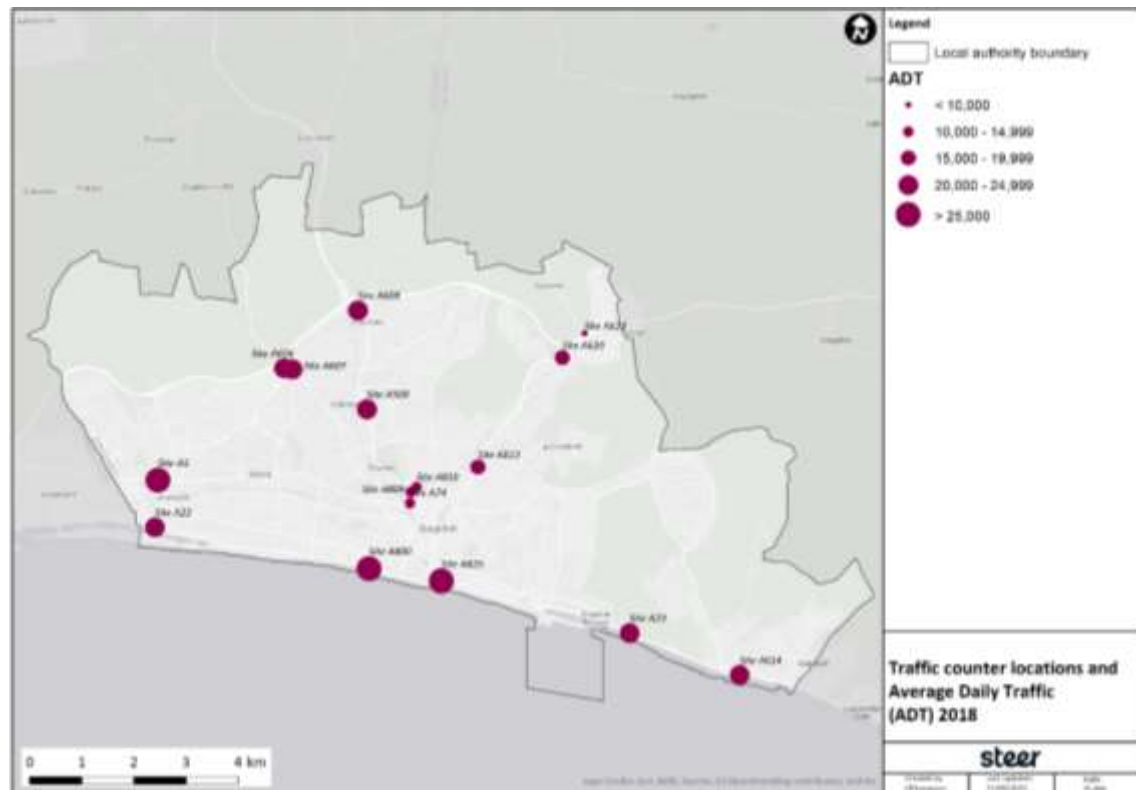
Key impacts and implications for Car Free City Centre and Ultra Low Emission Zone options

- 2.12 A Car Free City Centre will improve air quality levels within the zone, and to a lesser extent, on arterials into the City. There could be issues on the boundary of the zone as existing through traffic will be rerouted, causing increased congestion at some locations.
- 2.13 The success of the current Ultra Low Emission Zone and evidence from the Ultra Low Emission Zone introduced in London would suggest that an extended Ultra Low Emission Zone would improve air quality. However, depending on the emissions standards imposed, by 2023 the number of vehicles affected is likely to be a small proportion of total fleet. The impacts are therefore likely to be limited compared to those of the existing Ultra Low Emission Zone, but given the focus on the worst polluting vehicles, there will still be positive impacts of its implementation.
- 2.14 When defining the geography of both Car Free City Centre and Ultra Low Emission Zones consideration should be given to the boundaries of the Air Quality Management Area to maximising the air quality improvement that can be achieved by the measures.
- 2.15 Some of the AQMAs are designated along arterial routes that are last mile transport corridors connecting the city centre therefore consideration would have to be given in option development and identification of complementary measures to ensure that sufficient freight access was provided to the city centre, whilst still supporting an improvement in air quality on these routes.

Traffic Reduction

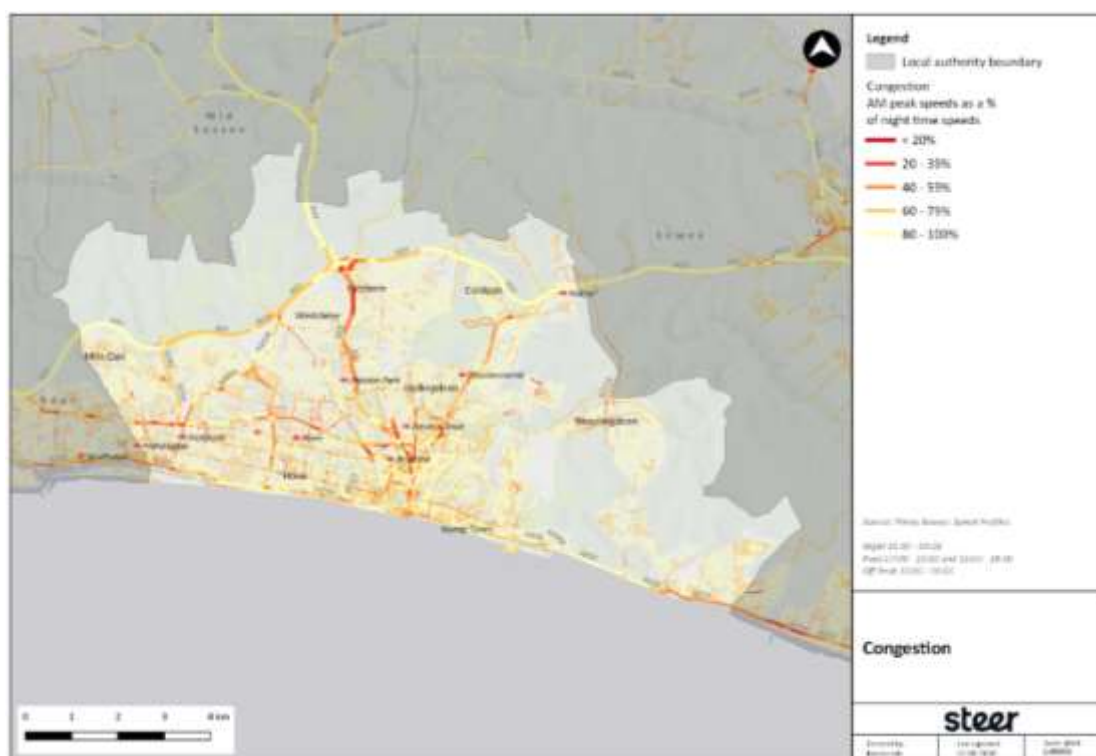
- 2.16 Both traffic flow data and congestion data have been analysed to understand the existing situation in Brighton City Centre and the wider local authority area. Figure 2.3 maps the 2018 average annual flows (ADT) for sixteen traffic count sites in Brighton and Hove. The flows show that in the city centre the highest flows by a significant amount are on the A259 beachfront road. Sites towards the edge of the City also tend to carry high levels of traffic except in the north east where the A270 Lewes Road is significantly lower than other A roads on the outskirts.

Figure 2.3: Average Daily Traffic (ADT) flows 2018



- 2.17 TomTom speed data has also been analysed to understand levels of congestion in Brighton and Hove. Congestion is defined as AM peak speeds as a percentage of free-flowing night-time speeds. Figure 2.4 shows results for the whole of the local authority area and demonstrates that most of the arterial roads see some levels of congestion, generally down to 40% of free flow conditions, including major roads such as the A23 from the north-west, and the A259 and A270 from the west, with speeds falling to 20% of free flow conditions on sections of the A23 and A270 (Lewes Road and Old Shoreham Road).

Figure 2.4: Congestion (AM peak/night-time speed), Brighton and Hove (Pitney Bowes, 2018)



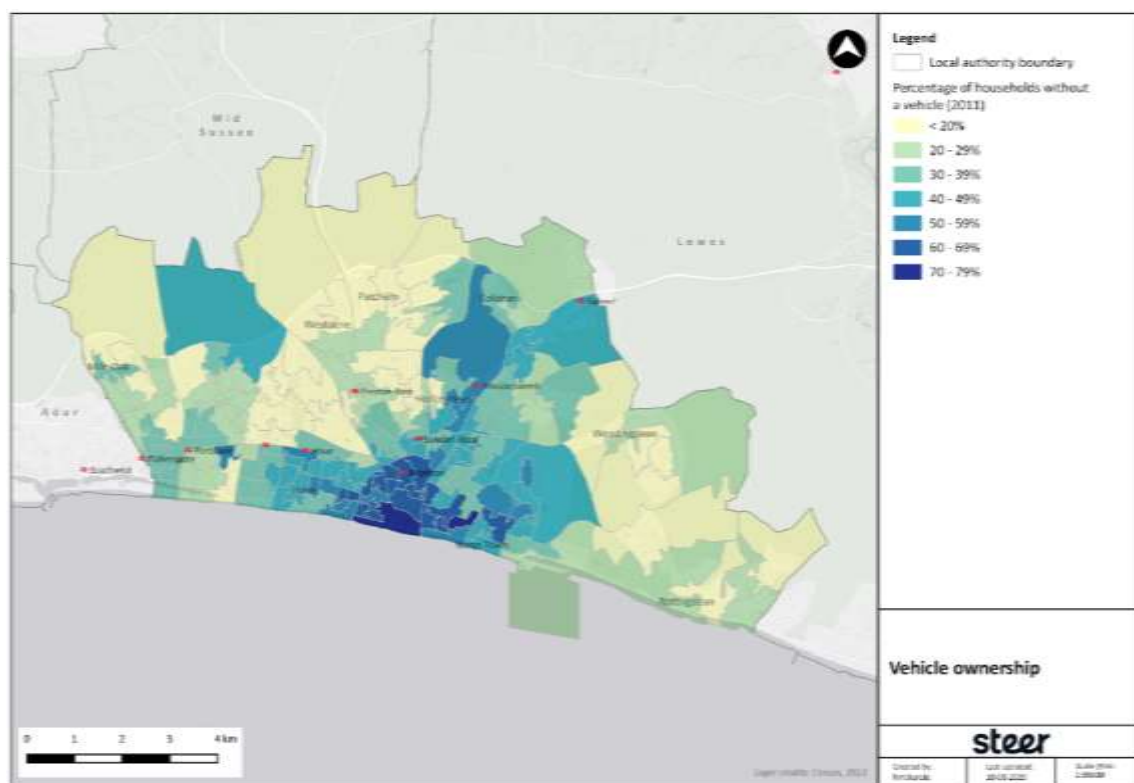
Key impacts and implications for Car Free City Centre and Ultra Low Emission Zone options

- 2.18 A Car Free City Centre will significantly reduce traffic within the zone. It would also reduce traffic on arterial routes into the City but could lead to some increases at the boundary as traffic reroutes.
- 2.19 An Ultra Low Emission Zone is likely have less impact on traffic reduction in percentage terms but would be applied over a larger area. The possibility of increasing standards to capture a larger proportion of traffic could be considered.
- 2.20 When defining the geography of both Car Free City Centre and Ultra Low Emission Zones consideration should be given to allowing routes for residents and visitors to travel around the areas in a way which does not encourage “rat-running”.

Modal preferences

- 2.21 Analysis of car ownership, illustrated in Figure 2.5, demonstrates that LSOAs³ (Lower Layer Super Output Areas) within Brighton city centre and its immediate surroundings contain a higher percentage of households which do not own a vehicle (and it should be noted that within car owning household, not everyone may have access to using the vehicle). This is expected given the limited residential car parking availability for residents in these areas, and the proximity to both public transport options and the key employment and leisure locations in the city centre which can be accessed using active or public transport modes.

Figure 2.5: Percentage of households which own a vehicle (Census, 2011)



- 2.22 Further, according to DfT statistics, Brighton and Hove has the highest bus use per population of any city in England outside London and Brighton Railway Station is the seventh busiest outside of London.
- 2.23 This is supported by analysis of Census journey to work data which shows that most people do not use a car, and instead favour walking (33%) or public transport (34%) for their commute. A further 26% drove to work in the centre of Brighton and the remaining 7% commuted by bicycle.

Key impacts and implications for Car Free City Centre and Ultra Low Emission Zone options

- 2.24 A Car Free City Centre will further reduce the number of employees that are able to commute to employment locations in the city centre by car however there is already high public and

³ Super Output Areas are a set of geographical areas developed to produce a set of areas of consistent size, whose boundaries would not change (unlike electoral wards), suitable for the publication of data. Lower Layer Super Output Areas (LSOAs) typically contain 4 to 6 Output Areas with a population of around 1500.

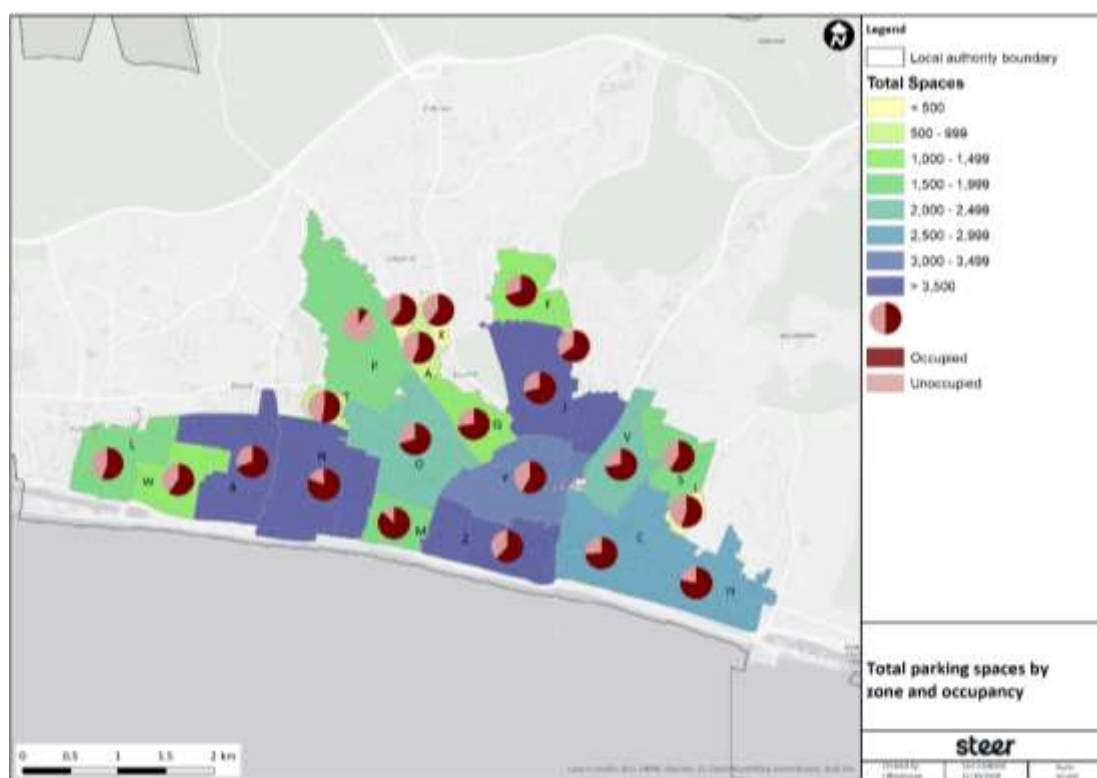
active transport use suggesting the negative impacts on people's ability to travel by car would be outweighed by the air quality improvement and congestion reduction.

- 2.25 An Ultra Low Emission Zone will encourage people to either transition to less polluting vehicles or to change their travel behaviours and travel more by sustainable and active modes.
- 2.26 When defining both Car Free City Centre and Ultra Low Emission Zones consideration should be given complementary measures which will facilitate increased use of active and sustainable modes for all journeys in Brighton and Hove.

Parking supply and demand

- 2.27 Analysis has been carried out on on-street and off-street public parking in Brighton and Hove to assess current demand and occupancy. It should be noted that the analysis only includes car parks and parking spaces operated by Brighton & Hove as well as the large, off street, privately owned car parks for use by the general public within the central Brighton and Hove parking zones Y and Z. These are Churchill Square, Brighton Centre, Regency Mews, Brighton Theatre, North Road, Oxford Court, Vantage Point and Brighton Station. The data excludes any privately owned car parks or parking spaces outside of zones Y and Z. Analysis has demonstrated that:
 - Based on 2019 data of Council owned off-street car parks, average occupancy was 66%. On-street average occupancy was higher at above 80% for all City Centre zones.
 - The average occupancy of 69% suggests that there is a surplus of parking spaces across the City, particularly in outer areas.
 - Zones close to the City Centre tend to have a large proportion of spaces available to visitors.
 - A significant proportion of the parking supply is not owned by the council: this is privately owned public parking or private non-residential.

Note: On street surveys of resident bays are carried out during the day when generally there are more resident spaces free while residents are away at work. Evening and night-time occupancy is generally significantly higher. As a result, Figure 2.6 is likely to significantly underestimate evening/overnight demand for spaces.

Figure 2.6: Total parking spaces and average occupancy (on-street and off-street)

Key impacts and implications for Car Free City Centre and Ultra Low Emission Zone options

- 2.28 Access to existing off-street parking and the impact of removing or reducing on-street parking will need to be considered in the development of options for a Car Free City Centre. There are a number of residential areas close to the city centre which have on-street parking. Equally there are several large, public car parks within the city centre. If these were to remain in use then access would have to be provided.
- 2.29 The surplus of parking provision that is available in Brighton and Hove would indicate that some reduction in city centre parking provision could be introduced without material negative impacts.

Accessibility impacts

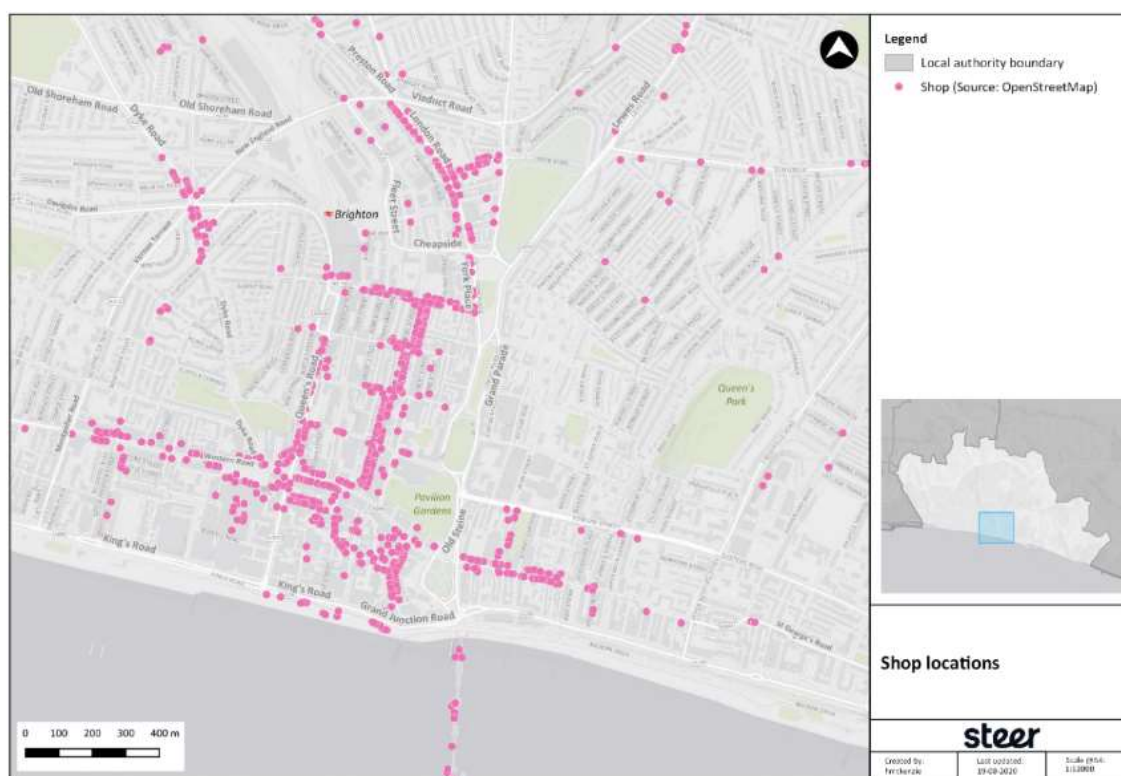
- 2.30 Analysis has been undertaken to better understand how Car Free City Centre and Ultra Low Emission Zone measures might have an impact on:
- Access to businesses
 - Travel to school
 - Mobility of residents with a disability.

Access to businesses

- 2.31 The distribution of shops across Brighton and Hove has been analysed to provide an indication as to the access needs for freight vehicles, should restrictions on HGVs be considered as part of a Car Free City Centre. Figure 2.7 below highlights the high density of shops in Brighton City Centre. The central cluster includes:

- Trafalgar Street towards the northern extent of the centre (North Laine), along Sydney Street, Kensington Gardens, Gardner Street and Bond Street , all of which run perpendicular to the seafront.
- The Lanes, south and south-west of Pavilion Gardens.
- Western Road and North Street, and extending onto St James’s Street in Kemptown.
- Brighton seafront including Palace Pier
- Additional shopping hotspots exist in London Road, central Hove and Portslade to the west.

Figure 2.7: Distribution of shops in Brighton City Centre

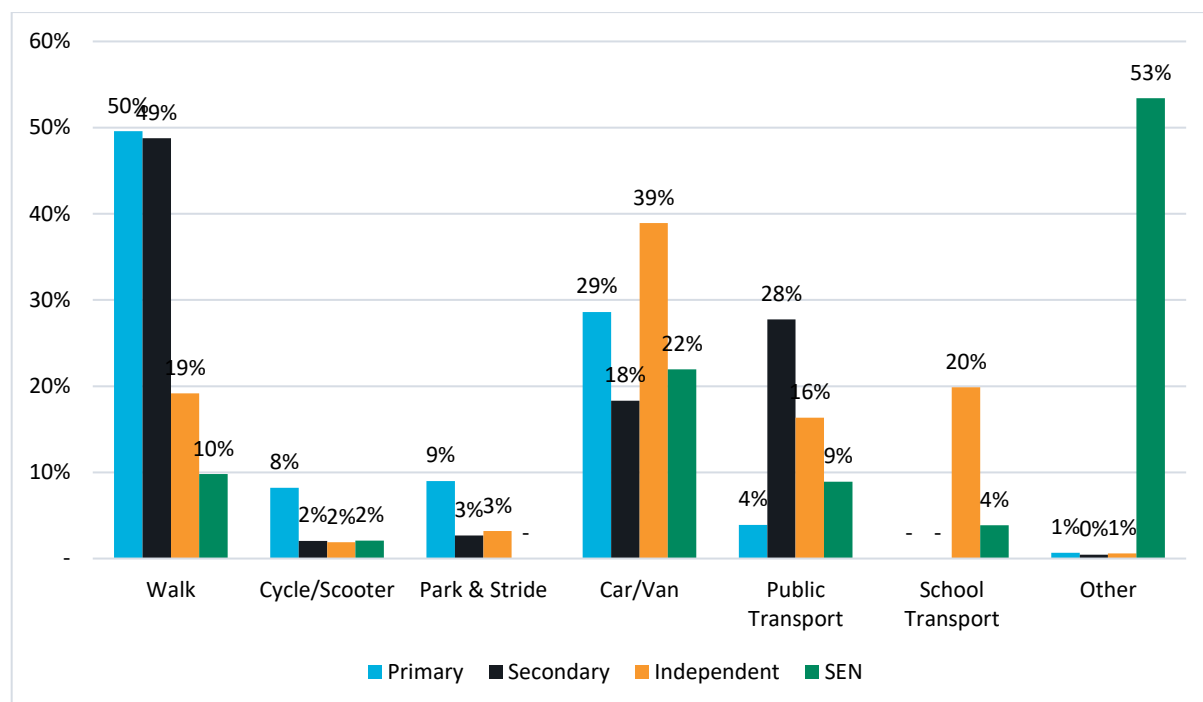


Travel to school

2.32 Figure 2.8 below presents the mode of transport of pupils across Brighton and Hove, split by school type. It shows that:

- Active modes form a high proportion of trips to school for primary (58%) and secondary (51%) school pupils, though generally, there is a lower percentage at independent (21%) and Special Educational Needs (12%) schools.
- Public transport mode shares vary by pupil age. Whilst only 4% of primary school pupils use public transport, over one-quarter (28%) of secondary pupils use either bus or train. At independent schools, 36% of pupils travel by either public transport (16%) or the private school transport on offer (20%).
- Travelling by car is most common among pupils at independent schools (39%), but also represents a significant number of pupils at primary (29%), secondary (18%) and SEN (22%) schools.

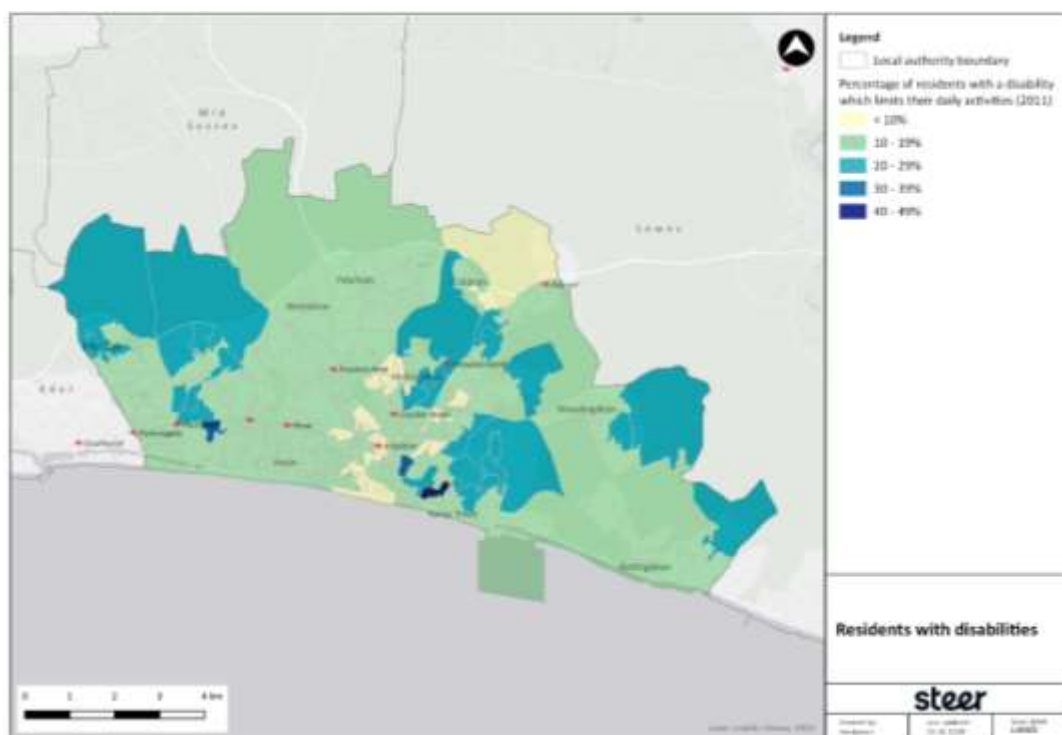
Figure 2.8: Mode of transport for journeys to school



Mobility of residents with a disability

- 2.33 Figure 2.9 illustrates the percentage of residents with a disability which limits their daily activities. These are residents whose day to day activities are limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months. Areas with a higher percentage of residents with a disability largely reflect those areas which are within the top 10% most deprived on the Index of Multiple Deprivation (IMD) as presented in section 2.37.

Figure 2.9: Percentage of residents with a disability (Census, 2011)

*Key impacts and implications for Car Free City Centre and Ultra Low Emission Zone options*

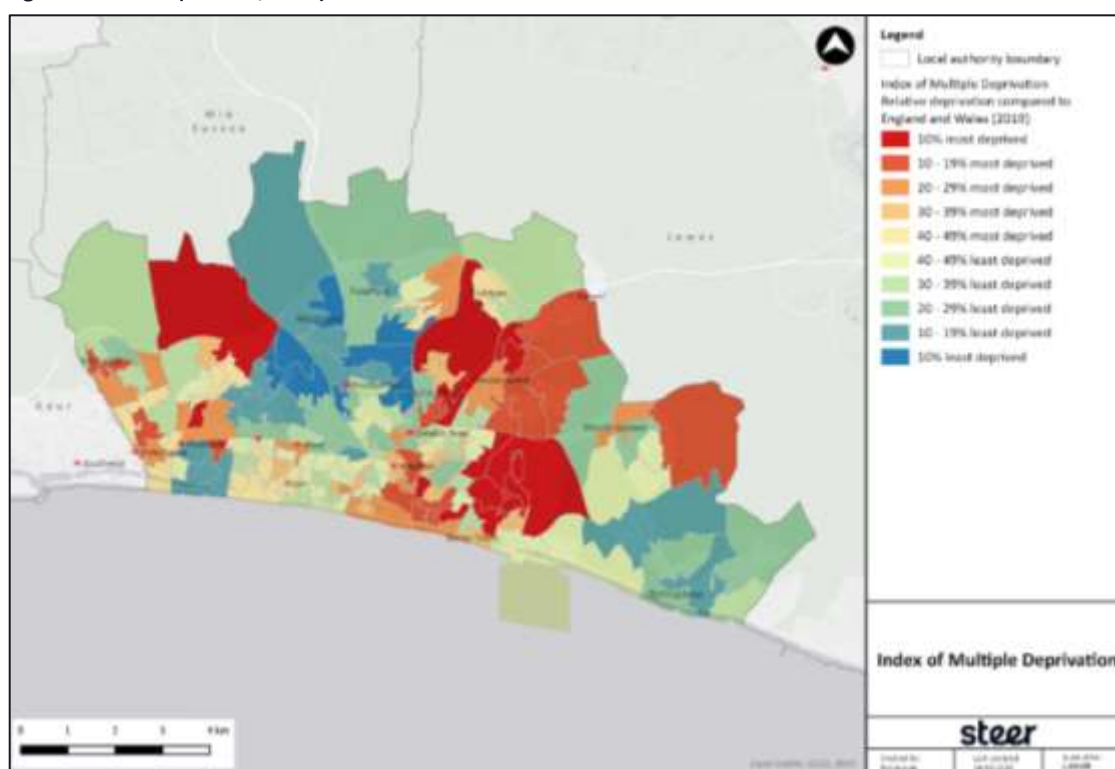
- 2.34 In designing and implementing a Car Free City Centre, careful consideration will be needed to ensure easy access remains for shops, as well as other city centre businesses including restaurants and hotels.
- 2.35 For schools located in the city centre (e.g. Middle Street Primary School, St Mary's Catholic Primary School), a Car Free City Centre may negatively impact on those pupils and their parents that rely on the car for their journeys to school. This should be considered in the design and implementation of both Car Free City Centre and Ultra Low Emission Zone options.
- 2.36 Within both the Car Free City Centre and Ultra Low Emission Zone options, it is likely that exemptions will be in place for those with disabilities who rely on their private car for access to the city centre. The percentage of the population with a disability in the city centre is low, and therefore there will be a limited number of exemptions necessary for city centre residents. However consideration will be given to how access to the city centre is provided to people living outside of the city centre with a disability which limits their daily activities.

Equity impacts

Deprivation

- 2.37 The government's Index of Multiple Deprivation (2019) demonstrates that the level of deprivation experienced in Brighton and Hove varies significantly across the city, as follows:
- Many of the most affluent areas of the City are in the outer areas to the north, northwest and east of the City with Lower Super Output Area (LSOAs) within the 10% least deprived in England located in areas of Patcham, Withdean, West Blatchington at Saltdean.
 - There are areas of relative deprivation in or close to the City Centre.
 - Areas bordering the City Centre to the northeast and also West Hove have some high levels of deprivation including LSOAs within the 10% most deprived in the UK. These areas generally map to the areas of low car ownership meaning that they are less likely to be car dependent.

Figure 2.10: IMD (MHCLG, 2019)



Key impacts and implications for Car Free City Centre and Ultra Low Emission Zone options

- 2.38 Some of those lower income residents who do rely on a car may be less likely to be able to afford to switch to public transport or to afford to upgrade to a cleaner vehicle and therefore may be negatively impacted by both Car Free City Centre and Ultra Low Emission Zone options. Although taking into account all car running costs, PT may be cheaper, especially for local journeys.
- 2.39 Higher income residents are likely to be more willing to pay an Ultra Low Emission Zone charge but would also be more able to upgrade their vehicle. Therefore, higher income users would be more likely to continue driving either by upgrading or paying the charge. The response would depend on how frequently they drive within the Ultra Low Emission Zone (more frequent users are more likely to upgrade).

- 2.40 In the identification of complementary measures for the preferred option, consideration must be given to how affordable public transport alternatives, or more attractive active travel options for shorter journeys, can be provided to mitigate against the risk of transport poverty.

Summary and need for intervention

- 2.41 To summarise the drivers of change section Table 2.2 provides commentary of how the data that has been analysed frames the need for intervention. It summarises the current and future situation with regard to the six core drivers of change to demonstrate why intervention is needed now.

Table 2.2: Need for intervention

Driver of Change	Current situation	Future situation
Air quality	Despite introduction of limited Ultra Low Emission Zone, air quality in several part of the City remains poor.	Without intervention, increasing congestion is likely to worsen air quality in spite of fleet improvements.
Traffic reduction	Congestion on key strategic routes is significant and reduces journey time reliability.	Without intervention, forecast population growth is likely to result in congestion worsening.
Modal preferences	Preferences for sustainable and active modes reduce the negative impacts of implementing Ultra Low Emission Zone and Car Free City Centre measures	Without increased investment in measures to facilitate sustainable and active modes, growth may not continue at current rates.
Parking supply and demand	Currently there is a net oversupply of parking in Brighton and Hove indicating that some reduction of parking supply could be pursued without significant negative impacts.	Without intervention, parking demand may increase, making introduction of measures which reduce parking supply more unpopular amongst residents and visitors.
Accessibility impacts	For some residents and visitors, mobility can only be achieved by car. It is important that this mobility is maintained. For this reason a wide range of complementary measures will provide affordable, accessible and sustainable transport alternatives. User exemptions will also be considered as the schemes are further developed.	Provision of affordable, accessible and sustainable transport alternatives will reduce the reliance of some residents and visitors on the private car, which will reduce congestion and improve air quality.
Equity impacts	Higher income travellers are likely to be more willing to pay an Ultra Low Emission Zone charge but would also be more able to upgrade their vehicle. A wide range of complementary measures will provide affordable, accessible and sustainable transport alternatives to seek to mitigate the risk that the schemes cause increased transport poverty.	Provision of affordable, accessible and sustainable transport alternatives will reduce transport poverty and also reduce congestion and improve air quality.

Economic Impacts

Overview

- 2.42 Investigation of options for Car Free City Centre and Ultra Low Emission Zone is at an early stage. In addition, the insights on highway and public transport usage by, user type, journey purpose and time period that a strategic transport model provides has not been available. Therefore, there remains some uncertainty around the quantitative economic impacts of these measures.
- 2.43 To support the strategic case and to provide a qualitative basis for further, quantitative analysis of the transport economic impacts of the measures, an economic narrative has been developed. This provides commentary on the potential impacts of the measures on three core user types:
- Visitors;
 - Businesses; and
 - Workforce.
- 2.44 For each of these user types consideration is given to how the positive impacts of the scheme are best optimised and any downside risks can be mitigated.

Visitors

- 2.45 Brighton and Hove is a popular visitor destination with people travelling long distances to visit the city. The visitor economy plays an important role in the city's economic success, therefore it is important that consideration is given to the impact of Ultra Low Emission Zone and Car Free City Centre measures on:
- visitor numbers;
 - duration of stay;
 - spend while in the city; and
 - likelihood of return visits.
- 2.46 It is expected that the introduction of Car Free City Centre could present an opportunity to increase the size of the visitor economy with increased availability of space in the city centre that can be dedicated to public realm, transferred from land use as highway. This could make the city centre a more pleasant place to visit, increasing visitor numbers, duration of stay, visitor spend and likelihood of return visits. To capitalise on these opportunities to increase the size of the visitor economy, complementary measures such as public realm enhancement should be implemented to ensure that economic value can be derived from the city centre land that is freed up. While an Ultra Low Emission Zone would improve the air quality in the city, enhancing the visitor experience, it is expected that benefits to the visitor economy from Car Free City Centre would be more material.
- 2.47 There is a downside risk that the introduction of Car Free City Centre and Ultra Low Emission Zone measures could have a negative impact on the visitor economy. People who would typically travel by private car may be dissuaded from visiting Brighton and Hove, may reduce their duration of stay, their spend or their likelihood of returning. However, it is expected that the congestion reduction in Brighton and Hove paired with the introduction of complementary measures such as Brighton Mainline Upgrade, more affordable public transport and introduction of strategic mobility hubs offering park and ride services would mitigate this risk.

This would result in more efficient and affordable journeys into the city centre and increased journey time reliability even for long distance visitors.

Businesses

- 2.48 Brighton and Hove is a regional retail and leisure hub and home to businesses across a wide range of sectors of the economy. Consideration should be given to the impact of Car Free City Centre and Ultra Low Emission Zone measures on:
- the likelihood of businesses to locate in Brighton and Hove,
 - the likelihood of businesses currently located in Brighton and Hove expanding; and
 - the success of these businesses.
- 2.49 It is expected that the introduction of Car Free City Centre could present an opportunity to increase the economic impact of businesses located in the city. It is expected that some of the increased availability of space in the city centre could be used for outside dining spaces to allow restaurant, bars, cafes and hotels to capitalise on recent relaxation of pavement licensing laws. Similarly, land use changes might allow new civic areas to be developed which could provide further opportunities for increased economic activity in the city centre. Moreover, freed up land, previously part of the highway network would enable increased development of new sites for business location or expansion.
- 2.50 There is a downside risk that the introduction of Car Free City Centre and Ultra Low Emission Zone could have a negative impact on businesses in Brighton and Hove. Business may be concerned about the increased costs. For example, freight companies will need to absorb the Ultra Low Emission Zone charges into their operating costs. This could result in reduction of business location or expansion in Brighton and Hove. However, it is expected that the congestion reduction in Brighton and Hove paired with the introduction of complementary measures such as Brighton Mainline Upgrade, more affordable public transport and introduction of strategic mobility hubs offering delivery consolidation services would mitigate this risk. This could result in more efficient and affordable journeys into and around Brighton and Hove, increased journey time reliability and a reduction in the overall cost of business travel.

Workforce

- 2.51 Brighton and Hove has a resident population of just under 300,000 and is one of the largest built up urban areas in the south east. The city is home to a large number of people working in Brighton and Hove, but many people choose to live in Brighton and Hove and commute to work in London or to other locations outside of Brighton and Hove. There are also significant numbers of people who live outside of Brighton and Hove and commute in for work. This is due in part to the relatively good transport connectivity from Brighton and Hove to the north, east and west. Car Free City Centre and Ultra Low Emission Zone will affect the economic impact of employees living or working in Brighton and Hove and these effects should be given consideration as scheme development continues.
- 2.52 It is expected that the introduction of Car Free City Centre and Ultra Low Emission Zone could present an opportunity to encourage more people to locate or to work in Brighton and Hove. Increased availability of space in the city centre can be dedicated to public realm, transferred from land use as highway, making the city centre a more pleasant place to spend time. Moreover, freed up land, previously part of the highway network would enable more residential development increasing the supply of housing in the city. Introduction of

complementary measures such as Brighton Mainline Upgrade, Coastway improvements and more affordable public transport as well as a likely reduction in congestion in the city could result in more efficient, affordable and reliable commuting journeys into, around and out of Brighton and Hove.

- 2.53 There is a downside risk that the introduction of Car Free City Centre and Ultra Low Emission Zone could have a negative impact on the number of people wanting to locate or to work in Brighton and Hove. People may be concerned about the increased costs. For example, the need for residents to upgrade their vehicle to ensure compliance with emissions standards requirements of the Ultra Low Emission Zone. However, the likely road safety and air quality improvements from both measures will be important factors in mitigating this downside risk and attracting more people to live and work in the city.

Summary

- 2.54 This qualitative assessment gives an indication as to the types of economic impact which may be derived from the introduction of Car Free City Centre and Ultra Low Emission Zone measures. Further analysis and investigation would be required to quantify the potential economic impacts of Ultra Low Emission Zone and Car Free City Centre measures.
- 2.55 In the next chapter where options for intervention are assessed, a qualitative assessment of the potential economic impacts of different options has been considered when determining which Car Free City Centre and Ultra Low Emission Zone option should be taken forward for further investigation.

Stakeholder engagement

Overview

- 2.56 To build our evidence base and to ensure that key stakeholders across the council are involved in the initial development of options for Car Free City Centre and Ultra Low Emission Zone we conducted a number of stakeholder workshops with transport and cross-council officers across Brighton & Hove, representing service areas including City Clean, Economic Development, Equalities, Events, Planning, Private Hire Licensing, Public Health, Sustainability, Seafront and Tourism & Venues.

Workshop findings

- 2.57 A record of the discussions in these workshops and a summary of comments and suggestions against each of the discussion areas is set out below.

Desired outcomes and objectives for a Car Free City Centre.

Carbon reduction

- Reduce the city's carbon emissions

Health and Air Quality

- Improve health through increased use of active travel (walking and cycling):
 - increased physical activity
 - improved air quality
- Compliance with and surpassing of air quality requirements across the city and particularly in the city centre

Public realm and place-making

- Support transfer of space from car to active and sustainable transport modes
- Provision of more space for outside dining / gathering
- Improvement of public realm:

- improve quality of life
- improved accessibility and legibility of city centre

Equity and access for all

- Give due consideration to different users of the transport network, and reassurance that it remains a very accessible city
- Consideration of the propensity to travel by car for different sociodemographic groups and protected characteristics
- Provide more affordable public transport
- Maintain access to employment and schools to ensure social inclusion and equality

Visitor economy

- Support sustainable and affordable access to the city
- Vibrant cultural centre and visitor economy

Connectivity

- Support public transport connectivity and efficiency benefits
- Result in improved active (walking and cycling) transport network

Safety

- Allow safer journeys within the city centre
- Facilitate young people to make more independent journeys safely
- Reduce road collisions

Key issues and opportunities for a Car Free City Centre.

Council affordability

- The cost to replace the council's fleet with zero emissions vehicles.
- Consideration must be given to how to mitigate loss of parking revenues.
- City centre car parks could be repurposed to provide an alternative capital asset or revenue source.
- The material used to construct the adapted streetscape must be fit for purpose, but also be affordable to maintain.
- Strong enforcement would optimise realisation of benefits and ensure charges were collected and paid.

Deliverability issues

- Consideration needs to be given to how delivery, servicing and waste collection will be conducted.
- Changing the bus network to avoid a defined City Centre would present difficulties. (E.g Would Churchill Square no longer be a principal bus interchange?)
- Consideration must be given to how bus punctuality targets continue to be met were there changes to the network.
- Brighton Main Line improvements programme is underway, but substantial benefits will not be realised in time for planned implementation of a Car Free City Centre, and disruption to travel during construction likely to be encountered.
- Medium size events are typically accessed by locals via public transport, but larger events have a greater car mode share. Consideration must be given to these current peaks in city centre car use.

Exemptions

- Currently taxis need to be a minimum Euro 4 for petrol and Euro 6 for diesel therefore consideration should be given to them being exempt from minimum emissions standards.

- Events contractors should be exempted to service events.
- Waste, delivery and collections could be limited to certain times of the day.
- Buses could be exempt from the restrictions or there could be a change to the bus network to stop entry into North Street and have them rerouted around this area.

Transport and Land use planning opportunities

- It would allow for accommodation of social distancing and increase commercial space (e.g. cafes using pavements and road space).
- Consideration must be given to east west connectivity. (E.g. there is currently no bus service along the seafront, this could provide the opportunity to open this area up to bus routes.)
- Optimise the connectivity provided by the twittens.
- A Car Free City Centre would remove traffic so residential land use could be permitted on the ground floor in areas where air quality is currently too poor to permit this.

Building public support

- This provides an opportunity to create (a) civic centre space(s).
- The scheme must bring people and businesses along with it and get support through engagement and articulation of the benefits to these different city user types.
- Brighton and Hove's visitor economy can capitalise on characterising the city as a centre of health and wellbeing.
- Through the commissioning of street art, the cultural strategy can be linked to the development of an improved public realm.

Sustainable, affordable alternatives

- Consideration must be given to how the impacts of transport poverty are mitigated

Complementary measures to a Car Free City Centre that should be considered.

- Delivery consolidation centre
- Park and Ride
- Improved, more affordable public transport
- Focus on high quality public realm (e.g. surfacing, seating, planting.)
- Sustainable Urban Drainage Systems
- Expansion of BikeShare
- Shared e-scooters schemes
- Review of bus routes (east west connectivity)
- Behavioural change measures
- Electric vehicle charging infrastructure
- Workplace Parking Levy
- Secure bike parking
- Park Active
- Construction environment management plans
- Potential red routes

Key insights and implications for option generation

Geographical scope

- 2.58 Discussions around the need for east west connectivity and the opportunities for diverting bus routes along the A259 indicate that there are high levels of support that the southern limit of a Car Free City Centre would be the A259 (excluding this road). Apart from this there were no

further insights with regard to geographical scope of the scheme to be drawn from the workshops.

Single or multiple zones

- 2.59 There was no discussion about whether single or multiple zones should be considered in any of the workshops.

Prohibition or charging

- 2.60 A number of officers from both City Transport and also from non-transport service areas expressed a concern that limiting access to the city centre would substantially reduce parking revenue. There was a high level of support for the scheme being revenue generating to both help to make up any shortfall caused by the removal of parking spaces, and to fund the delivery of sustainable and active mode alternatives for accessing the city centre.

Emissions standards

- 2.61 A number of officers discussed Brighton & Hove's net zero carbon by 2030 target and the urgent need to reduce private vehicle emissions to zero. However, this needs to be reconciled with the fact that hackney carriage and private hire vehicles regulations in Brighton and Hove only require Euro 4 petrol vehicles and Euro 6 diesel vehicles. Similarly, the cost of council fleet replacement with zero emissions vehicles is expected to be prohibitively expensive were it required in a single year.

Vehicle exemptions

- 2.62 There were a number of suggestions for vehicle types or road users which could be exempt including: buses; events contractors; hackney carriages and private hire vehicles. In option development these suggestions must be reconciled with other views suggesting that, for example, changes to the bus network could allow bus routes to avoid North Street or principal shopping streets and so remove the need for buses to enter this zone.

Operating times

- 2.63 Some of the key benefits of the scheme, as articulated by officers, are the opportunities for public realm improvements and place-making. A Car Free City Centre, operating 24 hours a day, 365 days a year would ensure that the transfer of land use from road to public realm could be embedded in land use planning and in people's perceptions.

Method of enforcement

- 2.64 There was a high level of support for the measures to be based on charging and it was suggested by a number of officers that strict enforcement would ensure that charges were collected and paid. This would point towards a method of enforcement using ANPR or CCTV.

Strategic outcomes and principles of intervention

Strategic Outcomes

- 2.65 On the basis of the policy review, drivers of change and stakeholder engagement summarised above, a number of strategic outcomes have been developed to support generation and assessment of Car Free City Centre and Ultra Low Emission Zone options. These have been developed to flow logically from policy aspirations at a national, regional and local level and are well aligned with the provisional strategic outcomes of Brighton & Hove's Fifth Local

Transport Plan. The strategic outcomes for Car Free City Centre and Ultra Low Emission Zone options are:

- support carbon reduction
- improve health and air quality
- enhance public realm and place-making
- facilitate increased equity and access for all, especially disabled people
- stimulate the visitor economy
- strengthen active and sustainable mode connectivity
- increased safety for all

Principles of Car Free City Centre and Ultra Low Emission Zone

2.66 In addition to the strategic outcomes, a number of principles for a Car Free City Centre and Ultra Low Emission Zone have been identified which respond primarily to the concerns and priorities that stakeholders expressed through our engagement. These are aspects or attributes which should be part of any recommended option for a Car Free City Centre of Ultra Low Emission Zone. These principles are the following:

- A legible system which is understandable to residents and visitors.
- A system that addresses the AQMA Zones both in terms of geography, but also times of day of greatest emissions.
- Geographical scope and operating times which do not create perverse incentives which have material negative impacts.
- Accompanied by complementary measures providing affordable, accessible and sustainable transport alternatives.
- Equity of social and distributional impacts considered and mitigated where appropriate.

2.67 In the Economic Case, the framework against which the Car Free City Centre and Ultra Low Emission Zone options have been assessed reflects the strategic outcomes and principles of intervention identified through the evidence base.

Interdependencies

2.68 This section sets out the key interdependencies that would be expected to exist in the delivery of Car Free City Centre and Ultra Low Emission Zone measures.

The Current Ultra Low Emission Zone

2.69 There would be an interdependency between the preferred Car Free City Centre and Ultra Low Emission Zone options and the current Ultra Low Emission Zone that is in place. This interdependency presents an opportunity as there is already some infrastructure in place to support enforcement of the current Ultra Low Emission Zone. To capitalise on this opportunity, it is expected that the current Ultra Low Emission Zone would increase in size and be converted to a Car Free City Centre. The new Ultra Low Emission Zone would be developed separately to cover a far larger area with consequent significantly increased infrastructure requirements.

Complementary Measures

2.70 The delivery of the Car Free City Centre and Ultra Low Emission Zone will be dependent upon the delivery of a number of complementary measures to ensure that affordable, accessible and sustainable transport alternatives are provided. This presents a clear interdependency as

the case for both the package of complementary measures and Car Free City Centre and Ultra Low Emission Zone measures will be closely linked.

Powers and Consents

- 2.71 This section sets out the key powers or consents required for the delivery of Car Free City Centre and Ultra Low Emission Zones measures.

Ultra Low Emission Zone

- 2.72 For emissions based charging, the government's Clean Air Zone framework sets out the principles for the operation of Clean Air Zones in England. It provides the expected approach to be taken by local authorities when implementing and operating a Clean Air Zone – following this framework would be the recommended approach to implementing a new Ultra Low Emission Zone in Brighton and Hove.

Car Free City Centre

- 2.73 The Traffic Management Act 2004 provides the legislative framework for implementation of city centre access control measures. As noted by DfT Traffic Advisory Leaflet 4/97, bollards and other obstructions under sections 92 (outside London) of the Road Traffic Regulation Act 1984 (RTRA) may include obstructions of any description whatsoever. It follows from this that rising bollards are lawful as movable obstructions if they prevent the passage of vehicles where this is prohibited by a traffic order.

3 Economic Case

Overview

- 3.1 The economic case sets out the options development and assessment process leading to the identification of a preferred option that is an optimum balance between scheme impacts and downside risks. This also includes consideration of the complementary measures for successful delivery of the preferred option. The economic case is split into four sections:
- **Option development:** this section sets out the process by which a range of options for a Car Free City Centre and Ultra Low Emission Zone were identified and describes the outputs of this exercise.
 - **Option assessment:** this section describes and reports the results of the option assessment process.
 - **Preferred options:** this section describes the preferred options and provides some commentary on the ways in which they will deliver better outcomes than the options which are discounted.
 - **Complementary measures:** this section sets out the complementary measures which are recommended to be necessary for the successful delivery of the preferred options.

Option development process

Stakeholder workshops

- 3.2 For the initial development of options it was a priority to continue the involvement of key officers. In recognition of the fact that the costs and benefits of a Car Free City Centre will be perceived differently by different sectors of society, representation from a wide range of service areas was sought. We held workshops with transport officers and with cross-council officers to maximise the voices that we heard and to encourage continued “buy in” to the study and objectives.
- 3.3 The objective of the workshops was to identify a number of different geographical scope options from a Car Free City Centre and for an Ultra Low Emission Zone.

Workshop outputs

- 3.4 Four geographical scope options for a Car Free City Centre were identified. These ranged in size from the smallest geographical area covering just The Lanes area, to the largest geographical area covering The Lanes, North Laine, St James’s Street, Regency, Clifton Hill, West Hill and the New England Quarter.
- 3.5 Five geographical scope options for an Ultra Low Emission Zone were identified. The smallest geographical area was (east to west) from the administrative boundary with Adur District to Brighton Marina and extending approximately 1.5km northwards. The largest geographical area covered all of the Brighton & Hove City Council area to the south of the A27.
- 3.6 Further detail of these geographical scope options is provided in the next section.

Option detail

- 3.7 The stakeholder workshops resulted in a number of maps defining the different geographical scope options for a Car Free City Centre and an Ultra Low Emission Zone. The next stage of option development was to provide sufficient detail about the characteristics and attributes of each option so that they could be assessed.
- 3.8 A list of variables which determine the characteristics and attributes of the options was identified. These variables are the following:
- Number of Zones
 - Operating Times
 - Days of week
 - Times of day
 - Treatment of Through Traffic
 - Treatment of City Centre Parking
 - Charging vs. Prohibition
 - Charging Mechanism
 - Technology requirements for enforcement and access controls
 - Vehicle exemptions
- 3.9 For each of these variables a number of options was set out, (e.g. for days of week the following options were identified Mon – Fri, Mon – Sat, Every day). For each geographical scope option for a Car Free City Centre and Ultra Low Emission Zone the optimal option for each variable was selected and justification for that selection was provided.
- 3.10 The output of this exercise was a list of four Car Free City Centre options and five Ultra Low Emission Zone options with the detail related to the variables above being specifically tailored to the geographical scope of each option.
- 3.11 The detail and outputs of this assessment process are set out in the section below.

Variables

- 3.12 Before considering the geographical scope of potential options, a high-level sifting exercise was undertaken to consider the options for the variables being considered. The purpose of this initial sift is to consider these variables in general terms; consideration of how they could relate more specifically to the Car Free City Centre or the Ultra Low Emission Zone is captured in the subsequent step.

Number of zones

- 3.13 Potential options for the number of zones are shown in Table 3.1 below, with the options considered to be feasible highlighted in green. It can be seen that the most feasible option is to have two separate zones: one for the Car Free City Centre and one for the Ultra Low Emission Zone.

Table 3.1: Options for number of zones

Options	Commentary
One	Simplest solution, but does not enable a distinction between the very different conditions in the City Centre and other parts of the council area

Two - one Car Free City Centre, one Ultra Low Emission Zone	Slightly more complex, but clear distinction can be made between Car Free City Centre and Ultra Low Emission Zone
As many as AQMA	Enables measures to be better targeted, but multiple zones likely to be difficult to understand

Day of week

- 3.14 Potential options for day of week are shown in Table 3.2 below, with the options considered to be feasible highlighted in green. It can be seen that the most feasible options are to have the zones applying either on weekdays, or seven days a week.

Table 3.2: Options for day of week

Options	Commentary
Mon - Fri	Likely to primarily target 'everyday' travel (commuting, shopping, personal business, etc), whilst having less impact on leisure trips (including by visitors)
Mon - Sat	The nature of the economy in Brighton means that Sundays are unlikely to have significantly less activity than a Saturday
Every day	Simplest solution, targeting all types of trips

Time of day

- 3.15 Potential options for time of day are shown in Table 3.3 below, with the options considered to be feasible highlighted in green. Given the nature of Brighton and Hove, it is suggested that the hours of operation cover most of the day (including peak hours and the evening), potentially going up to 24-hour operation. In addition, time window(s) for essential trips should be considered. As noted above, this is just an initial sift, and the most appropriate time windows may vary for the Car Free City Centre and Ultra Low Emissions Zone, and also based on which days of the week are chosen.

Table 3.3: Options for time of day

Options	Commentary
10am - 3pm	Likely to disproportionately impact on trip purposes such as shopping and personal business, whilst not targeting commuting and education trips (recognising that these may be a small proportion of car trips, especially to the city centre)
9am - 5pm	Likely to encourage many commuting trips to simply shift time to just before and after the charging hours
7am - 8pm	Likely to cover the majority of trips, although there may be some shifting of trips to just before and after the charging hours
6am - 11pm	Covers almost all trips
7-10am and 4-7pm (e.g. peak operation only)	Likely to disproportionately impact on trip purposes such as commuting and education, which may be seen as more essential
24 hours	Simplest solution, but measures unlikely to be required overnight when very few trips are being made
Window(s) for essential trips (e.g. deliveries, moving house)	Could be considered in conjunction with any of the options

Options for treatment of through traffic

Potential options for treatment of through traffic are shown in Table 3.4 below, with the options considered to be feasible highlighted in green. In general, consideration should be given to suitable routes for through traffic, although it is unlikely that the A2010 (Queens Road / West Street) would be suitable.

Table 3.4: Options for treatment of through traffic

Options	Commentary
None	Only suitable if zone is very small
A23	Potentially suitable as a north-south route that skirts the western edge of the City Centre
A259	Provides a strategic route along the southern edge of the council area, but may lead to conflict with people using the seafront
A2010	Key route between the railway station and seafront, so less suitable for exclusion
A270	Could be suitable to allow for east-west trips without requiring drivers to divert to the A27
B2122	Potentially suitable as a north-south route that skirts the western edge of the City Centre

Options for treatment of city centre parking

- 3.16 Potential options for treatment of city centre parking are shown in Table 3.5 below, with the options considered to be feasible highlighted in green. Blanket removal of parking is unlikely to be feasible, both due to financial implications where private car parks are affected, and also because some parking will always be necessary for certain residents and visitors (eg blue badge holders). However, a significant reduction in car parking could be considered.

Table 3.5: Options for treatment of city centre parking

Options	Commentary
Removal of all city centre parking	Unlikely to be financially feasible due to the need to compensate private car park owners
Removal of all city centre on-street parking	Unlikely to be feasible, as some on-street space is likely to be required for residents, blue badge holders, etc
Removal of all city centre off-street parking	Unlikely to be financially feasible due to the need to compensate private car park owners
Removal of all city centre private non-residential parking	Unlikely to be financially feasible due to the need to compensate private car park owners
Significant reduction in city centre on-street parking	Likely to be most feasible to remove pay-and-display bays
Significant reduction in city centre off-street parking	Likely to be more feasible to target council-owned car parks, but likely to have financial implications due to a reduction in car park income; may be more feasible if car parks are suitable for redevelopment
Significant reduction in city centre private non-residential parking	Unlikely to be financially feasible due to the need to compensate private car park owners, although could be feasible for some car parks that are suitable for redevelopment

Options for charging vs prohibition

- 3.17 Potential options for charging vs prohibition are shown in Table 3.6 below, with the options considered to be feasible highlighted in green. It is suggested that all of the options could be feasible, except for the two options with no exemptions. This is because all schemes will need to have at least some exemptions, to cater for particular types of vehicles (eg emergency services).
- 3.18 An issue to consider for all of the charging options is the level of the charge. It could be so high that it effectively becomes a 'fine', or so low that it becomes a charge that most people are willing to pay.

Table 3.6: Options for charging vs prohibition

Options	Commentary
Prohibition based model (no exemptions)	Easiest to understand and will have largest impact, but having no exemptions is unlikely to be acceptable or practical
Prohibition based model (with exemptions)	More complex to administer, but exemptions may help to mitigate impacts on those who may find it harder to switch to other travel options
Prohibition - emissions based	Will target most polluting vehicles, but impact will lessen over time as vehicle fleet becomes cleaner
Charging - all vehicles (no exemptions)	Easiest to understand and will have largest impact, but having no exemptions is unlikely to be acceptable or practical
Charging - all vehicles (excluding exemptions)	More complex to administer, but exemptions may help to mitigate impacts on those who may find it harder to switch to other travel options
Charging - emissions based	Will target most polluting vehicles, but impact will lessen over time as vehicle fleet becomes cleaner
Charging - variable by category/partial exemption	Will enable charges to be more proportionate to impacts of different vehicle categories (for example cars, light goods vehicles, heavy goods vehicles), or to mitigate the impacts on certain user groups who may find it more difficult to avoid the charge (for example charities)
Charging - variable by day of week/time of day	Theoretically enables the charge to be more economically optimal, but will be more difficult to understand

Options for charging mechanism

- 3.19 There are a number of potential charging mechanisms that could be applied, which are not necessarily mutually exclusive; potential options are listed below. This would need to be considered as any scheme is developed in more detail.

- Online/App
- Telephone
- Postal/Council Office
- In advance
- Once in zone / within 24 hours
- Daily charge
- Per hour/unit time charge
- Reduced charge for residents
- No charge for residents

Options for enforcement and access

- 3.20 Potential options for enforcement and access are shown in Table 3.7 below, with the options considered to be feasible highlighted in green. It is suggested that ANPR (Automatic Number Plate Recognition) is used as the primary enforcement mechanism.

Table 3.7: Options for enforcement and access

Options	Commentary
ANPR	Likely to be the most appropriate enforcement mechanism for an area-wide scheme (already used by many other schemes), although initial set-up costs can be high
Civil Enforcement Officer Beats	May be required to supplement ANPR

Options for vehicle exemptions

3.21 There are various categories of vehicles that could potentially be exempted, including the categories listed below. The need for such exemptions and the specific conditions attached to them would need to be considered in more detail in due course.

- Residents
- Local businesses
- Blue Badge Holders
- Cycles including e-bikes
- E-scooters
- Powered two-wheelers
- LGVs
- HGVs
- Buses
- Coaches
- Dial-a-Ride and other demand responsive transport
- Hackney Carriages
- Private Hire Vehicles
- Council fleet vehicles
- Council contractor vehicles
- Emergency services
- NHS vehicles
- Delivery and Servicing Vehicles
- Bullion vehicles
- Roadside recovery vehicles
- Food delivery

Option description

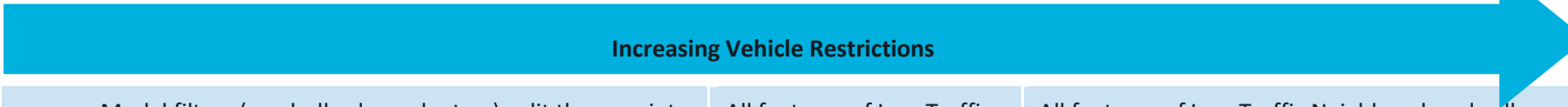
Overview

- 3.22 Building on the high-level sifting exercise undertaken above the next section provides the detail of the four shortlisted Car Free City Centre options and the five Ultra Low Emission Zone options.

Car Free City Centre

- 3.23 A range of options was developed for the Car Free City Centre, based on consideration of two dimensions.
- 3.24 Firstly, the city centre was divided into a series of smaller geographical areas. The indicative boundaries of these will need to be refined following more detailed work, but they provide a useful series of spatial building blocks reflecting both the structure of the city centre street road network, as well as the unique characteristics (eg land uses, presence of visitor attractions) of each.
- The Lanes
 - North Laine / Cultural Quarter
 - Western Road
 - Regency
 - St James's Street
 - Clifton Hill
 - West Hill
 - New England Quarter
- 3.25 Secondly, a number of operational concepts were developed, that could be considered for application to the areas, in order to reflect their characteristics. It should be emphasised that these are generalised concepts only, and they would not necessarily be applied in a uniform manner; rather, the details of how they operate would need to be adapted to suit each area. These operational concepts are summarised in Table 3.8 below, which illustrate how the level of managed access and other restrictions increase from a 'low traffic neighbourhood' to a 'car-free' area.
- 3.26 Indicative locations for modal filters are shown on these plans. Modal filters are either physical barriers (such as bollards or planters) or camera-enforced, that prevent motorised traffic from passing them, whilst allowing access by pedestrians and cyclists. Emergency vehicles are generally allowed access, and exemptions can also be provided for buses. The locations of the model filters shown are indicative only, in order to illustratively show where a series of modal filters could potentially be located in order to make the areas in question unattractive to through traffic. More detailed work would be required to confirm whether these locations are optimal and technically feasible.
- 3.27 Based on these two dimensions, the four options that were developed are shown in Figure 3.1 to Figure 3.4 below.

Table 3.8: Operational concepts

Low traffic neighbourhood	Managed access	Car-free
		
<ul style="list-style-type: none"> Modal filters (e.g. bollards or planters) split the area into traffic cells to remove direct through movement across the area for vehicles. Combined with the removal of on-street pay-and-display parking, this naturally removes the incentive for almost all vehicles to enter the car-free zone (except for residents' vehicles and loading / servicing). Largely self-enforcing (only requires continued on-street parking enforcement). Blue Badge holder provision maintained. Off-street car parks remain. In the long-term, rationalisation or removal would further reduce traffic. Buses exempt from modal filters as existing bus routes cross them, although the bus network could also be restructured in response to the Car Free City Centre. Cyclists exempt from modal filters. For simplicity and legibility, modal filters could operate at all times (given that they do not prevent access to any areas, they simply discourage use by through traffic). 	<p>All features of Low Traffic Neighbourhood cells plus:</p> <ul style="list-style-type: none"> Access restricted to resident permit holders and loading / servicing. Enforced by ANPR. Blue Badge holder provision maintained. Managed access could be in place at all times, or the majority of the time (for example 6am–11pm) depending on the context of the area. 	<p>All features of Low Traffic Neighbourhood cells plus:</p> <ul style="list-style-type: none"> Loading and servicing restricted to certain time windows. Enforced by ANPR (or manual enforcement) or bollards. Exemptions required for emergency access, disabled access, etc. Appropriate time windows will depend on the context of each area, and based on the needs of local businesses. A starting point could be between 8am and 11am, which is the window provided in some existing pedestrianised areas. It may be also appropriate to provide an evening window, where this does not conflict with the night-time economy or residential areas. On-street permit parking removed and relocated to off-street car parks. Blue Badge holder provision maintained.
<ul style="list-style-type: none"> All offer the opportunity to reallocate carriageway space to other uses, for example to improve the urban realm. 		

Note: These are generalised concepts only, and their operational details would need to be adapted to suit the specific characteristics of each area.

Figure 3.1: Car Free City Centre: Option 1

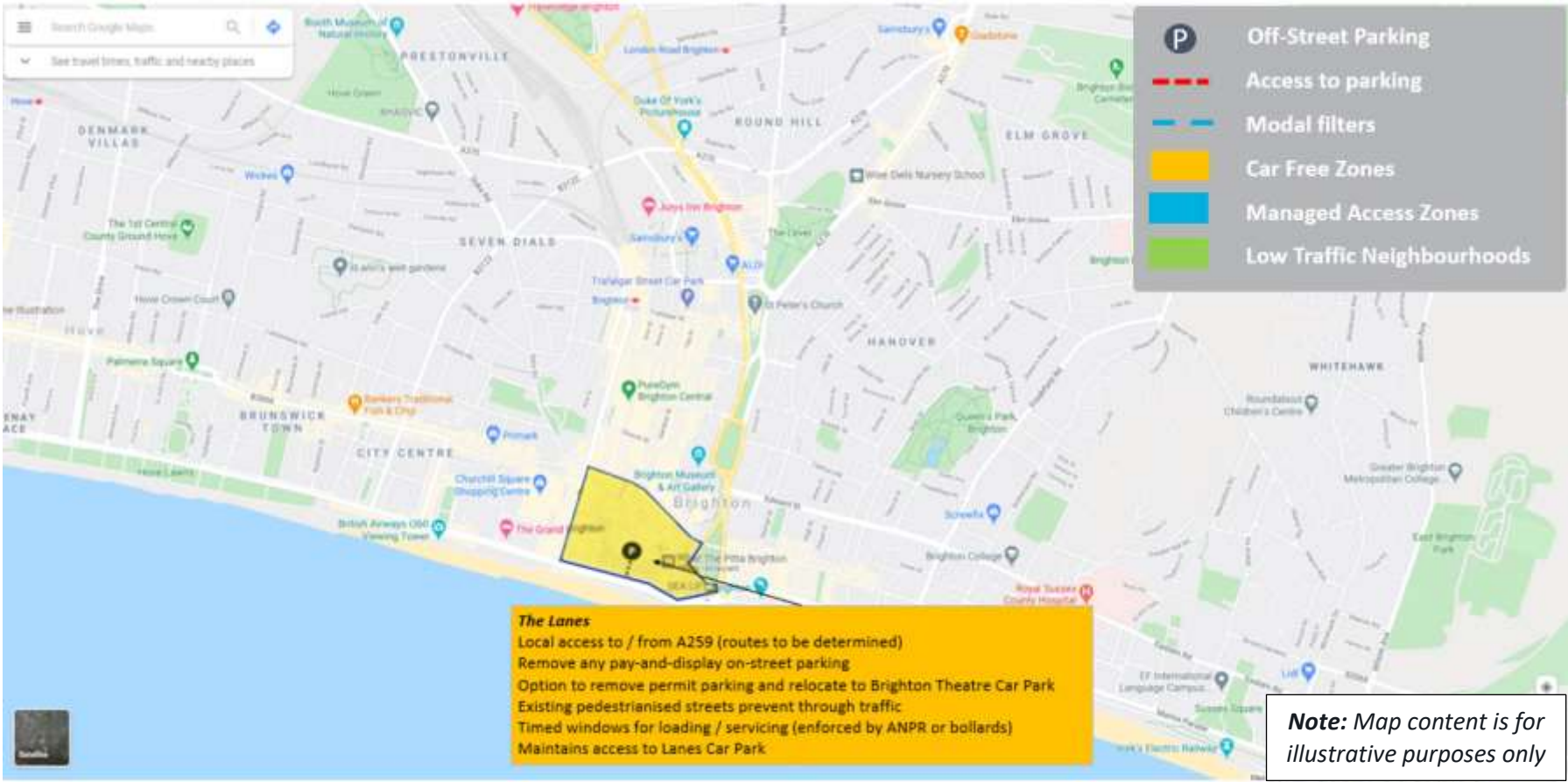


Figure 3.2: Car Free City Centre: Option 2

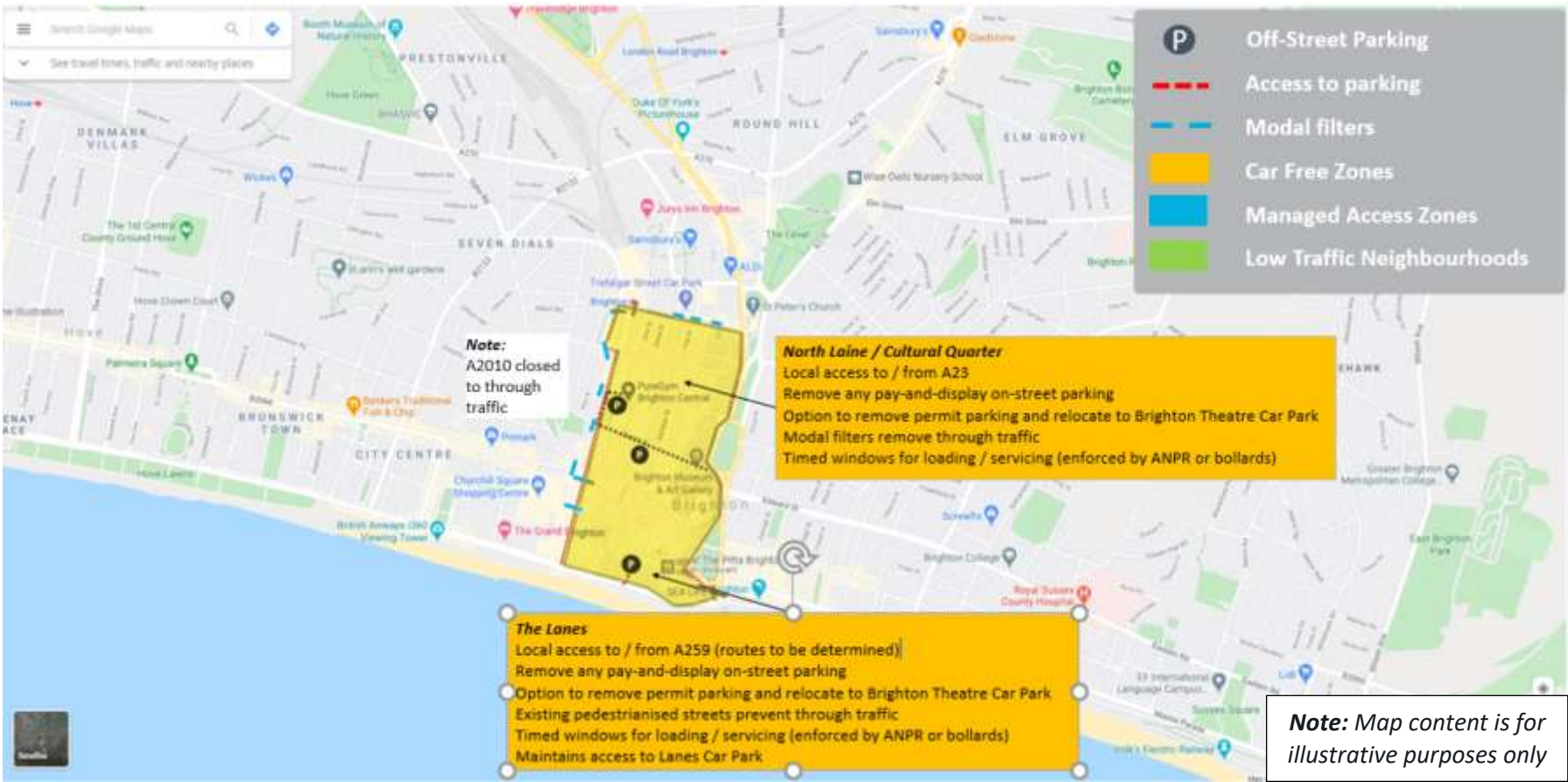
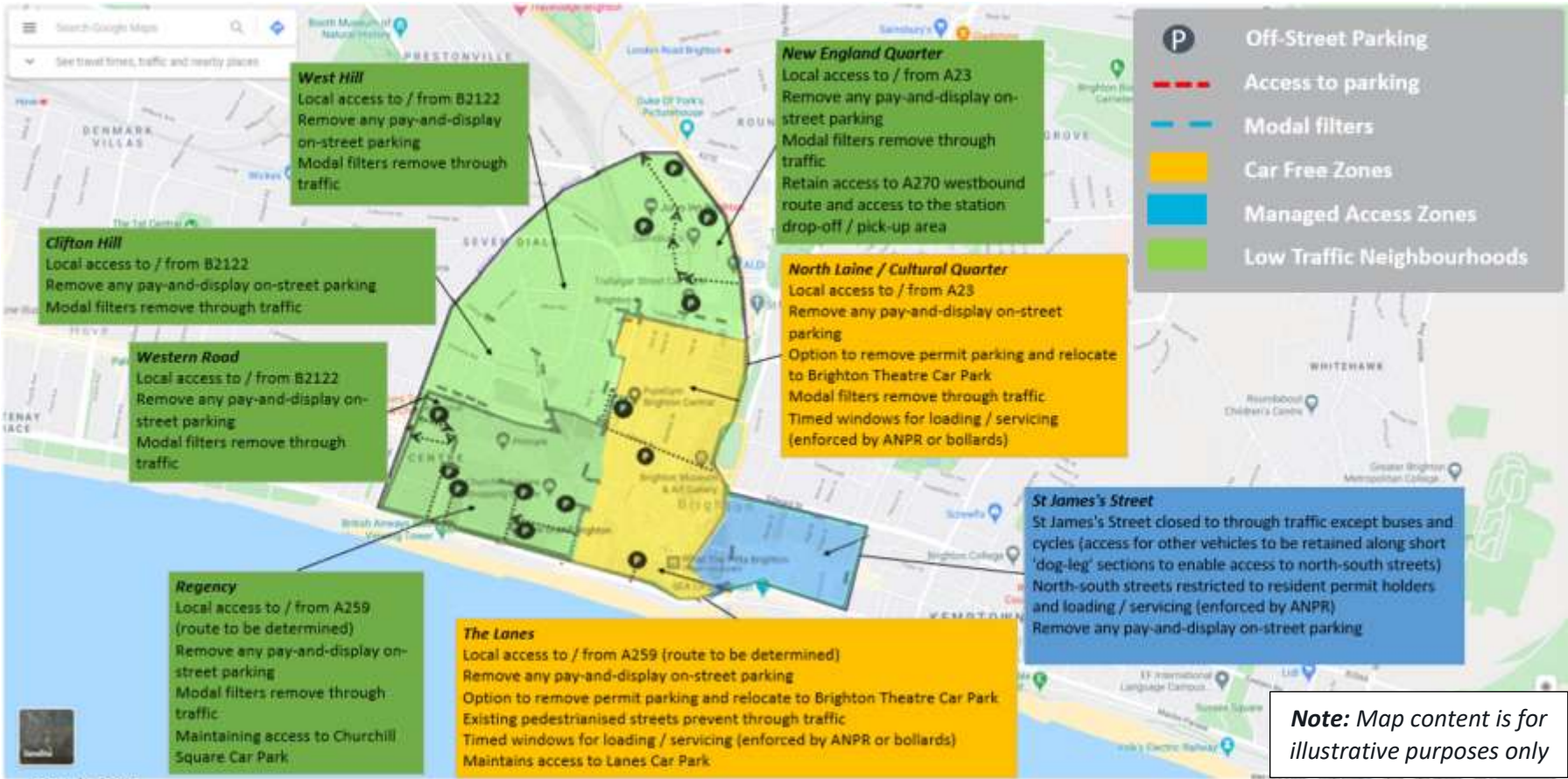


Figure 3.3: Car Free City Centre: Option 3



Figure 3.4: Car Free City Centre: Option 4



Ultra Low Emission Zone

- 3.28 Figure 3.5 to Figure 3.9 below show the indicative geographical scope of the five Ultra Low Emission Zone options. Table 3.9 then provides further detail on the implementation variables of each of the five options.

Figure 3.5: Ultra Low Emission Zone Option 1

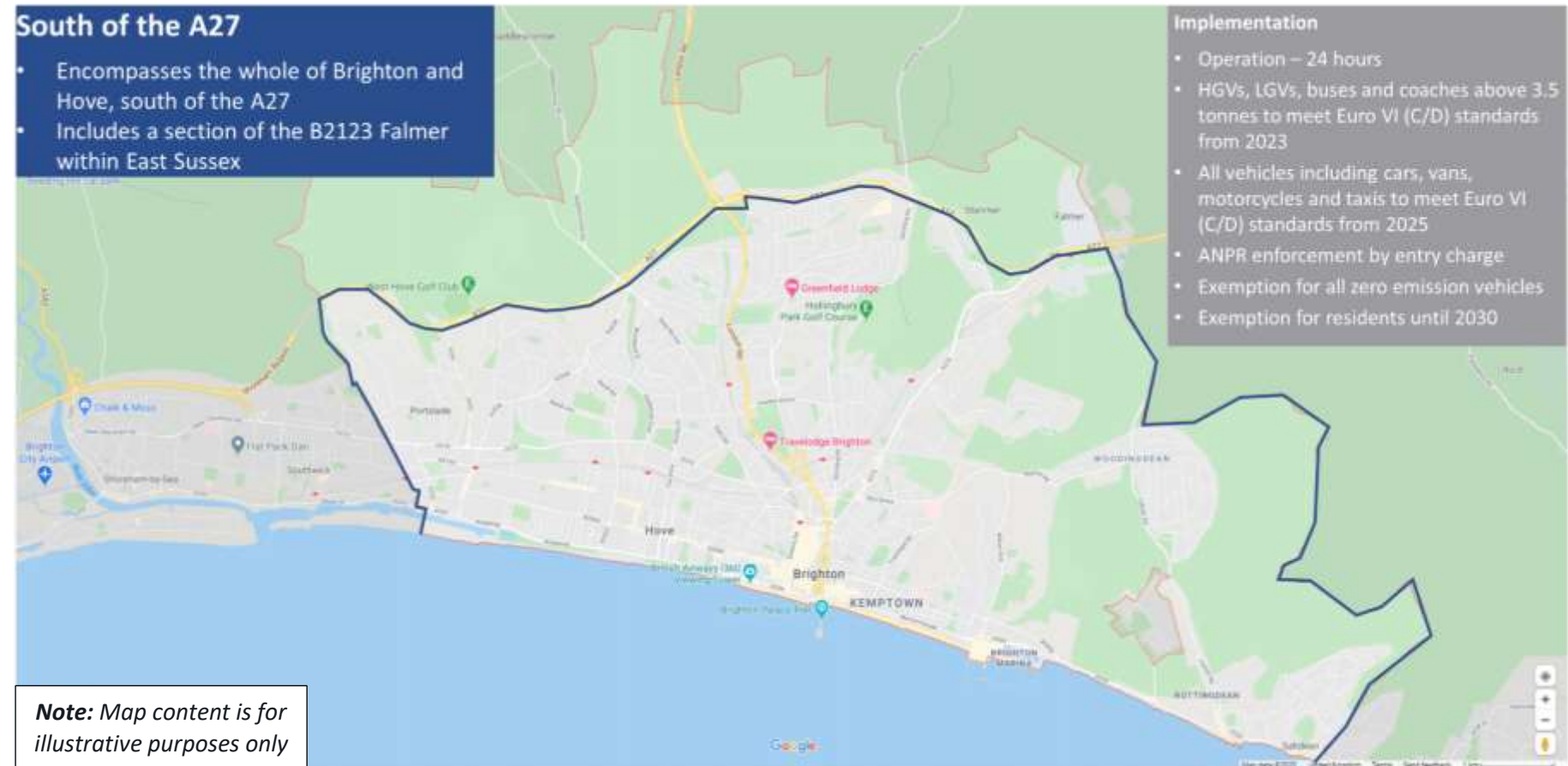


Figure 3.6: Ultra Low Emission Zone Option 2

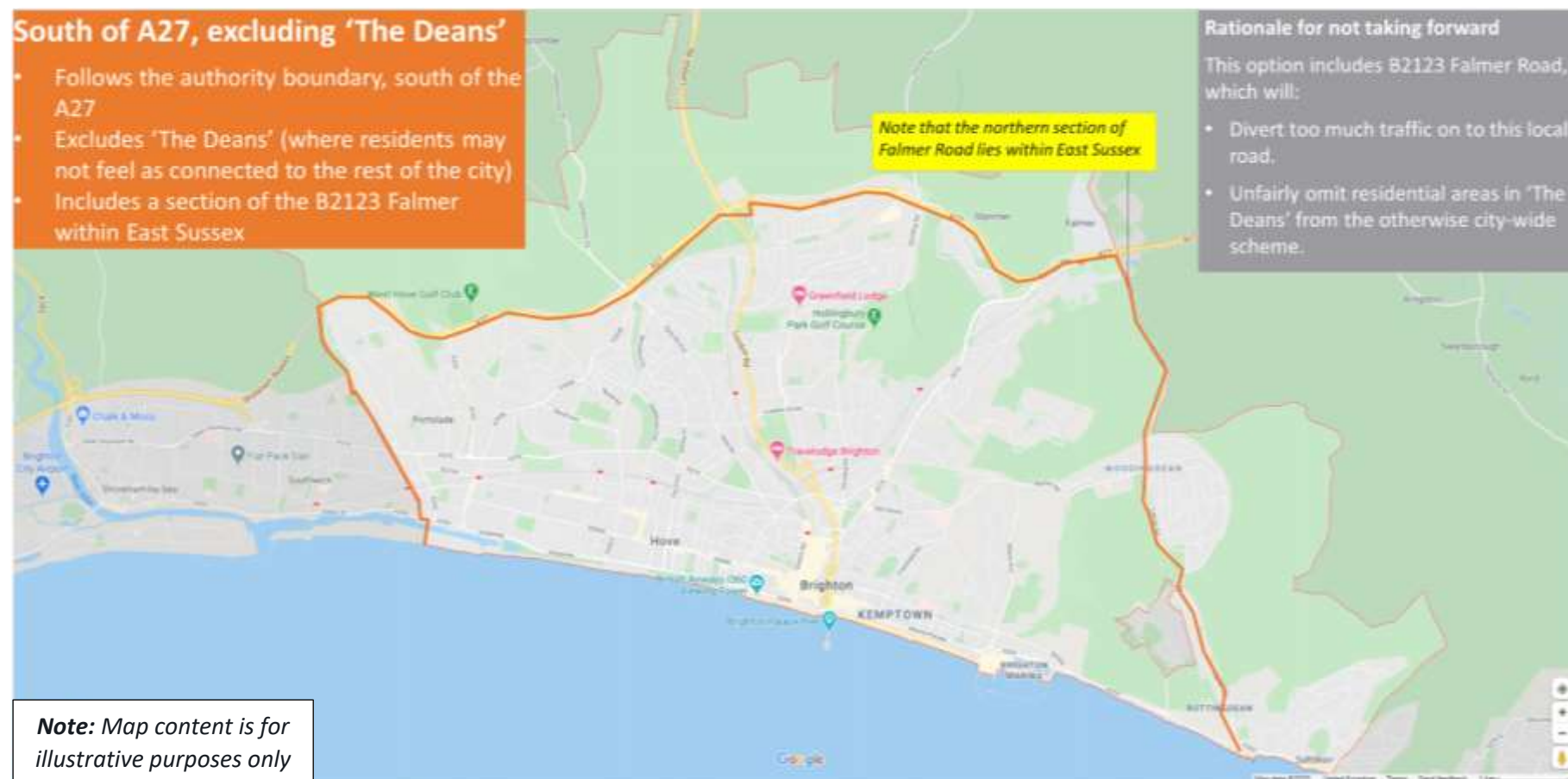


Figure 3.7: Ultra Low Emission Zone Option 3

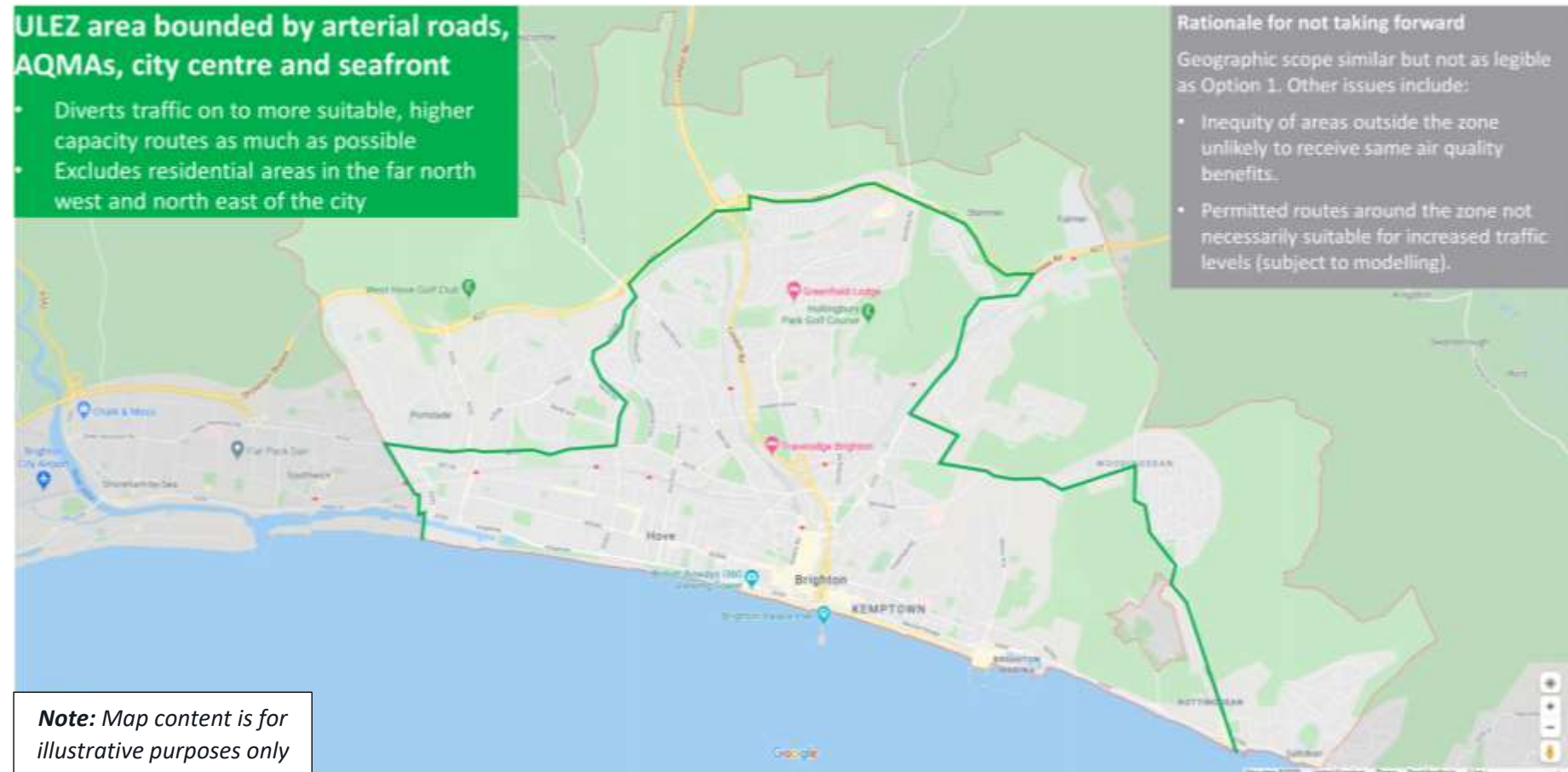


Figure 3.8: Ultra Low Emission Zone Option 4

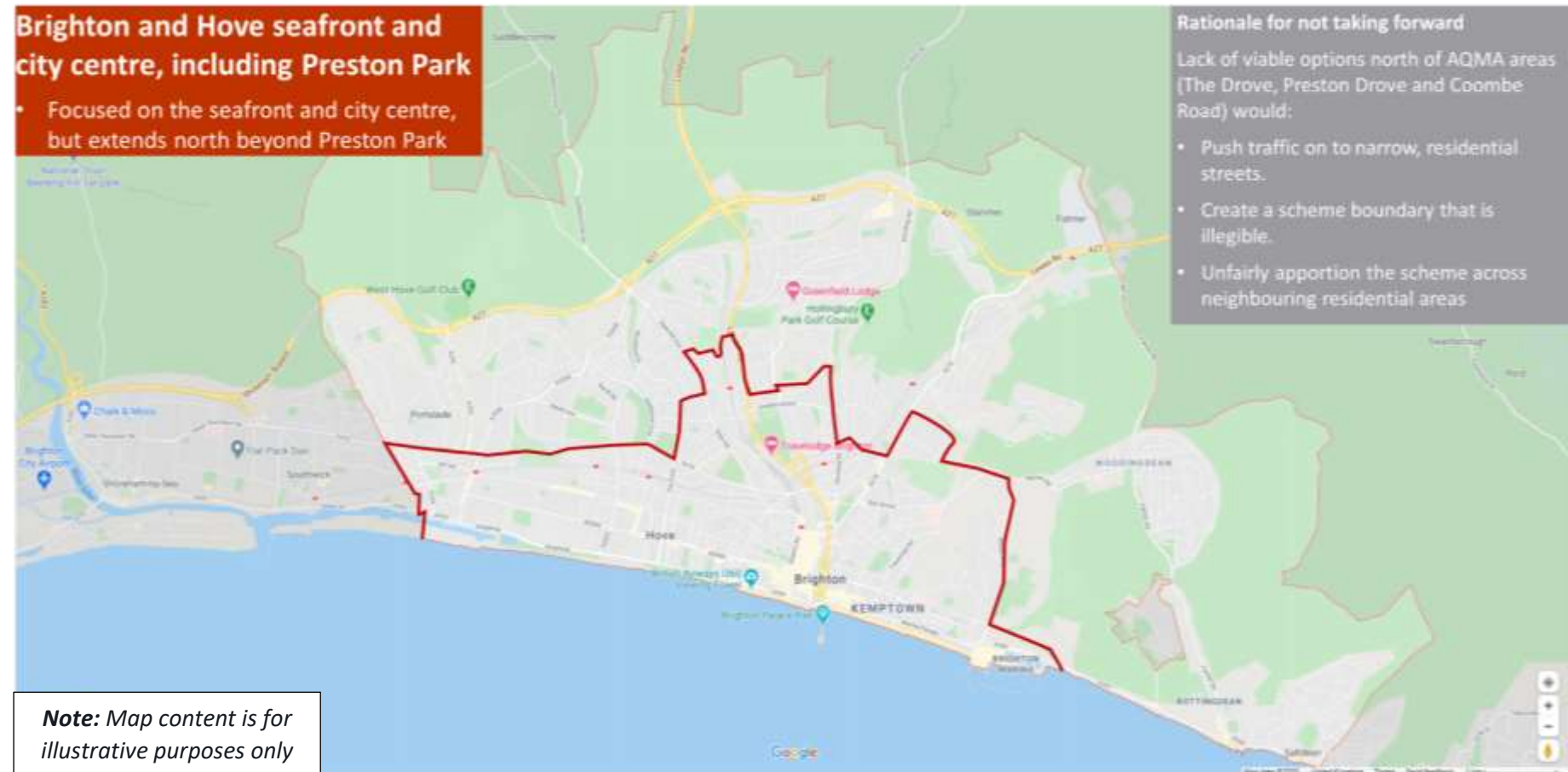


Figure 3.9: Ultra Low Emission Zone Option 5

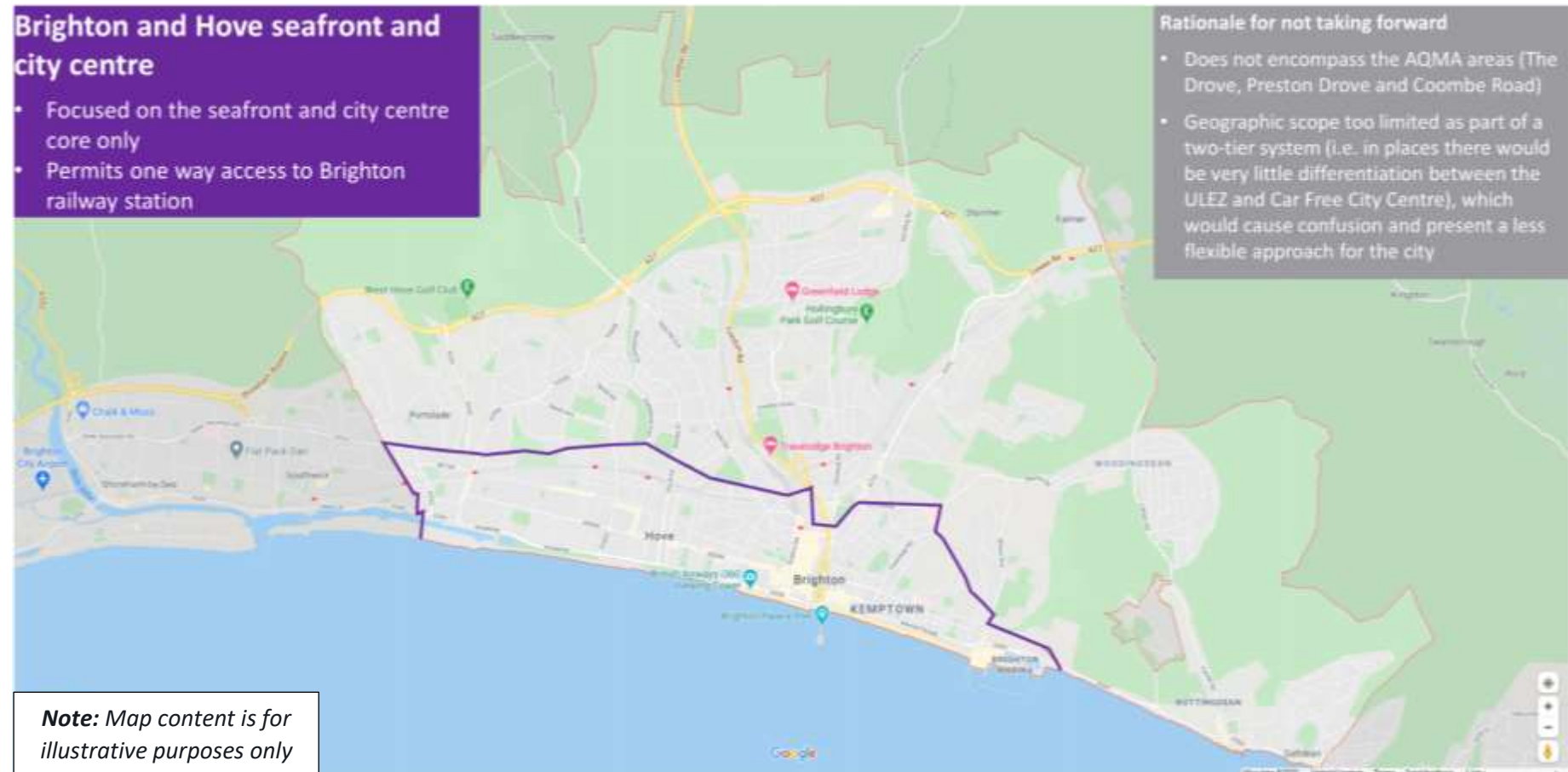


Table 3.9: Summary of Ultra Low Emission Zone options, including geographic scope and implementation variables

	Option 1	Option 2	Option 3	Option 4	Option 5
Geographic scope	<ul style="list-style-type: none"> • South of the A27 • Encompasses the whole of Brighton & Hove, following the local authority boundary • Includes a section of the B2123 Falmer within East Sussex 	<ul style="list-style-type: none"> • South of A27, excluding 'The Deans' • Follows the authority boundary, south of the A27 • Excludes 'The Deans' (where residents may not feel as connected to the rest of the city) • Includes a section of the B2123 Falmer within East Sussex 	<ul style="list-style-type: none"> • ULEZ area bounded by arterial roads, AQMAs, city centre and seafront Diverts traffic on to more suitable, higher capacity routes as much as possible • Excludes residential areas in the far north west and north east of the city 	<ul style="list-style-type: none"> • Seafront and city centre, including Preston Park • Focused on the seafront and city centre, but extends north beyond Preston Park 	<ul style="list-style-type: none"> • Seafront and city centre • Focused on the seafront and city centre core only • Permits one way access to Brighton railway station
Implementation variables	<ul style="list-style-type: none"> • Operation – 24 hours • HGVs, LGVs, buses and coaches above 3.5 tonnes to meet Euro VI (C/D) standards from 2023 • All vehicles including cars, vans, motorcycles and taxis to meet Euro VI (C/D) standards from 2025 • ANPR enforcement by entry charge • Exemption for all zero emission vehicles • Exemption for residents until 2030 	<ul style="list-style-type: none"> • Operation – 24 hours • HGVs, LGVs, buses and coaches above 3.5 tonnes to meet Euro VI (C/D) standards from 2023 • All vehicles including cars, vans, motorcycles and taxis to meet Euro VI (C/D) standards from 2025 • ANPR enforcement by entry charge • Exemption for all zero emission vehicles • Exemption for residents until 2030 	<ul style="list-style-type: none"> • Operation – 24 hours • HGVs, LGVs, buses and coaches above 3.5 tonnes to meet Euro VI (C/D) standards from 2023 • All vehicles including cars, vans, motorcycles and taxis to meet Euro VI (C/D) standards from 2025 • ANPR enforcement by entry charge • Exemption for all zero emission vehicles • Exemption for residents until 2030 	<ul style="list-style-type: none"> • Operation – 24 hours • ANPR system • Tiered emissions-based charging, with zero emission vehicles exempt • Larger vehicles prohibited (HGVs and coaches) unless meeting Euro VI standards • By 2030 applies to all vehicles, with lower charges for residents 	<ul style="list-style-type: none"> • Operation – 24 hours • ANPR system • Tiered emissions-based charging, with zero emission vehicles exempt • Larger vehicles prohibited (HGVs and coaches) unless meeting Euro VI standards • By 2030 applies to all vehicles, with lower charges for residents

Option assessment

Overview

- 3.29 Steer’s in-house Multi Criteria Assessment Framework tool was customised to provide Brighton & Hove City Council with a robust, proportionate assessment. The tool was used to assess the Ultra Low Emission Zone and Car Free City Centre options against strategic fit and feasibility and deliverability criteria.

Multi Criteria Assessment Framework

- 3.30 The Multi Criteria Assessment Framework has been developed to enable assessment of performance of options against two areas:
- **Strategic assessment** – will the intervention provide a solution that is applicable to Brighton and Hove at a strategic level? Interventions are assessed in terms of their contribution to delivery of a number of strategic outcomes.
 - **Feasibility and deliverability assessment** – can the intervention be delivered effectively? Interventions are assessed in terms of the risk that factors such as affordability and ease of implementation present to delivery of the intervention.

Strategic Assessment

- 3.31 The criteria for assessment of alignment with strategic outcomes are the following (as set out in chapter 2):
- Support carbon reduction
 - Improve health and air quality
 - Enhance public realm and place-making
 - Facilitate increased equity and access for all, especially disabled people (this is considered at an aggregate level at this point, should a scheme be taken forward there will be more specific and localised impacts to consider as part of the scheme design)
 - Stimulate the visitor economy
 - Strengthen active and sustainable mode connectivity
 - Increased safety for all.
- 3.32 A qualitative assessment has been made of how well aligned each of the options is to each of the strategic outcomes. This assessment is made on a scale from “negligible” to “high”. A proportionate approach has been taken to this assessment, with the scoring seeking to both emphasise the relative level of impact of each option, whilst also providing an indication of the absolute level of impact. Commentary is then provided justifying the way in which each of the assessment criteria has been assessed.

Feasibility and Deliverability Assessment

- 3.33 The criteria for assessment of feasibility and deliverability are the following:
- **Redistribution of traffic** (ease / suitability of likely alternative routes)
 - **Deliveries and servicing** (considers both the impact on directness and convenience of access for motorised vehicles making deliveries and servicing, as well as the relative number of businesses affected)
 - **Local access (residents)** (impact on directness and convenience of motorised vehicle access for residents, as well as the relative number of residents affected)

- **Off-street car park access** (impact on directness and convenience of motorised vehicle access to off-street car parks, as well as the relative number of car parks affected)
- **Legibility** (whether the scheme boundaries and alternative routes are easy to understand for drivers)
- **Cost** (capital and operating costs)
- **Public acceptability**
- **Ease of implementation and operation**

3.34 A qualitative assessment has been made of how the scale of risk that each of the criteria presents to successful delivery of the options. This assessment is made on a scale from “negligible risk” to “high risk”, in order to highlight the relative level of risk in each options, whilst also providing an indication of the absolute level of risk. Commentary is then provided justifying the way in which each of the assessment criteria has been assessed.

Assessment results

3.35 The results of the MCAF assessment for the Car Free City Centre options are shown in Table 3.10 below and for Ultra Low Emission Zone options in Table 3.11.

Table 3.10: Car Free City Centre MCAF assessment

	Option 1	Option 2	Option 3	Option 4
Alignment with outcomes				
Support carbon reduction	Negligible	Medium	High	Very high
Improve health and air quality	Negligible	Medium	High	Very high
Enhance public realm and place-making	Negligible	High	Very high	Very high
Facilitate increased equity and access for all	Negligible	Medium	High	Very high
Stimulate the visitor economy	Negligible	High	Very high	Very high
Strengthen active and sustainable mode connectivity	Negligible	Medium	High	Very high
Increased safety for all	Negligible	Medium	High	Very high
Summary	The streets in The Lanes area are already extensively pedestrianised, with only a few streets accessible by motor traffic. Whilst this option builds on these existing measures, it will not have a large impact on traffic levels, and hence its contribution towards achieving the outcomes is minimal.	In addition to the impacts of Option 1, this option will help to reduce traffic in the North Laine / Cultural Quarter area, which has a very high concentration of shops and cafes/restaurants. In addition, it removes through traffic from the busy A2010. It also covers some portions of the AQMA in the city centre. As such, it will help to reduce the negative impacts of motorised traffic in this key area, whilst supporting the local economy by enabling public realm and place-making improvements (as almost all visitors get around by foot once they reach Brighton).	In addition to the impacts of Option 2, the option will extend to the Western Road / Regency areas to the west, and the St James's Street area to the east. These have high concentrations of shops and employment, and it covers more of the AQMA areas in the city centre compared to Option 1. Removing through traffic will therefore reduce the negative impacts of motorised traffic in these areas and offer the potential to support the local economy through public realm and place-making improvements.	In addition to the impacts of Option 3, this option will extend to the Clifton Hill and West Hill areas (which are more residential in nature), as well as the New England Quarter which has mixed activity and is part of the AQMA. Removing through traffic will therefore reduce the negative impacts of motorised traffic in these areas.

	Option 1	Option 2	Option 3	Option 4
		As this option covers an area that is more deprived and has low levels of car ownership, it is likely to have a positive impact on equity and access for all in aggregate. However, the more detailed design of the scheme would need to consider specific impacts on particular groups, and how these can be mitigated to enhance equity.	As with Option 2, this option covers an area that is more deprived and has low levels of car ownership but to a larger extent. The aggregate impact on equity and access for all is likely to be positive, but again the details of the scheme will need to avoid any specific negative impacts.	As with Options 2 and 3, this option covers an area that is more deprived and has low levels of car ownership but to a larger extent. The aggregate impact on equity and access for all is likely to be positive, but again the details of the scheme will need to avoid any specific negative impacts.
Feasibility and deliverability				
Redistribution of traffic (ease / suitability of likely alternative routes)	Negligible risk	High risk	Medium risk	Low risk
Deliveries and servicing	Very low risk	Medium risk	Medium risk	Medium risk
Local access (residents)	Negligible risk	Low risk	Medium risk	Medium risk
Off-street car park access	Very low risk	Low risk	High risk	High risk
Legibility	Very low risk	Medium risk	Medium risk	Medium risk
Cost (capital and operating costs)	Very low risk	Medium risk	High risk	Very high risk
Public acceptability	Very low risk	Low risk	High risk	Very high risk
Ease of implementation and operation	Low risk	Medium risk	Medium risk	Medium risk

	Option 1	Option 2	Option 3	Option 4
Summary	Very low volume of traffic affected and no through traffic routes affected, therefore most risks are very low. Access to only one off-street car park affected (access retained, but limited to a single access route). Ongoing enforcement / management required to manage timed windows for loading / servicing, although this can be done using proven methods. Removal of on-street permit parking may be controversial.	In addition to issues associated with Option 1, in this option the closure of the A2010 to through traffic may displace traffic to minor residential roads immediately to the west. Without a clear through route immediately alongside the western edge of the area, north-south drivers may be confused and seek to work their way through residential roads. Access to three off-street car parks affected (access retained, but limited to a single access route to each). Ongoing enforcement / management required to manage timed windows for loading / servicing, although this can be done using proven methods. Removal of on-street permit parking may be controversial.	Access to nine off-street car parks affected (access retained, but limited to a single access route to each). In addition to the issues associated with Option 2, the impact this option has on arrangements in the St James's Street area will affect more residents, and permitted north-south access routes through this area may be confusing, as some will involve 'dog legs', and enforcement may be complex. Expansion to the Western Road and Regency areas poses fewer risks.	Access to eleven off-street car parks affected (access retained, but limited to a single access route to each). In addition to the issues associated with Option 3, expansion to the West Hill and Clifton Hill areas encompass residential areas further from commercial areas, which may reduce acceptability. Access arrangements to the station will need careful consideration. Additional areas covered by this option will largely be self-enforcing.
Overall summary	Incremental changes to an area which is already mostly pedestrianised, so little impact expected.	Significantly reduces traffic in a key visitor and shopping area, reducing the negative impacts of transport in this area. However, may displace traffic to residential streets to the west.	Further reduces traffic in areas with a high concentration of shops, reducing the negative impacts of traffic in these areas. However, there are some operational complexities associated with the St James's Street area.	Most extensive option, which is expected to have the most impact on reduced motorised traffic in the city centre. Inclusion of extensive residential areas may pose challenges.

Table 3.11: Ultra Low Emission Zone MCAF assessment

	Option 1	Option 2	Option 3	Option 4	Option 5
Alignment with outcomes					
Support carbon reduction	Very high	High	Medium	Medium	Low
Improve health and air quality	Very high	Very high	High	High	Medium
Enhance public realm and place-making	Negligible	Negligible	Negligible	Negligible	Low
Facilitate increased equity and access for all	High	Medium	Medium	Low	Low
Stimulate the visitor economy	Negligible	Negligible	Negligible	Negligible	Negligible
Strengthen active and sustainable mode connectivity	Medium	Medium	Medium	Medium	Medium
Increased safety for all	Medium	Medium	Medium	Medium	Low
Summary	The extensive geographic scope of this option, which covers the whole of the city south of the A27, means that it performs well against all outcomes (including carbon reduction and improving air quality, active travel and safety) and is the most equitable option, considering that it includes all areas of the city consistently.	Similar to Option 1, the extensive geographic scope of this option, which covers most of the city, means that it performs well against all outcomes (including carbon reduction and improving air quality, active travel and safety). However, it is less equitable than Option 1 because it excludes a small number of residential areas and the boundary location on the east would likely cause increased traffic on B2123 Falmer Road.	As this option covers a fairly large geographical area and the boundary runs along arterial routes as much as possible, it would support outcomes effectively (including carbon reduction and improving air quality, active travel and safety), whilst forming a logical boundary that excludes residential areas furthest from the city centre, which would make sense from an equality perspective, though resulting in a less equitable solution than Option 1.	This option is a smaller version of Option 3, with the boundary moved further south and west. With a lesser geographic extent, it does not perform as well against all outcomes. The nature of the road layout limits the legibility of the boundary and could divert increased traffic on to surrounding residential streets, with possible negative impacts in these areas.	With the smallest geographic area, this option does support outcomes but to a lesser extent than others (including carbon reduction and improving air quality, active travel and safety). The boundary would be legible and the scheme would impact those closest to the city centre and seafront only, where the air quality / congestion issue is most highly concentrated.

Feasibility and deliverability					
Redistribution of traffic (ease / suitability of likely alternative routes)	Negligible risk	Medium risk	High risk	Very high risk	High risk
Deliveries and servicing	High risk	High risk	High risk	Medium risk	Medium risk
Local access (residents)	High risk	High risk	High risk	Medium risk	Medium risk
Off-street car park access	Negligible risk	Negligible risk	Negligible risk	Negligible risk	Negligible risk
Legibility	Very low risk	Low risk	Medium risk	High risk	Medium risk
Cost (capital and operating costs)	Medium risk	Medium risk	High risk	Medium risk	Medium risk
Public acceptability	High risk	High risk	High risk	Very high risk	Medium risk
Ease of implementation and operation	Medium risk	Medium risk	High risk	High risk	High risk
Summary	The extensive geographic scope of this option means that access for all residents will be impacted, which poses a risk to deliverability that is offset by the fact that it is the most legible solution. Delivery and servicing vehicles would need to meet the required standards, which poses a medium risk.	Similar to Option 1, the extensive geographic scope of this option means that access for nearly all residents will be impacted, which poses a risk to deliverability that is offset by the fact that it is a legible solution. However, there is a higher risk of public acceptability by excluding residents in 'The Deans' only. Delivery and servicing vehicles would need to meet the required standards, which poses a medium risk.	As this option covers a fairly large geographical area and the boundary runs along arterial routes as much as possible, there would be a medium risk to legibility and a high risk to public acceptability because some residents are excluded while others are not, and there would be some - but limited - traffic displacement on to local roads. Delivery and servicing vehicles would need to meet the required standards, which poses a medium risk.	This option is a smaller version of Option 3, with the boundary moved further south and west. The road network layout would create a less legible scheme boundary and likely displace traffic on to residential streets, impacting local access and public acceptability. Delivery and servicing vehicles would need to meet the required standards, which poses a medium risk.	With the smallest geographical area, this option would impact fewer residents, which would mitigate risk to local access and public acceptability. The city centre and seafront focus would pose some risks to ease of implementation and legibility. Delivery and servicing vehicles would need to meet the required standards, which poses a medium risk.
Overall summary	The most extensive and legible option that will best meet outcomes.	An extensive and legible option that will cause some equity issue and traffic displacement.	Medium geographic scope and legibility, causing some equity / acceptability issues.	Medium geographic scope, poor legibility causing equity/acceptability issues and traffic displacement.	Small geographic scope. Fairly legible and acceptable, but limited contribution to outcomes.

Preferred options

Car Free City Centre

- 3.36 The assessments above indicate that in general, the latter options that cover a larger spatial area are likely to have a greater impact on reducing motorised traffic in the city centre and will therefore contribute to achieving the outcomes to a greater extent. On the other hand, this also means that they are likely to come with greater challenges, particularly in terms of their deliverability (these are not expected to be insurmountable technically, although overcoming them may require intensive stakeholder engagement).
- 3.37 This implies that if there is a desire to achieve the outcomes, then Option 4 performs the best. However, implementing this option in a single phase may be challenging, in terms of the capacity to address all of the issues that are associated with it.
- 3.38 Rather, a multi-phased approach to implementation is likely to be more practical, as this is likely to align better with capacity and resources to address challenges, whilst still working towards achieving the benefits associated with Option 4. An approach to this may be:
- **Phase 1:** Implement Option 1. Although this option has low benefits, it has lower delivery risks, and therefore serves as a stepping stone to further phases.
 - **Phase 2:** Building on Option 1, implement Option 3. It is suggested that Option 2 is skipped, as it creates the risk of displacing traffic to minor residential streets. On the other hand, jumping straight to Option 4 is likely to be too big a leap.
 - **Phase 3:** Building on Option 3, implement Option 4.
- 3.39 It is recommended that a “prohibition based” (rather than pricing) model is adopted, that is not directly emissions-related. There would be large scale removal of Pay & Display on-street parking, but major off-street car parks retained. To maximise the benefits, there would be 24/7 operation with a window in Car Free City Centre zones for deliveries and servicing.
- 3.40 Community engagement and further analysis is required to determine sequencing, zones, vehicle restrictions and exemptions. Given the time required to progress this, delivery would be by 2023 at the earliest (subject to funding availability). This would require model development and surveys, followed by a Strategic Outline Business Case and Outline Business Case.

Ultra Low Emission Zone

- 3.41 The preferred option is Option 1. This option:
- Scored the highest in the MCAF assessment, indicating it to be the most suitable and feasible of the options.
 - It is the most extensive option, which means that it is expected to contribute the most to achieving the desired outcomes, in particular ‘support carbon reduction’ and ‘improve health and air quality’.
- 3.42 The entire northern boundary of the zone in Option 1 is formed by the A27. This is a very clear and legible boundary, both in terms of being clear to drivers, as well as separating the generally built-up areas to the south of it from the less built-up areas to the north. It is also a suitable diversion route for traffic seeking to avoid the zone, although the potential impacts of this would need to be discussed with Highways England. Whilst this northern boundary is also the same in Option 2, the latter is less equitable as it excludes some residential areas to the south of the A27.

- 3.43 For Option 3, whilst the central part of the northern boundary also follows the A27, some residential areas to the north-east and north-west are outside the zone. This would reduce legibility for drivers, and also reduces equity as some residential areas within the city fall within the zone whilst others would fall outside it.
- 3.44 Finally, the relatively small geographic extent of Options 4 and 5 mean that they are likely to have less of an impact on achieving the desired outcomes.
- 3.45 At least initially, there would be a charge for access to the zone, that is emissions-based. A residents' exemption would be in place until the late 2020s or 2030. Other exemption categories are possible. The charge would be scalable, both in terms of its level and link to vehicle emission classes.

Complementary Measures

- 3.46 As has been demonstrated through our evidence base and in line with our principles of a Car Free City Centre and an Ultra Low Emission Zone, these initiatives will only be successful when accompanied by a suite of complementary measures. These will serve to optimise the benefits of a Car Free City Centre and an Ultra Low Emission Zone and mitigate any downside risks.
- 3.47 The impacts of a Car Free City Centre and an Ultra Low Emission Zone will be felt differently by different user groups and in different geographies, and the range of complementary measures must be responsive to this. To encompass these different user groups and geographies we have specified a number of journey types. These journey types are:
- **Journeys within the city centre:** these are journeys which take place within the city centre geography as defined by Car Free City Centre Option 4.
 - **Journeys between the wider Brighton and Hove area and the city centre:** these are journeys which take place between the city centre geography as defined by Car Free City Centre Option 4 and other part of the Brighton & Hove City Council area.
 - **Journeys around the wider Brighton and Hove area:** These are journeys which take place within the Brighton & Hove City Council area but outside of the city centre geography as defined by Car Free City Centre Option 4.
 - **Long distance journeys:** These are longer distance journeys to the Brighton and Hove City Council area from locations outside of the council area, excluding freight. These will often be journeys by visitors.
 - **Freight journeys:** These are journeys made for the purpose of delivery of goods or servicing to, from and within the Brighton & Hove City Council area.

Mobility Hubs

- 3.48 A complementary measure which is expected to support optimisation of benefits and mitigation of downside risks of a Car Free City Centre and Ultra Low Emission Zone to all journey types is the introduction of a number of strategic and local mobility hubs located throughout the city. Mobility hubs are points of multi modal interchange for people and goods and can be developed at a range of scales, sizes and scopes of service to be tailored to the areas or people they serve. They would be designed to offer a network of hubs which could provide seamless interchange and facilitate door to door journeys of people and goods.
- 3.49 A local mobility hub offers a single site for the location of neighbourhood based services such as “click and collect”, a bus stop, BTN Bikeshare Hubs, car club vehicles, electric vehicle infrastructure and local convenience shops. These sites would be located at some of Brighton and Hove’s smaller railway stations and within local neighbourhood centres to provide the interchange between the different modes offered by the facility.
- 3.50 At a larger scale, strategic mobility hubs would be located at the intersection of major highway routes in the city or at major train stations. They would provide a “one stop shop” for a number of transport services such as a large bus interchange, BTN Bikeshare hubs, electric vehicle infrastructure and opportunities for “Park & Ride” services. Bus routes starting from or passing through this location would offer sustainable access into the city centre as well as other key attractions located close to Brighton and Hove. The strategic location of these mobility hubs means that they could also be appropriate sites for delivery consolidation centres and possibly visitor coach parking.
- 3.51 Delivery of a network of strategic mobility hubs of different sizes and service offers would be key to realising the air quality and carbon reduction benefits of a Car Free City Centre and Ultra Low Emission Zone while also delivering on equity objectives, enabling residents and visitors to more easily travel around the city without their private car.

Recommended complementary measures

- 3.52 Below we present our recommendations for the necessary and desired complementary measures. The complementary measures are grouped by policy area and then for each complementary measure there is a short description and identification of journey types which they will serve.

These complementary measures have been drawn from officer engagement, policies and interventions identified in Brighton & Hove’s Fourth Local Transport Plan and initial identification of policies and interventions for inclusion in Brighton & Hove’s Fifth Local Transport Plan.

Table 3.12: Complementary measures

Policy Area	Complementary measure	Description	Journey type
Promote and facilitate the use of zero emission passenger vehicles	Electric vehicle charging infrastructure	Provision of electric vehicle infrastructure to enable use of battery-powered electric vehicles. Charging points will be provided to accommodate the requirements of private vehicles and taxi and private hire vehicles.	<ul style="list-style-type: none"> • Long distance journeys • Journeys around the wider Brighton and Hove area
	Shared e-scooters schemes	The introduction of shared e-scooter hire / loan schemes will be encouraged.	<ul style="list-style-type: none"> • Journeys around the wider Brighton and Hove area • Journeys between the wider Brighton and Hove area and the city centre • Journeys within the city centre
	Grant for retrofit or scrappage of more polluting vehicles	Provision of a grant to bus companies to either retrofit their most polluting vehicles to convert them to zero emissions buses or for scrappage.	<ul style="list-style-type: none"> • Journeys around the wider Brighton and Hove area • Journeys between the wider Brighton and Hove area and the city centre
Manage demand for parking in the city	Emission-based parking charges	Build on the emissions-based parking charges which are already in place. Introducing a surcharge on standard emissions vehicles, increasing the surcharge on higher emissions vehicles and increasing the discount on low emissions vehicles.	<ul style="list-style-type: none"> • Long distance journeys • Journeys around the wider Brighton and Hove area • Journeys between the wider Brighton and Hove area and the city centre
Increase public transport use	Brighton Main Line Improvement Project	A Network Rail led project to increase reliability of journey times on the Brighton Main Line. This would help increase the number of visitors to Brighton and Hove who make their journey by sustainable modes.	<ul style="list-style-type: none"> • Long distance journeys
	Bus network review	In collaboration with the bus companies, undertake a review of the bus network to identify changes which could support realisation of the benefits of a Car Free City Centre.	<ul style="list-style-type: none"> • Long distance journeys • Journeys around the wider Brighton and Hove area • Journeys between the wider Brighton and Hove area and the city centre

Policy Area	Complementary measure	Description	Journey type
	Coastway rail improvements	Support work to improve journey time, reliability and connectivity provided by the East Coastway Line towards Eastbourne, Bexhill and Hastings and the West Coastway Line towards Worthing, Chichester and Portsmouth.	<ul style="list-style-type: none"> Long distance journeys Journeys around the wider Brighton and Hove area Journeys between the wider Brighton and Hove area and the city centre
	Improved, more affordable public transport	A reduction in the cost of bus travel to incentivise mode shift from car to bus. This could be delivered through a change in policy at a national level and increase in resource and capital funding to facilitate greater subsidy of bus services.	<ul style="list-style-type: none"> Journeys around the wider Brighton and Hove area Journeys between the wider Brighton and Hove area and the city centre
	Mass transit for Greater Brighton	Delivery of a bus-based rapid transit system which connects Brighton Marina, through Hove and Shoreham and on to Worthing.	<ul style="list-style-type: none"> Long distance journeys Journeys around the wider Brighton and Hove area Journeys between the wider Brighton and Hove area and the city centre
	Public transport priority measures	Introduction of a package of priority measures to increase reliability and improve journey times of public transport in line with the council's Bus Network Review. This may include traffic light design which prioritises bus and taxi movements over private car movements.	<ul style="list-style-type: none"> Journeys around the wider Brighton and Hove area Journeys between the wider Brighton and Hove area and the city centre
	Strategic mobility hubs	Subject to planning requirement and land availability, development of facilities where people can easily interchange between a range of different modes. These could be located around principal railway stations which have onward travel options including bus and taxi as well as bike and e-bike hire provision, or near key highway intersections. These hubs could also include "click and collect" and micro-consolidation freight facilities, as well as other co-location of services. Such sites can "face" multiple directions (i.e. not only serve city centre bound travellers but be "gateways" to other areas including the South Downs National Park).	<ul style="list-style-type: none"> Freight Long distance journeys Journeys around the wider Brighton and Hove area Journeys between the wider Brighton and Hove area and the city centre Journeys within this city centre

Policy Area	Complementary measure	Description	Journey type
Create an accessible and integrated transport system	Improve interchange between the eight city railway stations and other transport	Building on the work undertaken at Brighton Gateway Station, improvements to station access and interchange with bus, taxi, cycle hire and the strategic cycling network will be implemented (as part of mobility hubs) at all of the city's railway stations.	<ul style="list-style-type: none"> Journeys around the wider Brighton and Hove area Journeys between the wider Brighton and Hove area and the city centre
	Increase step free access across the public transport network	Work in collaboration with private sector operators to deliver an improvement in accessibility for all across the public transport network.	<ul style="list-style-type: none"> Long distance journeys Journeys around the wider Brighton and Hove area Journeys between the wider Brighton and Hove area and the city centre
	Local mobility hubs	Planning and development of local integrated facilities within local neighbourhoods offering a range of transport services such as high speed electric vehicle charging points, bike and e-bike hire and 'click and collect' collection points.	<ul style="list-style-type: none"> Journeys around the wider Brighton and Hove area Journeys between the wider Brighton and Hove area and the city centre Journeys within the city centre
	Retain and ideally improve Blue Badge access	Maintain and look for opportunities to increase parking provision for Blue Badge holders.	<ul style="list-style-type: none"> Journeys around the wider Brighton and Hove area Journeys between the wider Brighton and Hove area and the city centre Journeys within the city centre
Develop a public realm that encourages and enables active travel	Establish low traffic neighbourhoods	Defined areas within the city will have through-traffic restricted by barriers or planters to reduce 'rat running' and make journeys quicker and more safe by foot or cycle.	<ul style="list-style-type: none"> Journeys around the wider Brighton and Hove area Journeys between the wider Brighton and Hove area and the city centre Journeys within the city centre
	Establish strategic cycling networks with better cycle parking	Development of a high quality, segregated, cycle network connecting key locations within the city to each other. An increase in both the amount of cycle parking and its quality will be provided at appropriate locations throughout the network.	<ul style="list-style-type: none"> Long distance journeys Journeys around the wider Brighton and Hove area Journeys between the wider Brighton and Hove area and the city centre Journeys within the city centre

Policy Area	Complementary measure	Description	Journey type
	Expansion of BikeShare	Building on the success of BTN BikeShare, an extension both in geographical coverage and number of bikes in circulation. E-bikes will also be made available.	<ul style="list-style-type: none"> Journeys around the wider Brighton and Hove area Journeys between the wider Brighton and Hove area and the city centre Journeys within the city centre
	High quality public realm	Capitalising on the space that was previously occupied by highway space being freed up through introduction of a Car Free City Centre, an initiative to develop a high quality public realm, including surfacing, seating, public spaces and planting.	<ul style="list-style-type: none"> Journeys within the city centre
	Strategic walking network	Development of a high quality, walking network with high levels of legibility connecting key locations within the city to each other.	<ul style="list-style-type: none"> Journeys around the wider Brighton and Hove area Journeys between the wider Brighton and Hove area and the city centre Journeys within the city centre
	Sustainable travel behaviour change campaign	A public information campaign to encourage greater use of sustainable transport to residents, commuters and visitors.	<ul style="list-style-type: none"> Longer distance journeys Journeys around the wider Brighton and Hove area Journeys between the wider Brighton and Hove area and the city centre Journeys within the city centre
Promote the use of ultra low and zero emission goods and servicing vehicles	Delivery and Servicing Plans to require use of sustainable transport	New developments will be required to have Delivery and Servicing plans which require the use of sustainable transport.	<ul style="list-style-type: none"> Freight

Policy Area	Complementary measure	Description	Journey type
	Micro-consolidation centres with sustainable last mile delivery	Planning and development of facilities outside of the city centre where deliveries can be transferred from larger goods vehicles to enable the final stage of delivery to be undertaken using sustainable modes. The facilities can take a number of forms and can be combined with other services, such as strategic mobility hubs including Park & Ride.	<ul style="list-style-type: none"> Freight
	Promote the purchase and use of cargo bikes and small electric vehicles	The use of e-cargo bikes and small electric vehicles for deliveries and servicing will be encouraged.	<ul style="list-style-type: none"> Freight

Complementary measures by journey type

Journeys within the city centre

- 3.53 To optimise the benefits and mitigate the downside risks of a Car Free City Centre and Ultra Low Emission Zone for journeys within the city centre, the focus would be firstly on supporting the use of active travel modes. This would include measures such as expansion of the BTN Bikeshare scheme, establishment of local traffic neighbourhoods to create safer and more pleasant environments for cycling and walking, and development of a strategic walking network linking up key locations with clearly signposted walking routes, making better use of the Twittens. Local mobility hubs will offer a single location for the transport mode interchange.
- 3.54 Secondly, the space freed up by the removal of vehicles would be subject to urban realm improvements which improve the way in which residents and visitor experience the city centre. This would include the establishment of high quality public realm with increased seating, planting, public spaces and children's play areas in sites which would previously have been occupied by the highway.

Journeys between the wider Brighton and Hove area and the city centre

- 3.55 To optimise the benefits and mitigate the downside risks of a Car Free City Centre and Ultra Low Emission Zone for journeys between the wider Brighton and Hove area and the city centre there would be a focus on increasing public transport provision and affordability and increasing the extent of infrastructure supporting active travel.
- 3.56 Public transport improvements would be delivered through a further bus network review to ensure that bus service provision is sufficient given a significant reduction in private car options between the wider Brighton and Hove area and the city centre. Mass Transit for Greater Brighton would further increase the availability of high quality public transport provision. Increased step free access across the public transport network would ensure that increased numbers of people could change their modal preferences from car to public transport.
- 3.57 To support an increase in cycling, a strategic cycle network would be established providing direct connectivity between the wider Brighton and Hove area and the city centre along high quality, safe and segregated cycle routes. This would be accompanied by expansion of the BTN Bikeshare scheme, with local mobility hubs offering a single location for the transport mode interchange.

Journeys around the wider Brighton and Hove area

- 3.58 In addition to the measures set out above to optimise the benefits and mitigate the downside risks of a Car Free City Centre and Ultra Low Emission Zone, there would be a greater focus on encouraging residents to transition to zero emissions vehicles.
- 3.59 To support this, measures introducing widespread charging infrastructure would be pursued. Local and strategic mobility hubs would be a key element in providing this infrastructure. Furthermore, the bus network review would consider the need for an increase in the number of radial routes serving the communities outside of the city centre and improve frequency and journey times offered by the existing services.

Long distance journeys

- 3.60 To optimise the benefits and mitigate the downside risks of a Car Free City Centre and Ultra Low Emission Zone for long distance journeys to the city, including journeys which support the visitor economy, there would be a focus on providing high quality sustainable transport options. Also supporting these journeys would be measures to encourage the use of zero emissions vehicles to access Brighton and Hove.
- 3.61 Sustainable transport measures would include improvements to the Brighton Main Line, currently being delivered by Network Rail, which will improve reliability of journey times. Also crucial will be improvements to the Coastway Line making journeys to Brighton and Hove by rail more reliable from the east and west. The introduction of strategic mobility hubs offering “Park & Ride” services would also reduce the need for the “last mile” of long distance journeys to be completed in private cars.
- 3.62 To encourage use of zero emissions vehicles for long distance journeys to Brighton and Hove measures introducing widespread charging infrastructure would be pursued (including at strategic mobility hubs) as well as the extension of emission-based parking charges to discourage the use of more polluting vehicles. Improvements to the strategic cycle network will improve options for cycling from the east and west of the city boundary. There will be a need to work with the city’s tourism sector to encourage more visitors to travel to the city by sustainable travel options and provide clear information on travel options within the city.

Freight journeys

- 3.63 To optimise the benefits and mitigate the downside risks of a Car Free City Centre and Ultra Low Emission Zone for freight journeys to, from and within the Brighton & Hove City Council area the focus is on reducing the need for highly polluting goods and servicing vehicles to enter the Ultra Low Emission Zone. Measures to support this would include the introduction of strategic mobility hubs including micro-consolidation centres which would allow “last mile” deliveries to be made by sustainable modes. This would also include the promotion and purchasing of electric-cargo bikes and other small delivery vehicles to ensure that shorter-distance freight journeys, within Brighton and Hove can be made sustainably and in compliance with the emissions standards of the Ultra Low Emission Zone.

Summary

- 3.64 The Economic Case chapter has set out the option development and assessment process and identified the preferred Car Free City Centre and Ultra Low Emission Zone options to take forward as well as the necessary complementary measures for their delivery. The next chapter will set out how these options could be funded and delivered.

4 Financial case

Overview

- 4.1 This section examines the cost of implementing the recommended Ultra Low Emission Zone and Car Free City Centre options, their deliverability and a high-level implementation timeline. At this time, we do not present full scheme costs but rather give an idea of the costs involved and, in the case of the Ultra Low Emission Zone, present some relevant quantified examples from around the UK.
- 4.2 The costs set out exclude additional (and possibly significant) costs relating to other areas including changes to council staff resources (particularly parking, enforcement and Traffic Control Centre teams), loss of parking revenues, and administration costs of issuing permits and processing exemptions.

Ultra Low Emission Zone Costs and Operational Revenue

- 4.3 To understand the likely costs and funding mechanisms for the Ultra Low Emission Zone, a review of similar schemes elsewhere in the UK was undertaken. This covered proposed Clean Air Zones in Bath, Birmingham, Bristol, Leeds and Sheffield. Information was gathered relating to the nature and coverage of the scheme, capital and operating costs, the delivery mechanism, key partners and procurement. The review includes a selection of comparable cities but does not include all proposed CAZs in the country.

Coronavirus and CAZ proposals

The status of CAZ proposals has been affected by the coronavirus pandemic (key influences being changes in travel demand and political sensitivities of implementing potentially unpopular measures during difficult economic times) and also by changes in air quality, such that some schemes may not proceed as originally planned.

Leeds

In October 2020 Leeds City Council announced that it was no longer pursuing a CAZ, citing significant air quality improvements that were expected to continue – a return to previously illegal levels of air quality is not expected, regardless of whether travel demand returns to pre-pandemic levels. Formal confirmation by Councillors was awaited at the time of writing. Preparations for the CAZ in Leeds by transport operators (bus, private hire and taxi, commercial vehicles) included upgrading vehicle fleets to lower emission vehicles to avoid the proposed CAZ charge. In that sense, the CAZ proposal has achieved its aim of improved air quality without ever being implemented (only preparatory work has been undertaken including installation of ANPR cameras).

Other cities

CAZ proposals in other cities have been delayed but are expected to go ahead, including: Bath in March 2021, Birmingham in June 2021 and Manchester in 2022

- 4.4 The costs presented focus on the core capital costs of equipment required to implement the Ultra Low Emission Zone and operating costs. Costs for complementary measures are provided where available, but these vary in scale and nature and are not fundamental to the technical

feasibility of implementation of either Ultra Low Emission Zone or Car Free City Centre but are key to the effectiveness and success.

- 4.5 A summary of each scheme, the estimated capital and operating costs and expected revenues has been derived from publicly available information and has been summarised in Table 4.1. The information presented in the table is taken from various sources. Information was not necessarily available for each cost item for each city so it is not always possible to compare costs across the cities shown. The table provides an indication of the scale and nature of CAZ costs for different elements.
- 4.6 In summary, over the period appraised for each CAZ (usually ten years) revenues from the CAZ are expected to exceed capital and operating costs in most cases. Over the same period, revenues are expected to decline, as an increasing number of vehicles are compliant with the emissions criteria. Apart from in Bristol and Birmingham, private cars are exempt from the charge applied – if private cars were included, revenues would be significantly greater. While operating costs would increase to cover monitoring and enforcement of a much higher number of vehicles, the capital costs are less likely to increase significantly, as the same access control/camera systems would be required regardless of who is charged.

Table 4-1: Capital and operating costs and expected revenues of UK schemes

City	Scheme		Capital cost	Operating cost	Expected revenues
Birmingham	Proposed Clean Air Zone. Charges will be applied to all vehicle types that do not meet emissions criteria, including private cars .	8km² Area bordered by inner ring road	£14.4m total implementation cost (+£3.2m Optimism Bias) which includes: design and Installation (£7.6m), IT (£1.5m), staff resourcing (£1.9m), additional measures (£1.0m) and, contingency (£2.3m).	£5.7m per year CAZ operational cost (+0.9m optimism bias). This includes: maintenance (0.9m), processing (2.2m), air quality monitoring (0.08), staff resourcing (2.5m) and communications (0.05m).	Approx. £17m per year
Bristol	Proposed Clean Air Zone. Charges will be applied to vehicles (HGVs, buses and coaches, taxi and private hire) that do not meet emissions criteria. Charges for private cars are not proposed . plus a small area with a diesel car ban.	8km² (including diesel car ban area) City centre and inner suburbs	£10.5m Enforcement system £8.2m Street Works £88.2m Non charging measures £6.5 Quantified Risk	£33.6-38m across 10-year appraisal period, equivalent to around £3.5m per year .	£10m per year
Bath	Proposed Clean Air Zone. Charges will be applied to vehicles (HGVs, buses and coaches, taxi and private hire) that do not meet emissions criteria. Charges for private cars are not proposed . with traffic management at Queen Square.	2.5km²	£6.3m Enforcement system and street works £0.9m Core scheme design and management £2.8m Risk £14.1m Mitigation measures	£14.6m over 10 year appraisal period for the core scheme and £2.6m for the mitigation measures, equivalent to around £1.7m per year	Average of £2.4m (for the whole scheme) per year tapering from £5.2m in year 1 to £0.01m in 2030.

City	Scheme		Capital cost	Operating cost	Expected revenues
Leeds	Originally proposed Clean Air Zone no longer expected to be implemented). Charges will be applied to vehicles (HGVs, buses and coaches, taxi and private hire) that do not meet emissions criteria. Charges for private cars are not proposed.	90km² enter a zone bordered by the Outer Ring Road (an area approximately half the size of the proposed zone for Brighton and Hove).	Only the cost for ANPR cameras is available: 100 cameras using ANPR technology implemented at CAZ access points only at a cost of £2.9m Procured elements: <ul style="list-style-type: none"> - network of ANPR cameras - ICT system to receive data captured by the cameras - image review suite 	Operation & Maintenance contract of £2.3m over 36 months awarded to Siemens (being reviewed to allow light touch maintenance of the camera network), equivalent to around £1.5m per year.	Unknown
Sheffield	Proposed Clean Air Zone. Charges will be applied to vehicles (HGVs, buses and coaches, taxi and private hire) that do not meet emissions criteria. Charges for private cars are not proposed.	2km² Area bordered by inner ring road.	The business case for the scheme anticipates the following costs: <ul style="list-style-type: none"> • Design, Supply & Install ANPR Cameras £2.2m Camera installation, ongoing maintenance, local sign supply and installation are assumed to be delivered through the existing term contractor.	OPEX £8.8m including £5.6m contingency and £2m enforcement. This includes: Operation & Maintenance of ANPR Cameras & associated Software at £1.4m and Back office enforcement system at £600k Back office costs are assumed to be covered by CAZ income once the scheme is established.	£6-7m per year
Glasgow	Figures are based on a review of the potential costs of implementing a Low Emissions Zone in Glasgow.	Costs provided for a LEZ ranging from 0.5km² to 3km².	0.5 km ² : £0.3m design costs and £0.5m implementation costs (including optimism bias and discounting, 2019 prices). 3km ² : £0.4m design costs and £0.9m implementation costs (including optimism bias and discounting, 2019 prices).	0.5 km ² : £0.2m (year one operating costs) 3km ² : £0.8m (year one operating costs)	No indication given

Car Free City Centre costs

- 4.7 To understand the range of costs for implementing the proposed Car Free City Centre, costs for the elements of access restriction and control itemised in Option 4 have been estimated based on the precedents from other areas in the UK. Those elements are set out in Table 4-2. Again, the core costs are presented and exclude complementary measures such as urban realm improvements which are not fundamental to the technical feasibility.

Table 4-2: Car Free City Centre costs

Components	Indicative cost	Brighton Assumptions (based on current estimates)
Modal filters	£50k to £150k for 5-6 modal filters. This is based on a cost of between £10,000 to £30,000 per filter from the Waltham Forest Mini-Holland programme.	6 will be required. (West Hill, Clifton Hill, Western Road, Regency, New England Quarter and North Laine/Cultural Quarter)
Removal of pay and display	Loss of on-street pay & display parking will result in loss of income estimated in the region of £150k-300k per annum , offset to some degree by reduced cost of management/maintenance. Physical removal of equipment assumed to be done with in-house resources.	Approximately two zones (Zone Y and Zone Z, Central Brighton North and South respectively, plus part of Zone C, Queen's Park) will be lost.
Traffic regulation Orders	<£100k	Required, though there is the potential to use in-house resources.
Additional traffic signage	<£100k	Required
ANPR / Rising bollard installation	Estimated at £500k to £750k for installation of multiple sets of access control equipment and associated software. Lead-in time and installation costs of bollards are generally higher and increase further if anti-terrorist levels of protection are required.	Required at three locations (North Lane/Cultural Quarter, St James and The Lanes).
ANPR / Rising Bollard operating costs	Dependent on nature of system implemented, likely to be in the region of £100k-200k per annum	Required at three locations (North Lane/Cultural Quarter, St James and The Lanes).

- 4.8 As the Car Free City Centre does not include revenue generation, alternative approaches to fund implementation may be required. The implementation of the Car Free City Centre may release sites currently used for car parking for alternative development within the central area, providing an opportunity for developer contributions e.g. through section 106. For Council-operated parking, income from the sale of parking sites could contribute towards Car Free City Centre / complementary measures, though this would be offset by losses from parking income.

- 4.9 Depending on the nature of the access control mechanism, there may also be income from enforcement of the Car Free City Centre. If physical measures such as rising bollards and modal filters are used to prevent access, it becomes close to impossible for drivers of non-authorised vehicles to gain access resulting in minimal income from enforcement.
- 4.10 A camera-based control system could yield greater enforcement income (if no physical barrier is in place to stop drivers from entering the restricted zone there is greater potential for issuing enforcement notices/fines). However, this must be balanced against the negative elements of unauthorised vehicles circulating within the Car Free City Centre which is contrary to the Car Free City Centre objectives.

5 Commercial Case

Overview

- 5.1 This section sets out the key commercial considerations that would have to be made in the procuring, contracting and delivery of Ultra Low Emission Zone and Car Free City Centre measures. It details the overall high-level commercial approach, commercial risks and principles that would guide the procurement of the required goods and services and would need to be reviewed and updated in line with more detailed scheme development.

Commercial approach

- 5.2 Both an Ultra Low Emission Zone and Car Free City Centre would be led by the local authority with procurement of access control equipment and back office software from specialist providers. Staffing of back office management of the system could be through in-house resources or outsourced. Likely partners for implementation include specialist access control hardware and software providers, term contractors/consultants.

Commercial risks

- 5.3 Key commercial risks include lack of income from Ultra Low Emission Zone charges due to:
- An increasing number of vehicles being compliant with emissions criteria and not being eligible for the charge.
 - Non-payment of enforcement fines/additional resources required to collect them and any costs associated with an appeals process.
 - Contractual arrangements with private sector providers not providing protection to the Council in the event of system/process failure.
- 5.4 Implementation of the Car Free City Centre does not raise any revenue through access charges and may result in a loss of direct income from car parking. While there are likely to be indirect benefits of a more attractive city centre for tourism and trade, the commercial risk for the Council is that cost of implementation and management required of the Car Free City Centre is greater than Council resources will allow.

Commercial principles to guide the procurement

- 5.5 The key commercial principle to guide the procurement of an Ultra Low Emission Zone is to recognise the potentially short time-span for commercial viability of the scheme, given that the increased number of vehicles that will comply with legislation means that revenues will decline over time.
- 5.6 The benefits of outsourcing all elements of access control and enforcement versus the benefits of procuring equipment and software to be managed in-house need to be considered at an early stage.

5.7 Other considerations include:

- Engage the market at an early stage.
- Reward mechanisms based on value added in exceeding the outcomes rather than seeking the lowest cost for a component.
- Measure commercial performance in alignment with delivery of outcomes to the customer/end user.
- Ensure that delivery risk is allocated appropriately through procurement to optimise the value for money for public sector investment.

6 Management case

Overview

- 6.1 The management case sets out the key considerations for delivery of the Ultra Low Emission Zone and Car Free City Centre measures. This includes consideration of the legislation requirements, how the Car Free City Centre and Ultra Low Emission Zone could best be sequenced, the deliverability of complementary measures and finally a high level programme to inform delivery of the Car Free City Centre and Ultra Low Emission Zone. This would need to be reviewed and updated in line with more detailed scheme development.

Legislation requirements

- 6.2 Part III and Schedule 12 of the Transport Act 2000, as amended by the Local Transport Act 2008, provide for the introduction of road charging outside London. Charging schemes may only be made *“if it appears desirable for the purpose of directly or indirectly facilitating the achievement of policies in the charging authority’s local transport plan”*. Local Transport Plans (LTPs) contain the strategic transport priorities of the relevant charging authority. For emissions based charging, the government’s Clean Air Zone framework sets out the principles for the operation of Clean Air Zones in England. It provides the expected approach to be taken by local authorities when implementing and operating a Clean Air Zone – following this framework would be the recommended approach to implementing an Ultra Low Emission Zone in Brighton and Hove.
- 6.3 The Traffic Management Act 2004 provides the legislative framework for implementation of city centre access control measures. As noted by DfT Traffic Advisory Leaflet 4/97, bollards and other obstructions under sections 92 (outside London) of the Road Traffic Regulation Act 1984 (RTA) may include obstructions of any description whatsoever. It follows from this that rising bollards are lawful as movable obstructions if they prevent the passage of vehicles where this is prohibited by a traffic order.

Sequencing of Car Free City Centre and Ultra Low Emission Zone

- 6.4 From a technical point of view (not considering aspects of political acceptability), implementation of an Ultra Low Emission Zone and its associated access control and enforcement infrastructure and software at the scale envisaged, has a significantly longer lead-in time than the Car Free City Centre. Elements of the Car Free City Centre could be introduced within a relatively short timescale and delivered in-house (for example within 6 to 12 months for installation of modal filters and removal of pay and display parking).
- 6.5 Access control elements of the Car Free City Centre which require procurement of hardware (ANPR cameras/rising bollards) and associated software which involve external providers, are more technically challenging, and will require longer lead-in times. There may be cost savings of procuring access control systems for Ultra Low Emission Zone and Car Free City Centre concurrently, if ANPR is used for example, and this could be explored with systems providers prior to procurement.

- 6.6 Clean Air Zones in other cities are being implemented over 2-3 years, although implementation plans have been delayed by the Covid-19 pandemic. Implementation of an Ultra Low Emission Zone could be achieved within similar timescales.

Delivery of complementary measures

- 6.7 Complementary measures should be implemented to increase public and political acceptability of the Car Free City Centre and Ultra Low Emission Zone. Although they are not technically essential for implementation of either scheme to work they play a key role in supporting the shift from use of polluting vehicles to cleaner vehicles and from private car use to use of other modes. From the review of application of Clean Air Zones and Ultra Low Emission Zones elsewhere in the UK, the amount of funding allocated to complementary measures is highly variable depending on the nature of those measures.
- 6.8 For Ultra Low Emission Zones, the types of complementary measures include financial support to users of commercial vehicles (HGV operators, bus operators, taxi and private hire companies) to transition to less polluting vehicles. The experience of Leeds shows that the provision of this type of support to operators of vehicle fleets (alongside plans for a Clean Air Zone in this case) can stimulate rapid and wholesale changes in vehicle fleets to reduce emissions and improve air quality. Other incentives may include support to encourage private use of low emission private vehicles (free charging points for example), encouraging active travel modes such as cycling, changes to parking systems (free parking or lower parking tariffs) and behaviour change campaigns to encourage the use of public transport.
- 6.9 For Car Free City Centres, the removal of private vehicles from the city centre offers a unique opportunity to improve the attractiveness of the city centre. Freeing up street space currently used for vehicle circulation and parking allows for significant improvements to the streetscape within the Car Free City Centre to enhance the pedestrian experience, making Brighton city centre a more appealing place to visit and improving quality of life for its residents. To ensure that there are suitable and attractive options for people who previously visited the city centre by car, complementary measures may also include improvements to accessing to the Car Free City Centre: by public transport (for journeys within and from outside the city), Strategic Mobility Hubs with Park & Ride facilities (for car journeys made from outside the city) and active modes. Active mode improvements may include cycling facilities, improved footways and wayfinding.
- 6.10 There may be a need to frontload delivery of complementary measures to ensure that the transport system is capable of accommodating users transitioning from polluting to non-polluting modes, which would require up-front capital investment by the Council. Hypothecating the revenues from Ultra Low Emission Zone charges in future would support additional complementary measures.

Car Free City Centre and Ultra Low Emission Zone delivery programme

- 6.11 An indicative **high level** Car Free City Centre and Ultra Low Emission Zone delivery programme is presented below.

Figure 6.1: Indicative Car Free City Centre and Ultra Low Emission Zone delivery programme

Time period	Ultra Low Emission Zone	Car Free City Centre
Short term (0-1 years)	Further scheme development, including surveys and modelling, and development of Outline Business Case. Market engagement with providers, preparation of a tender.	Further scheme development, including surveys and modelling, and development of Outline Business Case. Trial implementation – for example, “Traffic Management Act 2004: network management in response to COVID-19” enables trialling of modal filters. Market engagement with providers, preparation of a tender.
Medium term (1 to 3 years)	Introduction of complementary measures including strategic and local mobility hubs	
	Tendering and implementation of access control equipment. System launch and communications with end users.	Tendering and implementation of access control equipment. Complementary measures introduced. Phased introduction of access restrictions.
Longer term (3-10 years)	Ongoing review and monitoring. Additional complementary measures. Assess emissions criteria after 5 years of operation.	Ongoing review and monitoring. Additional complementary measures.

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Date of Meeting:		19 January 2021	
Report of:		Executive Director, Economy, Environment & Culture	
Contact Officer:	Name:	Jenny Mitchell Peter Turner	Tel: 01273 295518
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Ward(s) affected:		(All Wards);	

FOR 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 and 24 November 2020 (Appendix B) ; 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.
 - School Permit Eligibility and Permit Allocation
 - Trial Business Visitor Permits in Zone S and V
 - Hotel Permit Parking

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 contacting the Council 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.

- 3.3 Following the report presented to this Committee on 24 November 2020, this report with links to the fees & charges for 2021/22 is coming forward to this Committee presented as a separate report.
- 3.4 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 were presented to this Committee on 24 November 2020 (Appendix B shows all the current approvals from recent Committees) and the rest of the proposals are presented today.

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.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 To develop an understanding and improve the health of people within Brighton & Hove, the Transport Projects Team distribute a yearly Workplace Survey to a range of Businesses within Brighton and Hove. By making a survey part of the eligibility process for a School Permit, this will allow schools to develop an understanding on how they are doing in implementing Active and Public Transport. By also implementing the Checklist into the eligibility process for a School permit, Schools will be encouraging active and public transport to their school staff.
- 5.2 It is proposed that the new changes to the School Permits is implemented in October 2021. Schools will be informed of the new eligibility requirements via a letter.

6. CONCLUSION

- 6.1 Members of this Committee are being asked to approve the proposed changes laid out in Appendix A. The proposed changes have been reviewed and proposed to ensure they are fit for purpose. For example, the Hotel Permits within Zone C and Zone N will have the same parking time restrictions, ensuring consistency. Also, by discontinuing Business Visitor Permits, this will lead to consistency with other controlled parking zones in city. The proposed changes also support the delivery of the Council's Corporate Strategy (2020-2023) as it

will help reduce emissions and congestion in Brighton and Hove by encouraging Active and Public Travel within Schools.

- 6.2 It is felt the recommendations should be taken forward due to the reasons outlined within the report and Appendix A

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The recommendations in this report for changes to parking permits have no direct financial implications. Any administrative costs associated with these changes will be met from existing Parking Services revenue budgets.
- 7.2 In the case of on-street parking permits any surplus income from civil parking enforcement, after taking into account costs, is governed by section 55 of the Road Traffic Regulation Act 1984 as amended. This requires the defined Parking Surplus to be used for transport and highways related projects and expenditure such as supported bus services, concessionary fares, Local Transport Plan projects and environmental improvements. Where the council also funds transport and highways related budgets from its General Fund budget, increases to the Parking Surplus can be lawfully applied to this expenditure, which can thereby release equivalent General Fund resources. The council may use the released resources for any purpose within its duties and powers, including releasing resources for savings.

Finance Officer Consulted: Jess Laing

Date: 04/01/2021

Legal Implications:

- 7.3 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 recommendations contained in this report regarding the operation of parking permits are made in accordance with the Council's powers and duties as highway authority.

Lawyer Consulted: Stephanie Stammers

Date: 10 December 2020

Equalities Implications:

- 7.4 The review process involved considering the information provided by members of the public and the Workplace Surveys. This information and the information to be gained from the School Surveys will help to ensure that the allocation of permits will meet the individual needs of people who share a protected characteristic.

Sustainability Implications:

- 7.5 None identified

Brexit Implications:

7.6 None identified

SUPPORTING DOCUMENTATION

Appendices:

1. Appendix A - Parking Permit Proposals for 2020/21
2. Appendix B – Timeline of the Permit review

Background Documents

None

Appendix A - Recommendations for changes / consolidation to the Parking Permits

Proposals for 2020/21

Existing	Proposal	Justification / additional information
<p><u>School Permits</u></p> <p>A school within the controlled parking zone is entitled to 1 permit per 6 teaching staff, up to a maximum of 25. Administrative, premises and volunteer staff do not qualify.</p> <p>A 3-month permit and 12-month permit is currently offered.</p> <p>The application process consists of proof of staffing levels and how many off-street parking spaces the school has.</p>	<p>In order to be eligible for a School Permit, the School must:</p> <p>Be Ofsted or ISI (Independent School Inspectorate) Registered.</p> <p>Complete 2 new things on a Checklist, different to the year before. This checklist promotes Active and Public Travel.</p> <p>Complete a Survey. This survey will be similar to the yearly Workplace Wellbeing Survey that is distributed to Businesses within Brighton and Hove as it will be about how staff commute to work. However, it will be more focused on schools. 10% of staff must complete the survey in order to obtain the School Permits.</p> <p>The School Permits will be issued using a new formula. The new formula will deduct the amount of off-street parking bays a school has declared before calculating the 1 permit to every 6-teaching staff ratio, up to a maximum of 25</p>	<p>These proposed changes will support the delivery of the Council's Corporate Strategy (2020-2023) as it will help reduce emissions and congestion in Brighton and Hove by encouraging Active and Public Travel.</p> <p>All of the schools that currently have a School Permit are Ofsted or ISI Registered.</p> <p>No schools have obtained a 3-month Permit this year. One School applied for a 3- month Permit last year.</p> <p>By 10% of staff being required to complete the survey, the survey results will be more reliable for the School Travel Team to analyse.</p> <p>In order to implement these changes; all the School Permits across Brighton and Hove will need to be brought inline and as a result, will expire on a specific date. A letter will also be sent to schools, explaining how to renew their School Permit.</p>

Appendix A - Recommendations for changes / consolidation to the Parking Permits

Proposals for 2020/21

	<p>In order to apply the above eligibility requirements, only a 12-month permit will be offered.</p> <p>We will continue to request for proof of staffing levels and how many off-street parking the school has.</p>	
<u>Existing</u>	<u>Proposal</u>	<u>Justification / additional information</u>
<p><u>Light Touch Zones School Permit Allocation</u></p> <p>A school within the controlled parking zone is entitled to 1 permit per 6 teaching staff, up to a maximum of 25. Administrative, premises and volunteer staff do not qualify.</p>	<p>The same rules as existing would apply with the following exception; A school within a light touch parking zone will be entitled to 1 permit per 3 teaching staff, up to a maximum of 50.</p>	<p>There is capacity within light touch zones to provide additional permits to schools.</p> <p>As there is a lack of Pay and Display Parking in light touch zones and, therefore, no opportunity to park in bays within the hour restrictions, schools should be provided with additional permits to address this.</p>
<p><u>Business Visitor Permits</u></p> <p>Business Visitor Permits were issued as a trial period in September 2017 and was subject to a review. These Business Visitor Permits are issued to Residents Parking Zones S and V in the Hanover and Elm Grove area. Since September</p>	<p>We propose to discontinue the trial Business Visitor Permits within Residents Parking Zones S and V in the Hanover and Elm Grove area.</p>	<p>We propose to discontinue the trial Business Visitor Permits scheme, to ensure that this is in line with other controlled parking zones in the city. Only two businesses have applied for these permits since January 2020</p>

Appendix A - Recommendations for changes / consolidation to the Parking Permits

Proposals for 2020/21

2017, 34 different businesses have purchased Business Visitor Permits. This calendar year two businesses have applied for the Business Visitor Permits. The price of these permits is £3.00 for Zone V and For Zone S £2.20.		
<u>Existing</u>	<u>Proposal</u>	<u>Justification / additional information</u>
<p><u>Hotel Permits</u></p> <p>Hotel permits are only issued in Zones C and N.</p> <p>Zone C Hotel Permits are £8 and each permit covers parking for 24 hours from the hour of arrival. Zone N Hotel Permits are £3.50 and each permit covers parking for one calendar day as indicated on the permit.</p> <p>Currently, hotels are provided free weekend parking at Norton Road Car Park in Zone N.</p>	<p>To make Zone N Hotel Permits match Zone C Hotel Permits and make it 24 hours from the hour of arrival. If this proposal is agreed, then the fee will be £8 too.</p> <p>As Norton Road Car Park had become much busier pre-Covid-19 with likely future capacity issues soon, we propose to stop providing free weekend parking to Hotels in Zone N at Norton Road Car Park and offer the Zone N 24 Hour Hotel Parking Permit instead.</p>	<p>This will provide hotels in Zone N greater flexibility in parking as some of their customers may check-in to the hotel at varied hours.</p> <p>This is to ensure that Norton Road Car Park has more capacity over the weekend for people that visit Brighton and Hove.</p>

Appendix B - 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.

Approved 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.

Proposals to consider for approval by ETS on 19 January 2021

- Proposals put forward to amend School Permit Eligibility and Permit Allocation.
- End the trial offering Trial Business Visitor Permits in Zone S and V.
- Amend the time period for hotel permits to 24hr as opposed to a 1-day permit.

Subject:	Table and Chair Licensing		
Date of Meeting:	19th January 2021		
Report of:	Executive Director, Economy, Environment & Culture		
Contact Officer:	Name:	David Fisher	Tel: 01273 292065
	Email:	David.fisher@brighton-hove.gov.uk	
Ward(s) affected:	All		

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

- 1.1 The Council issue licences to allow businesses to place tables and chairs on the public highway.
- 1.2 Changes in legislation due to Covid-19 have altered the legal and internal process of issuing licences. This report sets out recommendations for the licensing of tables and chairs on the highway.

2. RECOMMENDATIONS:

- 2.1 That Committee approve for the Council to continue to agree licences under the Business and Planning Act 2020 from April 2021 to September 2021 (or when the Business and Planning Act expires)
- 2.2 That Committee approve the council waive the maximum fee chargeable under the Business and Planning Act 2020 to continue to support local businesses through the summer months.
- 2.3 That if the Business and Planning Act 2020 expires in September 2021 as it is currently due to do, that the Committee agree that the Council ask businesses to apply for a licence to place outside seating on the highway under the Highways Act 1980 and pay the standard fee, this licence will run for a year and then be annually renewed.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The Highway Enforcement team agree licences for outside seating, shop displays and A-boards for businesses across the city on the public highway, previously these licences have run from May to April each year.
- 3.2 The Highways Act 1980 was used for all licences (outside seating, shop displays and A-boards) until July 2020. In July 2020 the government introduced the Business and Planning Act 2020 as part of its direct response to Covid-19, specifically to support the hospitality sector. The legislation allows local

authorities to grant pavement licences for outside seating and changed some of the procedures and notice periods.

- 3.3 The Business and Planning Act 2020 capped the fee payable for outside seating areas at £100 and the council, (along with neighbouring authorities) agreed to waive this fee for the rest of 2020. The Business and Planning Act is due to expire in September 2021, although there is a possibility that it may be extended because of Covid-19 and the Secretary of State can extend the expiry date by regulations.
- 3.4 There have been nearly 250 licences granted for outside seating, which will end in April 2021 to bring them in line with shop display and A-board licence renewals. The renewal process for all licences will begin in February 2021.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The council could charge the maximum fee of £100 for licences issued under Business and Planning Act 2020. This would generate an income of approximately £25,000-£30,000. Businesses would still need to apply for a Highways Act 1980 licence once the Business and Planning Act 2020 expires if they wish to continue to place outside seating on the highway.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 No community engagement has been carried out as this is a legal process.

6. CONCLUSION

- 6.1 The council will be supporting local businesses by allowing outside seating fees to be waived for the summer months.

7. FINANCIAL & OTHER IMPLICATIONS:

- 7.1 As set out in this report, if the council were to charge the maximum allowable fee of £100 for licences issued under Business and Planning Act 2020, this might potentially generate income of up to £30,000 if businesses were required to renew their licences (no further waivers). If the Business and Planning Act 2020 expires, businesses will still need to apply for a Highways Act 1980 licence if they wish to continue to place outside seating on the highway. The income generated from the licences issued under Highway Act 1980 for outside seating prior to 2020/21 was approximately £100,000 per year. Covid-19 related measures (including recommendation 2.2 of this report) will continue to negatively impact on this source of income.

Finance Officer Consulted: Jess Laing

Date: 21/12/2020

Legal Implications:

- 7.2 The recommendations contained in this report will allow the Council to issue licences for outside seating in compliance with the existing legislation and to continue to do so after September 2021 .

Lawyer Consulted: Stephanie Stammers *Date: 14 December 2020*

Equalities Implications:

- 7.3 No EIA has been carried out as the recommendation relates to the processing of an existing policy

Sustainability Implications:

- 7.4 None

Brexit Implications:

- 7.5 None

Any Other Significant Implications:

- 7.5 None

Crime & Disorder Implications:

- 7.6 None

Risk and Opportunity Management Implications:

- 7.7 None identified

Public Health Implications:

- 7.8 None

Corporate / Citywide Implications:

- 7.9 None

SUPPORTING DOCUMENTATION

Appendices:

None

Background Documents

None

Subject:	Stanmer Village Parking Management		
Date of Meeting:	19th January 2021		
Report of:	Executive Director Economy Environment and Culture		
Contact Officer:	Name:	Rob Dumbrill	Tel: 01273 293007
	Email:	Rob.dumbrill@brighton-hove.gov.uk	
Ward(s) affected:	Hollingdean and Stanmer		

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

- 1.1 The purpose of this report is to recommend the implementation of a private parking scheme to regulate parking in the village street at Stanmer Park to coincide with the approved Traffic Regulation Order (TRO) for the rest of the Park to avoid congestion and unauthorised parking.

2. RECOMMENDATIONS:

- 2.1 That, having taken account of responses to the consultation, the Committee approves the Stanmer Village Parking Management Scheme as detailed in Appendix 1 and plan Appendix 2
- 2.2 That the Committee delegates authority to the Executive Director Economy, Environment and Culture to make such minor changes to the scheme as he considers appropriate following consultation with the Stanmer Village residents and businesses.
- 2.3 That the Committee agree that the parking scheme be reviewed 18 months after implementation, in line with the scheduled review of the TRO, to consider how well it is working, with any recommendations for changes to the scheme to be presented in a report to the Environment, Transport & Sustainability (ETS) Committee within the TRO review report.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The ETS committee (29th September 2020) agreed that a TRO to charge for parking in Stanmer Park should be implemented. Stanmer village street, as a result of previous consultation with residents, is not included in the TRO. Both before and during the TRO consultation, residents raised concerns that charges elsewhere could result in park visitors parking their vehicles in the village street.
- 3.2 Meetings had previously taken place between council officers, members and village residents resulting in assurance that, if displacement parking became an issue, the introduction of a separate controlled parking scheme in the village street would be considered. The details of such a scheme needed to be

discussed with residents and the proposed scheme brought back to the ETS Committee.

- 3.3 Committee agreed in September 2020 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 ETS Committee.
- 3.4 Following this decision, a formal consultation process was carried out with residents with an address of Stanmer Village which included those households and businesses/3rd sector organisations on the main village street and residents in the nearby Stanmer House Courtyard and Old Stable Block properties.
- 3.5 28 out of 36 of those questioned responded (approx 78%) with 21 (75% of responders) agreeing with the proposal for a scheme, 21 (61% of responses to the question) agreeing that business/organisation should also be included in the scheme.
- 3.6 The questionnaire is in appendix 3 and results summary in appendix 4.
- 3.7 If approved the scheme would be administered by Cityparks with existing staff and enforced through a private enforcement company, One Parking Solution who are contracted to the council through the Housing Department. The Council's current contract with them began on 1 December 2019 and is a 4-year contract, with an optional extension of 1 additional year. This company has been managing the parking in the body of the park up to the implementation of the TRO.
- 3.8 10% of the value of PCNs is returned by One Parking as income to offset the cost of the housing officers time in setting up a parking scheme, giving advice to City Parks and managing the contract necessary for providing ongoing parking enforcement.
- 3.9 The parking enforcement is carried out at no cost to the council by way of a concessionary contract and the income from issued Parking Charge Notices (PCNs) goes to meet OPS' costs in providing the enforcement and signage. OPS are accredited members of the British Parking Association's (BPA) Approved Operators scheme and the elements of providing enforcement and issuing of PCNs are regulated by the [BPA's Code of Conduct](#).
- 3.10 The Council is the freeholder of the verges and roadways in Stanmer Park and that from a parking perspective, under the contractual enforcement type, this is treated as private land. Most of the roadways throughout the rest of the city are comprised of adopted public highway. When a road is adopted as public highway, the surface of the highway (or 'zone of ordinary use') is vested in the local highway authority so that the land can be used as highway.
- 3.9 Parking restrictions on public highways can only be enforced under traffic regulation orders, but contractual parking schemes can be used on Council-owned land. There is therefore a difference between public highway and land which the Council owns, which is not public highway.

- 3.10 Village residents and businesses will be able to register up to two vehicles subject to details in Appendix 1, which will allow free parking in the village street, proof of residential/business address will be required. They will be issued with up to two visitor passes which will also allow fee parking in the village street. If there is insufficient parking in the street residents/businesses and or their visitors will have to park in the nearby car parks which are free outside of charging hours.
- 3.11 There are approximately 50 spaces available in the village street which, with the public excluded from using them and different residents using the spaces at different times of the day and night, should accommodate the level of demand from eligible people. If additional spaces are required to accommodate more vehicles in the village a space at the north end of the village, where cars already park and subject to any planning regulations, or other demands could be extended and properly laid out to be funded through parking revenues.
- 3.12 The parking scheme will be reviewed after an 18 month period to establish the usage and efficacy of the scheme. Any further amendments to the proposed level of charges will be reported back to this committee.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The lack of parking management would not allow any form of enforcement to restrict parking in the village street, potentially leading to lack of parking space and conflict between visitors, residents and businesses. Implementing a scheme after the TRO is operational would result in a significant delay to enforcement being in place.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 There have been several meetings between residents, stakeholders, members and officers over the last 4 years where parking has been discussed, resulting in agreement to leave the village out of the TRO.
- 5.2 Following the ETS Committee meeting on 29th September 2020 a formal consultation was arranged. A written consultation paper (Appendix 3) was hand delivered to those properties with an address of Stanmer Village including households and businesses on the main street, residents in the nearby Stanmer House Courtyard and Old Stable Block. An overall 78% return rate has been achieved from residents and businesses; summary attached in appendix 4
- 5.3 Whilst during normal times a group meeting would have been arranged to involve all concerned, physical gatherings have not been possible due to Covid guidance. Therefore, an officer visited all households (maintaining Covid Protocols) who were known not to have internet meeting capability to explain the document and answer any queries. A separate online meeting was organised via the Stanmer Resident's Association.

6. CONCLUSION

- 6.1 The TRO for Stanmer Park to manage parking and produce a revenue ring fenced for the park is likely to have the effect of displacing people not wishing to

pay for parking to the nearest available free parking area which currently would be the village main street.

- 6.2 The results of the consultation show that there is majority support within Stanmer village residents and businesses for the implementation of the scheme set out in the recommendations.
- 6.3 Implementation of the proposed scheme will control unauthorised parking in the village street allowing the residents and businesses/organisations to continue to park there.
- 6.4 Implementation at the same time as the TRO is enacted will ensure we are managing those spaces in the village properly avoiding a hurried arrangement

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

As set out in paragraphs 3.7 to 3.9 of this report, the costs of implementing the proposed Stanmer Village Traffic Regulation Order will be delivered via a concessionary contract and be funded from the revenue raised from any parking charges generated and existing budgets (for example, officer time to administrate the scheme). It is noted that the scheme (and its financial implications) will be reviewed 18 months after implementation and the outcome brought back to this committee (recommendation, paragraph 2.3).

Finance Officer Consulted: Jess Laing

Date: 09/12/2020

Legal Implications:

- 7.1 As set out in the report, the land which is the subject of the proposed parking management scheme is owned by the Council, rather than being public highway. This means the Council is able to implement a contractual parking scheme as proposed. The Council is required to act within its powers, rationally and reasonably and the consultation exercise that has been undertaken is a means of ensuring this. Having undertaken the consultation, the Council must consider and take the representations into account before making a decision.

Lawyer Consulted: Elizabeth Culbert

Date: 08/12/20

Equalities Implications:

- 7.2 The proposed scheme will improve access within the park where free parking for blue badge holders is available close to amenities adding to the designated spaces already provided in the rest of the Stanmer car parks.
- 7.3 Equality Impact Assessments are in place for this project. Stanmer Park Restoration Projects Members Working Group (MWG) provide an initial forum for issues related to Equalities and Accessibility to be raised, as and when required.

Sustainability Implications:

- 7.4 The council will continue to encourage residents and their visitors to use sustainable forms of travel to the park but most will continue to require vehicle access to the park
- 7.5 If as a result of the implementation of parking charges and the 18 month review we are able to provide improved and subsidised public transport facilities through those parking charges, this would mean residents would be able to benefit from this and reduce their own personal vehicle use.

Brexit Implications:

- 7.7 N/A

Risk and Opportunity Management implications

- 7.8 The project is aligned to council policy and uses the standard council risk register. Risk is assessed regularly. Members Working Group's provide a further layer of project risk mitigation and stakeholder involvement, which can help ensure that opportunities and successful project outcomes are realised.

SUPPORTING DOCUMENTATION

Appendices:

1. Village Parking Management Scheme Operation and Qualification
2. Village Parking Management Scheme Plan
3. Village Parking Management Scheme Questionnaire
4. Village Parking Management Scheme summary of results

Background Documents

1. Stanmer Park Traffic Regulation Order – report to ETS committee September 2020
2. Stanmer Park Traffic Regulation Order – report to ETS committee September 2020 Decisions

Appendix 1 Stanmer Village Parking Management Scheme Operation and qualification

Only vehicles duly registered through the Cityparks team will be allowed to park free of charge anywhere on the village street as shown on appendix 2 this will include the hardstanding area to the west of the village street and the parking area to the north of the village.

The parking scheme is only valid for:

Blue Badge Holders properly displaying valid blue badge and timeclock.

Stanmer Village street residents (up to two vehicles per household), and up to two of their visitors displaying valid passes or being pre-authorised as holding a 'virtual permit' via the online OPS parking enforcement resource.

*Stanmer Village residents of the Courtyard and Old Stable Block one vehicle per household and up to two of their visitors displaying valid passes or being pre-authorised as holding a 'virtual permit' via the online OPS parking enforcement resource.

Stanmer Village Businesses/organisations (up to two vehicles) and two of their visitors displaying valid passes or being pre-authorised as holding a 'virtual permit' via the online OPS parking enforcement resource.

Registration to the scheme is only available to stanmer residents and businesses/organisations as above with a Stanmer Village address, registration must take place between the committee approval (if granted) and the implementation of the scheme.

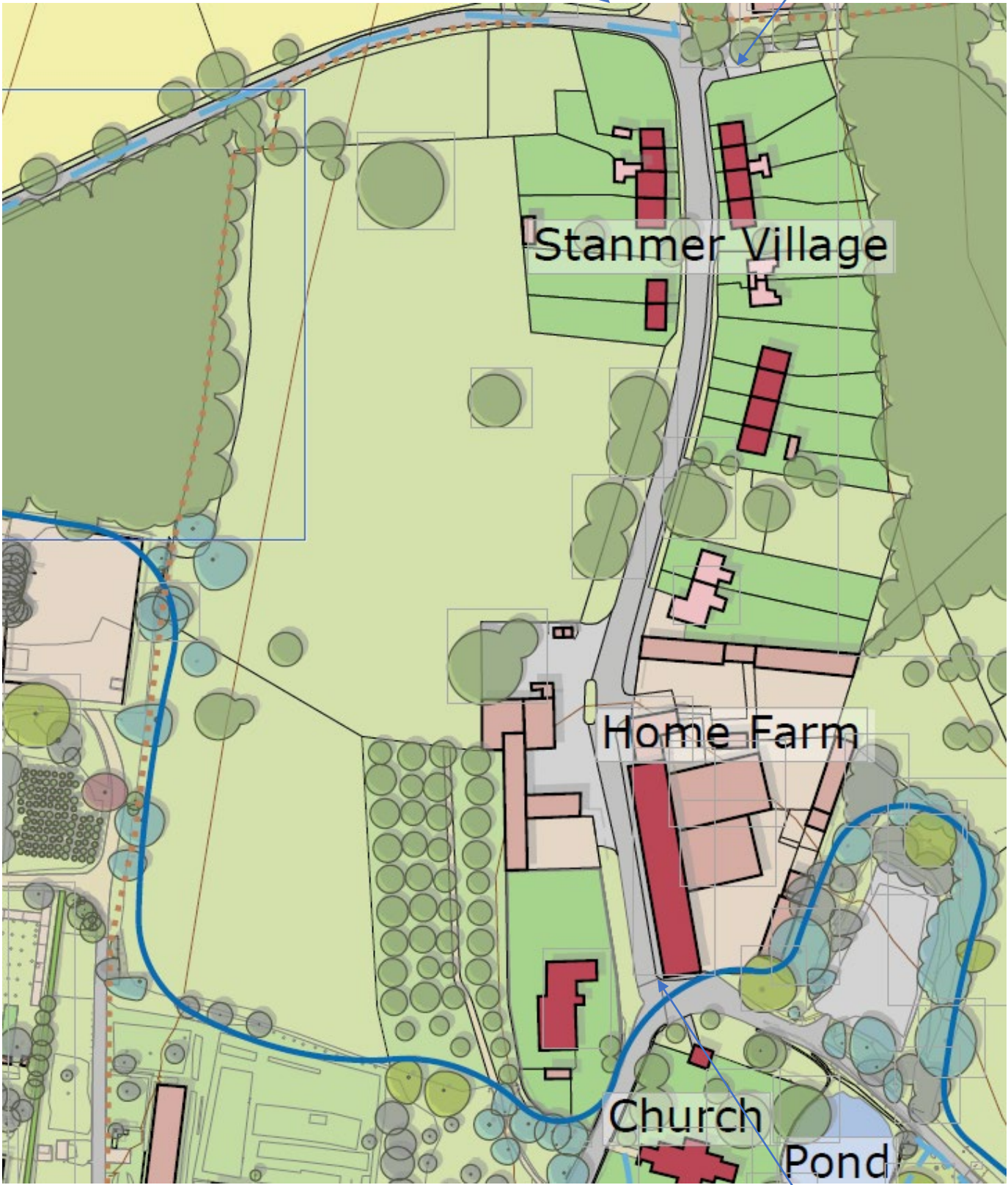
Cityparks Officers will register people by visiting residents/businesses in Stanmer during this period or residents can send their details to the Cityparks administration team. Visitor passes will be produced by Cityparks and distributed prior to the implementation of the scheme.

*Village street residents were opposed to allowing this, however residents of the Courtyard have been parking in the street for some time without undue consequences around space so the proposal allows this for now to be assessed at the 18 month review.

Appendix 2 Stanmer Parking Management scheme plan

Lodge Lane Gate. End of village parking management start of TRO

Potential enlargement of parking area



End of TRO start of village parking management

Stanmer Village Parking Consultation Paper November 2020

Dear Resident/ business operator

As you probably know we have permission from the Council's Environment, Transport and Sustainability committee to enact the Traffic Regulation Order (TRO) for Stanmer Park. This means that from mid-February 2021 visitors will only be able to park their cars in designated car parks for which there will be a charge. Stanmer village street was excluded from the TRO proposals but there was a commitment to consult these residents and businesses on a separate controlled parking scheme for the village street.

The enforcement proposed will take the form of a contract arrangement as has been in use in other areas of the park for a couple of years now. The contract for this is currently held by One Parking Solutions and is managed by colleagues in the housing department. Parking Charge Notices or (PCN's) are issued by the contractor, the system is outside of the parks management, appeals are handled by a prescribed scheme and national body.

The basics of the proposed scheme are below highlighting the actions residents will need to take in order to avoid being the subject of a Parking Charge Notice themselves.

The things which can potentially be changed are set out as a range of options in the questionnaire. Personal information will be used for the purposes of conducting this consultation only details will be removed from the questionnaire once checked for eligibility.

One submission only is permitted from each household, so please do discuss this amongst yourselves to ensure that the returned questionnaire reflects the views of occupants aged 17 and over.

Parking Enforcement Basic Necessities of parking management if controls are applied

One of the key points to note is that the scheme must be easy to manage as there is not a dedicated team available to manage it so this will have to fit in with other commitments.

Residents will need to register their vehicle by emailing the details to Cityparks admin team who will enter the details on a digital system. They will need to include proof of residency in Stanmer Park. This will need to be completed prior to the implementation of the scheme, which is planned to be at the same time as the TRO comes into force in mid-February to enable time for the details to be registered to avoid PCN's being issued.

Proof of residency would include a scan of a current utility bill or drivers licence showing Stanmer Park Village as the persons registered address or if the situation of restrictions due to Covid allows we could set up shop in Stanmer on a couple of sessions in February to do this.

To keep the system up to date it will be the residents' responsibility to inform Cityparks of any changes to vehicle registration. This again will be through email (or letter perhaps?) one week in advance of any change e.g. vehicle registration, additional or less vehicles. This will allow time for this to be amended on the system, failure to do so may result in a PCN being issued which will not be cancelled unless the above action can be demonstrated.

Parking controls in the village would match the nearest car park i.e. the Church car park (9am -8pm)

There are a limited number of parking spaces in the village, if all available spaces are taken then vehicles will have to be parked in the car parks with the normal rates applying, parking outside of the regulated hours is not charged.

Visitor arrangements

Depending on the results of the consultation visitor permits may or may not be available.

If they are available there are a couple of options as to how these could be managed:

Up to two non-transferable permits could be issued to each qualifying household/business, these would need to be displayed correctly in the vehicle window and retrieved by the householder to avoid having to get replacements. Replacements are likely to be charged for.

We are also looking at a scheme whereby residents could book in a visitor vehicle via a live online booking system ensuring PCN's are not issued to that vehicle for the duration of the booked time, which is likely to attract a nominal charge.

Tradespeople working in the village will need to be issued with visitor permits by the household they are working for or if working on behalf of the council register through the officer arranging the work.

Residents will not be charged to register their vehicle or for the operation of the private parking enforcement. There may be a charge for visitor permits or the online system used.

To enable the operator to enforce the controls a range of parking notices will need to be displayed and maintained in the village. These will be either attached to walls or existing highway furniture e.g. lamp columns.

If a PCN is issued the vehicle keeper will be responsible for either paying or appealing this if they feel it was incorrectly issued, CityParks will not be involved in any appeals.

Commercial vehicles making a delivery or pick up will not need to register provided they are not stopping for more than 15 minutes.

The City council is keen to improve access for disabled people wherever it can through various measures.

In Stanmer village we want to prevent vehicles being parked on footways as this causes people to walk in the road.

We also want to ensure parking spaces are available for blue badge holders who would be exempt from PCN's provided the Blue Badge is correctly displayed, with the attached clock set to cover the time that the vehicle is parked.

Questionnaire

Personal Details

Closing date for receipt of Questionnaires 29th November 2020 any received after this date will not be included in the results.

To be eligible to respond to the questionnaire the person filling this form must either be a resident with a Stanmer address or represent a business that operates within the Stanmer Estate.

For data protection purposes this part of the form will be detached from the questionnaire once details have been checked.

Name

Title	Forename	Surname
--------------	-----------------	----------------

Address

Postcode	Email
-----------------	--------------

Telephone number

If representing Business in Stanmer please add the business name and address

Business Name

Address

Postcode

Email

Telephone number

Intentionally blank

Questionnaire

Closing date for receipt of Questionnaires 29th November 2020 any received after this date will not be included in the results. Fill in the blanks or delete as appropriate.

Number of vehicles in the household (add number of each that applies)

Vans/Lorries

Cars

Motorbikes

How many vehicles would you want to park on the street in Stanmer Village

Vans/Lorries

Cars

Motorbikes

Some residents of Stanmer park do not live in the village itself, for example at the courtyard, Upper and Lower lodges, should they be able to register their vehicle to park in the village free of charge?

Yes/No

If no should they be able to register their vehicle for a fee?

Yes/No

Visitors will need to display a valid permit in the windscreen of their vehicle, should this also be available to those operating a commercial business in the village, where they don't have other private parking space available?

Yes/No

Would you be willing to pay a small fee to register a visitor online via a live booking system?

Yes/No

As the number of spaces in the village is limited we are proposing that there should there be a limit on the number of free spaces per household do you agree?

Yes/No

If yes how many spaces delete as appropriate 1 / 2 / 3

Do you agree that vehicles should not be parked on the footways through the village?

Yes/No

Do you want the private parking scheme as described to be to be implemented in the village at the same time the charging starts in mid February?

Yes/No

Any other comments or questions regarding the proposals.....

Many thanks for taking the time to respond to the above questions.

Please put your completed forms into the envelope provided and either give them to me at the residents meeting on 24th or drop through Jason's door Number 19 Stanmer Village by the end of Sunday 29th as I will pick them up the next morning.

Rob Dumbrill
Stanmer Estate Manager

Cityparks
Workshop Office
Stanmer Park
Lewes Road
Brighton
BN1 9SE



Appendix 4 Stanmer Village Parking Management Consultation

Results and comments.

The consultation period ran from 18th November 2020 to 29th November 2020.

There were 28 responses out of a possible 36 with 21 in favour of a scheme and 4 against. (The “other” refers to one response which was unclear as to which address group it applied to however, they were hand delivered to qualifying addresses so the response has been included in the results) Not all of the questions were answered by everybody leading to differences in the totals.

Table 1 Who has responded to the consultation? # /out of #

Responder	Village street residents	Stanmer House Courtyard	Stanmer House Old Stable Block	Village Street Business/organisation	Other	Total
Number of responses	15/16	6/7	2/8	4/5	1	28/36
For scheme	11	5	2	2	1	21
Against Scheme	4	0	0	0	0	4

The main area of low response was the Old Stable Block, this may be due to having sufficient private parking and are largely unaffected by the scheme.

Table 2 Number of vehicles in the household

Responder	Village street residents	Stanmer House Courtyard	Stanmer House Old Stable Block	Village Street Business/organisation	Other	Total
Number of cars	21	13	3	11	2	50
Number of vans	2	1	0	5	0	8
Number of motorbikes	0	0	0	0	0	0
Total	23	14	3	16	2	58

Table 3 How many vehicles would you want to park on the street in Stanmer Village

Responder	Village street residents	Stanmer House Courtyard	Stanmer House Old Stable Block	Village Street Business/organisation	Other	Total
Number of cars	23	8	0	8	0	39
Number of vans	2	0	0	5	0	7
Number of motorbikes	0	0	0	0	0	0
Total	25	8	0	13	0	46

Some residents of Stanmer park do not live in the village itself, for example at the courtyard, Upper and Lower lodges, should they be able to register their vehicle to park in the village free of charge?

Responder	Village street residents	Stanmer House Courtyard	Stanmer House Old Stable Block	Village Street Business /organisation	Other	Total
Yes	3	5	1	1	0	10
No	11	1	1	0	1	14

If no should they be able to register their vehicle for a fee?

Responder	Village street residents	Stanmer House Courtyard	Stanmer House Old Stable Block	Village Street Business /organisation	Other	Total
Yes	1	4	1	1	1	8
No	11	0	1	0	0	12

Visitors will need to display a valid permit in the windscreen of their vehicle, should this also be available to those operating a commercial business in the village, where they don't have other private parking space available?

Responder	Village street residents	Stanmer House Courtyard	Stanmer House Old Stable Block	Village Street Business /organisation	Other	Total
Yes	6	6	2	2	1	17
No	6	0	0	0	0	6

Would you be willing to pay a small fee to register a visitor online via a live booking system?

Responder	Village street residents	Stanmer House Courtyard	Stanmer House Old Stable Block	Village Street Business /organisation	Other	Total
Yes	2	6	0	0	1	9
No	13	0	2	1	0	16

As the number of spaces in the village is limited we are proposing that there should be a limit on the number of free spaces per household do you agree?

Responder	Village street residents	Stanmer House Courtyard	Stanmer House Old Stable Block	Village Street Business /organisation	Other	Total
Yes	12	5	2	0	1	20
No	3	1	0	1	0	5

If yes how many spaces

Responder	Village street residents	Stanmer House Courtyard	Stanmer House Old Stable Block	Village Street Business /organisation	Other	Total
spaces						
1	1	0	0	0	0	1
2	5	2	1	0	1	8
3	6	1	0	0	0	7

Do you agree that vehicles should not be parked on the footways through the village?

Responder	Village street residents	Stanmer House Courtyard	Stanmer House Old Stable Block	Village Street Business /organisation	Other	Total
No	12	2	1	0	0	15
Yes	3	3	1	3	1	11

Do you want the private parking scheme as described to be implemented in the village at the same time the charging starts in mid-February?

Responder	Village street residents	Stanmer House Courtyard	Stanmer House Old Stable Block	Village Street Business /organisation	Other	Total
Yes	11	5	2	2	1	21
No	4	0	0	0	0	4

Additional Comments were invited, these are laid out below with the number of very similar comments beside it.

Comment					no of written responses	
					Village Street	Courtyard
1	keep it as it has been				1	
2	clear sign village entrance resident only				3	
3	west side 1-6 was for flooding not a pavement				5	
4	need more lighting				2	
5	no1-3 should be able to park outside their house on the pavement				4	1
6	make parking area beside no 7				3	
7	make vacant plot into parking area				6	
8	make lower lodges free to residents				4	

9	want free visitor permit issued	1	
10	free resident parking	1	
11	remove the caravan	1	
12	disabled parking for residents only beyond no 16 i.e. blue badge parking limited from church to tea room	1	
13	want 3 visitor passes	1	
14	how often parking patrols?	1	
15	business visitors should park in car parks	1	
16	this appears to be mainly operated online and I am aware that a significant number of residents will not be able to do this	1	
17	Physical visitors' passes will help here and it would be most helpful if both physical and online visitor schemes could be in place.	1	
18	how long would a visitor be able to stay	1	
19	I hope that signage will be clear but not too intrusive.	1	
20	I presume that you are not planning to mark out parking bays	1	
21	longer term visitors should not have to pay to park	1	

Response to written comments made more than once

7, Vacant Plot

This needs further investigation to evaluate its' potential uses, or restrictions, if it is available this can be added later.

3,5, West Side was built as flood defence not footway and no1-3 should be able to park outside their house on the pavement

The original intent may have been primarily to protect those dwellings from run off which goes down the village street, but it is also of footway construction and would be used as such if vehicles were not always parked there. The areas could still be used for loading, as an authority we are working to remove obstructive parking from footways across the city.

8, Make lower lodges free to residents

The village parking management scheme and the TRO are separately controlled and permits have not been agreed for the TRO so this is not possible at the present time, it could potentially be considered in the 18 month review.

2, Clear sign at village entry

This will be provided.

6, Make parking area beside no 7

We will investigate the practicality and cost of this to provide additional parking if required, especially if space is reduced due to removal of parking on the footway.

4, Need more lighting

A replacement freestanding light is being installed early next year south of No.1 to replace an existing faulty light attached to No.1. We will investigate the practicality and cost of providing a column adjacent to No.7 if additional parking if required, especially if space is reduced due to not parking on the footway.

Courtyard comments if different from village street comments

Limit parking to one per driver	1
priority to residents with no off street available	1
Residents should have priority over visitors	1
prefer to pay for permit than have no permit	1
Residents here share address should be able to use village when required (not often)	2
Should not need to limit households as currently shared space with courtyard, stables and village	1
Should be no parking in front of Stanmer House and put stones back	1

Stable block comments if different from village street comments

Mostly not applicable but residents in village should have scheme	1
Residents don't have same amenities as in town (e.g. Bus) so should be prioritised over visitors to park	1

Other individual comments are mainly covered in the report.

Those which are not:

Permits for qualifying residents and visitors will be free.

Space is limited so offering 3 spaces and 3 visitor spaces per resident would not be practical at this time, the intention is to issue passes as per the qualification scheme in appendix 1.

We are retaining the option to have online passes when they become available as some people will want to use this system, those that don't will be able to register through Cityparks and visitor permits will be available as hard copies.

Signage will be provided to meet the standards required for this type of parking scheme, however we will endeavour to make it fit the location as far as we can.

We are not proposing to mark out bays at this time, which is also why we would not limit the blue badges to certain parts of the street.

There is no parking in front of Stanmer House this is designated as drop off only through the TRO.

The caravan belongs to a former resident who has promised to move it soon.

Subject:	Self- Managed Sports Facilities in Parks and Recreation Grounds		
Date of Meeting:	Environment Transport and Sustainability Committee - 19th January 2021 Policy & Resources Committee – 18th March 2021		
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 In 2016/17 the Council decided to commence the process of transferring sports facilities in parks to sports clubs and user groups in order to ensure the future sustainability of these facilities. This decision was made in light reducing budgets available for maintenance and investment into these facilities.
- 1.2 This is an approach being taken nationally by many local authorities, supported by many sports federations, in order to enable sports clubs and communities to generate investment to upgrade and maintain facilities and to allow those clubs and communities to determine how these facilities are accessed and managed.
- 1.3 This approach is aligned to the subsequent Community Asset Transfer Policy (CATP) (Appendix 1) which was approved at Policy, Resources & Growth Committee in January 2018. This policy set out a consistent approach to maximising social value as well as financial value in relation to the council's property and land portfolio.
- 1.4 The report is recommending that the criteria to be used in relation to the transfer of outdoor sports facilities in parks and recreation grounds (appendix 2) are adopted and added to the CATP as an appendix)

2. RECOMMENDATIONS:**That Environment Transport and Sustainability Committee:**

- 2.1 Notes the progress made in transferring outdoor sports facilities to sports clubs and community organisations.
- 2.2 Recommends that Policy and Resources Committee approves the additional criteria which are to be considered in determining the transfer of outdoor sports

facilities in parks to community organisations as set out in appendix 2. and that they are added to the CATP as an appendix.

That Policy and Resources Committee

- 2.1 Notes the progress made in transferring outdoor sports facilities to sports clubs and community organisations.
- 2.2 Approves the additional criteria which are to be considered in determining the transfer of outdoor sports facilities in parks to community organisations as set out in appendix 2 and agrees that they are added to the CATP as an appendix

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 As part of budget setting, at Full Council on 25th February 2016 it was agreed that the Council should adopt a commercial approach to promoting self-managed sport and recreation facilities by users alongside full cost recovery. This covers bowling clubs, tennis courts, football and cricket pitches and allotments
- 3.2 In delivering the required savings officers were asked to engage with user groups to find the preferred ways of delivering the savings. Some are being delivered by other methods. including, commercial leases on buildings previously used for sport, voluntary work by sports users and donations from allotment holders.
- 3.3 Self-management of sports facilities has proven to be very successful with clubs and other organisations able to generally offer better facilities at little or no cost to the Council. Some cricket clubs in the City moved to self- management prior to the more recent budget cuts in part in response to declining provision but also to give them greater flexibility going forward and clubs like Brighton and Hove Cricket Club and St Peters Cricket Club have done very well under this model, providing better facilities and reaching a broader range of residents.
- 3.4 The approach taken aligns to the Community Asset Transfer Policy 2018 which sets out a consistent approach to community asset transfers for the council. **Section 1.2.3** of the policy sets out that organisations that apply for transfers must be properly constituted such as a not for profit organisation or a Community Interest Company. The key principles of the policy are:
 - That any transfer application must support the aims and priorities of the council.
 - Community asset transfer is not an automatic right and all applications will be assessed on a case by case basis.
 - Approved transfers will generally be on a leasehold basis. Freeholder transfers will only be considered in exceptional circumstances.
 - Some transfer applications may require committee approval in addition to the decision-making process set out in **Section 6.4** of the CATP.
- 3.5 The CATP sets out the potential key drivers for community asset transfers as follows:

- Supporting a third sector organisation to continue to deliver a key activity for residents where the transfer will allow the organisation to bid for and secure funds and/or to support a more sustainable business model
- Supporting a third sector organisation to deliver a specific service in line with the council's objectives where the service can be best provided through a council owned asset
- Protecting a heritage or otherwise important city asset that may fall into disrepair if stewardship is not provided by a third sector organisation
- Where a third sector organisation is considered to be best placed to provide an alternative delivery model for an existing council service from an existing council owned asset

3.6 The authority to lease council assets is delegated to the council's Property and Design Estates Team via the Executive Director of Economy Environment and Culture for periods of up to 25 years. Once approved the council leases or licences the facilities to the community organisation. As a tenant the community organisation can then invest in upgrading the facilities and can charge for access in order to recover the cost of their investment and running costs. It is for the organisation to run the facility subject to conditions that the council has set which are designed to support the need for community interest to be upheld.

3.7 The majority of transfers of outdoor sports facilities to community organisations have been successful to date. However, in a recent case there was a dispute between members of the community as to which community group the facility should be transferred to. Therefore, it is recommended that for the future transfers of outdoor sports facilities in parks and recreation grounds, some additional parameters need to be set out in order to ensure that transparent and appropriate decisions are made and to ensure that community value is maximised.

3.8 It is therefore proposed that the additional criteria for outdoor sports facilities transfers are adopted as set out in appendix 2 and added to the CATP as an appendix.

3.9 It should be noted that there may be cases where it is determined that it is not in the best interests of the council or the community to transfer an asset. In such cases the reasons for this will be relayed to the applicant/s.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 It is clear that in many cases self-management of sports facilities is a good way to keep publicly available sports facilities in parks.

4.2 A key driver for change has been financial and the need to deliver savings without closing lots of facilities. Following discussions with user groups a variety of different ways of providing these savings have been explored and implemented as already outlined.

- 4.3 The option of charging more has been considered. The general feedback is that full cost recovery by charging is not a realistic solution. There are two issues with this: one is the willingness and ability of users to pay the other is the practicality of collecting the fees. At one time the council employed fee collectors to collect money on both bowls and tennis facilities, however in general this only covered the cost of the attendant and did not contribute to the maintenance of the facilities. Currently with sports such as tennis if the Council could effectively control the courts and get the users to pay the fees agreed by the Council the situation would be very different. A trial of online booking and payment for tennis courts at Preston Park resulted in very little income, it is thought principally due to lack of local buy-in and control.
- 4.4 As the council's resources have decreased other elements of facility control have gone. There is no longer any regulation of coaching activities on our facilities and it has become a free for all in some areas where there is not club control. If no changes are made this will not improve.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Community engagement has been targeted at clubs, leagues, governing bodies and bodies representing users. Details for each sport is below:
- Football consultation has been with the principal leagues operating in the City and the Sussex FA.
 - Cricket consultation has been with individual clubs and county cricket representatives.
 - Tennis consultation has been with clubs, the Brighton and Hove League, some of the coaches, a small number of casual players and the governing body [Lawn Tennis Association].
 - Rugby consultation has been with the two clubs based in the City.
 - Bowls consultation has been with a small group of bowlers put forward by the City's clubs.
 - Although not sport Allotment consultation has been with Brighton and Hove Allotment Federation.

Ward members have been consulted on individual proposals in their wards and where Parks' Friends of Groups exist, they have also been consulted.

6. CONCLUSION

- 6.1 Self-management of sports facilities can be more effective than council management but to work well it needs the support of the majority of users.
- 6.2 The recommended additional criteria for making decisions in relation to outdoor sports facilities will increase the clarity and transparency of decision making.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no direct financial implications arising from the recommendations of this report. As set out in paragraph 1 of this report, a key driver of self-management of sports facilities in parks is financial to ensure the future sustainability of these facilities.

Finance Officer Consulted: James Hengeveld

Date: 06/01/2021

Legal Implications:

- 7.2 As noted in the Community Asset Transfer Policy, the council cannot dispose of land for less than the best consideration that can reasonably be obtained except with the consent of the Secretary of State (S123 of the Local Government Act 1972). Specific consent is not required for the disposal of any interest in land for an undervalue of up to £2 million provided that the authority considers that the purpose for which the land is to be disposed is likely to contribute to the achievement of the promotion or improvement of the economic, social or environmental well-being of the whole or any part of its area or of all or any persons resident or present in its area

Lawyer Consulted: Hilary Woodward

Date: 4/1/21

Equalities Implications

- 7.3 Currently in some areas sport is free as although charges have been agreed by council they are not financially viable to collect or are evaded. However a continuation of this situation will result in facilities falling into disrepair and no longer available to the public. In the short term this can cause problems for people on lower incomes but the medium term effect is the same, the facilities are no longer available. The methods used by clubs and CICs to deliver improved equality vary but for clubs to secure funding going forward they generally have to work towards their governing bodies' equality targets. In the self-managed clubs good work is being done to reach out to minority ethnic groups in cricket and both rugby and cricket have done a lot of work to increase women's participation, cricket also operates bursaries for players from lower income families.

Sustainability Implications:

- 7.4 Transferring sports facilities to community organisations has the potential to ensure the future sustainability of low cost community sports facilities.

Brexit Implications:

- 7.5 None

SUPPORTING DOCUMENTATION

Appendices:

1. Brighton and Hove Council Community Asset Transfer Policy 2018
2. Additional Criteria for the transfer of sports facilities in parks.

Background Documents

1. [Budget Council 2016 - Summary of Savings](#)
2. [Report - Community Asset Transfer Policy 26th January 2018](#)



Guide to Community Asset Transfer in Brighton and Hove

(BHCC Community Asset Transfer Policy)

Brighton & Hove City Council
Hove Town Hall
Norton Road
Hove
East Sussex
BN3 3BQ

www.brighton-hove.gov.uk

April 2018



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1.0 INTRODUCTION & DEFINITIONS

1.1 Aims of the Policy

The aim of this policy is to provide an open, affirmative and transparent framework for community asset transfer (CAT) from the council to a third sector organisation.

The council recognises that the transfer of an asset to a third sector organisation can unlock social value, support community enterprise, attract additional investment into the asset and local area, and demonstrates the council's commitment to our communities and residents.

Community asset transfer supports council and wider community objectives to be 'citizen focused' and to encourage 'active citizenship'.

This document is designed to be used by third sector organisations and council officers to help them decide whether a community asset transfer is appropriate and, if the organisation then wish to proceed, to provide guidance on how to make an application and the decision making process.

The key principles of the policy are:

- That any transfer application must support the aims and priorities of the council as set out in an adopted policy.
- Community asset transfer is not an automatic right and all applications will be assessed on a case by case basis.
- Approved transfers will generally be on a leasehold basis. Freeholder transfers will only be considered in exceptional circumstances.
- Some transfer applications may require committee approval in addition to the decision-making process set out in **Section 6.4** of this policy. Applicants will be notified where this is the case.

The drivers for a community asset transfer may include:

- Supporting a third sector organisation to continue to deliver a key activity for residents where the transfer will allow the organisation to bid for and secure funds and/or to support a more sustainable business model,
- Supporting a third sector organisation to deliver a specific service in line with the council's objectives where the service can be best provided through a council owned asset,
- Protecting a heritage or otherwise important city asset that may fall into disrepair if stewardship is not provided by a third sector organisation
- Where a third sector organisation is considered to be best placed to provide an alternative delivery model for an existing council service from an existing council owned asset.

1.2 Definitions

The following definitions have been provided to help third sector organisations, council officers and ward councillors make best use of this policy.

1.2.1 Community Asset Transfer (CAT)

Asset transfer is the passing of management through a lease agreement or, in exceptional circumstances, ownership of a community asset from a public sector body to a third sector organisation at less than best consideration i.e. less than its market value, in order to achieve a public benefit and unlock social value. See **Section 4.2** for more details.

1.2.2 Community Assets

Community Assets that fall within this policy are listed as such on the last column (Column AF - Community Asset Transfer Policy Designation) of the 'Brighton & Hove City Council Property & Land Assets' list. The list can be downloaded from the council's website under the 'Government Transparency Agenda' section at:

<https://www.brighton-hove.gov.uk/content/council-and-democracy/council-property-and-land>.

This list will be kept under review and updated as required. Interested parties may also seek guidance on other council owned assets on the website list with the exception of property & land designated as 'non-operational' which form part of the council's commercial estate.

1.2.3 Third Sector Organisation

These are defined for the purpose of this policy as non-governmental (not part of the statutory sector – it must exist for community, social or environmental benefit), non-profit distributing (it must reinvest any surpluses to further its social and community aims) and having a local connection.

Organisations must be appropriately constituted (such as a registered charity, community interest company or charitable incorporated organisation), a not-for-profit company or cooperative such that the constitution allows the management or ownership of buildings and / or provision of services.

Such organisations must be a legal entity capable of entering a lease agreement with the council.

Local connection means that the organisation's activities are wholly or partly concerned with the city of Brighton & Hove.

1.2.4 Best Consideration

Local authorities are usually required to dispose or transfer their land and property assets on the basis of the best consideration reasonably obtainable. Best consideration refers to the commercial or monetary value to the council.

If the council is disposing of land or buildings for less than best consideration it needs to get the Secretary of State's consent. Specific consent is not required for a disposal with an under-value of up to £2m provided that the council considers that the disposal will help it to secure the promotion or improvement of the economic, social or environmental well-being of its area. This test is referred to as social value in this policy (see **Section 1.2.5** below).

1.2.5 Social Value

Social value in this context is about ensuring that when a council owned property is transferred (lease arrangement or freehold) to a third sector organisation, that the business case for the transfer clearly explains how the transfer will help maximise economic, social and/or environmental benefits to local residents, the neighbourhood and/or the city.

This involves seeing beyond the price of an individual transfer and looking at the additional benefits to a community and how the transfer might improve the economic, social and environmental well-being of the communities.

The council's Social Value Guidance provides details of the type of social value outcomes that could be included - see **Section 2.3** for the web link.

1.2.6 Community Right to Bid

This policy does not cover the 'Community Right to Bid' which was introduced in the Localism Act 2011. The Community Right to Bid has its own legal process and is administered by the council's planning team. Further details are available on our website using the following link:

<https://www.brighton-hove.gov.uk/content/community-and-life-events/community-and-voluntary-sector-support/community-rights>.

1.2.7 Housing Revenue Account (HRA) Assets

The Housing Revenue Account (HRA) contains the income and expenditure relating to the council's social housing landlord duties in respect of tenanted and leasehold residential properties. The income and expenditure relating to these properties is accounted for separately from the council's other services and activities which form part of the council's General Fund. Should any HRA asset fall within the scope of this policy separate resident consultation (as part of the Resident Involvement Framework) and approval will be required through the Housing Governance Framework. This Framework includes, as appropriate, Area Panels, Estate Regeneration Members Board and the Housing & New Homes Committee. This is in addition to any approval required through the Policy, Resources & Growth Committee. This will mean that the decision on any application relating to HRA community assets will fall outside of the timescales proposed in **Section 6.4** below.

HRA Community Assets are identified as such on the 'Brighton & Hove City Council Property & Land Assets' list referred to in **Section 1.2.2** above. The HRA will only consider non-dwelling assets within the parameters of this policy.

2.0 THE NATIONAL & LOCAL CONTEXT

2.1 National Policy

Central government has clearly signalled their commitment to the principle of asset transfer from the public sector to third sector organisations where this will result in improved outcomes to the citizens.

This policy is underpinned by Treasury guidance which makes clear that council's do not own property and land assets for their own sake. Instead, assets are held for pursuing policy objectives and the valuation of a publically owned asset is based on the interests of society as a whole rather than those of the council alone.

2.2 Local Policy

The Council's Corporate Plan recognises this and sets out how it intends to "develop genuinely engaging and collaborative approaches with citizens for all service design and delivery". These will include:

- Moving beyond council engagement as a transactional approach to more collaborative and empowering relationships with our diverse communities and
- Recognising the role third sector groups' play in engaging our communities and most vulnerable citizens, supporting residents to shape services.

Many funding opportunities previously accessed by the third sector are changing, reducing or stopping as a result of budget reductions across the public sector. These changes provide opportunities for the council to work differently with the third sector, for example, on new approaches to managing rising demand and enabling active citizenship.

The council, in partnership with other public sector providers, recognise the need to support the sector in responding to these challenges, to become more sustainable and better aligned to the changing requirements of citizens and public services.

Community Asset Transfer is one of the methods by which the council can enable and encourage community activity to the benefit of the city as a whole and is supported by the Corporate Property Strategy & Asset Management Plan (see link below). Publication of this policy was a key recommendation of the Brighton & Hove Fairness Commission.

<https://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/Headline%20report%20-%20Fairness%20Commission.pdf>

The council's HRA Asset Management Strategy (see link below) acts as a link between the Housing Strategy priorities and the housing investment programme. The HRA Asset Management Strategy was agreed in 2016 following extensive consultation and work with residents and, together with the HRA Budget and HRA Capital Investment Programme, aims to balance the priorities of both the council and council housing residents within the context of the Housing Strategy and the Corporate Plan.

2.3 Links to Related Council Policies

- Corporate Plan 2015-19:
<https://www.brighton-hove.gov.uk/content/council-and-democracy/about-your-council>
- Corporate Property Strategy & Asset Management Plan 2014-18:
<https://www.brighton-hove.gov.uk/content/council-and-democracy/council-property-and-land/corporate-property-strategy-and-asset>
- Housing Revenue Account Asset Management Strategy:
<https://www.brighton-hove.gov.uk/content/housing/council-housing/investing-your-homes>

- Brighton & Hove Social Value Framework:

[https://present.brighton-hove.gov.uk/Published/C00000912/M00006397/AI00051935/\\$20160713113212_009343_0038669_BrightonandHoveSocialValueFramework.docx.pdf](https://present.brighton-hove.gov.uk/Published/C00000912/M00006397/AI00051935/$20160713113212_009343_0038669_BrightonandHoveSocialValueFramework.docx.pdf)

3.0 HOW DOES COMMUNITY ASSET TRANSFER WORK?

3.1 The Aim of Community Asset Transfers

The Council's land and property portfolios are held for a variety of different purposes including financial (e.g. commercial portfolios), operational (e.g. civic offices, social care day centres, etc.), heritage (e.g. listed buildings or monuments) and community (e.g. community centres).

For the latter group, the council recognises that third sector management and stewardship can deliver additional benefits to the local community. These may include extended use of the building, thereby increasing the social benefit to users and / or securing additional funding not available to the local authority itself to provide a more sustainable business model.

Benefits to the community include:

- Increasing and improving neighbourhood based service provision; increasing accessibility for local people especially for those with limited mobility or low incomes,
- Bringing a sense of community identity and pride and the potential for increased community cohesion,
- Providing additional jobs, training and business opportunities locally,
- Contributing to physical regeneration
- Increasing confidence, skills and aspirations locally.

Benefits to the council include:

- A more efficient use of a public sector asset – third sector organisations often make extensive use of volunteers and their local knowledge and hands-on management of the asset can result in lower overheads and better value for money as well as more intensive use of the asset,
- Enabling third sector organisations to complement public service provision in ways that are more responsive and better related to local need
- Enabling effective partnerships between the public sector and the third sector to enhance local services.

Benefits to the third sector include:

- Increased sustainability for organisations and increased leverage with other public and private sector organisations – a well-managed asset can provide a third sector organisation with greater financial viability and reduce its dependency on grants,
- Enabling a third sector organisation to apply for funding that is not available to the council and/or even to secure loan finance on the value of the asset
- Facilitating collaboration and resource sharing amongst organisations.

3.2 Community Asset Transfer Principles

Our policy on Community Asset Transfer is underpinned by the following principles:

- Community asset transfer under this policy is not an automatic right. The council is required to maintain a dual role to support the third sector as well as to act as steward of publically owned assets and to derive the best value out of them to the overall benefit of the city.
- Any proposed asset transfer must promote social, economic or environmental well-being within the community and support the priorities and objectives of the council as set out in the city's Sustainable Community Strategy: <http://www.bhconnected.org.uk/>.
- The council will adopt a fair and transparent process to assess and decide community asset transfer applications as set out in this policy document.
- If any proposed transfer will result in a transaction at less than best consideration in strict monetary terms (ie a market rent is not achieved), then the additional social value benefits associated with the proposal will also be considered by the council. These must be clearly identified, assessed and time & value measured within the approved business case and must be monitored and reported to the council in an agreed format to ensure that they are subsequently realised. This requirement to provide social value benefits may be documented within the lease or licence with remedies for the council also documented if the stated social value benefits are not fully realised.
- Third sector organisations seeking an asset transfer will be required to provide details of the organisation's governance, operational and financial arrangements as set out in **Section 5** which will be used to determine that the applicant has sufficient financial backing and experience, or has support in place to assist them in directly managing the asset proposed for transfer.
- Third sector organisations will be required to submit a detailed business case to demonstrate financial resilience and long-term sustainability at least for the period of the proposed transfer or for a minimum of five years whichever is the lesser.
- The council will be as flexible as it can be on the terms of any transfer subject to the overall requirement for it to achieve best consideration. In determining the terms the council will take into account the size of the organisation, excess profits, track record and ability to fund income and/or attract grant funding.
- In the case of a leasehold transfer the council will expect the applicant to be responsible for running costs of the building including utilities, rates, repairs, statutory maintenance and insurance. The council will provide applicants with details of existing running costs that the council is currently responsible for prior to transfer.
- Freehold disposal will not usually be available except under exceptional circumstances, e.g. where freehold ownership is the only available option for the applicant to attract funding or where the transfer is part of a larger development scheme.
- The council will not guarantee exclusivity in any transaction or applications on a first come first served basis.

4.0 WHAT IS THE COUNCIL OFFERING?

4.1 Community Assets

For the purpose of this policy Brighton & Hove City Council is including property & land assets designated as being 'Community Assets' on our asset list as defined in **Section 1.2.2** above.

Interested third sector organisations may also seek guidance from the council's Estates Management Team on other council owned assets on the list with the exception of property & land designated as 'non-operational' which form part of the council's commercial estate. Contact details are provided in **Section 7.1**.

4.2 Tenure

A community asset transfer can take many different forms depending on the nature of the service to be provided, the intended building and the need for the third sector organisation to secure external funding. Options included in this policy are:

- **A Licence to Occupy** – this will normally allow the organisation to have shared use of a building with other groups or individuals for the length of the licence. Running costs and responsibilities will generally be shared between the various occupiers and the building owner.
- **A Short Lease** (up to 7 years) - a leasehold arrangement will provide the third sector organisation with exclusive use of the asset for the duration of the agreement with the expectation that they would take responsibility for the running costs. At the end of the lease the asset will be returned to the council in no worse condition than originally transferred. The lease will include a provision for the asset to return to the council before the end of the lease in certain circumstances which may include bankruptcy, corruption or the originally envisaged benefits not being achieved.
- **A Long Lease** (7 years and over) – as above but subject to a viable business case and appropriate Officer Delegations
- **A Freehold Disposal** - this will be considered in exceptional circumstances only and would result in full ownership and full responsibilities for the asset being permanently transferred to the organisation. Due to the additional risks this could create for both the council and the organisation, this is not the council's preferred method for CAT and will only be considered in exceptional circumstances. Freehold transfer may also require additional Committee approval.

5.0 HOW DO THIRD SECTOR ORGANISATIONS APPLY?

5.1 Who Can Apply?

Applications for the transfer of a community asset under this policy can only be made by a recognised third sector organisation as defined in **Section 1.2.3** above. Evidence of the applicant's status will be required as part of the application process described below. To make best use of both the organisation and the council's time the process has two stages.

5.2 Stage 1: Expression of Interest

An expression of interest will be made by the applicant to provide initial information on their organisation and the building or land asset they are interested in. This will be used by the council to determine whether a valid application for a community asset transfer is likely and to ensure that the organisation does not waste time completing a full application if they do not meet the initial basic requirements. See **Appendix A** for the Expression on Interest form to be submitted at Stage 1. Information required at this stage includes:

- Confirmation that the applicant is a third sector organisation as defined in **Section 1.2.3** above. The applicant may be subsequently required to provide additional evidence of this before the application can progress.
- Summary details of the third sector organisation, where they are based, their purpose, their service offer and outcomes they are expecting to achieve.
- Details of the council owned land or building asset that the organisation is interested in including brief details of the lease they would like to use.
- An explanation of why the organisation is applying for a Community Asset Transfer.
- A declaration to confirm that the applicant organisation has read and understood the CAT Policy, can evidence their support and promotion of the council's vision, values & objectives, is able to provide a robust and sustainable business case and has the experience or the necessary resources to manage a building.

The Expression of Interest (EOI) application will be assessed by the council as described in **Section 6.1** below. All ward councillors will also be consulted on the EOI and if the asset is a HRA asset the Chair of the Housing and New Homes Committee will be consulted.

The applicant will normally be notified of the initial decision within fifteen working days of the council receiving the EOI application. All ward councillors will also be notified and the Chair of the Housing and New Homes Committee if a HRA community asset.

5.3 Stage 2: Full Transfer Application

Once a third sector organisation has been notified of a successful Stage 1 Expression of Interest application, it can proceed to a full application as Stage 2. See **Appendix B** for the form to be submitted.

Additional information required at this stage includes:

- Full details of the organisation's intended use of the building and how it can be used to raise additional funds and achieve additional social value aligned to the council's aims & objectives.
- Full details of when these benefits will be achieved and how they will be monitored & reported to the council.
- Evidence to support a local demand for the service.
- Full details of the organisations experience in managing property and providing the intended service including governance & constitution arrangements.
- Full details of the applicants transfer requirements and lease details.
- Full details of the organisations business case.

- Identification and mitigation of any risks associated with the transfer. A list of some of the more common risks is provided as **Appendix C**.

The Full Transfer Application (FTA) will be assessed by the council as described in **Section 6.2** below. The applicant will normally be notified of the decision within fifteen working days of the council receiving the FTA.

All ward councillors will also be notified and the Chair of the Housing and New Homes Committee if a HRA community asset.

6.0 HOW ARE APPLICATIONS ASSESSED?

6.1 Stage 1: Expression of Interest Assessment Criteria

On receipt of an Expression of Interest form (see **Appendix A**), a cross-council officer group will assess the content to establish whether a transfer is appropriate and meets the initial, basic requirements of this policy. This initial assessment will confirm that:

- **Section A:** The applicant is able to provide details of how the service will support the council's Corporate Plan objectives if the application proceeds.
- **Section A:** The applicant is able to provide a full financial business case if the application proceeds.
- **Section A:** The applicant is able to provide details of building management expertise if the application proceeds.
- **Section C:** The asset to be considered for transfer is council owned and meets the definition of 'Community Asset' stated at **Section 1.2.2**. The council will check that the building is available and able to be transferred.
- **Section C:** The initial agreement terms requested appear reasonable and commensurate with the service proposal.
- **Section D:** The applicant represents a third sector organisation as defined in **Section 1.2.3**.
- **Section E:** The applicant has clearly articulated what services, activities & facilities they will provide from the asset and that these appear to offer additional social value to the local community.
- **Section F:** The reasons stated for a transfer are valid and that no other alternative will offer the same benefit.

Following assessment of the Expression of Interest by the council, the applicant will be advised that their application has either been:

- **Approved** – The applicant may proceed to submit a full CAT application.
- **Rejected** – The application does not meet one or more of the essential criteria required. Feedback will be provided listing the reasons why the application has been rejected.
- **Pending** – The application is incomplete or insufficiently detailed. The applicant will be advised to submit additional information in order for an assessment to be made.

6.2 Stage 2: Full CAT Application Assessment Criteria

On receipt of a Full Transfer Application form (see **Appendix B**), a cross-council officer group will assess the content to establish whether a transfer is appropriate and meets the requirements of this policy. This initial assessment will confirm that:

- **Section D:** The applicant has clearly articulated the local services, activities & facilities they will provide from the asset and who these are intended for.
- **Section E:** The intended use of the building is suitable and the applicant has demonstrated how they are going to manage the building in the most sustainable way (see **Appendix D** for further guidance) and maximise utilisation.
- **Section F:** There is evidenced demand and/or need for the service in the local area.
- **Section G:** The proposed lease length is acceptable to the council and any specific lease requirements are reasonable.
- **Section H:** The Asset transfer promotes social, economic or environmental well-being, adds social value and supports the council's objectives.
- **Section I:** Milestones have been provided for the achievement of the social value benefits with reasonable timescales given the length of the intended lease. The organisation has confirmed that they will provide an annual report to the council.
- **Section J:** The organisation has demonstrated a successful track record or can point to expertise they have that will give sufficient reassurance they are prepared for the responsibilities of their lease.
- **Section K:** Risk mitigation proposals have been identified and appear to be suitable and reasonable.
- **Section L:** A robust business case has been provided including plans for maximising opportunities for sustainable inward investment such as fund raising, grants, social enterprise, etc.
- **Section L:** The organisation has a healthy or sustainable financial position and any fundraising approach appears viable. The organisation demonstrates good governance and a suitable legal structure.

Following assessment of the Full Transfer Application by the council, the applicant will be advised that their application has either been:

- **Approved** – The transfer can proceed subject to agreement of lease conditions.
- **Rejected** – The application does not meet one or more of the essential criteria required. Feedback will be provided listing the reasons why the application has been rejected.
- **Pending** – The application is incomplete or insufficiently detailed. The applicant will be advised to submit additional information in order for an assessment to be made.

6.3 Assessing ‘Social Value’

Disposals at less than best consideration (see **Section 1.2.4**) may only be justified if the council is able to procure benefits from the disposal to improve the economic, social or environmental well-being of the area to support the council’s wider strategic objectives, i.e. social value (see **Section 1.2.5** above for further guidance).

If the council is to meet its statutory obligations (and avoid legal challenge), it is important that a consistent, transparent and well-structured approach is taken and that economic, social or environmental benefits will be obtained by the council in place of a financial return. The aim of this policy is to provide sufficient information to ensure this.

Key essential information will include an assessment by the council of:

- a. The best consideration that would otherwise be receivable under normal market conditions, i.e. the financial value of the disposal to the council if the use of the property were not restricted.
- b. The financial value likely to be received on the proposed terms and conditions of the application, and
- c. Any direct and indirect social value benefits associated with the disposal (economic, social or environmental benefits), expressed in monetary terms wherever possible.

The focus then turns to whether the social value benefits assessed at **c.** match or exceed the financial under-value, i.e. the value at **a.** less the value at **b.**

Successful applicants will be required to sign an undertaking to monitor and evidence that the social value proposed in their application is being achieved and to provide a report of their findings to the council at least annually. The council reserves the right to review the terms of the transfer if the organisation is failing to meet the social value elements of the agreements.

6.4 The Decision

Each application will be evaluated by the council’s Estates Team in accordance with their delegated powers and the guidance in this policy document. The Estates Team will be guided by the council’s Community, Equality & Third Sector team with additional input from relevant council teams who benefit from or may be impacted by the application including the HRA Asset Manager in respect of HRA assets. Feedback from ward councillors will also be considered.

With the exception of HRA assets (see **Section 1.2.7** above), the council will aim to notify the applicant of the decision for each stage of the application within fifteen working days from receipt of the application pack.

Where the decision falls outside of the Officers delegated powers (e.g. in the case of freehold transfers or long leases) or involves an HRA asset, further approval may be required including from the relevant Committee, which will increase the time for a decision dependent on the Committee timetable. Applicants will be notified about additional approvals and likely timescales. These are likely to vary depending on the asset and application.

7.0 ADDITIONAL HELP & SUPPORT

7.1 Council Help & Support

Initial advice on the CAT Policy and the application process is available.

- For property related advice please contact the council's Estates Management Team by e-mail at commandagriproperty@brighton-hove.gov.uk.
- For other advice to third sector organisations considering a CAT transfer please contact the council's Community, Equality & Third Sector Team by e-mail at: communitiesteam@brighton-hove.gov.uk.

7.2 External Help & Support

Further help and support is available from:

- **Community Works**

Can help you by giving advice and information to help run your organisations and help you develop your business case. We run events so you meet other organisations and you can attend our learning and development opportunities.

Web: www.bhcommunityworks.org.uk

Tel: 01273 234023

- **Locality**

Locality's Asset Transfer Unit is the leading provider of expert advice, guidance and support on the transfer of under-used land & buildings from the public sector to community ownership and management. The Unit has a wide range of tools & resources to help organisations to develop assets and deliver long-term social, economic and environmental benefits. These include legal, business planning & strategic support as well as a help-line service.

Web: <https://mycommunity.org.uk/programme/community-asset-transfer>

Tel: 0845 345 4564

- **Community Matters**

This is the national membership & support organisation for the community sector which champions voluntary and community action at neighbourhood level as a means of local people taking control of issues in their area and fostering community spirit.

Web: <http://advisingcommunities.org.uk/our-services/advice-and-information/4-community-asset-transfer>

- **Brighton and Hove Community Land Trust**

This organisation is leading a programme of Community Led Housing in the city and can provide advice information and support to groups of people seeking community led Housing and other land and property related solutions.

Web: <http://bhclt.org.uk>

Email: admin@bhclt.org.uk

- **Possability People**

Pan impairment voluntary organisation that can provide advice and information on accessibility requirements and considerations.

Web: <https://www.possabilitypeople.org.uk/>

Tel: 01273 89 40 40

- **Brighton & Hove Energy Services Co-Op (BHESCO)**

Energy efficiency and sustainability advice.

Web: www.bhesco.co.uk

- **Brighton Energy Co-Op (BEC)**

Energy efficiency and sustainability advice.

Web: www.brightonenergy.org.uk

- **Freegle**

For advice on material reuse.

Web: www.ilovefreegle.org

7.3 Council Complaints Procedure

If you are unhappy with the way that your CAT application has been handled please contact either of the council teams noted in Section 7.1 above in the first instance.

If your query is still not resolved to your satisfaction then please visit the following page of the Council's website which sets out our formal complaints procedure:

<https://www.brighton-hove.gov.uk/content/council-and-democracy/compliment-or-complain/making-a-complaint>

7.4 Acknowledgements

This policy has been produced by the council's Property & Design, Community, Equality & Third Sector, Housing Strategy and Sustainability teams in consultation with the city's Community Buildings Network and Community Works representatives.

The following help and support was used in the development of this policy:

- RICS: Local Authority Asset Management Best Practice
- Asset Transfer Unit: Asset Transfer: A Partnership Route Map
- LGA: Empowering Communities – Making the Most of Local Assets
- Community Asset Transfer Policy examples from various other local authorities including Blackpool, Brent, Bristol, East Sussex, Edinburgh, Oldham, Plymouth, Portsmouth, Stoke and Wirral Councils.

APPENDIX A: EXPRESSION OF INTEREST FORM (STAGE 1)

This form is to be completed to make an initial enquiry in respect of a Community Asset Transfer (CAT) under Brighton & Hove City Council's CAT Policy

Section A: Initial Eligibility Test

Note that entering 'No' against either of these statements will mean that your application will be rejected at this stage.

Initial Requirements	Enter 'Yes' or 'No'
I have read the council's Community Asset Transfer Policy and consider that this application meets the requirements of the policy.	
I am applying on behalf of a Third Sector Organisation that meets the definition provided in Section 1.2.3 of the Community Asset Transfer Policy.	
My organisation promotes and supports the council's vision, values and objectives as set out in the Corporate Plan (https://www.brighton-hove.gov.uk/content/council-and-democracy/about-your-council). I am able to provide details to evidence this at Stage 2 of the application process.	
I confirm that my organisation has a detailed business plan demonstrating financial and organisational resilience which can be made available to the council if this application proceeds to the next stage.	
I confirm that sufficient experience is available within my organisation to adequately manage the premises for the term of the transfer and to meet all usual statutory requirements associated with property management. I will be able to supply further details to evidence this if the application proceeds.	
My organisation would be willing to explore a joint arrangement with another applicant for this asset and agree for this application to be shared with the other party.	

Section B: Contact Details

Your Organisation & Contact Details	
Name of third sector organisation	
Type of Organisation	
Contact address	
Your name	
Your position in the organisation	
Contact telephone number	
Contact e-mail address	

Section C: Your Transfer Request

Please be as detailed as you can to enable the council to fully understand your application and requirements. Refer to **Section 4.0** of the CAT Policy for details of available options.

Details of the proposed transfer	
Name of the building or land asset to be transferred	
Full address of the building or land asset to be transferred	
Your anticipated lease / transfer terms	

Section D: Your Organisation

<p>Please describe your organisation's membership, structure and governance including details of the area or communities that you currently serve. (max 500 words)</p>

Section E: Your Service Offer

Please provide a clear description of the services, activities or facilities that will be delivered through the proposed Community Asset Transfer. Please indicate the intended geographical extent of your service offer and which if any communities you have consulted with to determine the need for your services/activities/facilities (max 500 words)

Section F: Reasons for a CAT Application

Please explain why your organisation believes that a CAT application is necessary to include anticipated community social value benefits and outcomes. Include evidence as to why your service offer may be put at risk if your CAT application does not succeed. (max 500 words)

Signed on behalf of the Third Sector Organisation:

Print name and position in the organisation:

Date of application:

On completion please return this form and any supporting information to the council's Estates Team at commandagriproperty@brighton-hove.gov.uk.

On receipt of this Expression of Interest for Community Asset Transfer the council will review your request and may come back to you for more information if this is necessary to fully consider your application.

On receipt of the application and all required supporting information, the council will aim to advise you of its initial decision within a period of fifteen working days.

If your Expression of Interest is rejected at this stage you will be provided with details of why it has not succeeded.

If your expression of Interest is approved at this stage you will be invited to proceed with the full application.

APPENDIX B: FULL COMMUNITY ASSET TRANSFER (CAT) APPLICATION FORM (STAGE 2)

This form should only be completed by Third Sector Organisations who have been notified of a successful Expression of Interest application under Brighton & Hove City Council's CAT Policy

Section A: Initial Eligibility Test

Initial Requirements	
Please confirm that you have read the council's Community Asset Transfer Policy and that you have previously submitted a successful Expression of Interest (Eol) application.	
Please confirm that the details submitted on your original Eol application are unchanged. If any amendments have been made please ensure that any differences are clearly identified in the sections below.	
Please provide the date that your original Eol application was approved.	

Section B: Contact Details

Your Organisation & Contact Details	
Name of third sector organisation	
Contact address	
Your name	
Your position in the organisation	
Contact telephone number	
Contact e-mail address	

Section C: Your Transfer Request

Please be as detailed as you can to enable the council to fully understand your application and requirements. Refer to **Section 4.0** of the CAT Policy for details of available options.

Details of the proposed transfer	
Name of the building or land asset to be transferred	
Full address of the building or land asset to be transferred	

Section D: Your Offer

Please provide a clear description of the services, activities or facilities that will be delivered through the proposed Community Asset Transfer. Please indicate the intended geographical extent of your service offer and your intended service users. (max 500 words)

Section E: Intended Use of the Building

Please provide a clear description of how you intend to use the building and ensure that it is fully utilised and operated in the most environmentally sustainable way (see also **Appendix D**). Include details of how you intend using the asset to raise income or increase social enterprise. (max 500 words)

Section F: Service Demand

Please demonstrate that there is a need and demand for the activities being proposed and that your proposals do not duplicate existing facilities in the community. Please reference any and all community consultation that you may have carried out (max 500 words)

Section G: Transfer Requirements

Please detail here any specific lease requirements you will require in order for the CAT to succeed. This should include details of the minimum lease lengths required. (max 500 words)

Section H: Delivering Social Value

Please provide details of how your service offer resulting from a successful CAT application will promote social, economic or environmental well-being and support the council's aims and objectives as detailed in the Corporate Plan – web link below. (max 500 words)

<https://www.brighton-hove.gov.uk/content/council-and-democracy/about-your-council>

Section I: Monitoring of Benefits

Please describe your proposed timescales for achieving social value outcomes described above and how you will monitor these. Please confirm that you will provide an annual report to the council describing progress against the timescales and the impact of the social value. (max 500 words)

Section J: Your Experience

Please describe your organisations skills, knowledge and experience in providing the intended service and in managing a similar property. (max 500 words)

Section K: Risk Mitigation

Please describe how your organisation intends to mitigate the risks identified in **Appendix C** of the CAT Policy. (max 500 words)

Section L: Additional Details

Note that entering 'No' against any of these statements may mean that your application will be rejected at this stage.

Additional Details	Enter 'Yes' or 'No'
I have attached a copy of our business plan that covers at least the period of our intended lease or the first five years whichever falls sooner.	
I have attached a copy of the latest accounts for my organisation.	
I have attached a copy of my organisations governance and legal structures.	

Signed on behalf of the Third Sector Organisation:

Print name and position in the organisation:

Date of application:

On completion please return this form and any supporting information to the council's Estates Team at commandagriproperty@brighton-hove.gov.uk.

On receipt of this application for Community Asset Transfer the council will review your request and may come back to you for more information if this is necessary to fully consider your application.

On receipt of the application and all required supporting information, the council will aim to advise you of its decision within a period of fifteen working days.

APPENDIX C: RISK ASSESSMENT

Community Asset Transfer applicants and the council should be aware of the risks that can be associated with a transfer, the most common of which are summarised below. Third sector organisations are required to identify risks specific to the proposed transfer and to explain how they intend to reduce or remove these as part of the application process (see **Section 5.0** of the CAT Policy).

Identified Risk	Possible Mitigating Actions
1 The organisation does not have the capacity or skills to take over and manage the asset.	Organisation to carry out a skills gap analysis to identify where capacity needs to be built internally or bought in.
2 The organisation does not have the resources to adequately maintain and run the asset.	Council to provide details of current running costs and condition. Organisation to confirm how they will meet statutory and property management obligations.
3 The organisation does not have the financial backing to pay a market rent for the premises.	The organisation will provide the council with details of added social value they intend to create through the transfer that will mitigate a reduced rental income. This will be assessed by the council during the CAT application stage.
4 The organisation does not meet the added social value requirements of the transfer.	Anticipated benefits to be documented prior to the start of the transfer process and monitored and regularly reviewed by both parties.
5 Confusion of roles and responsibilities between the organisation and the council.	Roles & responsibilities are detailed in the transfer agreement.
6 The organisation misuses the asset, under-utilises the asset or allows it to fall into disrepair.	Transfer agreement will allow the council to review use of the building with a remedy to transfer the asset back where considered necessary.
7 The organisation becomes insolvent or ceases to operate.	The council will transfer back the asset under the transfer terms.

APPENDIX D: SUSTAINABILITY CHECKLIST

Applicants for community asset transfer are advised to refer to this checklist when responding to **Section E** of the Full CAT Application Form.

Area	
Waste	
Reduce	✓ Purchase products with minimal packaging
Reuse	<ul style="list-style-type: none"> ✓ Reuse materials within premises as much as possible ✓ Where useful materials and resources are no longer needed give to charity or through local online reuse sites such as Freecycle and Gumtree.
Recycle	<ul style="list-style-type: none"> ✓ Sufficient provision of waste recycling facilities ✓ Adequate disposal bins are provided that are clearly labelled for separating different materials ✓ Ensure recycling stations are clearly signposted so they are easy to find for all building users ✓ Reduce the availability of general waste bins
Energy	
Lights	<ul style="list-style-type: none"> ✓ Ensure there are 'Switch off' signs next to all lights switches and reminder to switch off posters at main points of exit to the building ✓ Ensure low energy lights bulbs or LED lighting is used throughout building ✓ Avoid purchasing desk lamps ✓ Reduce the need to have lights on by not obstructing daylight from entering the building by not covering up windows.
Electrical items	<ul style="list-style-type: none"> ✓ Avoid purchasing unnecessary items unless absolutely necessary ✓ Check energy rating of items before purchasing ✓ Avoid using electrical fans – open windows and doors instead ✓ When boiling kettles only boil as much as you need and clearly sign kitchens so that energy efficient behaviour is encouraged by all users ✓ Ensure air conditioning units are operating efficiently ✓ Turn off appliances, printers, PCs, etc... when not in use
Heating	<ul style="list-style-type: none"> ✓ Avoid using energy intensive electrical heaters ✓ Keep doors and windows closed to avoid losing heat ✓ Install draught excluders and ensure the building is properly insulated
Renewables	<ul style="list-style-type: none"> ✓ Talk to your local community energy cooperative about installing solar PV or other renewable energy technologies to benefit from lower energy buildings and reducing your carbon emissions

Water	
Water saving	<ul style="list-style-type: none">✓ Ensure dripping taps are fixed✓ Ensure there are switch off signs or stickers by all sinks & taps✓ Install water saving devices✓ Install dual flush valves in all toilet✓ Limit users to only 5 min showers✓ Install water efficient toilets, showers and taps when installing new✓ Install rainwater harvesting system to capture rainwater for reuse within or outside of the building
Nature & Biodiversity	
Habitat creation	<ul style="list-style-type: none">✓ Where there is outside space, grow plants that encourage nature and wildlife such as butterfly and bee friendly plants✓ Grow indoor plants to improve air quality inside the building✓ Consider installing a green roofs or living walls where possible✓ Install bird/bat boxes onto the building✓ Choosing planting that isn't too water intensive✓ Design
Landscaping and planting	
Travel & access	
Facilities	<ul style="list-style-type: none">✓ Ensure there are adequate and safe cycle parking facilities provided
Access	<ul style="list-style-type: none">✓ Replace outside paving with permeable surfaces for encouraging good rainwater drainage and to reduce the risk of flooding both externally and inside the building.✓ Ensure there is good wheelchair access into and within the building, with consideration of ramps, stair lifts and self-opening doors where needed.

Appendix 2

Criteria to be Considered in Addition to the Community Asset Transfer Policy when considering self-management of Sports Facilities

- The sport currently using the facility will be given priority
- Where there is a clear home team for example a bowling-green they will be given priority
- Where multiple sports use a site a joint proposal will be given preference
- Where the sport's governing body either at a county or national level become involved in the process officers will consult with them on any proposals put forward
- The governing bodies guidance on provision of the sport will be taken as best practice, this will include provision of facilities and standards of coaching
- Where pitches are involved these will generally be licensed and buildings will generally be leased
- As we are prioritising existing sports users a track record of similar experience is unlikely to exist so this will not be given much weighting
- Priority will be given to continued accessible sport provision not income to the council
- The community organisation will be required to undertake consultation and demonstrate good support from the existing sports users, site- based clubs governing bodies and leagues
- The community organisation will be required to submit a sustainable business plan to the sport's governing body in addition to the council.
- The business plan must include clear details of fees and charges

- The business plan must include an explanation of how the community organisation will encourage under- represented groups to use the facilities
- Board members should be identified and information provided as to their experience links to the facilities proposed to be taken over need to be provided
- If successful, the community organisation accounts need to be made available to the council if requested and the council may share these with the sport's governing body
- A CIC must provide it's Statement of Community Interest before it's proposal is considered.
- Where a sports club/ sports association is proposing to form a CIC it is appreciated that the above may be proposed rather than actual however no lease or license will be entered into until these criteria have been met

Subject:	Playground Refurbishment Programme 2021-2025		
Date of Meeting:	Environment Transport and Sustainability Committee – 19th January 2021 Policy and Resources Committee – 18th March 2021		
Report of:	Executive Director Economy Environment and Culture		
Contact Officer:	Name:	Paul Campbell	Tel: 01273 294507
	Email:	Paul.campbell@brighton-hove.gov.uk	
Ward(s) affected:	All		

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

- 1.1 The Open Spaces Strategy 2017 consultation made it clear that the provision of playgrounds in our parks is a priority for residents.
- 1.2 A substantial number of council playgrounds require refurbishment. The purpose of this report is to seek approval for a playground refurbishment programme for the city.
- 1.3 In June 2019 the council allocated £0.200m capital to contribute towards the upgrade of playgrounds in the city. Some work to refurbish playgrounds has been completed. However, the programme has not been fully delivered and due to the heavy wear and tear during the pandemic the end of life of many more playgrounds has been accelerated.
- 1.4 The report sets out a new strategy for playground refurbishment and also seeks approval in relation to the funding and procurement of the programme.

2. RECOMMENDATIONS:*That Environment Transport and Sustainability Committee:*

- 2.1 Recommends to Policy & Resources Committee that it approve the playground refurbishment programme set out in appendix 1.
- 2.2 Recommends to Policy & Resources Committee that it approves borrowing of up to £0.539m to contribute to the refurbishment of playgrounds.
- 2.3 Recommends to Policy & Resources Committee that it delegates authority to the Executive Director of Economy Environment and Culture to procure and award contracts for up to £3m for playground refurbishment over a period of up to 4 years.

That Policy & Resources Committee

- 2.1 Approves the playground refurbishment programme set out in appendix 1
- 2.2 Approves borrowing of £0.539m to fund the refurbishment of playgrounds that do not already have funding allocated.
- 2.3 Delegates authority to the Executive Director of Economy Environment and Culture to procure and award contracts for up to £3m for playground refurbishment over a period of up to 4 years.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The council owns and maintains 55 playgrounds in the city of which 15 are owned by the Housing Department but managed and maintained by Cityparks. The seafront team maintain and manage 2 playgrounds and they are therefore not included in this programme. These playgrounds are a well-used resource for families. They are important for child and family health and wellbeing and also for childhood development and socialisation. The consultation carried out as part of the Open Spaces Strategy 2017 made it clear that the provision of playgrounds is a high priority for residents.
- 3.2 The last significant investment in council owned playgrounds was through the Playbuilder Grant scheme in 2010. Whilst this meant there was substantial investment in the cities playgrounds it also meant that a large amount of playground equipment was due to come to the end of life simultaneously.
- 3.3 In 2019/20 members allocated £0.200m capital towards the costs of refurbishing playgrounds that are not eligible for funding from developer contributions. A Play Development Officer was recruited and commenced in post in September 2020.
- 3.4 Playgrounds were closed during the first COVID lockdown from March to July 2020. Since they reopened the amount of use of the playgrounds has been substantially higher than normal due to the lack of other facilities normally available for children and their families. This has led to a significant amount of additional wear and tear on our playground equipment and shortened the life of some apparatus by several years.
- 3.5 Unfortunately, due to the age of the equipment and the accelerated wear this year a number of items have had to be removed in advance of the refurbishment programme. Cityparks are investing £0.110m this financial year to remove and repair play apparatus. At the Level it is anticipated that playground repairs will extend the life of the playground by at least 5 years. Wherever possible elsewhere play equipment is being repaired but where this is not possible and there is a risk to child safety they have been removed. Approximately 87 play items have been scheduled for removal since October 2020. It is anticipated that the last of these items will be removed by February 2021.
- 3.6 A new playground was installed at Stanmer Park in September 2020. This was inspired and largely funded by a local resident of Stanmer Village. St Nicolas playground is being refurbished and is anticipated to be completed in April 2021. Another new playground, Middle Park, in Whitehawk has just been procured and

is also anticipated to be installed in Spring 2021. Both sites are funded from Section 106 contributions.

- 3.7 Barn Rise Playground in Withdean was tendered in December 2020. With a budget of £0.060m of which almost £0.009m has been raised by My-First-Friend Nursery adjoining the playground. This site is anticipated to be installed in Summer 2021.
- 3.8 The first task for the Play Development Officer was to develop a 5-year refurbishment programme for our cities play equipment prior to end of life. The officer has established that 45 out of 53 playgrounds need some refurbishment. This could also be equated as around 150 of the 600-playground apparatus in our parks. However, it has become clear that a 5-year programme would leave a number of parks in some areas of the city without play equipment for too long meaning that some children would miss out on easy access to this recreation facility. Therefore, the refurbishment programme proposed accelerates this as far as possible to a 3 to 4-year programme for the 45 sites. It is intended that the procurement will be undertaken over the next 3 years but completion of refurbishments of all sites may run into 4 years.
- 3.9 The total value of this programme is estimated to be just under £3m. There are a range of sources of funding for this programme which are set out in paragraph 7.1. Of the £3m an estimated £0.466m will be funded by the Housing Revenue Account for housing owned playgrounds, subject to agreement by Housing Committee.
- 3.10 It is anticipated that the refurbishment programme will help to reduce maintenance costs in future years. However moving forward after the three year refurbishment programme of ongoing condition surveys and an annual replacement programme will be developed and presented to committee for consideration in order to try to ensure that in the future we do not have a large number of playgrounds requiring refurbishment and a high level of investment at the same time. .
- 3.11 Alternative sources of grant funding and other contributions will continue to be sought over the 3 years in order to minimise the financial pressure on the council whilst delivering the programme.
- 3.12 The programme prioritises the replacement of playgrounds primarily based on need (where there is the greatest deficit of play equipment). However, where there is funding readily available and where this needs to be spent within a specified timeframe, this has also been factored in. The proposed programme is RAG rated, (Red Amber Green) and set out in appendix 1.
- 3.13 It is recommended that in order to maximise efficiency and achieve the best value for money possible that the programme is tendered in Lots to be procured over the 3-year period.
- 3.14 The playground report varies from the previous committee report in June 2019. The primary reason for this is the comprehensive assessment undertaken by the new Playground Development Officer. Their expertise has ensured that our play areas are safe, and that future procurement process maximise sustainability,

durability and low maintenance. For instance, this should increase the lifespan of metal playground apparatus from 15 to potentially 25 years or more, in some instances.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 It is considered that not replacing/improving play equipment across the city due to the importance of play in the lives of the city's children is not an option. This was reflected in the Open Spaces Strategy Consultation 2017.
- 4.2 There remains an option to implement the playgrounds over a 5 to 6-year period reducing loan repayments. However, this would mean children living in locations at the end of the refurbishment programme would be without facilities for significant part of their developmental years. To mitigate this impact Cityparks are seeking to develop some of the larger visitor destination parks such as Preston Park and Hove Park earlier on in the process.
- 4.3 It would not be possible to deliver the improvements within a shorter period than two years due to the capacity of the commercial play industry and the council's procurement and Cityparks team.
- 4.4 It should be noted that this refurbishment programme is intended to replace all facilities to a good standard, using the most sustainable and robust items available within budget limitations. Any additional investment achieved over the next 3 years could be used to achieve a 'gold standard' for playground improvements
- 4.5 Playgrounds will mostly be grouped into Lots of five, as this is what the play industry have deemed most commercially suitable for their operations and therefore likely to encourage a good level of interest and competition when the work is tendered.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Through the Open Spaces Strategy 2017 consultation it was identified that playgrounds are considered to be third most important asset in our parks by the 3500 responders.
- 5.2 All Councillors were emailed in June and November 2020 about the playground challenges. Posters were added to all playgrounds in November and December regarding the removal and replacement programme.
- 5.3 The focus of Cityparks has been to firstly ensure all playgrounds across the city including housing sites are safe. The second priority has been to identify how the affected playgrounds can be refurbished.
- 5.4 Where Councillors, Friends Groups and residents have been active, Cityparks have met with them to update them on their work and discussed options. This will continue as part of the refurbishment programme.

- 5.5 In addition, given the specialist nature of the apparatus, there are limited people within or outside of the CityParks team who can advise on what a playground needs regarding play-value and safety standards over the next 20 years.

6. CONCLUSION

- 6.1 Given the citywide challenge facing our playgrounds it is recommended that a 3-year refurbishment programme partially funded through borrowing will deliver a process in a feasible time for the department and the industry.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial implications

- 7.1 The General Fund playground investment programme is proposed to be funded as set out in the table below. This includes corporate borrowing that will need to be approved at Budget Council in February 2021 with the financing costs built into the Medium Term Financial Strategy.

	Lot 1 2021/22	Lot 2 2022/23	Lot 3 2023/24	Total
Planned programme	£1,663,000	£509,000	£275,000	£2,447,000
Less Section 106 funding	-£953,000	-£90,000	-£30,000	-£1,073,000
Less City Parks Car Parking net income	-£170,000	-£70,000	-£65,000	-£305,000
Less existing corporately held capital funding	-£200,000	£0	£0	-£200,000
Less additional corporate borrowing	-£230,000	-£239,000	-£70,000	-£539,000
Less City Parks funding	-£110,000	-£110,000	-£110,000	-£330,000
Balance to fund	£0	£0	£0	£0

- 7.2 The funding includes estimated net income from Parks car parking charges that could be higher or lower than forecast. The balance of funding for the programme will be met from existing budgets within the City Parks service totalling an estimated £0.330m over three years. The existing budget will either be used to fund this directly or be used to fund the financing costs of borrowing for this sum with an estimated annual cost of £0.026m per annum assuming a 15 year the life of the assets. The final split (revenue versus unsupported borrowing) will be assessed as part of a review of the projected ongoing maintenance requirements following the delivery of the investment programme.
- 7.3 In addition, there is also £0.466 million of proposed investment in Housing Revenue Account (HRA) playgrounds which will be funded by the HRA. The programme will be amended as tender prices are obtained and reflected in Targeted Budget Management reports to Policy & Resources as required

Finance Officer Consulted: James Hengeveld

Date: 06/01/2021

Legal Implications:

- 7.4 The council's Procurement Team and, where appropriate, legal officers will advise on the procurement process to ensure that the council complies with all

relevant public procurement legislation as well as the council's Contract Standing Orders (CSOs).

Lawyer Consulted: Elizabeth Culbert

Date: 09/12/20

Equalities Implications:

- 7.5 Cityparks has won an award for its inclusive playground at the Level and always seeks to create sites which are accessible to all. This significant investment programme will improve on the standards already in place for accessibility.
- 7.6 Almost all playgrounds across the city will benefit from this investment and increased accessibility.
- 7.7 However, there will be some sites where playgrounds will not be improved for up to 3 or 4 years. The children's in these areas will have a reduced access to play equipment for part of their lives. This issue can be partially mitigated where large destination sites are improved earlier in the programme giving a secondary choice to parents and careers, albeit a little further away from their local site.

Sustainability Implications:

- 7.8 The play industry has built within it a robust set of sustainability principles. This ensures that the majority of play equipment is recycled when it is removed. It also ensures that the whole life cycle of playgrounds is considered. The vast majority of components are either metal or wood and from sustainable Forestry Steward Certification schemes.
- 7.9 In addition, improvements in weather-proofing of materials such as wood and metal means that guarantees are now increasing from 10, to 15 and 20 years with some companies. This longevity point is being reflected in how Cityparks writes its tenders.

Brexit Implications:

- 7.10 It is still too early to predict the potential impact of Brexit but production/delivery delays and increased cost are some potential risk for the scheme.

Public Health Implications:

- 7.7 Due to the comprehensive citywide nature of the investment this programme of changes will ensure the wellbeing of the city's children is to be maintained in a timely manner and inequalities are minimised.

SUPPORTING DOCUMENTATION

Appendices:

- 1. Playground Refurbishment Programme 2021 - 2025

Background Documents

1. Open Spaces Strategy 2017

RED Amber Green	2021/2022 Cityparks	Estimated Budget	Tender Lots & Stand Alone Sites	Status
	Middle Park (stand alone site)	£ 130,000	A	Play contractor selected
	Barn Rise (stand alone site)	£ 60,000	B	Tender launched in December 2020
	St Nicholas (stand alone site)	£ 105,000	C	Play contractor selected
	Blakers Park	£ 80,000	Lot 1	Tender Started
	Chalk Pit	£ 60,000		
	East Hill	£ 80,000		
	St Anne's Well	£ 50,000		
	Mackie Park	£ 80,000		
	Saunders Park	£ 50,000	Lot 2	Tender pending
	Victoria Rec Road	£ 45,000		
	Tarner Park	£ 60,000		
	Dyke Road	£ 50,000		
	Greenleas Park	£ 50,000		
	Hangleton Park	£ 80,000	Lot 3	Tender pending
	East Brighton	£ 45,000		
	Vale Park	£ 45,000		
	Carden Park	£ 140,000		
	Wish Park	£ 80,000		
	Preston Park (stand alone site)	£ 100,000	D	Tender pending
	Queens Park (stand alone site)	£ 146,000	E	Tender pending
	Hove Park (Stand alone site)	£ 127,000	F	Tender pending
		£ 1,663,000		

	2022/2023 Cityparks			
	Hollingdean Park	£ 80,000	Lot 4	linked to line 50
	Saltdean Oval	£ 50,000		Tender pending
	Knoll Park	£ 60,000		
	Hove Lagoon	£ 80,000		
	Rottingdean	£ 30,000		
	Woollards Field	£ 50,000	Lot 5	Tender pending
	Vale Avenue	£ 45,000		linked to line 51
	Woodingdean Central	£ 44,000		
	Ovingdean	£ 30,000		
	Stoneham	£ 40,000		
		£ 509,000		

	2023/2024 Cityparks			
	William Clark	£ 50,000	Lot 6	Tender pending
	Happy Valley	£ 60,000		
	Manor Road	£ 40,000		
	Gatton Park #1 (Redhill)	£ 5,000		
	Hollingbury Park (stand alone site)	£ 120,000	G	Tender pending
		£ 275,000		

Housing sites 2021 - 2023					
	Hollingdean Park 20% ownership	£	20,000	TBC	linked to line 27
	Woodingdean Cenral 45% ownership	£	36,000		linked to line 34
	Hodshrove Road	£	120,000	TBC	Tender pending
	Wolseley Road	£	50,000		
	Whitehawk Way	£	35,000		
	Bexhill Road	£	60,000		
	Kingswood Flats	£	25,000		
	Newhaven Street	£	5,000	TBC	Tender pending
	Stanmer Heights	£	15,000		
	Mile Oak Recreation	£	50,000		
	Milner Flats Play Area	£	50,000		
		£	466,000		

	No action required
	Farm Green Play Area
	The Level Play Area
	Haig Avenue Play Area
	Gatton Park Play Area #2 (Redhill)
	Stanmer Park Play Area
	Downland Court
	Kings Road Play Area
CLOSED	Whitehawk Junior Play Area