





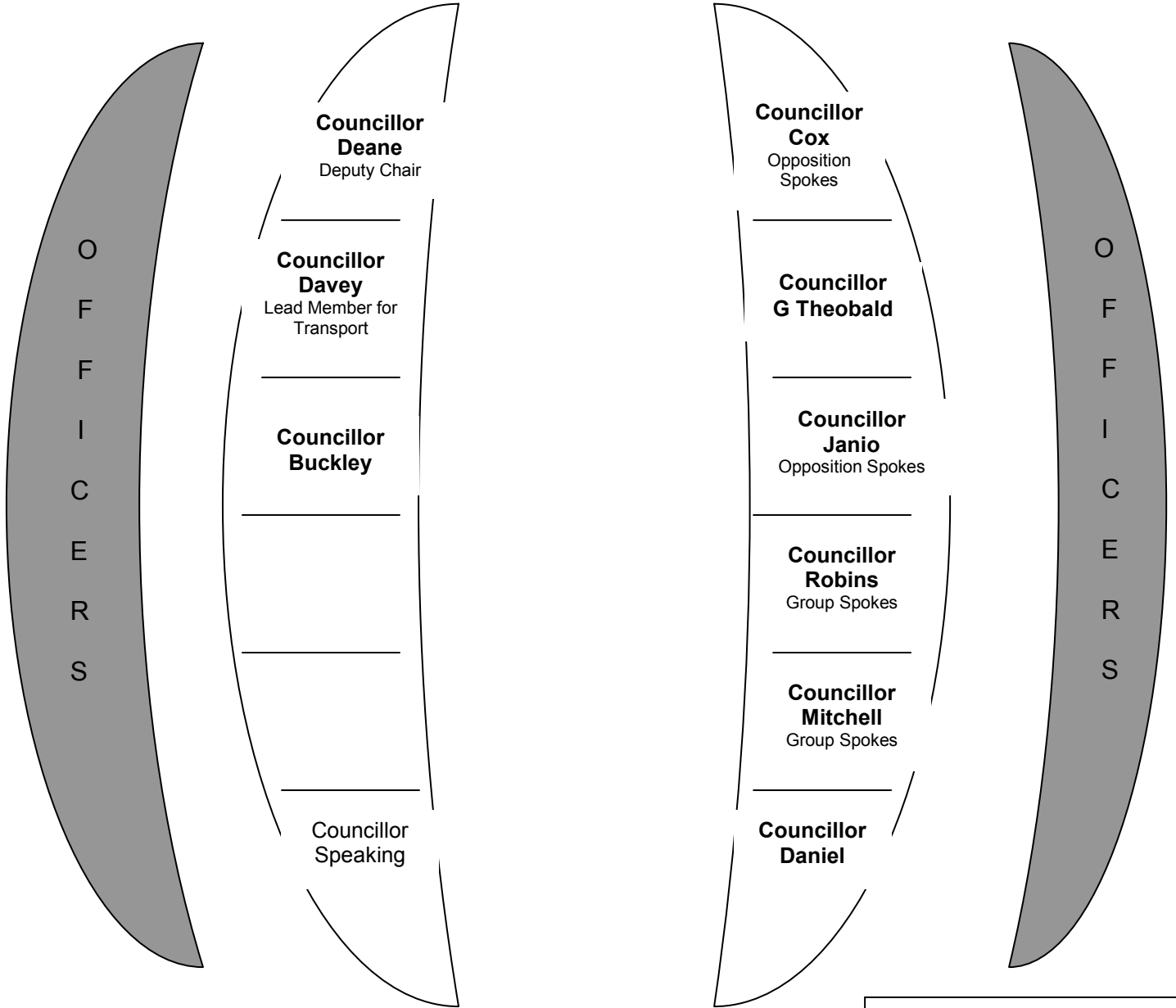
Brighton & Hove
City Council

Environment, Transport & Sustainability Committee

Title:	Environment, Transport & Sustainability Committee
Date:	17 March 2015
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Members:	Councillors: West (Chair), Deane (Deputy Chair), Cox (Opposition Spokesperson), Janio (Opposition Spokesperson), Mitchell (Group Spokesperson), Robins (Group Spokesperson), Buckley, Daniel, Davey and G Theobald
Contact:	John Peel Democratic Services Officer 01273 29-1058 john.peel@brighton-hove.gov.uk
	The Town Hall has facilities for wheelchair users, including lifts and toilets
	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter and infra red hearing aids are available for use during the meeting. If you require any further information or assistance, please contact the receptionist on arrival.
	FIRE / EMERGENCY EVACUATION PROCEDURE If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions: <ul style="list-style-type: none">• You should proceed calmly; do not run and do not use the lifts;• Do not stop to collect personal belongings;• Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions; and• Do not re-enter the building until told that it is safe to do so.

Democratic Services: Environment, Transport & Sustainability Committee

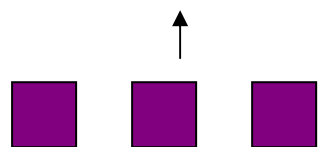
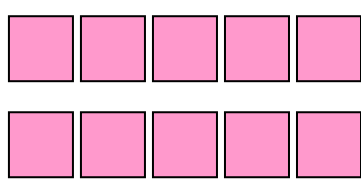
Legal Officer	Executive Director Environment, Development & Housing	Councillor West Chair	Democratic Services Officer
---------------	--	---------------------------------	-----------------------------



Press

Public Speaker Public Speaker

Public Seating



AGENDA

PART ONE

Page

82 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.

83 MINUTES

1 - 20

To consider the minutes of the meeting held on 20 January 2015 (copy attached).

Contact Officer: John Peel

Tel: 29-1058

ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE

84 MINUTES OF THE PREVIOUS MEETING OF THE CITY SUSTAINABILITY PARTNERSHIP (FOR INFORMATION) 21 - 24

Minutes of the previous meeting held 20 November 2014 (copy attached).

85 ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE URGENCY SUB-COMMITTEE 25 - 26

To note the outcome of the decision taken by the Urgency Sub-Committee held on 16 February 2015 (copy attached).

86 CHAIRS COMMUNICATIONS

87 CALL OVER

- (a) Items (89 – 95) 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.

88 PUBLIC INVOLVEMENT 27 - 34

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

- (a) **Petitions:** To receive any petitions presented by members of the public to the full Council or at the meeting itself.
 - (i) Reduce Pay & Display fees in Fiveways
 - (ii) Include Hollingbury Park Avenue/Hollingbury Terrace in the 2015 Surrenden/Fiveways resident parking scheme consultation
 - (iii) Hollingbury Road resident parking consultation
 - (iv) George Street, Hove to open to traffic at 4pm
- (b) **Written Questions:** To receive any questions submitted by the due date of 12 noon on the 10 March 2015.
 - (i) Refuse collection in Regency ward
 - (ii) Grit bins in Regency ward
- (c) **Deputations:** To receive any deputations submitted by the due date of 12 noon on the 10 March 2015.
 - (i) Make St Andrews Road, South Portslade safer

ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE

ENVIRONMENT & SUSTAINABILITY MATTERS

89 CONSIDERATION OF OPTIONS FOR MILE OAK RECREATION GROUND 35 - 54

Report of the Executive Director Environment, Development & Housing (copy attached).

Contact Officer: Jan Jonker Tel: 29-4722

90 HEALTH AND SAFETY SERVICE PLAN 2015-16 55 - 64

Report of the Director of Public Health (copy attached).

Contact Officer: Roy Pickard Tel: 29-2145
Ward Affected: All Wards

91 OFFICIAL FEED AND FOOD CONTROL SERVICE PLAN 2015/16 65 - 90

Report of the Director of Public Health (copy attached).

Contact Officer: Nick Wilmot Tel: 29-2157
Ward Affected: All Wards

TRANSPORT & PUBLIC REALM MATTERS

92 BRIGHTON SEA CADETS VOLUNTEER PERMITS 91 - 94

Report of the Executive Director Environment, Development & Housing (copy attached).

Contact Officer: Paul Nicholls Tel: 29-3287
Ward Affected: All Wards

93 HIGHWAY ASSET MANAGEMENT STRATEGY 95 - 102

Report of the Executive Director Environment, Development & Housing (copy attached).

Contact Officer: Neil Fearnley
Ward Affected: All Wards

94 SURRENDEN & FIVEWAYS RESIDENT PARKING SCHEME CONSULTATION 103 - 108

Report of the Executive Director Environment, Development & Housing (copy attached).

Contact Officer: Charles Field Tel: 29-3329

ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE

Ward Affected: Preston Park; Withdean

95 VALLEY GARDENS

**109 -
136**

Report of the Executive Director Environment, Development & Housing (copy attached).

Contact Officer: Jim Mayor

Tel: 29-4164

Ward Affected: All Wards

96 20MPH - PHASE 3 - SPEED LIMIT ORDERS

**To
Follow**

Report of the Executive Director Environment, Development & Housing (copy to follow).

Contact Officer: Emma Sheridan

Tel: 293862

*Ward Affected: Central Hove; Hove Park;
North Portslade;
Rottingdean Coastal;
South Portslade*

97 ITEMS REFERRED FOR FULL COUNCIL

To consider items to be submitted to the 26 March 2015 Council meeting for information.

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

ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE

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

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

Agendas and minutes are published on the council's website www.brighton-hove.gov.uk. Agendas are available to view five working days prior to the meeting date.

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

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

WEBCASTING NOTICE

This meeting may be filmed for live or subsequent broadcast via the Council's website. At the start of the meeting the Chair will confirm if all or part of the meeting is being filmed. You should be aware that the Council is a Data Controller under the Data Protection Act 1988. Data collected during this web cast will be retained in accordance with the Council's published policy (Guidance for Employees' on the BHCC website).

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

ACCESS NOTICE

The lift cannot be used in an emergency. Evac Chairs are available for self-transfer and you are requested to inform Reception prior to going up to the Public Gallery. **For your own safety please do not go beyond the Ground Floor if you are unable to use the stairs.**

Please inform staff on Reception if this affects you so that you can be directed to the Council Chamber where you can watch the meeting or if you need to take part in the proceedings e.g. because you have submitted a public question.

Date of Publication - Monday, 9 March 2015

BRIGHTON & HOVE CITY COUNCIL
ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE

4.00pm 20 JANUARY 2015

COUNCIL CHAMBER, HOVE TOWN HALL

MINUTES

Present: Councillor West (Chair)

Also in attendance: Councillor Deane (Deputy Chair), Cox (Opposition Spokesperson), Janio (Opposition Spokesperson), Mitchell (Group Spokesperson), Robins (Group Spokesperson), Daniel, Davey, Hawtree and G Theobald

Other Members present: Councillors

PART ONE

66 PROCEDURAL BUSINESS

66(a) Declarations of substitutes

66.1 There were none.

66(b) Declarations of interest

66.2 There were none.

66(c) Exclusion of press and public

66.3 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).

66.4 **RESOLVED-** That the press and public not be excluded

67 MINUTES

67.1 The Chair commented that 59.6 should read "... Residents and officers *may* lead..." and 59.7 "Carlton Park" should be "Carden Park".

- 67.2 Councillor Theobald stated that the word “maintained” should be replaced with “improved” at item 59.7.
- 67.3 **RESOLVED-** That the minutes of the previous meeting held on 25 November 2014 be approved and signed as the correct record subject to the above amendments.

68 CHAIRS COMMUNICATIONS

- 68.1 The Chair provided the following communications:

“Officers wrote to Members last week informing you of changes to the LTP capital allocation for Highway Maintenance Work. These changes followed consultation by DfT last year, with an announcement on the new funding arrangements made on 23rd December 2014.

The new formula introduced for calculating highway maintenance has worked to the detriment of the Council resulting in an allocation of £2.623m for 2015/16, a reduction of £540,000 on last year’s Maintenance Capital Block allocation of £3.163m. This is made worse by DfT announcing similar funding levels over its six year financial programme to 2020/21 and comes (ironically) at a time when the Government is announcing a national increase in highway maintenance funding. The Council objected to the proposals during the consultation and have disputed the allocation with DfT who have been unwilling to make changes.

Also within the new funding arrangements DfT have top-sliced a budget of £275m over the next 3 years to be used for major maintenance schemes. Councils are able to bid for this Challenge Fund and can put forward schemes in the categories of £5m - £20m and over £20m. The Council has to include a local contribution of at least 10% of the scheme costs. In the bidding process, the more we contribute the more likely the scheme will be approved. Bids must be submitted by 9th February 2015, clearly a very short time-frame. Having assessed various options Officers are preparing what we believe to be our best opportunity with a bid for the reconstruction of the Shelter Hall Seafront Structure (Rip-Tide), including possible realignment of adjacent seafront structures, that potentially could support a junction improvement at West Street for the emerging Waterfront Development. This amounts to a £7-9m bid.

Unfortunately the late announcement of this process and deadlines for making submissions haven’t allowed for this to be tracked through formal committee processes. I trust that you will support and understand the need to move pro-actively on this, especially given the disappointment of the highway maintenance allocation”.

“The City Council’s Parking Services working in partnership with East Sussex County Council and Sussex Police has been successful in a bid for £183,000 of counter fraud funding from central government to be paid over 18 months. This will fund Blue Badge inspectors as well as publicity to raise awareness of the impact misuse has on genuine blue badge holders. In the first 6 weeks of the operation 25 badges are under investigation, 13 have been seized as the blue badge holder was not present at the time of inspection and one person has been prosecuted and fined over £700.

Following constructive discussions with bus operators in the city the Low Emission Zone has been formally agreed by the Traffic Commissioner and is being launched today. Significant investment is being made by bus companies to meet the new standards including..

*Brighton and Hove Buses is retrofitting 50 buses with central government funding and with a further 24 brand new buses to be delivered in the spring
Cuckmere Buses has spent £90,000 on a Euro 5 sprinter
Metrobus is buying 4 brand new buses in the spring
Stagecoach has spent over £2m on 12 new buses for the 700 route
Information about the Low Emission Zone has been added to the council's website today".*

"As members will probably be aware, our plans for the restoration of Stanmer Park have taken a great step forward this month with the award of stage 1 funding of £290k by the HLF and BLF. This means that, in partnership with the national park, we will now be able to develop detailed plans to support the full bid for £4m to restore the historic landscape and buildings. The HLF and BLF have confirmed the £4m has been earmarked for the project.

We now await the outcome of our second joint bid for a £6m Heritage Grant to restore and improve the Home Farm Complex. The outcome of that will be announced in early February.

In total we are seeking to invest around £12m in Stanmer to unlock its full potential to benefit local residents and our local economy as a major gateway to the national park and our UN Biosphere Reserve"

68.2 Councillor Mitchell noted that she shared the Chair's disappointment regarding the reduction in the LTP capital allocation. Councillor Mitchell asked if it was correct that successful applications to the Challenge Fund would have to be match funded with a 10% contribution from the local authority.

68.3 The Chair confirmed with Councillor Mitchell that this was unfortunately correct.

69 CALL OVER

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

- Item 73: Local Transport Plan
- Item 74: Fees & Charges 2015/16
- Item 75: 20mph Programme
- Item 76: Hove Station Footbridge Accessibility
- Item 77: Safer Routes to School West Hove
- Item 79: Traveller Strategy 2012: 2 Year Update
- Item 80: Local Flood Risk Management Strategy

69.2 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 78: Pedal Cycle Parking TRO Objections Scotland Street

70 PUBLIC INVOLVEMENT

(a) Petitions

Speeding up the consultation for residents parking north of Preston Drove- Jan Furness

- 70.1 The Committee considered a petition signed by 366 people requesting the council to bring forward the proposed controlled parking consultation of the area to the first quarter of 2015 rather than the summer of 2015 as currently proposed.
- 70.2 The Chair provided the following response:

“Thank you for your petition.

As you may be aware the Parking Infrastructure Team have recently completed two parking schemes in the city with other extensions to existing parking schemes due to begin operation in early March 2015 so it is a very busy time.

Before any resident parking scheme consultation with residents takes place we need to compile parking surveys indicating vehicle duration and the road capacity. This helps officers with the detailed design for example how long shared pay & display parking should last for and the percentage of residents parking required. This has been authorised by members of the ETS Committee in a previous meeting.

The plan is currently to do these parking surveys as soon as possible but the authorisation on taking forward a resident consultation has yet to be agreed. A parking scheme consultation lasting for six weeks is impractical after early March until mid-May due to the election period and the potential issues during the purdah period which has been outlined in guidance to officers so there would not be the opportunity or time to achieve this.

Therefore I'd like to propose that the Committee ask officers to prepare a report for our next Committee on 17th March outlining the proposed way forward seeking agreement to proceed with the Consultation as soon as possible which is likely to be in the summer”.

- 70.3 The Chair moved a motion for a report to be presented the next meeting of the Committee outlining options to proceed with consultation on a CPZ in the area specified.
- 70.4 Councillor Davey formally seconded the motion.
- 70.5 Councillor Mitchell noted that the Committee would be considering further requests at future meetings and queried whether the request could be funded under the current budget constraints.
- 70.6 Councillor Davey clarified that the Committee had already agreed to conduct parking surveys in the area when it approved the recommendations of the Citywide Parking Review report and that Preston Drove would be the next location to be consulted. Councillor Davey stated that the report requested would present the results of the surveys, set out whether a consultation should take place and to agree the boundaries of the area to be consulted.
- 70.7 The Chair put the motion to the vote that passed.
- 70.8 **RESOLVED-** That the Committee receive an officer report to its next Committee in relation to the above.

(b) Deputations**(i) Brighton & Hove Liberal Democrats- Sunday Parking Charges- Jeremy Gale**

70.9 The Committee considered a Deputation that request a 50% reduction to charges at council managed car parks on Sundays; a 50% reduction to on street parking charges on Sundays and a 7.14% reduction to the cost of residents parking permits (the equivalent of a half day reduction).

70.10 The Chair provided the following response:

“Thank you for your Deputation.

Car park charges are set to encourage sustainable transport choices, manage demand for spaces and promote short term parking ahead of longer term, commuter parking. The pilot 40% tariff reduction of charges in Worthing’s under-utilised car parks, quoted in the petition is said to have coincided with an increase in occupancy of 11%. What is not clear is whether the increase in car park usage coincided with a shift away from sustainable transport modes. In any case, it seems incredible that this change could be attributed to a fivefold increase in the duration of visitor stays.

Some of the proposed tariff changes before Committee today are aimed at encouraging better use of underutilised space outside the city centre, such as the 50% reduction proposed in the cost of season tickets at Regency car park which too has spare capacity. However, this is not at all the case for our other car parks in central Brighton where almost every Sundays car parks are full between 11am and 3pm. Reducing car park charges on one of the busiest parking days of the week would add to these lengthy queues for a space

On street parking is similarly busy on Sundays in central areas and encouraging additional traffic through reduced charges would make it harder for residents to find a parking space, add to congestion, be bad for air quality and in turn the health of residents. All parking and permit charges are set with traffic management objectives in mind and our obligations to meet legal air quality standards. A growing number of permit holders, currently over 10% pay just half the standard cost of a permit as they qualify for a low emission vehicle discount.

The total cost of the proposals contained in the deputation is estimated to be £1.25m annually and, given that job creation in the city over the past decade is the fourth highest in the UK, I would suggest that the well balanced parking policies of this council are a great support to our lively local economy”

70.11 Councillor Cox asked if he could receive the statistical information outlying the cost of providing the measures stated in the response which was agreed.

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

(ii) Road safety improvements for Holmes Ave & Nevill Avenue- Phillipa Sen

70.13 The Committee considered a Deputation requesting the council to install a zebra crossing with flashing beacons opposite Blatchington Mill School and to widen the ‘pedestrian refuge’, or put another zebra crossing with flashing beacons in this area on safety grounds.

70.14 The Chair provided the following response:

“Thank you for raising the concerns of residents about the safety of children crossing Nevill Avenue near to the junction with Holmes Avenue and at the private access road to Blatchington Mill School.

We will be considering two reports today, firstly on introducing a 20mph limit for Holmes Avenue area and secondly the addition of a pedestrian refuge to Holmes Avenue south of Wayfield Avenue

As Members will know, the demand for formal crossing facilities across the city exceeds the funding available to provide them and the Council therefore has a policy of assessing requests annually through a programme of surveys with the results being reported to this Committee. Whilst the lists are annually reviewed this would not necessarily mean that surveys would be delayed by a year, it could be less if the Road Safety Team considered it to be a priority.

As Chair of this Committee I will request that officers arrange for the two sites identified to be included in that programme for the forthcoming financial year.

In the meantime, there are existing facilities to assist crossing movements by pedestrians at both locations. The four pedestrian refuges and hatched road markings already present in Nevill Avenue go some way to providing for safer crossing movements and the Road Safety Manager advises that there is good visibility for pedestrians to enable them to determine a safe opportunity to cross.

There have been no reported injury accidents in this section of Nevill Road during the past 9 years and as stated I have been advised by the Road Safety Manager that whilst there is no obvious safety concern his team will be considering these locations within the Road Safety Programme”

70.15 Councillor Janio asked for clarification that the site could not have a zebra crossing as there was already a pedestrian refuge there.

70.16 The Head of Transport clarified that road safety officers would assess the location regarding safety and as part of that, the refuge could also be reviewed.

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

71 ITEMS REFERRED FROM COUNCIL

(a) Petitions

(i) Bus shelter at the corner of Stanford Avenue and Southdown Avenue- Ms Garner

71.1 The Committee considered a petition signed by 99 people referred from Full Council held on 11 December 2014 that requested a bus shelter at the corner of Southdown Avenue and Stanford Avenue.

71.2 The Chair provided the following response:

"I am pleased to confirm that the request for a shelter at the 'Cleveland Road' bus stop, near Southdown Avenue on the east side of Stanford Avenue, has been added to the council's list of shelter requests. Whenever additional shelters become available officers prioritise this list, taking account of the location. Officers look at a number of factors, including how busy the bus stop is in terms of people boarding buses there; whether the location is exposed and how far it is to an alternative bus stop with a shelter. The council is in the process of retendering the contract for bus shelter provision and we hope that new shelters will become available during the next twelve months, with the start of the new contract. At that stage officers will certainly consider the 'Cleveland Road' bus stop on the east side of Stanford Avenue as a potential site for a shelter, along with other stops in the city where shelters have been requested. Unfortunately we do not currently have funds for the provision of new real time bus information signs as these are generally funded by new developments around the City. We do have a list of requests for signs and Stanford Avenue/Southdown Avenue can be added to this list, if funds become available, this location will be considered"

71.3 Councillor Cox asked for an update on the tendering process of the council's bus shelter contract.

71.4 The Head of Transport clarified the council was currently in the procurement process and it was hoped the new contract would commence in June or July 2015.

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

(ii) Yellow lines on Goodwood Way- Mr Marchant

71.6 The Committee considered a petition signed by 46 people referred from Full Council held on 11 December 2014 regarding yellow lines on Goodwood Way.

71.7 The Chair provided the following response:

"The first three questions raised in the petition were answered in full as part of the reply to formal (stage 2) complaint investigation in response to a complaint you made in 2013. The reference number for the complaint was BHC – 012252 dated 26th November. Officers can supply you with a copy of the response if you wish. The decision to approve the advertised traffic order for the Amex community Stadium residents parking scheme (including the proposed no waiting at any time restrictions in Goodwood Way) was taken by Transport Committee on 30th April 2013, agenda item 83. A link to the officer report and decision is available on the council website".

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

72 MEMBER INVOLVEMENT

(a) Letters

(i) Lewes Road Triangle CPZ- Brighton Sea Cadets- Councillor G Theobald

- 72.1 Councillor Theobald presented a letter requesting officers bring a report to the Committee's next meeting presenting possible solutions to the problems experienced by Brighton Sea Cadets and the wider issue of community organisation parking in relation to CPZ's.
- 72.2 The Chair provided the following response:
- "Thank you for your Letter Councillor Theobald, I do appreciate and agree with your point about looking to see how best to accommodate the needs of community groups within the parking permit policy
Over the next few months the Council are conducting a Parking Permit Policy Review covering day-to-day general parking and specific permit issues including rules, ratios, types of permits and limits on numbers issued
Obviously we need to balance the different demands for parking where supply is limited. If we issued community organisation permits or similar types, then there could be concerns from local residents about more vehicles using resident parking schemes. We'll consider all the issues when we look at the policy review and we'll also give all Ward Councillors the opportunity to make comments.
The permit policy review will be included in a report to the Environment, Transport & Sustainability Committee later in the year to agree the way forward".*
- 72.3 Councillor Daniel stated that she agreed with the observations made in Councillor Theobald's letter and that the Committee should receive a report on the matter.
- 72.4 Councillor Theobald stated that the Cadets were experiencing problems because the council had installed a CPZ and the council should try to be helpful.
- 72.5 The Chair stated that he agreed the issue needed to be reviewed but that required taking account of the wider policy context as other community and voluntary organisations might also make such a request.
- 72.6 Councillor Davey noted that there was a relatively short period between this meeting at the next in March and asked if it was practical or realistic for officers to consult with the 2,000 voluntary organisations in the city to prepare a report in that timescale.
- 72.7 The Head of Transport stated that the proposal was for officers to look at a number of permit types for community and voluntary organisations and the wider policy context. That work would take officers two to three months to complete and should Committee agree to a report for consideration at its March meeting, the report detail would be limited in scope.
- 72.8 Councillor Theobald stated that he did not believe there were comparable organisations and that the Committee should receive a report on this specific organisation and situation.
- 72.9 **RESOLVED-** That the Committee receive an officer report to its next Committee in relation to the above.

(ii) Safety measures on Medina Terrace/King's Esplanade- Councillor Hawtree

72.10 Councillor Hawtree presented a letter requesting that the proposals for 20mph on Medina Terrace and King's Esplanade be urgently implemented.

72.11 The Chair provided the following response:

"Thank you for your letter. As you know the proposals for the third phase of the 20mph programme will be debated and considered at this meeting. I ask the Committee to take note of you support for the recommendations and to consider that when we discuss the main report"

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

73 LOCAL TRANSPORT PLAN

- 73.1 The Committee considered a report of the Executive Director Environment, Development & Housing that outlined the public engagement and discussion that had taken place to assist in developing the draft Local Transport Plan, and included the proposed framework and content of the final document. Local highway authorities had a statutory requirement to produce a Local Transport Plan [LTP]. The report outlined how the council planned to manage and deliver transport in the future and, in doing so, where it intended to invest available funding, including the grant funding it receives from the government in the Local Transport Capital Settlement. A further report seeking endorsement would be submitted to the Policy & Resources Committee and approval sought at Full Council in March 2015.
- 73.2 Councillor Mitchell thanked the report author and his team for their hard work. Councillor Mitchell noted that the report was clear that the government contribution to local transport was significantly reduced this year and that new projects were unlikely to be started. Councillor Mitchell noted that councils were expected to contribute toward Local Growth Fund schemes and asked how this significant reduction would impact upon a co-ordinated schemes, in particular the £4m required for the Valley Gardens project, against demands for local maintenance and safety improvements. Furthermore, Councillor Mitchell asked what works would be required to complete work at Brighton Station and 20mph programme noted in the appendices and her disappointment that no reference was made to the improvements needed at the North Street Clock Tower junction.
- 73.3 The Head of Transport Strategy & Projects stated that he understood the LTP contribution toward the Valley Gardens project would be £1m not £4m and that Phases 1 and 2 were planned to be programmed across three financial years and the authority would have determination on how to profile that contribution. The Head of Transport Strategy & Projects clarified that whilst the report did not have significant detail at this stage, improvements to the Clock Tower junction would form part of the scheme referenced in the report as 'Gateway to the Sea' covering Queens Road and West Street combined.
- 73.4 The Head of Transport clarified that the final works to the Station Gateway project were toward the southern end and forecourt area outside Brighton Station that were currently covered in the current allocation and any contribution for Phase 3 of the 20mph programme would be relatively minimal from the LTP 4 allocation.

- 73.5 Councillor Janio asked if there had been an increase in LTP funding in recent years that was now returning to normal levels.
- 73.6 The Head of Transport Strategy & Projects clarified that whilst he didn't have the specific details to hand, LTP funding had increased recently to a peak for the 2014/15 financial year.
- 73.7 Councillor Robins noted that the report noted investment in electric vehicle charging points and asked how popular the current points were.
- 73.8 The Head of Transport clarified that electric charging points had grown dramatically from very few up to 50-60 currently following a successful Civitas project and a report would be forthcoming to committee to discuss whether the current provision could be expanded.
- 73.9 Councillor Davey that the projects endorsed by the Committee over the past four years was a credit to its Members past and current. Councillor Davey stated the report was very important as it would form the basis of funding proposals and applications in the future. Councillor Davey added that it was clear that the authority would increasingly be competing with others for funding in the future and the report made the case to challenge for that funding. Councillor Davey added that Valley Gardens was a huge public realm scheme and he was delighted that after many years pursuing funding, the council was now very close to securing nearly £14 million and he felt it was negligent to refuse that funding and may compromise the authority's credibility.
- 73.10 Councillor Janio welcomed the report but expressed his belief that there could have been a clearer view on methods to keep transport moving, without delays and coherently. Councillor Janio added that he shared Councillor Davey's observation that to refuse funding for Valley Gardens would be wrong. Councillor Janio stated that the possible £14 million funding would bring significant growth benefits to the city and dramatically improve the area. Councillor Janio urged the Labour & Co-operative Group to support the project, to no longer abstain from attending the Valley Gardens Project Board and have an input into the future of the city.
- 73.11 Councillor Mitchell clarified that the Labour & Co-operative Group had previously not supported proposals for Valley Gardens as they felt the scheme in that form was misguided and that the Seafront Arches were a higher priority. Councillor Mitchell added that it was entirely responsible, given the funding constraints on the authority, to question how the scheme could be progressed in a cohesive way.
- 73.12 Councillor Deane stated that the public health benefits noted in the report could not be understated and she welcomed the progress made to that end.
- 73.13 Councillor Cox stated that his principal regret having been a member of the Committee the past three years was that Members had not persevered in moving the taxi rank in the Brighton Station Gateway Scheme that would have resulted in considerable benefit in his view. Councillor Cox stated that whilst he agreed the Labour & Co-operative Party's scrutiny of the Valley Gardens project, he could not understand their boycott of the schemes Project Board and publically urged the Group to attend the meetings.

73.14 Councillor Mitchell stated that she did not understand why Councillor Robins name was listed in the minutes of the Project Board as he was not a member. Councillor Mitchell added that she was disappointed officers were producing minutes along those lines and formally requested that Councillor Robins name was removed in future as his name should not appear.

73.15 **RESOLVED-**

1. That the Committee endorses the framework and principles established for the new Local Transport Plan, as attached in Appendix 2.
2. That the Committee agrees that a draft, revised document is submitted to Policy & Resources Committee in March 2015 prior to the final document being considered and approved by Full Council in March 2015.

74 FEES AND CHARGES 2015/16

74.1 The Committee considered a report of the Executive Director, Environment, Development & Housing that set out the proposed 2015/16 fees and charges for the service area covered by the Environment, Transport and Sustainability Committee in accordance with corporate legislations and policy.

74.2 The Chair read the following statement:

“Members will note that advice has been circulated by the council’s Head of Law with reference to the following report stating that given the potential complications with the budget process, it is proposed that:

- 1. All elements of the proposed fees and charges that are not contentious/have cross party support will be agreed at the meeting.*
- 2. The parts of the proposals which Members would like to vote against or amend will be referred to full Council to be decided as part of the budget. At the moment, the only item that we are aware of is the one relating to parking fees and charges.*

This will enable the Council to make decisions taking account of the full financial implications in the context of the overall budget and, at the same time, avoid everything going to full Council, which would make the Council agenda unmanageable”.

74.3 Councillor Mitchell stated that she agreed with the suggestion provided and asked if a formal amendment to the recommendations was required.

74.4 Councillor Theobald stated that he understood the reasoning behind the proposal and that he would support any motion to amend the recommendations accordingly.

74.5 The Deputy Head of Law suggested the following technical amendment to the recommendations as shown in bold italics below:

2.1 That Committee approves the proposed fees and charges for 2015/16 as set out within the report and its appendices ***with the exception of Appendix 4 (Parking Fees and Charges)***

2.2 That the Committee agrees that Appendix 4 (Parking Fees and Charges) be referred to Budget Full Council for consideration

- 74.6 Councillor Hawtree asked why this specific element of the report was to be deferred to Full Council as he could not recall any previous examples.
- 74.7 The Executive Director Environment, Development & Housing clarified that as the pressure on the authorities funding became more onerous the council's fees and charges would become more important. The proposals would provide the political groups a fuller scope of the various parts of the council's budgets and perhaps allow for further briefings on the matter.
- 74.8 Councillor Cox referred to paragraph 3.14 and enquired whether Decriminalised Parking Enforcement (DPE) of on street parking was introduced in 2011 as stated.
- 74.9 The Head of Transport clarified that this was a typing error and DPE of on street parking had been introduced in 2001.
- 74.10 Councillor Janio stated that he had heard various reports that PCSO's could now issue Penalty Enforcement Notices and asked if this was the case.
- 74.11 The Head of Transport stated that as far as he was aware, PCSO's could only issue obstruction notices but he would provide further clarification to Members subsequent to the meeting.
- 74.12 Councillor Cox stated that a High Court ruling had been taken against Barnet Council for misinterpreting the law and implementing excessive parking charges and he believed that the proposals for parking charges presented to the Committee would present a similar risk to this authority if agreed. Councillor Cox noted his particular concern that the proposals recommend charges higher than those that had led to the judgement against Barnet Council. Councillor Cox stated that he was sure an argument would be made that parking charges were being implemented in a legal manner but cautioned that there would be serious implications if the charges would be used towards the General Fund for example, as this would be against the law stipulating that parking revenue could only be used for specific purposes. Councillor Cox urged a further review of the proposals before its submission to Full Council as it would not be in the authority's interest to operate outside the law. Councillor Cox supplemented that it was very unclear whether charges were being increased to raise revenue or to reduce congestion and pollution as the case was regularly made for both. Councillor Cox stated that continued rises were not in the interests of residents or businesses in the city.
- 74.13 Councillor Mitchell stated that her group were also concerned by the proposals in particular the increases and decreases for annual and six monthly permits. Councillor Mitchell relayed that the figures clearly demonstrated that in some areas the charges for these permits were far too high and in some instances, no permits had been sold at all. Councillor Mitchell stated her concern that charges were being increased to offset the

proposed reductions on annual and six monthly permits. Councillor Mitchell stated that parking permits needed to be fair and this in turn would ensure that parking in the city could be effectively controlled. Councillor Mitchell added that every other charge contained within the report was proposed to increase at the rate of inflation and it was only fair that parking charges did likewise.

74.14 Councillor Davey stated that there was no question regarding the legality of the parking charges proposed. Councillor Davey stated that over the past three years most charges had been frozen or reduced and across all areas there was a modest increase of 2%-4% with some going down, some going up and some remaining the same. Councillor Davey provided the example of Regency Car Park that had 10 price tariffs. Of those 10, 7 would be reduced, 2 would increase and 1 would stay the same. Councillor Davey noted that the proposals would mean that parking in Regency Car Park would be less expensive than under the previous administration. Councillor Davey added that there were 220 parking tariffs in the report and he urged the opposition parties to review their position as the proposals presented were fair and coherent. Councillor Davey supplemented that prices were targeted to encourage use and overall, grounded in managing congestion and air quality problems on which Brighton and Hove were improving but was still a huge concern.

74.15 Councillor Robins asked if the allotment waiting list charge of £15 was refunded when applicants were successful.

74.16 The Executive Director Environment, Development & Housing stated that he was unable to answer that question at this time but would relay the answer to Members subsequent to the meeting.

74.17 The Chair then put the amended recommendations to the vote which passed.

74.18 **RESOLVED-**

1. That Committee approves the proposed fees and charges for 2015/16 as set out within the report and its appendices with the exception of Appendix 4 (Parking Fees and Charges)
2. That the Committee agrees that Appendix 4 (Parking Fees and Charges) be referred to Budget Full Council for consideration.

75 **20MPH PROGRAMME**

75.1 The Committee considered a report of the Executive Director Environment, Development & Housing that updated the Committee on the progress and monitoring of Phases 1 and 2 of the 20mph programme, outlined the results of the recent public consultation on proposals for Phase 3 of the programme and presented proposals for Phase 3, informed by the consultation and requested approval to advertised the necessary Speed Limit Orders (SLO's).

75.2 Councillor Cox stated that whilst he supported 20mph in principle, he was concerned that claims had been made to the positive outcome of the programme that were

premature as longer term data was required to make such assertions. Councillor Cox stated that he would be supporting the recommendations of the report with the exception of recommendation 2.8 as the scheme required public and ward councillor support and this was not forthcoming in the case of Woodingdean.

- 75.3 Councillor Mitchell stated that she too would be supporting the recommendations of the report with the exception of recommendation 2.8. Whilst she was grateful to officers for explaining the situation in Woodingdean, Councillor Mitchell was concerned that the results showed a clear divide between two areas in support and against. Councillor Mitchell also stated her concern that the proposals would not decrease rat running east of Falmer Road and the area needed to be looked at again.
- 75.4 Councillor Robins asked if there was an ongoing maintenance programme for the 20mph scheme as many signs and lines were showing signs of wear and tear in Portslade.
- 75.5 The Principal Transport Planner confirmed that 20mph signs became part of the normal maintenance programme as with all signs adding that she would urge reporting of signs that needed replacement so the work could be carried out.
- 75.6 Councillor Hawtree stated that he supported the proposals and was pleased to see an initial decrease in accidents and congestion and an improvement in air quality.
- 75.7 Councillor Janio stated that he too would be supporting the recommendations with the exception of 2.8 as he felt it was very important for Members to listen to local people when arriving at decisions and there was no clear public support for 20mph in Woodingdean ward. Councillor Janio noted that he had campaigned for lower limits in his own ward of Hangelton which had a high number of school children.
- 75.8 Councillor Theobald asked what the maintenance cost of 20mph signs amounted to.
- 75.9 The Principal Transport Planner answered that it was very difficult to provide a definite figure as it was subject to a number of variables including accidents and vandalism. The Principal Transport Planner clarified that there was a £20,000 budget for replacement however; very little of that budget had been spent. Furthermore, replacement signs cost less than £20 each and lining was undertaken within existing work.
- 75.10 Councillor Mitchell asked for clarification on this point as she understood that council policy meant that lining could only be undertaken inside a Controlled Parking Zone (CPZ).
- 75.11 The Head of Transport clarified that any new requests for lining could only be undertaken inside CPZ's however, refreshment of existing lines could be carried out anywhere in the city with the cost of doing so relatively small.
- 75.12 Councillor Davey stated that he agreed with Councillor Cox's observation that caution was required adding that officers had been clear that robust information could only be available after three years. However, Councillor Davey stated that that had to be balanced against the Committee's need for data to inform its next steps and as an update on progress. Councillor Davey noted that the data clearly showed a reduction on

road casualties over the past three years adding that credit was also due to the coalition government for encouraging authorities to introduce 20mph limits. Councillor Davey stated that he hoped 20mph would become the standardised limit in residential areas in the future, with signage only necessary for speed limits above that.

75.13 **RESOLVED-**

1. That the Committee notes the results of the public consultation on proposals to implement 20mph speed limits in Medina Terrace, Mile Oak, Hangleton, Woodingdean, Rottingdean & Ovingdean and Saltdean.
2. That the Committee notes the positive results of the first year of implementation of Phase 1 of the 20mph programme in Central Brighton & Hove.
3. That the Committee authorises officers to proceed with advertising the formal Speed Limit Orders (SLO) for the changes in speed limits for the Hove Park area as described in paragraphs 4.28 to 4.32.
4. That the Committee authorises officers to proceed with advertising the formal Speed Limit Orders (SLO) for the changes in speed limits for the Medina Terrace area as described in paragraph 4.39.
5. That the Committee authorises officers to proceed with advertising the formal Speed Limit Orders (SLO) for the changes in speed limit to the Mile Oak area as described in paragraph 4.41.
6. That the Committee authorises officers to proceed with advertising the formal Speed Limit Orders (SLO) for the changes in speed limit to the Hangleton area as described in paragraphs 4.45 to 4.46
7. That the Committee authorises officers to proceed with advertising the formal Speed Limit Orders (SLO) for the changes in speed limit to the Rottingdean and Ovingdean area as described in paragraphs 4.49 to 4.51
8. That the Committee authorises officers to proceed with advertising the formal Speed Limit Orders (SLO) for the changes in speed limit to the Saltdean area as described in paragraphs 4.59 to 4.60.
9. That the Committee instructs officers to continue the comprehensive monitoring and evaluation programme of the programme report on this to Committee at regular intervals together with any resulting recommendations for alterations or other remedial actions that may be identified.
10. That the Committee note the ongoing forward programme of the 20mph programme as outlined in paragraph 6.5.

76 **HOVE STATION FOOTBRIDGE ACCESSIBILITY**

- 76.1 The Committee considered a report of the Executive Director Environment, Development & Place that outlined the history, ownership and condition of Hove Station

Footbridge following a request from the Committee at its meeting on 7 October requesting officers bring a report to the next available meeting.

76.2 The Head of Transport Strategy & Projects added a further verbal update to the Committee on activity since the report was published. Further constructive discussions had taken place between council officers and Network Rail that had resulted in a joint visual inspection of the Bridge and agreement from Network Rail that they would carry out a detailed principle structural inspection of the Bridge during the next financial year. That inspection and its results would be fundamental to any further discussion of the future of the Bridge as it would inform of its condition and any value of future investment in it.

76.3 RESOLVED-

1. That Committee authorises the Executive Director to continue discussions with Network Rail and to agree such repairs that a) comply with the historic legal agreements regarding the maintenance of the footbridge, and b) which can be accommodated within existing budgets.
2. That the Executive Director submits a further report to this committee outlining possible future options for the footbridge, following further detailed inspections and discussions with Network Rail.

77 SAFER ROUTES TO SCHOOL SCHEME PORTLAND ROAD

77.1 The Committee considered a report of the Executive Director Environment, Development & Housing that sought permission to proceed with the proposed Safer Routes to School Scheme measures for Goldstone Primary, West Hove Infant and West Hove Junior Schools.

77.2 Councillor Pissaridou addressed the Committee on the proposals. Councillor Pissaridou stated that the new development on the junction of School Road and Portland Road, including a doctor's surgery and pharmacy would have significant implications in the area. Councillor Pissaridou stated the consultation conducted by the council was flawed as it did not take into account the future change to the site. Councillor Pissaridou added that the Wish Road Surgery Patients Group had conducted a survey of its users that had shown majority support for light crossing controlled crossing as opposed to a zebra crossing at the junction. Councillor Pissaridou requested that the Committee defer any decision on that specific recommendation in order to carry out a further investigation into the implications of the surgery.

77.3 The Road Safety Officer stated that the submission of the Patients Group had been considered in the report and officers had visited the location. The Road Safety Manager added that there was an existing zebra crossing at the location and the proposal was to extend that zebra crossing. Subsequent to the consultation being carried out, the Patients Group had come forward outlining their concerns and proposal. The Road Safety Manager stated that it was his view that there were no safety grounds that demonstrated that a light controlled crossing was in principle safer than a zebra crossing. The zebra location currently at the location meant that children could impose

control over traffic movement. A light controlled crossing meant that users would have to wait to cross and it was his view that not all children and adults did so, increasing the safety risk. The Road Safety Manager stated that a widened zebra crossing would cater for the additional demand the new development would create.

77.4 Councillor Davey stated that the Road Safety Team were qualified professionals and it was important that Members carefully considered their recommendations, specifically that a zebra crossing was more appropriate for this location than a light controlled crossing. Councillor Davey noted that light controlled crossings had previously been replaced by zebra crossings during improvements at the Seven Dials roundabout and asked if that had led to a decrease in collisions compared to previous years.

77.5 The Road Safety Manager clarified that before the improvements, there were on average eleven injury accidents at the Seven Dials roundabout compared to one casualty in the last year although that had not been due to a collision.

77.6 Councillor Mitchell stated that the report was of a high standard and she supported the proposals with the exception of the recommendation for the crossing at the junction of School Road. Councillor Mitchell stated that it was her view that this issue needed to be looked at again in conjunction with the surgeries own travel plan for the best option.

77.7 Councillor Janio stated that it was important for Members to respect the judgement of road safety experts and he would be supporting the report recommendations.

77.8 Councillor Davey stated that he was a resident of the area and as a regular user of Portland Road, supported a zebra crossing as it provided authority to pedestrians.

77.9 Councillor Mitchell moved a motion to amend the recommendation on behalf of the Labour & Co-operative Group as shown in bold italics below:

2.1 That the Committee approves the preferred scheme outlined at 3.3 and shown in Appendices 1-5 and authorises officers to begin implementation including the advertising of any necessary Traffic Regulation Orders ***with the exception of proposals for School Road which are reconsidered in consultation with the Patients Group and Surgery.***

77.10 The motion was formally seconded by Councillor Robins.

77.11 The Chair put the motion to the vote which failed.

77.12 The Chair then put the report recommendations to the vote that passed.

77.13 **RESOLVED-** That the Committee approves the preferred scheme outlined at 3.3 and shown in Appendices 1-5 and authorises officers to begin implementation including the advertising of any necessary Traffic Regulation Orders.

78 PEDAL CYCLE PARKING TRO OBJECTIONS SCOTLAND STREET

78.1 **RESOLVED-** That, having taken account of all duly made representations and objections, the Committee approves as advertised the following orders;

TRO-31b-2014 Brighton & Hove Outer Areas (Waiting, Loading and Parking) and Cycle Lanes Consolidation Order 2013 Amendment No.* 201*

79 TRAVELLER STRATEGY 2012: 2 YEAR UPDATE

- 79.1 The Committee considered a report of the Executive Director Environment, Development & Housing that provided an annual monitoring update on the Traveller Commissioning Strategy in accordance with the recommendations of the Traveller Scrutiny Panel held in 2012.
- 79.2 Councillor Hawtree asked if any update was available on the proposed Horsdean site.
- 79.3 The Head of Tenancy Services clarified that there was a significant amount of work to undertake including installation of a utility block, community rooms and drainage work and the aim was for the site to be completed by the end of March 2016.
- 79.4 Councillor Theobald noted that the council had been provided with a grant of £1.7m by central government and enquired as to any additional costs above that.
- 79.5 The Head of Tenancy Services clarified that Policy & Resources Committee had allocated an additional £250,000 at its December 2014 meeting primarily to complete drainage work. She added that construction inflation costs had risen dramatically since approval that had been difficult to manage.
- 79.6 Councillor Theobald stated that he still had many reservations about ongoing costs and suitability, particularly with regard to flooding, about the site location.
- 79.7 Councillor Robins stated that he had sat on the Traveller Scrutiny Panel in 2012 and he had envisaged that the council would have created a better dialogue with the travelling community since then. Councillor Robins expressed his disappointment that no significant progress had been made and sites were still a matter of local dispute, and urged officers to undertake this as a matter of priority.
- 79.8 The Head of Tenancy Services stated that the council and other agencies had made progress in attempting to establish link, bonds and trust with the travelling community but there was still significant work to undertake to this end.
- 79.9 **RESOLVED-**
1. That Environment, Transport & Sustainability Committee notes the progress made, achievements and challenges in delivering the strategy (Appendix 1).
 2. That Environment, Transport & Sustainability Committee notes the progress made in implementing the Scrutiny Panel recommendations (Appendix 2).

80 LOCAL FLOOD RISK MANAGEMENT STRATEGY

- 80.1 The Committee considered a report of the Executive Director Environment, Development & Housing that sought approval for the draft Local Flood Risk Management Strategy and associated documents for public consultation.
- 80.2 Councillor Theobald asked if there would be any funding for the Patcham area and noted his view that the proposals for the Horsdean site went against the proposals in the report.
- 80.3 The Flood Engineer clarified that funding had been awarded to undertake a preliminary study for the Patcham Flood Alleviation Scheme that would hopefully be completed in the summer of 2015 and funding had also been awarded through the Flood and Coastal Erosion Risk Management Grant and Aid Fund for the year 2017-18 subject to detailed approval of the detailed proposal by the Environment Agency.
- 80.4 **RESOLVED-**
1. That Committee approve the draft Local Strategy and associated documents for public consultation.
 2. That Committee note the Objectives and associated Action Plan described in the Local Strategy setting out current local flood risk management priorities and proposed timetable for their implementation.

81 ITEMS REFERRED FOR FULL COUNCIL

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

The meeting concluded at 7.30pm

Signed

Chair

Dated this

day of

Notes of City Sustainability Partnership Meeting – 20 November 2014
Committee Room 2, Brighton Town Hall, Bartholomew Square, Brighton, BN1 1JA

Present:

Public Services:

Richard O'Callaghan, Environment Agency (ROC)
Zoe Osmond, University of Brighton and Green Growth Platform (ZO)

Community and Voluntary Sector:

Cat Fletcher, Community Works and Vice Chair (CF)
Chris Todd, Community Works and Chair (CT)
Rob Stephenson, Community Works (RS)
Stuart Derwent, Brighton & Hove Wildlife Forum (SD)
Vic Borrill, Brighton & Hove Food Partnership (VB)

Brighton & Hove City Council:

Nick Hibberd, Head of City Regeneration (NH)
Sarah Jones, Sustainability Team and partnership administrator (SJ)
Mita Patel, Sustainability Team (SJ)
Rachel Williams, International Team (RW)

1. Introductions and apologies

- 1.1 Chair led introductions around the table
- 1.2 Apologies were received from: Geoff Raw of Brighton & Hove City Council; Mark Brunet, Blatchington Mill School; Rachael Durrant, University of Sussex; Phil Belden, South Downs National Park Authority; Damian Tow, Sustainable Energy Working Group and Eco Technology Show; Councillor Pete West; Anthony Probert, BioRegional; Emma Haughton, Brighton & Hove Chamber of Commerce; Siobhan Wilson, Brighton & Hove Fair Trade Steering Group.
- 1.3 NH updated the partners on the interim arrangements for the Sustainability Team pending the reorganisation of City Regeneration Unit. The Team will be headed by Rachel Williams of the International Team as an interim measure with a view to the teams being merged as part of the reorganisation. The International Team signposts officers to European funding opportunities with a focus on smart, sustainable and inclusive growth. The key challenge for the Sustainability Team is now investment in projects to enable delivery and Europe is a key area for funding.

2. Minutes and Actions of the last meeting

- 2.1 The Minutes of the last meeting on 11 September 2014 were approved.
- 2.2 The Chair went through updates on the following actions from the last meeting:
 - 2.1 / 5.6 CF/DT to draft a survey to send to absentee members. Given CSP's transition this action had been superceded.
 - 8.4.2 CT to circulate to members the response from Chair of the Transport Partnership on the LPT4 consultation. This had been done.
 - 4.4 Partners with specific experience, for example of waste and recycling, to covene to explore indicators with the council in more detail. This would be taken under Item 6.

- 4.5 City Performance Framework refresh – NH will see SN to find out how CSP can be involved in the city performance framework refresh. This would be taken under Item 6.
- 5.5 Partners were asked to send any suggestions on governance changes to Chair and TC. This would be taken under Item 3.
- 6.1 TC to circulate report from City Plan/Urban Fringe Assessment meeting to members. This had been done.
- 6.2 CT to draft a letter asking that CSP be given more time to respond to P&R on City Plan consultation. This had been done.

3 Future Governance

- 3.1 A paper on the Development of the Biosphere Board, including transitional arrangements, was discussed at the meeting. This paper was to be made available on the council website.
- 3.3 NH advised members that: meetings wouldn't continue in the current format; after March 2015 the proposal is to consolidate several governance arrangements under a revised and streamlined governance structure that would focus upon the Biosphere designation. This would align city sustainability governance with the wider Biosphere and Greater Brighton city region and place it on a stronger footing to identify and secure new funding for delivery projects. The solution proposed was to use Biosphere as an umbrella and governance tool; this would focus resources in the most effective way and retain a focus on the city region.
- 3.4 Governance and reporting of progress on the Sustainability Action Plan would be to the Biosphere Board. Members liked DT's suggestion of mapping One Planet Action Plans for conversion to Biosphere Action Plans.
- 3.5 A paper was to be submitted to the Greater Brighton Economic Board meeting in January 2015, emphasising the importance of sustainability and the Biosphere to the sustainable economic development of the city region.
- 3.6 VB had identified projects for Biosphere and asked how these could be realised. NH advised her to contact: NH so that they could be placed in the council's project pipeline; Rich Howorth, Biosphere Reserve Officer, who could advise on Biosphere priorities; RW of the International Team who could advise and signpost on European funding.
- 3.7 Members agreed with ZO's proposal that single branding of all Biosphere and sustainability related activities will increase awareness.
- 3.8 Rachael Durrant was working with CSP members to identify which aspects of CSP they wish to retain and would meet with Paula Murray, Assistant Chief Executive.
- 3.9 Members agreed that it was vital to retain the links to community networks; and that independence from the council in the new partnership could enable action.
- 3.10 Members agreed in principle to the proposed revised governance arrangement and agreed to meet again on 28.01.15 for an update.

4. OPL 18 month report update

- 4.1 MP provided an update report and briefed members.
- 4.2 It was agreed by members that there should be one style of branding for behaviour change.

4.3 It was agreed by those present that Sustainability Action Plan actions should be aligned with the Biosphere plan. The council would be able to advise on this.

4.4 It was agreed by those present that the SAP would now prioritise high impact actions.

5. Innovate UK, Digital Catapult and Energy Data Projects Update

5.1 NH briefed partners on opportunities brought to the city by Digital Catapult.

5.2 Digital Catapult is a place to accelerate innovation within the digital economy. Brighton & Hove Connected had won funding to establish a space in Brighton – probably New England House - with the University of Brighton, Wired Sussex, American Express and Gatwick Airport to create a space with the technology to enable a real time data platform to be established. Businesses can develop products and services based on the data collected. Sunderland, Bradford and Brighton are the three cities in the UK with this platform.

5.3 The benefits to the city are that it will help council and partners to understand how we use data to drive innovation and change, enabling us to address the efficiency of city infrastructure by wise investment.

5.4 ZO saw this as a big opportunity for Digital Catapult to collaborate with the Green Growth Platform. NH advised a conversation with Phil Jones and Chris Baker.

5.5 NH updated members on energy data projects. Brighton & Hove is a “test bed city” for energy data platform offering real time measurement; companies can pilot in Brighton.

6. Performance Framework

6.1 Chris Todd had contacted Penny Thompson, Chair of the City Management Board, reiterating CSP’s request that action be prioritised to improve performance across red light indicators, in particular Carbon and Climate Change. There was concern that action wasn’t being targeted and while it was acknowledged there were difficulties achieving some of these challenging targets, this shouldn’t be an excuse not to take action or even lobby for change.

6.2 Members felt that retrofit of homes in the city should be prioritised by the council/city as this was an area of high energy expenditure where solutions were available. **Action: NH agreed to take back their concerns to housing colleagues at the council.**

7 Updates

7.1 Brighton & Hove Wildlife Forum (BHWF)

7.1.1 SD updated members with highlights from the minutes of the previous BHWF meeting held on 28 October 2014, as follows.

7.1.2 Council Parks enthusiastic for BHWF to re-run their wildlife slide show during April 2015 at Pavilion Museum.

7.1.3 Toads Hole Valley Community Group seeking to influence planners to prioritise Wildlife/Good Design.

7.1.4 BHWF still awaiting decision on Section 106 monies allocated from Maycroft development for Withdean Park. **Action: MP to advise Debra May, Section 106 Officer at the council.**

7.1.5 The Friends of Sheepcote Valley were unhappy with the inefficient treatment of Japanese Knotweed, i.e. mowing the affected area, which will cause it to

spread. **Action: NH to report this issue to the relevant council Head of Department.**

7.1.5 SD raised concern about whether the extension of the travellers' site at Horsdean was likely to increase the risk to water supplies in Patcham. NH advised that it is a condition of the planning permission that the water drainage solution must be agreed by the Environment Agency.

7.2 Sustainable Energy Working Group

7.2.1 Damian Tow had sent apologies.

7.3 Fair Trade Steering Group

7.3.1 Siobhan Wilson had sent an update via email.

7.3.2 Sustain Debate at Brighton Fashion Week was very successful with good attendance, good press and social media coverage and great feedback from both panel members and the audience. SW thanked CF and RS for attending. A film of the debate will be screened during Fair Trade Fortnight.

7.3.3 FTSG working with The Bridge Community Education Centre in Moulsecoomb on a pilot project to be rolled out to schools and other organisations on how to reduce, reuse, recycle and repair items.

7.3.4 Members who would like to see the Sustain film or have ideas for additional information for The Bridge project, please contact SW.

7.3.5 FTSG AGM was to be held week commencing 26/11/14. SW asked partners to let her know if they are aware of people who would like to join.

7.4 Waste House

7.4.1 CF reported that she had achieved global publicity for Waste House, Eco Open Houses and her WARPit work at the council, as keynote speaker at Reuse Expo in Austin Texas.

7.4.2 500 people visited the Waste House during Eco Open House 2014.

7.4.3 Waste prevention fund: RW will help CF to bid for European money to open commercially viable reuse depot in the city.

8 Any Other Business

8.1 CT advised that the Rampion Windfarm's final design was imminent.

February 2015 and that bids should be received in September 2015; and

- c) agrees to the discussion and production of further guidance on the assessment of bids for Sustainability & Resilience projects by the LTB.

- (iii) That the Urgency Sub-Committee agrees that the council's Lead Member for Transport can advise the Coast to Capital Local Transport Board [LTB] that the city council supports the principles of the proposed recommendations being made to the LTB regarding the request for increased funding for the A284 Lyminster Bypass, and therefore agrees that :-
 - a) additional funds should not be diverted to the scheme on this occasion, but this decision could be revisited in the future; and
 - b) accepts that the LTB's Assurance Framework allows for such requests to be considered on their merits and therefore agrees that the framework should not be altered.

- iv) That the Urgency Sub-Committee agrees that the council's Lead Member for Transport can advise the Coast to Capital Local Transport Board [LTB] that the city council agrees to the spending programme for the five Major Schemes approved in 2013, as proposed in Appendix 1 (LTB Process Meeting - Agenda Item 5) of this report;

and in relation to the recommendations set out in this paragraph 2.2 i - iv authorises the Lead Member for Transport to vote accordingly.

- 3) That the Urgency Sub-Committee authorises that the council's Lead Member for Transport can use his discretion in considering any minor variations tabled to proposed recommendations made in reports to the LTB, should it decide to propose or agree to consider such alternative, tabled recommendations.

- 4) That the Urgency Sub-Committee agrees that if an alternative (or new) recommendation is tabled during the LTB meeting which varies significantly from the original recommendation, that the Lead Member for Transport should not vote on behalf of the city council, but should seek a further decision from the Urgency Sub-Committee if such a decision would alter the overall decision of the LTB, or that the council wishes its position to be clearly established and recorded with the LTB process.

NB The above decisions will be implemented after close of business on 23 February 2015 unless they are called in.

Subject: Petitions
Date of Meeting: 17 March 2015
Report of: Monitoring Officer
Contact Officer: Name: John Peel Tel: 29-1058
E-mail: john.peel@brighton-hove.gov.uk
Wards Affected: Various

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

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

2. RECOMMENDATIONS:

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

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

3. PETITIONS

3. (i) Reduced Pay & Display Fees in Fiveways- Clair Letton

To receive the following e-petition and paper petition signed by 1170 people:

"We the undersigned petition Brighton & Hove Council to amend the zone J pay and display parking scheme to allow free short term parking for customers visiting Preston Drove businesses. We are requesting specifically that free parking should be allowed for up to 30 minutes with no return within 2 hours"

3. (ii) Include Hollingbury Park Avenue/Hollingbury Terrace in the 2015 Surrenden/Fiveways resident parking scheme consultation- Simon Conroy

To receive the following e-petition and paper petition signed by 217 people:

“We the undersigned petition Brighton & Hove Council to include Hollingbury Park Avenue/ Hollingbury Terrace in the 2015 resident parking scheme consultation as a street north of Preston Drove under severe parking pressure, but currently excluded from the Surrenden and Five Ways area west of Ditchling Road proposed parking consultation”

3. (iii) Hollingbury Road resident parking consultation- Edward Start

To receive the following e-petition signed by 31 people:

We the undersigned petition Brighton & Hove Council to include Hollingbury Road in the proposed Fiveways and Surrenden Resident Parking Scheme Consultation. Hollingbury Road leads directly off the Fiveways and is currently adversely affected by overspill parking from Controlled Parking Zone (CPZ) J, as well as by other road users who wish to have access to unrestricted and free parking.

3. (iv) George Street, Hove to open to traffic at 4pm- Councillor Wealls

To receive the following paper petition signed by 55 people:

Avoid the 'George Street Ghost Town' effect from 5pm-6pm that happens during the summer months when the street opens at 6pm. Boost extra business for all shop owners at the end of the trading day

17 March 2015

Brighton & Hove City Council

WRITTEN QUESTIONS

(i) Refuse collection in Regency ward- Catherine Wilson

Our rubbish and recycling bins in Regency are often overflowing and surrounded by fly tipped items like mattresses and rubble. To minimise health and safety issues and avoid the need to walk around the ward trying to find a bin which is not overflowing or surrounded with rubbish, can bins have a sticker with a bin number and free phone number for residents to ring or text when they are full or when fly tipping has occurred?

(ii) Grit bins in Regency ward- Sarah Cooper

I know of neighbours in Regency who have slipped and injured themselves in icy weather in Victoria Street and cars have crashed into parked cars on the corner of Clifton Place & Terrace. Can we please have more grit bins and can all of them be regularly filled during icy and snowy conditions?

DEPUTATIONS FROM MEMBERS OF THE PUBLIC

A period of not more than fifteen minutes shall be allowed at each ordinary meeting of the Council for the hearing of depositions from members of the public. Each deposition may be heard for a maximum of five minutes.

Deputations received:

(i) Deputation: Make St Andrew's Road, South Portslade safer

Purpose: Residents of St Andrew's Road, in south Portslade, are extremely concerned about the amount, type, speed and volume of traffic that now use the street and are looking for ways to help reduce the misery that this causes.

Dangers: St Andrews is a residential road running parallel to the seafront, it's a main route for children walking to local schools, though they cannot use it unaccompanied. It also hosts an entrance to Vale Park. The problems are:

- § Huge HGV's and vans use the road as a shortcut;
- § These continue through the night – noisy and shaking the buildings;
- § Cars rat-run through to avoid 2 sets of traffic lights
- § Buses – 4 routes travelling both ways, speeding, cause congestion and noise pollution. Over 150 buses each weekday, from 6.00am to 12.30 am sometimes in convoy, some almost empty. Eastbound buses do not stop.
- § Noise pollution from traffic going fast over the low humps;
- § Frequent minor traffic accidents, congestion and damage to residents cars;
- § Environmental pollution – the narrow road acts like a canyon for vehicle fumes and particulates.
- § Destruction of the road surface and potential property damage;
- § Cyclists use the pavements, to avoid squashing.

Impact: on the advice of local councillors and of the Council's Road Safety Manager we conducted a survey last Autumn to help gather concerns about the traffic. There was an excellent response from nearly half the households, representing a wide age range, the vast majority expressing concern about the road safety conditions, especially for the children. There are numerous accidents, mainly to vehicles, but if it can only be a matter of time before somebody is seriously hurt - especially now that new houses have been built nearby – adding to the problem, and the proposed development of the nearby Harbour Area.

Action: We therefore ask the Council to work with us urgently to help find ways to make St Andrew's Road safer by reducing and controlling traffic and buses, making it a street that is fit for people - and where they can live safely and well.

Patricia Sauer (lead spokesperson)

Sophie Passmore

Andrew Brown

Lucy Collins

Mike Davey

Rae Powers

Richard Clevett

Some traffic incidents in St Andrew's Road

St Andrew's Road is a straight road, about half mile long and lined with 100 or so modest Victorian houses. It's narrow – the roadway is only 25 feet wide, with cars parked on both sides.



Subject:	Consideration of Options for Mile Oak Recreation Ground		
Date of Meeting:	17 March 2015		
Report of:	Director of Environment Development and Housing		
Contact Officer:	Name:	Jan Jonker	Tel: 29-4722
	Email:	jan.jonker@brighton-hove.gov.uk	
Ward(s) affected:	North Portslade		

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

- 1.1 In October 2014 a petition was debated at full council calling for improvements to be made to Mile Oak Recreation Ground. Following the debate Council resolved that the petition be noted and referred to this Committee for consideration. The petition was submitted by Mile Oak Action Group (MORAG).
- 1.2 It was also resolved that this committee be requested to consider having an improvement plan for the site drawn up in consultation with users of the play area, and that these proposals are reported to this committee without delay.
- 1.3 On 25 November 2014 the petition was debated at this committee and it was resolved that an officer report considering options for improvement and refurbishment of Mile Oak recreation ground would be produced.

2. RECOMMENDATIONS:

- 2.1 That the Committee notes that the Open Spaces Strategy and supporting action plans will set out recommended priorities for the future management of play areas in the city
- 2.2 That the Committee notes that officers are working with MORAG to make some improvements to landscaping and the installation of a 'Wild Gym'
- 2.3 That the Committee agrees that officers will support the local community in exploring sources of grant funding to secure capital funding for more significant improvements.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 On 23 October 2014 a petition signed by 1,388 people regarding improvements to Mile Oak Recreation Ground was debated at full council. The petition, submitted by Mile Oak Rec Action Group (MORAG), called for suitable and safe play equipment for the site so that it was comparable to other play areas across

the city. It was stated that the current provision of equipment was not suitable and was in need of replacement, and that the refurbishment which took place in 2010 resulted in a loss of equipment and space.

- 3.2 Mile Oak Recreation Ground is one of 45 play areas across the city. It is located to the north of Chalky Road in North Portslade. The site is very popular with the local community who would like to see it improved.
- 3.3 Between 2009 and 2010 the council received a £1.1million 'Playbuilder Grant' for investment in play areas. A review of all play areas was carried out and the money allocated to 21 sites based on a number of factors including condition surveys, proximity to alternative sites, accessibility and demographics. The plans were agreed by the Council's Cabinet on 23 April 2009. Seven further sites already had other funding allocations, mainly s106 funds, and these site did not receive and Playbuilder grant. A copy of the Cabinet report is attached as Appendix 1.
- 3.4 Mile Oak was allocated £63,000 of Playbuilder funding with an additional £7,000 worth of council funding. At the time a lot of the large pieces of play equipment at the site were at the end of their useful life and the available funding was used for the removal of old equipment and installation of new equipment and features.
- 3.5 The grant funding required new guidelines to be followed in the design of play areas, increasing adventure play and moving away from traditional play equipment. The site was designed within the limited budget available and was informed by consultation with local children. The consultation event took place on 2nd September 2009.
- 3.6 The Playbuilder grant provided one off capital investment to upgrade many of the city's play areas. Section 106 funding is the other main source of capital funding to improve play areas in the city.

Budgets for Maintenance of Playgrounds

- 3.7 The council's budget for playground maintenance is £156,000 per annum. This funding is used for routine maintenance and repairs and things like replacement of sand and surfaces. The cost of new play equipment is significant and refurbishing sites, depending on their size typically costs from £60,000 to in excess of £150,000. The existing budget is insufficient for complete site refurbishments.
- 3.8 All of the city's play areas are regularly inspected to ensure they are maintained to a safe standard. All sites have recently been inspected and this review has identified £207,000 worth of play equipment maintenance work required to maintain all sites to the minimum standards. This does not include any preventative maintenance. A summary of this review is attached as Appendix 2. This schedule forms the expenditure plan for the revenue budget.
- 3.9 In the absence of any significant investment, the maintenance costs will increase in future years as the Playbuilder and other sites will increasingly show wear and tear. It will not be possible to maintain all sites to the minimum standards with the existing budgets.

- 3.10 Improving playgrounds involves time to design proposals, carry out site visits, engage and consult with local people and procure and deliver the works. Officers often receive requests from councillors, community groups and residents to improve play areas or support grant applications. Examples of recent requests have included works to Hove Lagoon, Manor Road play area in Whitehawk and Hangleton Park. While some of these sites do have s106 funding available officers have had to delay making progress with these requests due to other priorities including the Stanmer Park Project, maintaining the Green Flag Parks, working with planning to maximise s106 contributions, developing the Open Spaces Strategy, and ad hoc, one off projects, like controlling parking in parks and the Fields in Trust and Centenary Field applications.
- 3.11 In October 2014 this Committee approved work to progress an updates Open Spaces Strategy for the city. This work is now underway and the strategy will identify priorities for play in the city taking in to account available resources, the distribution of play areas, and their condition. It will explore more affordable types of play and potential funding sources. The strategy will be supported by an Action Plan which will prioritise play areas for improvement based on clear criteria. It is anticipated that these recommendations for play areas will be available for members to consider by October 2015.

Options for Mile Oak

- 3.12 For reasons set out in this report, there are no resources available within existing City Parks budgets to carry out significant improvements to Mile Oak Recreation Ground. However officers have met with 'MORAG' to identify some immediate improvements to landscaping and the installation of a bee bank, which is underway and installation of 'wild gym' consisting of fitness equipment made from locally sourced materials. Funding for this equipment has been provided by the Healthy Neighbourhood Grant funding (HNF) agreed and distributed by Portslade Community Forum (PCF) from NHS funding to local communities via Trust for Developing Communities administering it on behalf of BHCC.
- 3.13 In order to carry out more significant improvements to the play area, officers will support the local community in looking for alternative sources of funding either through fund raising or grant applications.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 Existing resources do not allow for the level of investment in Mile Oak Recreation Ground that the local community would like to see. It is recommended that fundraising opportunities and grant applications are explored as alternative funding sources

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Officers from City Parks, including the rangers are already working with MORAG and local residents. This work will continue to support the group to pursue funding opportunities.

6. CONCLUSION

- 6.1 The play area at Mile Oak Recreation Ground is popular and would benefit from improvements. There is a significant call on the City Parks budget for play areas and there is not the scope to use the existing budget for large scale refurbishments of existing sites such as Mile Oak. The existing budget is targeted at the most immediate maintenance priorities for play areas across the city to keep them safe.
- 6.2 Council officers will support MORAG and local residents in fundraising and applying for other sources of funding.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The existing revenue budget for playground maintenance is approximately £156,000 per annum. The costs of officer time associated to the recommendations in this report will be met from existing revenue resources within the City Infrastructure service.

Finance Officer Consulted: Steven Bedford

Date: 23/01/15

Legal Implications:

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

Lawyer Consulted: Elizabeth Culbert

Date: 23/01/15

Equalities Implications:

- 7.3 Ensuring play areas are accessible to children and their carers and contain play equipment that is accessible to children with physical impairments is critical. Investment in play areas in recent years including Playbuilder funding has been subject to assessments to ensure that as far as possible these issues were addressed. Any future investment in Mile Oak Recreation Ground will be subject to similar assessment.

Sustainability Implications:

- 7.4 None

SUPPORTING DOCUMENTATION

Appendices:

1. Committee Report Approving Playbuilder Spend
2. Responsive Repair Cost Schedule for all Play Areas

Subject:	Brighton & Hove City Council Project Plan for Playbuilder Scheme		
Date of Meeting:	23 April 2009		
Report of:	Director of Children's Services and Director of Environment		
Contact Officer:	Name:	Jan Jonker	Tel: 29-4722
	E-mail:	jan.jonker@brighton-hove.gov.uk	
Key Decision:	Yes	Forward Plan No: CAB8753	
Wards Affected:	East Brighton; Hangleton & Knoll; Hanover & Elm Grove; Moulsecoomb & Bevendean; North Portslade; Patcham; Preston Park; Queen's Park; Rottingdean Coastal; South Portslade; St Peters & North Laine; Stanford; Stanmer & Hollingdean; Withdean; Woodingdean		

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

- 1.1 Brighton & Hove City Council will receive £1.1 million of capital funding to build or renew 22 play spaces across the city. The sites have to be developed in two tranches over the two financial years 2009/10 and 2010/11. The funding was brought forward a year which has reduced time available to plan the work from over one year to less than 3 months.
- 1.2 To ensure the funding is properly allocated a needs analysis of play has been carried out based on:
 - The condition of existing play areas in the city
 - The value of existing play areas
 - Geographical areas of deficiency
 - Demographic information including number of households, number of 0-15 year olds within catchments, number of schools and youth clubs and indices of deprivation.
- 1.3 This analysis has been used to recommend 22 sites for investment from Playbuilder funding.

2. RECOMMENDATIONS:

- 2.1 That Cabinet approves the proposed 22 sites for Playbuilder investment.
- 2.2 That Cabinet approves the establishment of a Play Task Force (which is a pre-requisite for the funding).

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

Background

- 3.1 Through the National Play Strategy, £235m of dedicated investment is available for up to 3,500 play areas across the country. The funding is for the building and renewing of innovative and stimulating equipment and landscaping, accessible to children with disabilities. It should deliver physically active play opportunities which are attractive to all children, including 8-13 year olds.
- 3.2 Brighton and Hove was expecting to be included in the final wave of this *Playbuilder* funding due to be available in 2010/11. In December 2008 it was announced that this funding is being brought forward to 2009/10. This has reduced the time available to plan the project from 15 months to three months.
- 3.3 The funding consists of £1.1 million capital funding to develop 22 new play spaces and £45,000 revenue funding to assist in the delivery of the project. The work has to be delivered in two tranches, 11 sites in 2009/10 and further 11 in 2010/11. Money not spent within the time-scale will be clawed back. The time-scales for the project are very challenging given that community engagement, site design, procurement and installation all need to be completed.
- 3.4 The funding has generated a high level of expectation as there are many communities wanting to see further investment in play in their areas. The funding is not sufficient to meet all these expectations and therefore when the announcement was made to bring the funding forward a needs assessment was carried out to ensure it is properly allocated by means of a robust and transparent methodology.

Needs Analysis

- 3.5 Groundwork Solent, who have a lot of expertise in play development, community engagement and delivery of Playbuilder projects were appointed to assist with the development of site selection criteria and the project plan. The needs analysis was based on:
 1. The condition of the existing play areas in the city
 2. The play value of existing play areas taking into account the numbers and types of play facilities
 3. Geographical areas deficient in play facilities
 4. Demographic information including areas of deprivation, sizes of catchment in terms of number of households and numbers of 0-15 year olds, number of schools and youth clubs.

- 3.6 Input was also obtained from relevant officers the Children’s and Young People’s Trust (CYPT) and the Environment Directorate and from the Community and Voluntary Sector Forum and Amaze, an organisation representing parents of children with disabilities.

Proposed Sites for Investment

- 3.7 The information was used to identify 22 sites considered to be priority for investment for Playbuilder funding. These are listed in Table 1 below.

Table 1 - Proposed sites for Playbuilder Investment

Site	Ward
Year 1	
Bexhill Road	Woodingdean
Carden Park	Patcham
Chalk Pit	North Portslade
Dyke Road Park	Stanford
Hodshrove Wood	Moulsecoomb & Bevendean
Mile Oak Recreation Ground	North Portslade
Preston Park	Preston Park
Queens Park	Queens Park
St Nicholas	St Peters/ North Laine
Swanborough Drive	East Brighton
William Clarke Park	Hanover & Elm Grove
Year 2	
Barn Rise	Westdene
Blakers Park	Preston Park
East Brighton Park	East Brighton
East Hill Park	South Portslade
Greenleas Recreation Ground	Hangleton & Knoll
Haig Avenue	Hollingbury & Stanmer
Happy Valley	Woodingdean
Mackie Avenue	Patcham
Saltdean Oval	Rottingdean Coastal
Woollards Field	Moulsecoombe & Bevendean
Whitehawk Senior	East Brighton

- 3.8 A number of sites have been identified as being relatively high on the priority list for investment but have approved funding from other sources. Where this is the case they have not been allocated Playbuilder funding. These sites are listed in Table 2 below. Priority will be given to the Playbuilder projects as the time-scale for expenditure is critical.
- 3.9 Further detail of the needs analysis is presented in Appendix 1

Site	Ward	Funding
The Level	St Peter's & North Laine	£137,000 section 106
Tarnerland Park	Hanover & Elm Grove	£80,000 section 106
Saunders Park	Hollingbury & Stanmer	£122,000 section 106
Knoll Recreation Ground	Hangleton & Knoll	£40,000 section 106
Newhaven Street	Hanover & Elm Grove	Improvements being funded from Estates Development Budget
St Ann's Well Gardens	Goldsmid	£65,000 Section 106
Rottingdean Field	Rottingdean Coastal	Community group (PARC) raised money for site improvement

Types of Play

- 3.10 The funding is for the development of play spaces in line with the latest design guidance set out by Play England. One of the requirements is to move away from traditional play spaces and move towards more adventurous play areas, incorporating landscape features and bring risk back in to play as an important element in children's development.
- 3.11 The funding is primarily targeted at 8 to 13 year olds. The play areas have to be inclusive and accessible and the funding may not be used for sport.

Community Engagement & Play Task Force

- 3.12 The sites have been identified based on need and following consultation with council officers CVSF and Amaze. Following approval of the recommendations by Cabinet we will consult with communities in the locations identified.
- 3.13 It is proposed to establish a *Play Task Force*. This group will have a city-wide remit and will advise on the development of the City's play strategy implementation of the Playbuilder project. It will help further integrate all the services relating to children's play. Membership of the task force would consist of representatives from:
1. City Parks strategy and operations
 2. Children's and Young People's trust responsible for Play Strategy
 3. Neighbourhood management and environmental improvement teams
 4. Relevant members of the Community and Voluntary Sector Forum
 5. Amaze, a charity representing parents of disabled children
 6. The Youth Council or area based Youth Forums.

- 3.14 Input from children in to the process will be essential to the success of the project.
- 3.15 In a local level we will engage with communities and particularly children at all the sites to allow them to have a real say in what is developed in their area.
- 3.16 The designs of play areas will also need to take in to consideration types of materials used to ensure they are sustainable and robust as they will have to be maintained from existing revenue budgets.

Procurement

- 3.17 Given the shortened time-scale of the project it is imperative that there is no delay in procurement as this could risk the delivery of the project, as money not spent within the two tranches will be clawed back. A plan has been drawn up with procurement to minimise these risks.

4. CONSULTATION

- 4.1 Community engagement is a critical part of the project and will be carried out as detailed above.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The capital grant totals £1.127 million and must be spent by the end of March 2011. A condition of the grant is that at least 11 play areas are developed in both 2009/10 and 2010/11. There is a revenue grant of £45,000 to fund development of the schemes.
- 5.2 There are no direct financial implications for the council as all the works will be funded from the grant and as the grant will be used to develop existing sites rather than building new play areas, there will not be any additional maintenance requirements to be funded from ongoing revenue budgets.

Finance Officer Consulted: Patrick Rice Date: 02/04/09

Legal Implications:

- 5.3 The Play Pathfinder and Playbuilder, Capital and Revenue, Grants will be paid under Section 14 (2) (j) of the Education Act 2002 for the purpose of the promotion of the welfare of children and their parents.
The proposed refurbishment of playgrounds is a 'mixed' contract for the purposes of the EU Directive, covering services, supplies and works. The majority of the money is due to be spent on the supply of new equipment, therefore the relevant threshold for EU purposes is the one for supplies, which is £139,893. As the total spend is over this threshold, it is a contract which needs to be advertised in the OJEU. The proposed timescale for tendering the contract(s) is tight, but given the new 'accelerated procedure',

it is possible that the tender process could be completed within the timescale. Contracts over £75,000 must be prepared in a form approved by the Head of Law. The Council must take the Human Rights Act into account in respect of its actions but it is not considered that any individual's Human Rights Act rights would be adversely affected by the recommendations in this report.

Lawyer Consulted:

Elizabeth Culbert

Date: 02/04/09

Equalities Implications:

- 5.4 One of the requirements of the funding is that the play areas developed are inclusive, and in particular that they can be enjoyed by all children including those with disabilities. An equalities impact assessment is in place for playgrounds. This has been reviewed and will inform the development and design of each of the 22 play spaces.

Sustainability Implications:

- 5.5 The funding is aimed at natural play making use of existing features in the landscape and where possible use natural materials rather than only relying on fixed play equipment. Environmental and sustainability will be criteria used in the procurement evaluation process.

Crime & Disorder Implications:

- 5.6 The funding will mainly be used to improve and upgrade existing play areas and will result in more children and families enjoying them. This is expected to have a positive impact on reducing crime and disorder.

Risk & Opportunity Management Implications:

- 5.7 The revised project time-scales, requiring the development of 11 sites in 2009/10 and the remaining 11 in 2010/11 are very tight given the procurement, community engagement, design and build processes that need to be completed. A robust project plan has been developed to minimise this risk.
- 5.8 The funding is being made available to 86 local authorities which may limit the availability of suppliers and designers. The procurement plan reduces this risk.

Corporate / Citywide Implications:

- 5.9 The proposed sites are spread throughout the city and will result in improved play opportunities for all children.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The proposed sites have been identified based on a robust and transparent needs assessment. All alternative sites have been included in the assessment.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The accelerated availability of Playbuilder funding has reduced the time-scales available to successfully deliver this project. The needs analysis has identified the sites which should be a priority for investment based on condition, play value, areas of deficiency and demographic information, subject to community engagement.
- 7.2 The recommendation to establish a Play Task Force will help coordinate the delivery of the project and integrate delivery of children's play between council departments and with the wider community.

SUPPORTING DOCUMENTATION

Appendices:

1. Summary of proposed sites and selection criteria

Documents In Members' Rooms

1. Play England Design For Play: A Guide to creating successful play spaces
2008

Background Documents

None



QUOTATION

HAGS-SMP LTD T/As RSS

DESCRIPTION

<u>Aldrington Recreation Ground</u>		
	£	2,810
<u>Barn Rise</u>		
	£	440
<u>Bexhill Road</u>		
	£	405
<u>Blakers Park Play Area</u>		
	£	1,929
<u>Carden Park Play Area</u>		
	£	5,825
<u>Downland Court</u>		
	£	1,529
<u>Dyke Road Park</u>		
	£	6,363
<u>East Brighton Park</u>		
	£	2,625
<u>Easthill Park</u>		
	£	8,328
<u>Farm Green</u>		
	£	2,078
<u>Greenleas Park</u>		
	£	2,188
<u>Haig Avenue</u>		
	£	302
<u>Hangleton Park</u>		
	£	3,400
<u>Hollingbury Park Playground</u>		

Confidential	06/03/2015	£	1,710
<u>Hollingdean Park</u>		£	6,284
<u>Hove Lagoon Play Area and Paddling Pool</u>		£	8,452
<u>Hove Lagoon Skate Park</u>		£	805
<u>Hove Park & Hove Fitness Area</u>		£	7,607
<u>Kingswood Flats</u>		£	1,549
<u>Knoll Recreation Ground</u>		£	1,078
<u>Knoll Recreation Ground MUGA</u>		£	660
<u>Mackie Avenue</u>		£	2,548
<u>Manor Road</u>		£	6,324
<u>Mile Oak Recreation Play Areas</u>		£	1,057
<u>Milner Road Flats</u>		£	1,257
<u>Newhaven Street</u>		£	561
<u>Ovingdean Park</u>		£	414
<u>Preston Park</u>		£	8,893
<u>Queens Park</u>		£	7,682
<u>Rottingdean Field</u>		£	1,072
<u>Saltdean Oval MUGA & Skate Park</u>		£	625
<u>Saltdean Oval Playground</u>		£	5,232
<u>Saunders Park</u>		£	8,043
<u>St Ann's Well Playground</u>		£	5,587
<u>St. Nicholas Play Area</u>		£	7,969
<u>Stammer Heights, Brighton, East Sussex</u>		£	1,979

<u>Stoneham Recreation Ground</u>	06/03/2015	£	3,193
<u>Turner Park</u>		£	9,774
<u>The Level Play Area & Water Play</u>		£	1,998
<u>Vale Avenue Playground</u>		£	1,211
<u>Vale Park & Vale Fitness Park</u>		£	9,399
<u>Victoria Road, Portslade</u>		£	20,773
<u>Whitehawk Junior</u>		£	18,454
<u>Whitehawk Way</u>		£	2,708
<u>Wickhurst Rise Flats</u>		£	210
<u>William Clark Park Playground</u>		£	555
<u>Wolseley Road</u>		£	1,363
<u>Woodingdean Central</u>		£	1,961
<u>Woolard's Field Play Area</u>		£	3,741
Total		£	207,205
Above prices are subject to VAT			

409101	1	each	268.00
409102	1	each	33.00
409103	1	each	26.00
409104	1	each	35.00
409106	10	each	2.40
409107	10	each	3.60
409108	2	each	107.00
409110	1	each	19.00
409100	1	each	290.00
109906	1	each	102.00

Roundabout Nursery											
remove sharp edges										0.00	0.00
tighten loose fixings	I&MREPAIRS	1	each	80.00						0.00	0.00
Replace rotted timbers										80.00	80.00
										0.00	0.00
										0.00	0.00
										0.00	0.00
Remove sharp edges	I&MREPAIRS	1	each	120.00						120.00	120.00
										0.00	0.00
										0.00	200.00
North Portlade Children's Centre											
re set gate to ensure 12mm opening	I&MREPAIRS	1	each	250.00						0.00	0.00
re paint gate Yellow	PAINT	2	Litres	14.50						250.00	250.00
replace buffer	955527	1	each	5.00						29.00	29.00
										5.00	5.00
Remove projecting fixings and sharp edges	I&MREPAIRS	1	each	80.00						80.00	80.00
										0.00	0.00
										0.00	364.00
Jump Start Nursery											
remove items from falling space	I&MREPAIRS	1	each	80.00						80.00	80.00
										0.00	0.00
										0.00	80.00
Hollingdean Children's Centre											
reinststate eroded area and lay turf and grass mats	TURF	1	sq. m	5.00						0.00	0.00
reset gate to ensure 12mm openings	TECH005	1	each	32.00						5.00	5.00
										32.00	32.00
	I&MREPAIRS	1	each	250.00						250.00	250.00
	PAINT	5	litres	14.50						72.50	72.50
treat and repaint rusted areas	I&MREPAIRS	1	each	250.00						250.00	250.00
										0.00	0.00
										0.00	0.00
repaint springs	I&MREPAIRS	1	each	40.00						40.00	40.00
	PAINT	5	litre	14.50						72.50	72.50
										0.00	0.00
										0.00	722.00
Hanqleton Park Children's Centre											
remove sharp edges	I&MREPAIRS	1	each	120.00						120.00	120.00
										0.00	0.00
										0.00	120.00
Cherry Tree Nursery											
remove sharp edges and replace missing fixings	I&MREPAIRS	1	each	80.00						80.00	80.00
	I&MRFB	15	each	2.50						37.50	37.50
										0.00	0.00
top up sand pit with play grade sand	I&MRFB	1	each	120.00						120.00	120.00
	I&MREPAIRS	1	each	120.00						120.00	120.00
										0.00	357.50
Bright Start Nursery											
remove sharp edges	78904012	1	each	15.00						15.00	15.00
replace missing hand hold	10301004	1	each	3.75						3.75	3.75
	10291000	1	each	0.65						0.65	0.65
	10131030	1	each	1.30						1.30	1.30
Repair damaged surfacing	I&MREPAIRS	1	each	80.00						80.00	80.00
										0.00	0.00
										0.00	100.70
Acorn Nursery											
Adjust gate to ensure a 12mm opening all around	I&MREPAIRS	1	each	250.00						250.00	250.00
The handrails adjacent to the slide are loose	I&MREPAIRS	1	each	40.00						40.00	40.00
										0.00	0.00
										0.00	290.00

Subject:	Health and Safety Service Plan 2015-16		
Date of Meeting:	17th March 2015		
Report of:	Director of Public Health		
Contact Officer:	Name:	Roy Pickard	Tel: 292145
	Email:	roy.pickard@brighton-hove.gcsx.gov.uk	
Ward(s) affected:	All		

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

- 1.1 The Health & Safety Service Plan is required under the National Local Authority Enforcement Code, issued by the Health and Safety Executive, under Section 18 of the Health and Safety at Work etc. Act 1974.
- 1.2 This work is very important to a city like Brighton & Hove with its leisure and tourist industry, its night time economy and its retail businesses. It keeps the city's workers, residents and visitors safe and healthy and enhances the city's reputation as an attractive place to work, live and visit.
- 1.3 Recent years' activities were determined by reducing service budget, the local public health agenda and the 'better regulation' agenda. Deregulation impacted on health and safety following Lord Young's review of health and safety, Common Sense - Common Safety, the Löfstedt review recommending reducing the burden of unnecessary regulation on businesses and the HSE's National Local Authority (LA) Enforcement Code which provided a principle based framework that recognised the respective roles of business and the regulator in the management of risk. The resulting reduced demand reflects reduced posts.

2. RECOMMENDATIONS:

- 2.1 That the Committee approves the proposed Health & Safety Service Plan 2015/2016 at Appendix 1.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Health and safety legislation in Great Britain is enforced by HSE or one of the over 380 Local Authorities (LA), depending on the main activity carried out at any particular premises. In general, Local Authorities are the main enforcing authority for retail, wholesale distribution and warehousing, hotel and catering premises, offices, and the consumer/leisure industries. In Brighton and Hove this is approximately 8,000 businesses.
- 3.2 Each LA is an enforcing authority in its own right and must make adequate provision for enforcement. The LA National Enforcement Code introduced in

May 2013 sets out the principles that each LA should follow to ensure a consistent, proportionate and targeted approach to regulation based on risk.

- 3.3 Local Authorities use a number of intervention approaches to regulate and influence businesses in the management of health and safety risks including: provision of advice and guidance to individual businesses or groups
proactive interventions, including inspection reactive interventions, e.g. to investigate an accident or complaint.
- 3.4 LA inspectors may use enforcement powers, including formal enforcement notices, to address occupational health and safety risks and secure compliance with the law. Prosecution action may be appropriate to hold duty holders to account for failures to safeguard health and safety.
- 3.5 The Health & Safety Annual Service Plan is a statutory document required under guidance issued by the Health and Safety Executive (HSE), National Local Authority Enforcement Code. This Code requires Local Authorities to make adequate arrangements for providing a health and safety service that includes an enforcement role.
- 3.6 There have been a number of national health and safety reviews over the last five years. Consequently, Central Government thinking on how Local Authorities should approach enforcement of health and safety has changed. Regulators are to achieve their objectives in a way that minimises the burdens on business. Local Authorities are to embed a risk-based, proportionate, targeted and flexible approach to regulatory inspection and enforcement. This approach will ensure that regulators are efficient and effective in their work, without imposing unnecessary burdens on those they regulate.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 As part of the council's efficiency drive to make savings, the health and safety service over the last four years has undergone changes.
- 4.2 Last year staffing levels were reduced from 5.5 FTEs plus one manager to 1.9 FTEs plus one manager, who is shared between 4 other services.
- 4.3 This year it is proposed to reduce staffing levels to 1FTE and one manager shared between 4 other services.
- 4.4 This reduction in resources has resulted in less preventative work being carried out and less inspection of proactive high risk premises or activities.
- 4.4 Consequently, the service has become predominately reactive focusing on accident/complaint investigation and investigations as a result of referrals from other agencies.

Service Redesign

- 4.6 To manage demand with fewer resources the service will 'stop, start, change' work streams.

4.7 Work that will no longer be carried out will be:

- Proactive inspections of businesses. Business compliance with health and safety legislation will be assessed as a result of a complaint or an accident notification investigation.
- Visits to skin piercers on new registrations to ensure infection control is in place and compliance with the city's byelaws and the assessment of knowledge and competence of skin piercers.
- Yearly inspection of cooling towers, (these will now be inspected according to risk following HSE guidance). The duty is on Employers, or a person in control of a premises, to be responsible for health and safety and need to take the right precautions to reduce the risks of exposure to legionella. The HSE are responsible for hospital, education establishments and council premises. The Local Authority is the enforcement authority for retail, offices, hospitality and leisure sectors.
- Visits to hotels in response to complaints about poor house keeping
- Participating in the Sussex health safety liaison group regional H&S safety project.
- Business advice.
- Visits to asbestos removal to ensure safety controls are in place. The duty to manage asbestos is directed at those who manage non-domestic premises: the people with responsibility for protecting others who work in such premises, or use them in other ways, from the risks to ill health that exposure to asbestos causes. The HSE licence asbestos removal contractors and assess their competence. We will continue to respond to complaints.

4.8 In addition to this work being stopped, the NHS health checks service will, in future, be delivered through primary care with a small numbers being delivered through the public health hostels work and the public healthy school programme. Accordingly, the community based NHS health checks will cease.

4.9 Work streams that will continue.

- Proactive inspection of high risk activities in those sectors specified by HSE or where intelligence suggests risks are not being effectively managed.
- Investigation of RIDDOR accident notifications.
- Investigation of complaints about poor working practices or working conditions.

4.10 Work streams that will change.

- Complaints about poor housing keeping in hotels and B&Bs will be responded to by letter only and complaints referred to Visit Brighton.
- Complaints about dirty public toilets in food premises will be dealt with by food safety officers.
- Clearance certificates will be asked for by standard letter for all asbestos removal notifications. Risk assessments and method statements will not be requested and scrutinised.
- Cooling towers will be inspected by risk only – currently these are rated low risk and therefore will not be proactively inspected.
- Contraventions of smoke free legislation will be initially responded to by letter only.

- Matters of evident concern in food businesses will be dealt by the food safety team officers.
 - A possible public health led project to work with skin piercers.
- 4.11 To ensure local transparency and accountability, it is a requirement that the Health & Safety Service Plan is submitted to the relevant member forum for approval.
- 4.12 The Service Plan is a statutory requirement. LAC 67/2(rev 4) and The National Local Authority Enforcement Code provides direction to Local Authorities on meeting statutory requirements.

5 COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The service plan will be part of a rigorous consultation process in March 2015 involving members of the public, employers, employees, internal and external stakeholders such as Trade Unions, Corporate Health & Safety and local business forums. It must be a published document and is also available on the Council's website.
- 5.2 Business satisfaction rates for the Health and Safety service remain high with 96.9% of businesses feeling that they had been treated fairly and 98.4% of businesses felt the contact was helpful in 2013-14.

6. CONCLUSION

- 6.1 This report details how the Council intends to comply with its statutory duties.
- 6.2 Whilst the primary responsibility for managing health and safety risks lies with the business who creates the risk, health and safety regulators have an important role in ensuring the effective and proportionate management of risks, supporting business, protecting their communities and contributing to a wider public health agenda

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The costs associated to regulating and enforcing the Health & Safety Plan are met from the Health and Safety service revenue budget within Regulatory Services. The 2015/16 budget will be determined as part of the budget proposals to Budget Council in February. The net budget for the service in the 2014/15 financial year is approximately £190,000, which includes the costs of support services and management and administration support.

Finance Officer Consulted: Steven Bedford

Date: 30/01/15

Legal Implications:

- 7.2 Section 18(4) of the Health & Safety at Work etc. Act 1974 imposes a duty on every local authority to make adequate arrangements for the enforcement within

their area of the relevant statutory provisions for which they are responsible, and to perform those duties in accordance with guidance issued by the HSE. The National Local Authority Enforcement Code sets out guidance for Local Authorities so that they adopt a consistent and proportionate approach to enforcement. The Health & Safety Service Plan proposed for approval will assist the council in discharging its section 18 duties.

Lawyer Consulted: Elizabeth Culbert

Date: 25/02/15

Equalities Implications:

- 7.3 An Equalities Impact Assessment has been completed as part of our contact with groups during discussions in 2010 a review of this impact assessment was carried out in 2012.
- 7.4 Where business considers that they operate in a lower risk sector and have been unreasonably subject to a proactive health and safety inspection by an LA they can complain to the Independent Regulatory Challenge Panel whose members have the competence and experience to assess regulatory matters.

Sustainability Implications:

- 7.5 Unacceptable risk, fatalities and major injuries would reduce development of the city, tourism and benefits to local people, in addition to private and family lives.

Any Other Significant Implications:

- 7.6 The service plan protects public health by improving standards in work places reducing sickness and ill health. The public and visitors to the city are also protected from accidents and incidents that can lead to injury.
- 7.7 A safe and healthy workforce benefits the local economy and develops the city's tourism.

Crime & Disorder Implications:

- 7.8 The reduction in preventative work may lead to an increase in poorly performing business resulting in more enforcement action,

Risk and Opportunity Management Implications

- 7.9 Proportionate decision making is required by the Council's Enforcement Policy, HSE's Enforcement Policy Statement and Enforcement Management Model

Public Health Implications:

- 7.10 Health and safety at work enforcement complements accident protection work like road safety and home safety. E.g. the health and safety team work with adult social care regarding reducing falls in care homes.

Corporate / Citywide Implications:

- 7.11 Inspectors take a risk based approach to intervention planning for both local & national priorities

SUPPORTING DOCUMENTATION

Appendices:

1. Health & Safety Service Plan 2014/2015

Documents in Members' Rooms

1. None

Background Documents

1. Health & Safety at Work etc Act 1974
2. Reducing administrative burdens: Effective inspection and enforcement – Philip Hampton - March 2005
3. Health & Safety Executive strategy 'be part of the solution'
4. Local Authority Circular (LAC 67/2 (rev4))
5. Common sense, Common Safety - Professor Ragnar E Lofstedt October 2010
6. Lord Young Report - Department of work and pensions. Good Health & Safety, Good for Everyone March 2011
7. Local Government Group2 (LGG) and HSE published joint guidance - "Reducing Proactive Inspections"
8. Reclaiming Health & Safety for all. An Independent review of health & safety legislation. Professor Ragnar E Lofstedt. November 2011
9. The LA National Enforcement Code

Service Plan 2015-16

Directorate:	Public Health Directorate	Service:	Health And Safety Team
Responsible Officer:	Roy Pickard		
Signed off:			

Corporate Plan - Priorities	
1	Economy and housing
2	Children and young people
3	Health and wellbeing
4	Community safety & resilience
5	Environmental sustainability

Corporate Plan - Purpose and Ambition (Modernising the Council)	
6	Strong civic leadership
7	Value for money
8	Quality public services
9	Protect the vulnerable
10	A high performing workforce

Service Objectives for 2015/16	
1	To comply with the National Local Authority Enforcement Code
2	
3	
4	
5	
6	

(To add additional rows position the cursor at the end of a row outside the table and press enter)



Key Service deliverables

Service Objective 1:

Directorate Objective number	Action/deliverable	Due Date	Accountable Lead Officer	Internal /External partners involved	Measure of Success
	Proactive inspection of high risk activities in those sectors specified by HSE or where intelligence suggests risks are not being effectively managed.	31 st March 2016	Roy Pickard	HSE Fire Brigade Planning Building Control	Inspection of all category As by 31 st March 2016

(To add additional rows position the cursor at the end of a row outside the table and press enter)

Service Objective 2:

Directorate Objective number	Action/deliverable	Due Date	Accountable Lead Officer	Internal /External partners involved	Measure of Success
	To investigate 200 RIDDOR accident notifications.	31 st March 2016	Roy Pickard	HSE Police Fire Brigade Planning Building Control Fall Prevention Team.	200 RIDDOR notifications investigated.

(To add additional rows position the cursor at the end of a row outside the table and press enter)

Service Objective 3:



Directorate Objective number	Action/deliverable	Due Date	Accountable Lead Officer	Internal /External partners involved	Measure of Success
	To investigate 200 complaints of poor working practices/conditions.	31 st March 2016		HSE Police Fire Brigade Planning Building Control	200 complaints investigated.

(To add additional rows position the cursor at the end of a row outside the table and press enter)

Service Objective 4:					
Directorate Objective number	Action/deliverable	Due Date	Accountable Lead Officer	Internal /External partners involved	Measure of Success

(To add additional rows position the cursor at the end of a row outside the table and press enter)

Service Objective 5:					
Directorate Objective number	Action/deliverable	Due Date	Accountable Lead Officer	Internal /External partners involved	Measure of Success

(To add additional rows position the cursor at the end of a row outside the table and press enter)

Service Objective 6:					
----------------------	--	--	--	--	--

Directorate Objective number	Action/deliverable	Due Date	Accountable Lead Officer	Internal /External partners involved	Measure of Success

(To add additional rows position the cursor at the end of a row outside the table and press enter)



Subject: Official Feed and Food Controls Service Plan
2015/16

Date of Meeting: 17 March 2015

Report of: Director of Public Health

Contact Officer: Name: Nick Wilmot Tel: 29-2157
Email: nick.wilmot@brighton-hove.gov.uk

Ward(s) affected: All

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT:

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

2. RECOMMENDATIONS:

- 2.1 That the committee agrees the Official Feed and Food Controls Service Plan 2015/2016 set out in the appendix to this report.

3. BACKGROUND INFORMATION:

- 3.1 The Food Standards Agency's Framework Agreement on Local Authority Food Law Enforcement requires the production and publication of a service plan. Every local authority is required to develop an annual food enforcement service plan, which provides the basis on which local authorities are monitored and audited by the Food Standards Agency.
- 3.2 To ensure local transparency and accountability, it is a requirement that the Official Feed and Food Controls Service Plan is submitted to the relevant member forum for approval.
- 3.3 The attached plan (Appendix A) is an integral part of the organisation of Regulatory Services within Public Health.
- 3.4 In accordance with the Standard outlined in the Framework Agreement the food service is a mix of enforcement, intelligence based work, investigation and education. It is planned that a performance targets of completion of 98% of programmed food safety interventions and 90% of service requests responded to within 5 days.
- 3.5 In addition, areas of current good practice, and opportunities for further improvement, have been identified, both in Food Safety and Food Standards, in section 6.3 of the Service Plan. The targeting of resources to

these areas of work aims to provide a balanced mix of services, which is most likely to benefit the business sector, consumers and other stakeholders. The service will continue to focus enforcement action on the poorer performing businesses.

- 3.6 It is pleasing to note that the general standard of hygiene attained by local businesses continues to improve with the number of those deemed 'broadly compliant', achieving a standard of 3 or more out of 5 on the Food Hygiene Rating Scheme (FHRS), rising from 92.9% in January 2014 to 94.1% in December 2014.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The plan and activities detailed within it are legally required to comply with the Food Law Code of Practice.

5. COMMUNITY ENGAGEMENT AND CONSULTATION

- 5.1 The planning process is governed by the national Food Safety Framework Agreement and so follows the same format each year. In past years draft plans have been circulated to the Brighton & Hove Food Partnership, the Brighton & Hove Citizens panel and Regulatory Services Peer Review.

6. CONCLUSION

- 6.1 That the committee agrees the Official Feed and Food Controls Service Plan 2015/2016 set out in the appendix to this report.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The costs associated with producing and compliance of the proposed Official Feed and Food Controls Service Plan 2015/16 will be met from the Food Safety revenue budget within the Environmental Health service.

Finance Officer Consulted: Steven Bedford

Date: 06/03/2015

Legal Implications:

- 7.2 The Food Standards Agency places a requirement on local authorities to develop and submit a service plan. Local authorities are audited and assessed by the Food Standards Agency on the basis of their food law enforcement service as provided for in their Service Plans. The Food Safety Act 1990 (Code of Practice) places a requirement on local authorities to operate an inspection rating scheme, which determines frequency of intervention of food premises. The Official Feed and Food Controls Service Plan 2015/16 identifies the planned number of interventions for that period.

Equalities Implications:

- 7.3 An Equalities Impact Assessment has been undertaken. See 2.4.5 of appendix 1 for profile of food premises registering with the food service during the year 2013/2014. The service is mindful of the greater assistance food business operators require where their first language is not English. Written information, translation and interpreting services are employed where necessary to assist businesses to comply with regulatory requirements.

Any Other Significant Implications:

Public Health Implications:

- 7.4 The Food and Feed Service Plan is seen as key to protecting public health in the City. It is in line with the stated outcome to 'reduce health inequalities and long standing public health issues' as part of the priority of tackling inequalities which states that 'we will continue with high profile enforcement of food and health and safety rules, maintaining our excellent record of environmental health improvements.'

SUPPORTING DOCUMENTATION

Appendix:

1. Draft Official Feed and Food Controls Service Plan 2015/2016

Documents in Members' Rooms

1. None

Background Documents

1. None

Appendix 1 Brighton & Hove City Council Official Feed and Food Controls Service Plan 2015/2016

1. Service Aims and Objectives

1.1 Aims and Objectives

- 1.1.1 The food service function of Brighton & Hove City Council is enforced by Environmental Health and Trading Standards staff within Regulatory Services under the Head of Regulatory Services who reports to the Director of Public Health.
- 1.1.2 Environmental Health & Licensing staff are primarily concerned with protecting and improving public health and the environment across the city. Within this service food safety officers work to ensure that food prepared and sold from local establishments is safe. This is achieved by carrying out a programme of interventions at food businesses, sampling and responding to service requests. Wherever practicable links are formed with the business community and all relevant professional groups with the objective of increasing and promoting food safety awareness.
- 1.1.3 The overall objective of the service is to provide a comprehensive food safety service to benefit consumers and the business community, with a considered balance between enforcement, investigation, advice and education.
- 1.1.4 Trading Standards officers aim to provide a comprehensive range of enforcement and advisory services to the community within a statutory framework. Its goal is to contribute, in conjunction with other agencies, to the development of a safe, fair and equitable trading environment for all consumers and businesses, by means of advice, information, education and enforcement.

The core aims being to ensure: -

- § Accurate and informative labelling of food; and
- § That compositional standard of food is maintained.

The objectives being: -

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

1.2 Links to Corporate Objectives and Plans

1.2.1 At the time of drafting this plan Brighton & Hove City Council are in the process of developing the Corporate Plan for 2015-19. The current 2011-2015 Corporate Plan is structured according to its four priorities of:

- § tackling inequalities
- § creating a more sustainable city
- § engaging people who live and work in the city
- § responsible and empowering employer

1.2.2 The service has strong links with these priorities. In particular the outcome to reduce health inequalities and long standing public health issues as part of the priority of tackling inequalities. This includes the desire to continue with high profile enforcement of food safety standards and maintaining an excellent record of environmental health improvements.

1.2.3 As part of the production of the 2015-19 Corporate Plan the views of staff, partners, residents, businesses and other stakeholders will be sought about their priorities for the council and the city against budgetary pressures while also continuing to:

- § protect and enhance our cultural heritage, our seafront and our natural environment
- § safeguard the most vulnerable in our city
- § generate public and private investment in the city to ensure much needed jobs, infrastructure and housing.
- § maintain our focus on improving educational attainment
- § exploit the opportunities from changing technologies to improve customer service and reduce costs.

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

1.2.5 The service has a published Enforcement Policy. This policy is a cornerstone for fair and open enforcement.

1.2.6 The service continually monitors business opinion through satisfaction surveys. This fits in with the priority of engaging people who work in the city. The findings help to ensure that the service meets the requirements of local businesses, residents and visitors and provides a service the city deserves.

2. Background

2.1 Profile of the Local Authority

2.1.1 Brighton & Hove is a unitary authority on the south coast of England. It is approximately 50 miles from London. Bounded by the English

Channel to the south and the South Downs to the north, it covers an eight-mile stretch of seafront and extends inland for approximately five miles.

- 2.1.2 The total resident population of Brighton & Hove as at the 2011 Census was 273,369. Demographic information is available from online Brighton & Hove Local Information Service <http://www.bhlis.org/> . Which in it's Summary of Statistics 2014 estimates that the 2012 resident population had grown to 275,800.

Resident Population by Ethnic Group 2011 Census

White British, Irish, mixed and other	243,512
Asian or Asian British	11,278
Black or Black British	4,188

The Summary of Black & Minority Ethnic Communities in Brighton & Hove: A Snapshot Report 2014 estimates that for 1 in 12 (21,833 or 8.3%) of the population aged over three English is not their main or preferred language. Arabic being the most widely spoken language in the city besides English.

- 2.1.3 Tourism plays a major part in the local economy. The Economic Impact of Tourism Brighton & Hove 2012 produced by Tourism South East estimated that £780M worth of direct sales were generated for local businesses by visitors to the city in 2012. In the 2013 Visitor Satisfaction and Growth Potential Report visitors rated good quality food, drink and dining as one of the main attractions of the city.

2.2 Organisational Structure

- 2.2.1 Brighton & Hove City Council is a unitary authority that operates a committee system model. Responsibility for the food safety and standards services is delegates to the Environment & Sustainability Committee.

2.3 Scope of the Feed and Food Service

- 2.3.1 A specialist Food Safety Team within Environmental Health carries out the food safety function. The work of the team includes:-
- § Inspecting food premises:-
 - § The investigation of food safety complaints;
 - § Food poisoning investigations when linked to a premises;
 - § Investigating infectious disease notifications;
 - § Microbiological food sampling;
 - § Food safety training;
 - § Responding to requests for advice;
 - § Initiatives relating to working with the community and businesses;
 - § Taking appropriate steps to publicise and act upon national food alerts;

- § Publicising the food hygiene standards of local businesses;
- § Promoting healthy catering initiatives within local food businesses.

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

- § Risk based enforcement activity;
- § Complaint investigation;
- § Food analysis and investigation;
- § Service Requests from businesses;
- § Education programmes;
- § Reacting to Food Alerts.

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

2.3.4 Both Trading Standards and Environmental Health officers have responsibility for enforcing relevant legislation in respect of imported products of animal origin and non animal origin, The food safety team deal with microbiological issues and Trading standards, compositional standards and also contaminants which includes mycotoxins and chemicals.

2.4 Demands on the Feed and Food Service

Food Safety

2.4.1 As at December 2014, there are 3290 food businesses registered. These premises are broken down into the following profile:-

5	Primary Producers
36	Manufacturers/Processors
1	Packers
3	Importers/Exporters
32	Distributors/Transporters
629	Retailers
2583	Restaurants and other Caterers
1	Manufacturers Selling Mainly by Retail
3290	TOTAL

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

2.4.3 The nature of the city causes a considerable seasonal variation in the department's workload. Some businesses only open during spring, summer or school holidays, the intervention programme has to be

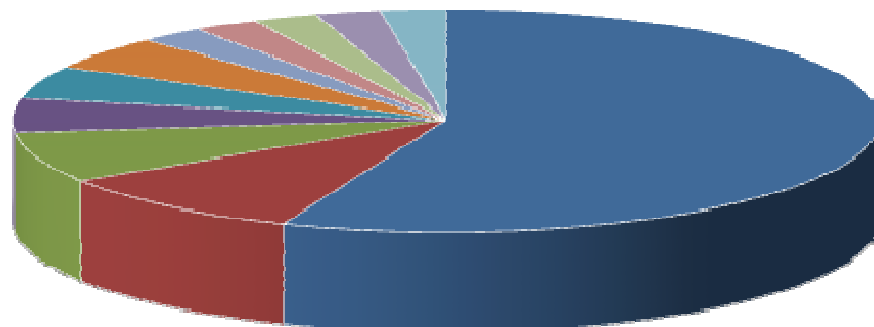
tailored to meet these service needs. There is a dramatic increase in the number of visitors in the spring and summer and this increases the volume of requests for service, enquiries and other reactive work. Outdoor events such as music events, festivals, specialist markets, farmers' markets, open-air concerts and funfairs also add to the seasonality of the workload.

2.4.4 Premises data is captured on Uniform and therefore the premises profile is the same but as the risk assessment is based on the LGR scheme the individual premises have a different inspection frequency for Food Standards. As of the 15 January 2015, 2690 premises were considered to have an 'inspectable risk' for Food Standards work. It has been noted that there is a high turnover of new premises requiring food standards advice.

Access to services

2.4.5 As part of the drive for continued improvement and dialogue with businesses, all establishments are requested to complete feedback questionnaires following inspections. The questionnaires request information on the ethnic origins of the business owners. 63.7% of those who gave an answer between April 2013 and March 2014 identified themselves as White British. The ethnicity of the remaining were as below.

Ethnicity of Food Businesses Where Notified 2013/2014



- 20.4% White Other
- 3.5% Other Asian Background
- 2.7% Other
- 1.8% Chinese
- 1.8% Asian or Asian British
- 1.8% White Irish
- 0.9% Mixed White & Asian
- 0.9% Arab
- 0.9% Polish
- 0.9% Black or Black British-African
- 0.9% Asian or Asian British-Indian

2.4.6 In addition to having a number of key food safety advice leaflets in a variety of languages, the service has the capacity to have any leaflet, letter or other document translated as required. Wherever possible, opportunities are taken to provide information about services to ethnic communities. Where necessary, interpreters accompany officers on planned interventions.

2.4.7 Access to the service is provided by:

- § Visiting either Bartholomew House Customer Services Centre, open hours 8:45am to 4:30pm weekdays or Hove Town Hall, opening hours 8:45am to 5pm;
- § Self-help points across the city including all the main council offices, 14 libraries, leisure centres and some schools;
- § General telephone calls to the Call Contact Centre on (01273) 292161;
- § Advice can also be accessed via the council's website, www.brighton-hove.gov.uk;
- § Email to ehl.food@brighton-hove.gov.uk.

2.4.8 Food Standards complaints are initially received by Citizens Advice Consumer Service. There is a referral protocol regarding food issues requiring enquiries to be sent to Trading Standards within 24 hours.

2.4.9 The food safety team operates a hotline where businesses and consumers can obtain immediate advice from a food safety officer, during office hours. Senior food competent environmental health staff provide cover for an out of hour's service to respond to food safety emergencies and incidents.

2.4.10 New food businesses registering with the service are provided with access to a wide range of online documents, hard copies can be provided on request to assist compliance with food safety legislation.

2.5 Regulation Policy

2.5.1 The Council has a Corporate Enforcement Policy in line with the national Regulators Compliance Code for Enforcers. The enforcement policy is grounded in better regulation principles of proportionality, accountability, consistency, transparency and targeting.

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

3 Service Delivery

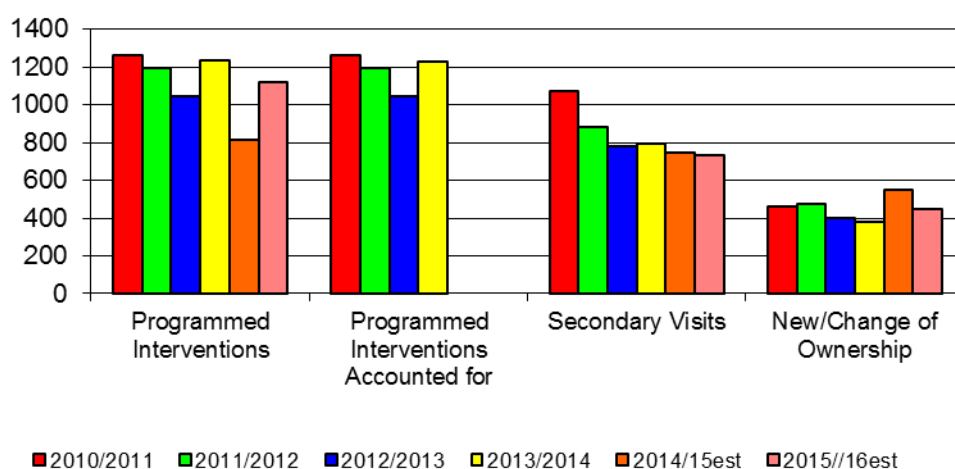
3.1 Interventions at Food and Feedingstuffs Establishments

Food Safety

3.1.1 This section details the planned risk based food safety intervention programme for 2015/2016. The level of achievement in food safety intervention based activity over the past four years is shown in the chart below along with estimates for completion of the current year and 2015/2016.

3.1.2 Inspection intervals are calculated on a risk-based approach. The service sets a target of 98% compliance with the annual programme. Table 3.1.1 estimates the number of planned interventions for the current year and 2015/2016. The target takes account of possible service or operational problems such as a turnover of staff at the end of the year, emergencies or difficulties contacting seasonal businesses or home caterers.

Chart of Intervention-Based Activity 2010-2016



See tables 3.1.1 and 3.1.3 for further details.

Year	10/11	11/12	12/13	13/14	14/15	15/16
Programmed Interventions	1262	1197	1043	1232	815	1121
Accounted for	1262	1197	1043	1230		
Target %	98 A-D	98 A-D	98 A-D	98 A-D	98 A-D	98 A-D
Achieved%	100 A-D	100 A-D	100 A-D	99.8		

Table 3.1.1 Achievement of Planned Food Safety Inspection/Intervention Programme 2010-16.

3.1.3 The Food Safety Code of Practice contains a mechanism for risk rating each businesses based on factors such as:- if unwrapped high risk-food is handled, prepared or cooked; size of the business; any high-risk operations undertaken; number of customers; vulnerability of the

customers to food-borne illness; standards of hygiene; condition of the structure and confidence in management. By scoring all of these factors an overall risk rating of A to E is arrived at. Category A premises are the highest risk and E the lowest.

- 3.1.4 Category E businesses present a minimal risk due to the limited types of food they handle and/or they cater for a limited number of people. The service operates an alternative enforcement strategy to maintain surveillance of these low risk businesses. This strategy enables the service to provide greater focus on higher risk category A to D establishments.
- 3.1.5 The alternative surveillance of low-risk businesses follows a structured documented procedure: postal questionnaires, sample inspections to check the validity of the information gained and follow up inspections.
- 3.1.6 Migration to the Food Hygiene Rating Scheme (FHRS) has resulted in the need for a greater level of surveillance. The service therefore proposes to alternate between a questionnaire and intervention on the usual frequency for category E establishments. An estimate of the number of interventions for 2014/15 and 2015/16 has been included into table 3.1.2.

Year	10/11	11/12	12/13	13/14	14/15est	15/16est
Questionnaires	277	175	66	191	303	195
Interventions	-	-	77	20	75	73

Table 3.1.2.Premises dealt with under alternative strategy or inspected.

3.1.7 Planned food safety interventions programme for the year 2015/2016 as at December 2014 is:-

Risk Category of Premises	Number of Interventions Due
A	0
B	54
C	369
D	698
Total	1121
Low-risk premises due for intervention	268

3.1.8 The target is to achieve a minimum of 98% of the annual inspection programme. The three product-specific premises approved under Regulation (EC) 853/2004 will receive interventions within the risk rated programme as necessary.

3.1.9 The Food Safety Code of Practice encourages food enforcement services to provide greater focus on the outcomes of activities rather than the traditional approach of reporting on activity alone. Local authority performance is monitored by the Food Standards Agency through the Local Authority Enforcement Monitoring System (LAEMS).

3.1.10 A further target is to ensure that at least 85% of food establishments are 'broadly compliant', with a Food Hygiene Rating Score of three or more.

3.1.11 As at December 2014 the level of broadly compliant establishments rated in the FHRS scheme stood at 94.1%. This level of compliance protects public health, the local economy and reputation of the council as a responsible regulator.

3.1.12 **Secondary Interventions** - The main purpose of secondary interventions is to monitor food businesses that fail to comply with significant statutory food safety requirements, or where directly required by Regulation. Failure could include:-

- § Failure to comply with a single requirement that compromises food safety, public health or prejudices consumers;
- § Failure to comply with a number of requirements that, taken together, indicate ineffective management; or
- § Service of a Hygiene Emergency Prohibition Notice or Order.

3.1.13 When considering both the need for and timing of a secondary intervention, consideration is given to the seriousness of any failing, history of the business, confidence in management and the likely effectiveness of this action when compared to any other enforcement option.

3.1.14 Safeguard measures associated with the FHRS permits any food business that does not attain the top rating of five to request a rescore once any necessary issues have been resolved. The revisit must be unannounced and made no sooner than three months after the initial intervention and within three months of the request being made.

3.1.15 Other secondary interventions are categorised as those that are not primary interventions but include:-

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

3.1.16 **Interventions at New Businesses/Change of Ownership** - Where the service becomes aware that ownership of a food business has changed or a new business has commenced, it aims to undertake an intervention within 28 days of the business starting trading.

3.1.17 The purpose of the intervention is to establish the scope of the business, gather and record information, determine if food sampling or swabbing is necessary, identify food safety breaches, determine relevant enforcement action to be taken by the food service, communicate this to the business and determine a risk rating score. Based on the last five years' data, it is predicted that there will be 450 new businesses or changes of ownership in 2015/2016.

3.1.18 **Monitoring of Vacant Premises** – The service aims to inspect all new food businesses within 28 days of opening. Food safety law does not require prior approval.

Year	10/11	11/12	12/13	13/14	14/15est	15/16est
Secondary inspections	1072	885	777	797	745	735
New Premises or Change in Ownership	461	475	389	383	550	450

Table 3.1.3 Estimate for 2014/2015 and 2015/16 based on data since 2010.

3.1.19 It is estimated that the number of staff required to carry out the programme of inspections plus other visits is 8 full time equivalents. Resources required to undertake secondary visits generated by complaints, enquiries or to undertake sampling are included in the appropriate part of this plan. This is reduced by 0.5 from the 2014/15 plan see 4.2 for further details.

Food Standards

3.1.20 The LGR system requires high-risk premises to be visited each year, medium risk every two years and the low risk every five years. This means that all 93 high risk, 50% of the 1024 medium risk and 20% of the 1573 low risk premises should be visited each year

3.1.21 The target for 2014-15 was to visit 93 high-risk and 512 medium risk premises liable to inspection. Similar targets will remain in place for 2015/16.

- 3.1.22 There is no commitment to visit low risk premises but in 2014-15, 266 low risk premises were visited up to 15th Jan 2015 as a result of project work, complaints and other routine inspections.
- 3.1.23 Approximately 5% of inspections require a follow-up visit. Officers do not work exclusively on the food function. Follow up visits will be made to all premises when a non-compliance is detected and formal action is contemplated.
- 3.1.24 One full time and currently two part time posts make up the Food Team. This equates to 1.6 FTE. About 80% of their time is spent on the food function.
- 3.1.25 **New Businesses** – Trading Standards Officers aim to assess new food businesses within 56 days.
- 3.1.26 **High Risk Premises** - Premises with good management control, no history of contraventions or complaints will be subject to a minimum intervention approach and will only be inspected if they change their product range or complaints are received.
- 3.1.27 **Poorer performing High Risk Premises** -These premises will be inspected every year but may be the subject of additional interventions depending on their compliance. Nationally and locally most food fraud has concerned misdescribed alcoholic drink of unknown provenance.
- 3.1.28 **Medium Risk Premises** - These premises will receive an intervention at two yearly intervals. These interventions will alternate between comprehensive inspections, and a mix of sampling visits, complaint visits or other monitoring or surveillance. At least 50% of the premises liable to an inspection will be subject to a comprehensive visit.
- 3.1.29 **Low Risk Premises** - A programme of interventions will be based on the intelligence received about the individual premises or where the business requests support/advice.

3.2 Feed and Food Complaints

Food Safety

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

Year	08/09	09/10	10/11	11/12	12/13	13/14
Within target %	96.6	97.7	98.8	97.3	96.2	95.4

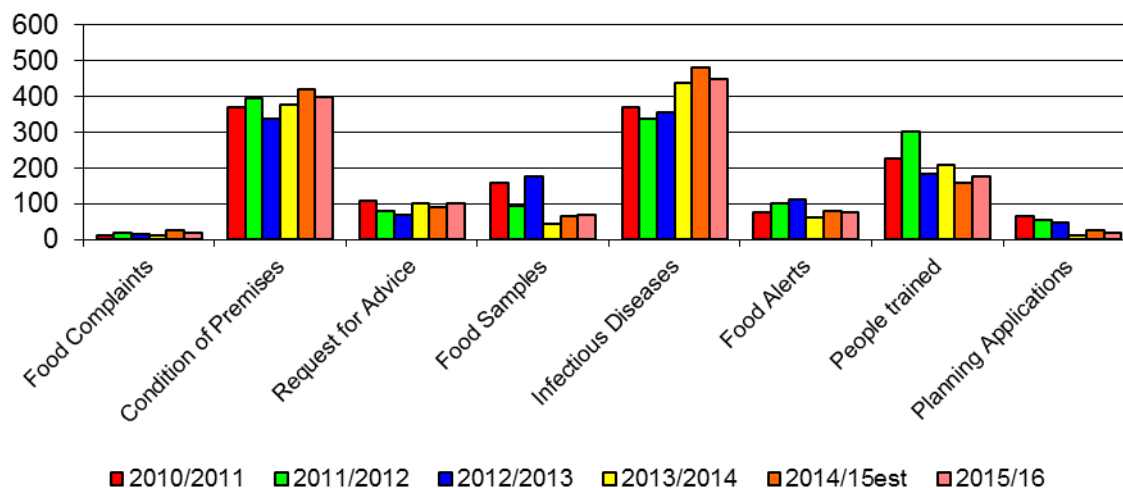
Table 3.2 Percentage of Demand Driven Work within Target Response Time

- 3.2.2 All food complaints received are investigated in accordance with the council's Enforcement Policy and documented procedures. See below for a chart showing the pattern of demand driven work since April 2010 and estimates for the current year and 2015/2016. The source figures for this chart are contained in tables within the relevant part of the plan.

Year	10/11	11/12	12/13	13/14	14/15est	15/16est
Food Complaints	12	20	15	12	26	20
Condition of Premises	371	394	338	377	420	400

Table 3.2.1 Estimate of complaints for current year and 2015/2016 based on data from 2010 onwards.

Chart of Demand Driven Work 2010-2016



See

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

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

Food Standards

3.2.4 It is the policy of this authority to respond promptly to all food complaints and to carry out enquiries in accordance with the complaints procedure. The following figures show a final estimate for 2014/15 as the report is generated before the end of the calculated year.

Year	10/11	11/12	12/13	13/14	14/15 est
Number of Complaints	185	104	130	100	120

3.3 Home Authority Principle and Primary Authority Principle

3.3.1 Brighton & Hove City Council fully supports the Home Authority principle, and has entered into four formal and 22 informal arrangements with businesses whose operational activity extends outside of the city. Currently there are no primary authority food businesses in the city.

3.4 Advice to Businesses

Food Safety

3.4.1 Advice is given during inspections, by hotline, website, newsletter and as part of the planning application process.

Year	10/11	11/12	12/13	13/14	14/15est	15/16est
No of Requests	109	79	68	100	90	100

Planning Applications	64	56	48	12	24	20
-----------------------	----	----	----	----	----	----

Table 3.4.1 Requests received since 2010 and estimates for the current year and 2015/2016

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

Food Standards

3.4.3 The level of requests for advice has remained reasonably consistent over several years. The following figures show an estimate for 2014/15 as the report is generated before the end of the calculated year.

08/09	10/11	11/12	12/13	13/14	14/15 est
192	188	158	137	153	120

3.5 Feed and Food Sampling

Food Safety

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

3.5.2 The service participates in national microbiological sampling initiatives coordinated by the Public Health England (PHE), countywide programmes coordinated by the Chartered Institute of Environmental Health (CIEH) Sussex Food Liaison Group and locally devised surveys. Samples of food and swabs of food-contact surfaces may also be taken as part of routine work and when investigating specific issues at food premises.

3.5.3 During 2014/2015, the service took part in national food sampling programmes:-

- § Study 53 – Ready to use platters used for service.
- § Study 54 – Swabs from takeaways with FHRs scores of 3 or less.

3.5.4 In addition to these nationally agreed programmes, the service took part in Sussex-wide microbiological sampling programme of ready to eat fish and shellfish including Gravlax.

3.5.5 Sampling is also carried out during routine food hygiene inspections to aid officers in the assessment of practices carried out within commercial kitchens and identify any issues. Where any unsatisfactory results were found, corrective action was put in place to ensure the safety of food produced.

3.5.6 As at December 2014 national and the CIEH Sussex Food Liaison Group sampling plans for 2015/15 had yet to be finalised. There are early discussions between local authorities in Kent, Hampshire, Surrey and Sussex to undertake a regional sampling project across the whole area.

3.5.7 It is estimated 0.25 Full Time Equivalent officer will be required for this service.

Year	10/11	11/12	12/13	13/14	14/15est	15/16est
------	-------	-------	-------	-------	----------	----------

No. of samples	160	94	175	44	65	70
----------------	-----	----	-----	----	----	----

Table 3.4.3 Food Safety Samples Submitted 2010-2014 & estimate for the current year and 2015/2016.

3.5.8 Arrangements are in place with the Health Protection Agency laboratory at Porton Down for the analysis of samples that require microbiological examination. The allotted cost for sampling for the financial year 2014/2015 was £11,429.

3.5.9 As at December 2014, the allocation for the year 2015/2016 had not been confirmed.

Food standards

3.5.10 The Public Analyst contract was awarded to Public Analyst Scientific Services (PASS) in 2013. The current allocation of budget for sampling analysis is £4,300. The focus of the contract remains composition, labelling and chemical contamination.

3.5.11 Inspections, investigations and advice for 2014/15 equated to approximately 1.6FTE.

3.5.12 A budget of £ 4,300 was allocated in 14/15 to facilitate the contract with the appointed Public Analyst for the purposes of food analysis. Sampling programmes are informed by FSA initiatives, TSSE regional and local intelligence.

Food Sampling Work undertaken in 2014/2015

<u>MONTH</u>	<u>PROJECT</u>
July-Sept	Nutrition and health claims
July-Sept	Nuts in takeaways
July-Sept	Southampton Colours in takeaways
July-Sept	DNP body building supplements
Year long	Spirits Sampling as a part of the inspection programme
Year long	Home Authority Sampling
Year long	Complaints/Officer initiative

3.5.13 National initiatives are fully funded and take account of potential problems requiring further investigation. The cost for the regional and local projects will be set to allow for contingencies, such as complaints and reacting to food alerts.

3.5.14 During 2012/13 large quantities of illicit alcohol were found in the City. Whilst some of this was smuggled and non duty paid alcohol, a quantity had been found that was not of the nature substance or quality demanded. As this was deemed to be an emerging potential food fraud, officers gave this priority in 2013/14 and the sampling programme took this into account. However the threat does appear to have been reduced but it should be noted that traceability of products remains an on going issue and officers continue to check these products during inspections. Following the national horsemeat crisis officers were asked to undertake sampling work investigating the traceability of meat products in the City. No major issues were found and this was not identified by the FSA as an issue for us to underwork around in 14-15.

3.5.15 During 2014/15 Trading standards have also carried out work funded by the FSA on animal feed which ties in to the Official Feed and Food Controls. The FSA following the lead of the European Food Standards Agency and the Food and Veterinary Office are also pushing controls on imported food and are asking coastal Local authorities to check what is coming in through marinas and small ports. This work will be funded again in 2015-16.

3.5.16 New regulations governing the labelling of food and whether they contain allergens, came into force in 2014. Officers have undertaken work to inform businesses of their obligations under these regulations, by holding business surgeries and providing guidance in the twice yearly Food Safety newsletter as well as during routine visits and via mail shots.

3.5.17 Control and Investigation of Outbreaks and Food-related Infectious Disease
 - Specific infectious diseases are notifiable to the local authority. The department investigates these cases in an attempt to identify the cause of illness and any practical measures to control potential outbreaks. See below for the number of cases investigated from 2010 to 2014 and an estimate of the numbers expected for the current year and 2015/2016. Investigations of outbreaks must commence as soon as practical. In individual notifications, the investigation has to commence within 5 days. It is estimated that 0.5 FTE officer will be required to meet this level of complaints.

Year	10/11	11/12	12/13	13/14	14/15est	15/16est
No. of reports	369	339	357	439	480	480

Table 3.5.1 Notifications for 2014/2015 & 2015/2016 based on data from 2010 onwards.

3.5.18 The number of notifications included in table 3.5.1 has been corrected to discount those illnesses not associated with food such as mumps, measles and hepatitis. The estimate of the total notifications for the current year has been increased due to the effect of an increase in *Shigella flexneri* cases.

Year	10/11	11/12	12/13	13/14	14/15est	15/16est
Campylobacter	222	198	174	222	330	350
Salmonella	33	35	29	27	12	10

Table 3.5.2 Estimate of Number of specific notifications for 2014/2015 & 2015/2016

3.5.19 Food-borne illness can be contracted as a result of a number of reasons including poor food handling in the home or foreign travel. It is therefore difficult to attribute any increase or reduction to one source.

3.6 Feed/Food Safety Incidents

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

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

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

Year	10/11	11/12	12/13	13/14	14/15est	15/16est
Food Alerts	76	102	113	60	80	75

Table 3.6 Food Alerts for the current year and 2014/15 based on data from 2009 onwards.

3.7 Liaison with Other Organisations

Food Safety

3.7.1 There are a number of arrangements in place with other professions and local authorities to promote consistency, provide joint projects and develop services: -

- § The Environmental Health Manager is the Chair of the Sussex Food Liaison Group which develops common approaches to regulation across Sussex and Vice-Chair of the national Food Hygiene Focus Group
- § An Environmental Health Officer attends the Chartered Institute of Environmental Health's Sussex Food Study Group which develops joint procedures and practices. Brighton & Hove will chair this group for 2015/16.
- § An officer attends the regular liaison meetings with Children's Services and school caterers.
- § The Health Development team develops initiatives such as promoting breastfeeding or making it easier for mothers to breastfeed their babies while in restaurants.
- § District Control of Infection Committee, Community Consultant in Disease Control reviews procedures and agrees communicable disease outbreak and food poisoning control measures.
- § The authority is a member of the Brighton & Hove Food Partnership. The partnership includes representatives from local businesses and community groups, community workers and members of the Sustainability Commission. The Partnership raises awareness of food producers in supporting health, the economy and the environment increasing access to nutritious, safe, affordable food and providing a network for information exchange.
- § A liaison arrangement is in place with Sussex Career Services and local schools to enable teachers and students from Brighton & Hove to gain work experience.

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

Food Standards

3.7.2 The team works closely with 18 other Trading Standards Services in the southeast that together make up Trading Standards South East (TSSE). Activities include liaison on all trading standards issues, co-ordinated activities, sampling and advice projects and sharing of information via the TSSE intranet. As well as this officers use the national knowledge hub which allows access to trading standards services nationally. The team also work directly with the FSA and receive food alerts which identify problem products which we can move quickly to remove from the food chain at a local level.

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

3.8.1 The city Health and Wellbeing Board's strategy focuses on priority areas where it can make the greatest impact. The strategy includes healthy weight and good nutrition. The Food Safety Team work with Brighton & Hove Food partnership promoting healthy menu options via the Healthy Choice Award in a diverse range of settings targeting health inequality: nurseries, breakfast clubs and after-school clubs and care homes.

3.8.2 The service is planning a year long imitative working with catering outlets in the city to encourage the promotion of healthy food choices. A project officer will be engaged to take this imitative forward.

3.8.3 The service organises a number of food hygiene training courses per year. The food safety training activity April 2013 to March 2014 and total numbers of people trained are given below. The CIEH Level 2 Award Food Safety in Catering course is a full day course aimed at food handlers.

3.8.4 During 2013/14 208 people were trained on the Level 2 course.

Year	2010/2011	2011/2012	2012/13	2013/14	2014/15est	2015/16est
Trained	225	303	184	208	160	175

Table3.8 Total Training Undertaken Since 2010

3.8.5 14 Level 2 Awards in Food Safety in Catering courses have already been scheduled for 2015/16. The service also offers the CIEH Level 3.

3.8.6 The service took part in Food Safety Week during June 2014 by organising displays in Customer Service Centres at Bartholomew House, Hove Town Hall, Brighton Town Hall and Hove Library.

4. Resources

4.1 Financial Allocation

Food Safety

4.1.1 The proposed 2015/16 budget for the Food Safety service has yet to be set. It is envisaged that the service will be reduced by £20,000 on the 2014/15 budget, see 4.2 for further details.

Food Standards

4.1.2 It is difficult to detail the time spent on the food standards function as it is carried out during a comprehensive inspection. Time monitoring is not currently used to apportion time to the food function. Cost of the food standards function in 2014/15 was as follows based on the percentage of time officers spend on the food function outlined above and below:

Staffing Inspection, complaints and advice	
Management/Support	£ 3,200
Food Team	£42,170

Total	£45,370
Purchases	£ 500
Analysis	£ 4,300
Total	£ 5,000
Total	£ 56,170

The budget has not yet been set for 2015/16 but similar funding levels are envisaged as 2014/15.

4.2 Staffing Allocation

Food Safety

- 4.2.1 Establishment of the Food Safety Team for the year 2015/2016 is 11.01 full time equivalent field officers plus two full time equivalent administrative support staff and management, broken down as follows:-
1 x Environmental Health Manager
2 x Senior Environmental Health Officers
3.85 x Environmental Health Officers
4.16 x Senior Technical Officers
- 4.2.2 Establishment for the food safety service is reduced by 0.44 FTE. This has been possible due to reduction in the frequency of inspection for better performing businesses contained in the 2014 Food Safety Code of Practice.
- 4.2.3 All enforcement staff comply with strict guidelines governing qualifications and competencies before they are permitted to undertake food safety duties. All Senior Technical Officers hold Higher Certificates in Food Premises Inspection and are able to inspect all risk categories of food businesses. All Environmental Health Officers are qualified to undertake inspections of all risk categories of food businesses.
- 4.2.3 Six officers within the other Environmental Health & Licensing Teams retain competencies to undertake food safety inspections. All food competent officers must undergo a minimum of 10 hours food safety training per year to retain their authorisation to undertake food safety inspections. In addition to the competencies and qualifications required by the Food Safety Code of Practice, officers engaged in food safety inspections must have undergone additional 'Food Hygiene Rating Scheme' consistency training. These pool of officers provide additional flexible resources.

Food Standards

- 4.2.4 The Inspection and Sampling Team is responsible for Food Standards Inspection. The proportion of time allocated to this function in 2014/15 was estimated as follows:-

Support	0.05
Management	0.05
Food Staff	1.6
Total	1.7 FTE

4.3 Staff Development Plan

- 4.3.1 The Authority has a structured appraisal and development system. During staff appraisals, individual training needs and any gaps in competence are identified. The information is used to produce individual training and development plans for each officer for the coming year.
- 4.3.2 Through this system, the service ensures that all food competent officers receive sufficient good quality focused food safety training to comply with relevant Codes of Practice and professional membership schemes.
- 4.3.3 The service currently has three staff undergoing part time or distance learning to become Environmental Health Officers.
- 4.3.4 During 2015/16 two officers are due to attend additional training to convert their Food Safety Premises Inspection qualification to the Certificate of Food Control in readiness for possible amendments to qualification requirements in the Food Safety Code of Practice.

5.0 Quality Assessment

5.1 Quality Assessment and Internal Monitoring

Food Safety

- 5.1.1 The service has a documented procedure relating to food safety duties. Internal audits are carried out to ensure compliance with these procedures. The service is accredited to ISO 9001 and externally audited by the British Standards Institute.
- 5.1.2 The service actively seeks the views of businesses by giving out post-inspection questionnaires to traders inspected. In 2013/2014, 128 questionnaires were returned. The key findings of these returns were:-
- § 97.6% of respondents were either very satisfied or satisfied that Brighton & Hove City Council had done all that it could to help deal with their premises inspection.
 - § 98.4% of respondents understood the purpose of the visit to their premises.
 - § 99.2% found the information given to them by the visiting officer easy or very easy to understand.

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

Food Standards

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

6. Review

6.1 Review Against the Service Plan.

Food Safety

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

6.1.2 Official Feed and Food Controls Service Plans are produced and reviewed on an annual basis by management review and consideration by elected members through the committee structure and Full Council.

6.1.3 In the year 2013/2014, 99.7% of the due food safety interventions were accounted for. This included interventions carried out and businesses that ceased trading before they could receive their planned intervention. 389 interventions were undertaken of new businesses or premises that had changed ownership.

6.1.4 At December 2014, 94.1% of the food businesses in the city were deemed to be 'broadly compliant', or better ie a Food Hygiene Rating Score of three or better.

6.1.5 From April 2014 to mid January 2015, 20 Hygiene Improvement Notices were served and undertook five successful prosecutions and a further two cases in chain.

Food Standards

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

6.1.7 The Service Reviews indicate that the service is on target to achieve the interventions programme.

6.1.8 During staff one-to-one's each officer's performance is monitored, to identify good performance and any areas of improvement.

6.1.9 Complaints are responded to within the stated timescales.

6.2 Identification of Any Variation from the Service Plan

Food Safety

6.2.1 Reviewing the final outcome of 2013/2014 and the current prediction, as at December 2014, for 2014/15 against last year's Service Plan shows three probable areas of variation.

- § The 2014/15 Service Plan predicted a food safety programme of 1073 interventions. Amendments to the required frequency of interventions for better performing businesses in the Food Safety Code of Practice introduced in April 2014 has reduced this to 815.
- § The 2014/15 Service Plan also predicted that there would be 450 inspections of new businesses. Between 1st April and 31st December 368 such inspections had already been undertaken with another 120 businesses registered and awaiting inspection. Estimate for the total number for the year has now been increased to 550. This increase is attributable to a greater number of home caterers start ups and validation checks at low risk businesses identifying change of ownership.
- § The 2013/14 Service Plan amended the estimate that there would be 1200 secondary interventions undertaken, see 3.1.12 for a definition. This was increased from a former estimate of 720. The actual rise was to 797.

Food Standards

6.2.2 There was no significant variation from the plan.

6.3 Areas of Improvement

Food Safety

6.3.1 As a result of publishing the food safety standards through the Food Hygiene Rating Scheme standards generally are continuing to improve year on year. Table 6.1 demonstrates the improvement which has been built on the local Scores on the Doors scheme since migration to the national scheme in March 2012.

FHRS rating	April 2012	Jan 2013	Jan 2014	Dec 14
0	6	3	4	5
1	114	113	95	74
2	86	92	83	89
3	284	265	266	226
4	508	589	638	660
5	1311	1377	1469	1604
Total	2309	2624	2555	2851

Table 6.1. Number of food businesses in each FHRS Rating

6.3.2 The FSA produce national performance data for local authority food services based on information received in annual returns. It is pleasing to note that Brighton & Hove City Council, which is eight largest of the 56 English Unitary authorities by number of food establishments, when compared to that group was second when measured by the number of planned interventions accounted for with 99.95% achieved in 2013/14.

Food Standards

6.3.3 Advancements have been made in the delivery of food law enforcement. There are many examples of joined up working and co-operation where co-ordinated sampling programmes and officer training feature highly. However, there are still areas for improvement. They are as follows:

- § Targeting beer, wines and spirits misdescription and traceability, this work links in with the Licensing Authority function and Alcohol Project Board.
- § Improved use of the Environmental Health newsletter to provide businesses with information.
- § Increasing the number of voluntary contacts by businesses
- § Developing the access to on-line business advice.
- § Better publicity for the healthy eating education message.
- § Developing links with schools
- § Increasing and maintaining the competency and professional development of food officers.
- § Establishing consumer concerns and reflecting this in local activity.

Subject:	Brighton Sea Cadets – voluntary permits		
Date of Meeting:	17 March 2015		
Report of:	Executive Director Environment, Development & Housing		
Contact Officer:	Name:	Paul Nicholls	Tel: 29-3287
	Email:	Paul.nicholls@brighton-hove.gov.uk	
Ward(s) affected:	All		

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

- 1.1 The Environment Transport and Sustainability Committee requested at its meeting on 20 January that a report be brought to the next Committee meeting. The report is to investigate the specific parking problems being experienced by volunteers working for the Brighton Sea Cadets since the introduction of parking restrictions as part of the Lewes Road Parking scheme.
- 1.2 A full review of all parking permit policies is beginning soon with a full report scheduled to be presented to Committee in October 2015

2. RECOMMENDATIONS:

- 2.1 That the Environment Transport and Sustainability Committee defers any decision to provide voluntary parking permits for Brighton Sea Cadet volunteers and awaits the full parking permit policy review to be presented to Committee in October 2015

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 There are about 2,300 community groups and voluntary organisations in Brighton and Hove. Most community groups and voluntary organisations' main activities are to empower people to improve the quality of their life. The median numbers of users per community group or voluntary organisation is 300 and the local community and voluntary sector employs 6,900 people.
- 3.2 The number of volunteer hours worked in the city is estimated to have almost tripled over the past decade to 5.8m in 2013 with 27,000 people working in the voluntary sector. Controlled on-street spaces in the city are limited to 29,143 providing access for residents, visitors and businesses
- 3.3 The estimated income of the third sector in Brighton and Hove is approximately £73 million per year. Much of this is spent in Brighton and Hove on local projects, which creates further economic benefits so that the third sector contributes approximately £127 million to the Brighton and Hove economy each year. This equates to 2.2% of the total economy.

- 3.4 One of the recommendations of 'Taking Account 3,' the 3rd sector audit report, is to develop a joined up public sector approach to the development and sustainability of the third sector.
- 3.5 Each charitable organisation does however have its own unique parking needs. This differs from other current permit types where the group all have similar parking requirements, such as school, trader or hotel guest permit holders. Registered charities providing services in the city include South East Dance, the RNLI, Age Concern. Each organisation has very different parking needs based on what they actually do and where they are located
- 3.6 The city currently issues over fifteen different types of permits to a wide range of groups to cater for their particular parking needs. There are significant pressures on permit parking spaces in parts of the city, with waiting lists for permits.
- 3.7 There are also known localised hotspots within zones where demand for parking exceeds the supply of spaces available. It is important that any changes to permit policy take into account local parking capacity to minimise the negative impact on other local permit holders. For example a high demand time within parking schemes is 6pm-8pm when residents are returning home from work.
- 3.8 Two further requests for permits have been received from other charitable organisations requesting parking concessions since the request received from the sea cadets. It is proposed that these and any subsequent requests received are put on hold pending the review.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The option of issuing temporary permits to the Sea Cadets was considered. This was not supported because of the need for fairness and consistency across all voluntary groups and the complexity of the issues, as highlighted in this report. Carrying out the review first will allow for consultation with the Sea Cadets and other organisations that have subsequently made requests, with the aim of agreeing a permit system that is fair, taking into account local capacity.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Brighton Sea Cadets have been consulted in the preparation of this report. They would like free area J parking permits for their volunteers. Correspondence has been received from two other voluntary groups requesting similar concessions.

6. CONCLUSION

- 6.1 There are a broad range of organisations working for the voluntary sector with different parking needs operating in different areas of the city with different levels of parking capacity. Additional requests for similar concessions by other organisations have been received. Rather than a reactive response to the request for parking concessions from one organisation, a full review of the sector reporting back to Committee in October would allow for the scope and impact of

changes to parking policy to be fully evaluated. It would also be fairer for the other organisations presenting similar requests

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no direct financial implications arising from the recommendation in this report. The financial implications of the review of parking permit policies will be reported to Committee at a later date.

Finance Officer Consulted: Steven Bedford

Date: 10/02/15

Legal Implications:

- 7.2 There are no legal implications in this report but the full report in October 2015 would include a detailed section on all legal implications identified.

Lawyer Consulted: Katie Matthews

Date: 09/02/2015

Equalities Implications:

- 7.3 None

Sustainability Implications:

- 7.4 Transport policies aim to encourage sustainable transport choice. While some volunteers need their vehicles to carry out their functions for others the vehicle may be used to commute to and from the organisation

Any Other Significant Implications:

- 7.5 None

SUPPORTING DOCUMENTATION

Appendices:

1. None

Documents in Members' Rooms

1. None

Background Documents

1. Taking Account 3 the third sector audit report

Subject:	Highway Asset Management Strategy		
Date of Meeting:	17 March 2015		
Report of:	Executive Director – Environment, Development and Housing		
Contact Officer:	Name:	Neil Fearnley	Tel: 294597
	Email:	Neil.Fearnley@brighton-hove.gov.uk	
Ward(s) affected:	All		

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

- 1.1 The Committee are asked to note progress on development of the Council's Highway Asset Management Plan including the investment strategy options for managing the Council's carriageways. Carriageways are the highest value highway asset, the standard of which impacts greatly on road users and the economy of the City.

2. RECOMMENDATIONS:

- 2.1 That Members support the ongoing development of the Council's Highway Asset Management Plan and instructs officers to explore financial models for determining investment levels that support and maintain carriageway assets at safe and appropriate levels of service.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The Council's Highway Assets are valued at £1,646 million. They include: carriageways (£905m), footways and cycle ways (£166m), structures (£455m), street lighting (£76m), traffic management systems (£23m), street furniture (£21m).
- 3.2 Well maintained and accessible highway infrastructure is vital and fundamental to the economic, social and environmental well-being of the community. It provides access to business and communities, helps to shape the character and quality of the area, as well as the quality of life of the community and makes an important contribution to wider local authority priorities, including economic activity, regeneration, education, health and community safety. Local highways also provide access to the strategic road network and other transport hubs such as stations and the local airport.
- 3.3 Asset management has been widely accepted by central and local government as a means to deliver a more efficient and effective approach to management of

the highway infrastructure assets through longer term planning. Such an approach enables more efficient and effective use of resources, while fulfilling legal obligations, delivering stakeholder needs and safeguarding the engineering integrity of the network

3.4 Having a management strategy for highway assets achieves a number of outcomes, dependant on the chosen investment strategy and level of investment:

- Maintain and improve the condition of the public highway and support public safety
- Reinststate the structural integrity of roads and reduce the risk of winter damage
- Achieve more reliable journey times
- Improve ride quality and appearance of roads
- Enhance the City's reputation for good quality roads
- Deliver efficiencies by moving from a reactive maintenance service towards a planned maintenance service carrying out maintenance work at the most appropriate time to avoid higher long-term cost.

3.5 These outcomes support the Council's corporate priorities, in particular the desire to create a more sustainable City.

3.6 The need for having a robust approach to asset management is also recognised in the current Local Transport Plan (LTP3) as a critical element in the Council achieving its transport goals of:

1. Supporting economic growth
2. Reducing carbon emissions
3. Promoting equality and opportunity
4. Improving safety, security and health
5. Increasing quality of life.

3.7 The Council has been developing its approach to asset management using the Framework for Highway Asset Management guidance produced by the County Surveyors Society and Local Authority Transport Advisory Group in 2004. This work has included a survey of the highway network to ensure accurate asset data is held, undertaking regular condition surveys of assets and having a capital programme of preventative maintenance. This programme has been constrained by budget provision and the need to prioritise funding towards carriageway structural repairs and reconstruction of the sea-front arches.

3.8 In 2011 the Department for Transport (DfT) established and sponsored the Highway Maintenance and Efficiency Programme (HMEP). The HMEP is a sector-led transformation initiative whose aim is to maximise returns from investment and deliver efficiencies in highway maintenance services.

3.9 As part of their work HMEP produced a Highway Infrastructure Asset Management Guidance Document (May 2013) to assist Councils develop their asset management strategies. We have embraced the recommendations contained in the guidance and used the life cycle tool-kits produced by HMEP as

a means of modelling the deterioration of assets based on different levels of investment.

FINANCING HIGHWAY MAINTENANCE

- 3.10 The cost of highway maintenance is funded through both capital and revenue allocations. The Council's Revenue allocation is used to finance safety maintenance work such as pot-hole repairs and minor maintenance of the network. Capital investment contributes towards maximising the life of the asset and is used for preventative maintenance, such as resurfacing and surface dressing of carriageways, and structural refurbishment. The Council receives Capital financing from the DfT through the Local Transport Plan (LTP) Block Maintenance Fund. This fund is then distributed internally, as determined by Members, to support the maintenance of all highway assets.
- 3.11 In 2014, DfT consulted on changes to the way highway maintenance is allocated. An announcement was made in December 2014 which increased the level of highway maintenance funding nationally for the 6 year period 2015/16 to 2020/21. Whilst the certainty of long term financing was welcome, changes to the calculation of the 'Needs Formula' for determining LTP Block Maintenance Funding has resulted in a reduction of funding to the City Council from £3.163m in 2014/15 to £2.623m in 2015/16, a reduction of £540k (17%). The Council has written to DfT asking that they mitigate the impact of the reduction through a transitional arrangement such as additional allocation over the next 6 years for those authorities affected by the new formula.
- 3.12 Funding allocation for the first 3 year tranche is as follows:

Allocation	2015/16 (£)	2016/17 (£)	2017/18 (£)
LTP Block Maintenance Funding	2,623,000	2,404,000	2,332,000

- 3.13 At the same time, DfT also announced details of a Challenge Fund against which Local authorities can bid for major maintenance schemes in the two categories of £5m - £20m and over £20m. A bid for the refurbishment of the Shelter Hall sea-front structure at £9m was submitted by the due date of 9th February 2015. At the time of writing this report the outcome is awaited.
- 3.14 A third funding stream, an 'Incentive Fund', will be introduced in 2016/17. To secure funding Councils will need to demonstrate they are introducing efficiencies in the way they manage their highway assets through: the adoption of a highway asset management strategy; collaborative working with construction partners; joint contracts and collaboration with other local authorities. Councils will be banded with those achieving greater efficiencies attracting more funding. Following a phased introduction over 3 years, 15.5% of total highway maintenance funding will be allocated through the Incentive Fund. It is critical, therefore, that the Council develops a strategic approach to asset management and involves members in the process to supplement the highway maintenance funding allocation detailed in 3.11 above.

WHOLE GOVERNMENT ACCOUNTS

- 3.15 The Council is required to publish annually the value of its assets within the corporate Whole Government Accounts (WGA) return. From 2016/17 the value of highway assets will go 'on balance' for the first time forming part of the Council's asset base. This requires the Council to have an evidential basis for assessing the gross replacement cost of the assets and a means of assessing the deterioration replacement cost of the asset based on the level of depreciation of an asset within its life cycle. We are currently reviewing our inventory records of highway assets and condition inspection survey regimes to provide the most accurate data.

CARRIAGEWAY MAINTENANCE STRATEGY

- 3.16 This report concentrates on a strategy for managing the carriageway, the highway asset with the highest value. Separate reports are being prepared for the management of sea-front structures and an invest-to-save bid for street lighting investment.
- 3.17 A number of maintenance strategies have been considered for the treatment of the carriageway asset. These include:
- i) Do minimum – safety maintenance only
 - ii) Maintain current spending levels (£1.4m per annum capital investment)
 - iii) Sustain the roads at current level of serviceability (steady state)
 - iv) Prioritise performance to improve targeted parts of the assets (for example, Principal roads)
 - v) Enhanced level of serviceability to meet specific performance targets
- 3.18 Annual condition surveys are carried on the Council's highway network. Inputting this data to the HMEP Lifecycle planning toolkit allows deterioration modelling of the carriageway to be carried out to demonstrate future performance and the budget requirement to meet the different strategy options.
- 3.19 There is a national situation recognised by Central Government that all UK Local Authorities need to investigate and develop a Highway Asset Management Plan approach to determine the condition of their highway assets and set an appropriate maintenance strategy given the likely availability of resources.
- 3.18 Several Councils have undertaken similar analysis and identified a need to invest in the network to prevent the cost of long-term neglect becoming excessive. Notably, Blackpool Council invested £30m over five years, using Prudential borrowing, having prepared a business case which demonstrated the economic benefit of investment to:
- avoid long-term costs of major maintenance
 - reduce safety maintenance costs
 - reduce accidents and third party insurance claims
 - provide economic, social and environmental benefits
 - reduce the risk of emergency disruption

It is intended to undertake a similar analysis for Brighton & Hove.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 There are several different maintenance strategies that can be followed. Further analysis needs to be done to identify the optimum strategy for Brighton & Hove and the investment required to support it.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The Council participates in the annual National Highway and Transportation survey. The results of the 2014 survey indicate 40% satisfaction with the condition of road surfaces in the City. This is a reduction in satisfaction levels from 43% in 2013. However, In comparison with other Unitary Authorities the Council fares well with average levels of satisfaction for Unitary Authorities being 26% (2014) for the condition of road surfaces.

6. CONCLUSION

- 6.1 There is a need to invest in highway assets to avoid deterioration of the network and the impact that will have on the economic, social and environmental well-being of the community.
- 6.2 The case for adopting a positive approach to Highway Asset Management has been identified by DfT with case studies showing that savings can be realised through more efficient work planning. DfT have provided inducement to adopt asset management practices by introducing an Incentive Fund to be awarded to Councils following this approach.
- 6.3 Public satisfaction with the condition of road surfaces in the City and elsewhere across the UK is falling. To arrest this decline investment is required.
- 6.4 It is proposed, subject to further work on investment strategies, that the Council should aim to at least maintain the current condition of road surfaces, and, if funding permits, target improvement at key parts of the network.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 As mentioned in the main body of the report, the cost of highway maintenance is currently funded through both capital funding and existing revenue allocations. The capital contribution is largely funded from DfT Local Transport Plan (LTP) Block Maintenance Fund grant. Agreed Block Maintenance Funding grant allocation for the next three years is as follows:

Allocation	2015/16 (£)	2016/17 (£)	2017/18 (£)
LTP Block Maintenance Funding	2,623,000	2,404,000	2,332,000

- 7.2 The Council's Local Transport Plan for the 2014/15 financial year has allocated £0.050m for the development and of the Highway Asset Management Plan strategy and priorities. Future capital allocations require approval from Policy and Resources Committee. Revenue costs, such as officer time, associated to the development of the Highways Asset Management Plan have been funded from existing budgets within the Transport service.
- 7.3 It is anticipated that the Highways Asset Management Plan will identify investment strategies which will require significant capital investment. The financial implications and business case for any required investment will be developed and reported to Committee at a later date. It is anticipated that the development of the Highways Asset Management Plan will support bids to central government and other bodies for additional highways funding.

Finance Officer Consulted: Steven Bedford

Date: 10/02/15

Legal Implications:

- 7.4 The Highways Act 1980 sets out the main statutory duties of highway authorities.
- 7.5 The Council, as highway authority, has a duty under Section 41 of the Highways Act to maintain adopted highways to safe and serviceable standards. Officers have to protect the rights of the public to the use and enjoyment of such highways.
- 7.6 There is also a duty under the Traffic Management Act 2004 to secure the expeditious movement of traffic on the authority's road network.
- 7.7 There are a number of legal requirements on authorities around maintaining a safe network as described in the Code of Practice 'Well-maintained Highways' (Section 7.7).

Lawyer Consulted:

Katie Matthews

Date: 09/02/2015

Equalities Implications:

- 7.8 An Equalities Impact Assessment will be undertaken when producing a Business Case for future investment.
- 7.9 When undertaking specific maintenance schemes the needs of the local community are considered from the outset to ensure accessibility for all.

Sustainability Implications:

7.10 When undertaking specific maintenance schemes opportunity is taken to make improvements which support sustainable travel with a focus on improving walking and cycling.

7.11 Sustainable techniques are also used during construction such as using recycling materials. Contractors on the Councils framework are appointed on the basis of their contribution towards achieving the Council's One Planet Living targets.

Any Other Significant Implications:

7.12 These are set out in Appendix 1.

SUPPORTING DOCUMENTATION

Appendices:

1. Other Significant Report Implications

Documents in Members' Rooms

1. None

Background Documents

1. Local Transport Plan (LTP3) - 2011

Crime & Disorder Implications:

- 1.1 When undertaking specific maintenance schemes opportunity is taken to improve the physical environment and help people feel safer through appropriate design and maintenance of public spaces and streetscapes. The positive use of spaces is encouraged to ensure that crime and antisocial behaviour is discouraged. These actions contribute to the Community Safety and Crime Reduction Strategy 2014-17.

Risk and Opportunity Management Implications:

- 1.1 Having a well maintained highway network creates the opportunity to attract investment to the City and the employment benefits that brings.
- 1.2 A deteriorating highway network increases the risk of public dissatisfaction, accidents and subsequent claims against the Council

Public Health Implications:

- 1.3 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. Advanced planning of maintenance work through an asset management strategy reduces the need for emergency work and the potential for increased air and noise pollution. Opportunities are taken to use road surface products that minimise the risk of traffic accidents.

Corporate / Citywide Implications:

- 1.4 The need for adopting a highway asset management strategy is included in the current Local Transport Plan (LTP3) and will be an important part of the new LTP, the framework for which was recently endorsed by this Committee. The review of the LTP is identified within the 'Creating a Sustainable City' section of the Council's 2011-2015 Corporate Plan.

Subject:	Surrenden & Fiveways Area Resident Parking Scheme Consultation		
Date of Meeting:	17th March 2015		
Report of:	Executive Director Environment, Development & Housing		
Contact Officer:	Name:	Charles Field	Tel: 29-3329
	Email:	Charles.field@brighton-hove.gov.uk	
Ward(s) affected:	Withdean & Preston Park		

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 This report seeks agreement to proceed with a Resident Parking Scheme Consultation in the Surrenden & Fiveways area as soon as possible and outlines the proposed way forward.

2. RECOMMENDATIONS:

- 2.1 That the Committee agrees to proceed with a Resident Parking Scheme Consultation in the Surrenden & Fiveways area in June 2015.
- 2.2 That the Committee agrees that the consultation gives the option of a 9am-8pm full scheme for five days (Monday to Friday) or seven days as part of a new parking scheme.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 As part of the Citywide Parking Review update report presented to the ETS Committee on 7th October 2014 it was agreed to proceed with Parking Surveys in the Surrenden & Fiveways area.
- 3.2 The parking surveys were undertaken in February but the authorisation on taking forward a consultation has yet to be agreed. Therefore, following a request from members of the ETS Committee on 20th January 2015 this report outlines the proposed way forward and seeks agreement to proceed with the consultation as soon as possible.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The main alternative option is doing nothing which would mean the proposals would not be taken forward. There is also the option to consult on further different parking schemes such as a light touch scheme.
- 4.2 However, it is the recommendation of officers that these proposals are proceeded with for the reasons outlined within the report.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 It is proposed that the consultation will take place in June with a leaflet drop to all directly affected properties including residents, businesses and services. A staffed exhibition will also take place locally to allow members of the public to speak to officers about their views.
- 5.2 The intention is to consult on a 9am-8pm parking scheme with the option of a five day (Monday to Friday) or seven day scheme which is similar to the consultation on the Preston Park Triangle area implemented last year. This would be a new parking scheme as the adjoining Area J parking scheme is now one of the biggest in Brighton & Hove.
- 5.3 The reason for the hours is because this is consistent with other nearby schemes and would prevent vehicle displacement if the scheme had shorter hours. The evening period up to 8pm is also one of the most high demand times for parking.
- 5.4 In terms of light touch parking schemes a number of reasons were outlined to the Transport Committee on 15th January 2013 as part of the Citywide parking Review. It was agreed at this meeting not to consult on any further new schemes of this type.
- 5.5 Due to the time needed to prepare the detailed design of the scheme and to prepare the leaflets / exhibitions it is intended to undertake the consultation in June which is the soonest time possible.

6. CONCLUSION

- 6.1 It is the recommendation of officers that this proposal is proceeded with for the reasons outlined within the report.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The revenue costs associated with the recommendations in this report will be met from existing Transport revenue budgets.

Capital costs associated to the creation of controlled parking schemes are funded by unsupported borrowing, with repayments made over a seven year period funded from the revenue income generated. Details of capital expenditure and potential income will be reported to Committee dependant on the outcome of the consultation.

Revenue income generated from on-street parking schemes is first defrayed against relevant costs, with any surplus used for qualifying transport and highways related expenditure such as support bus service, concessionary bus fares and Local Transport Plan projects.

Finance Officer Consulted: Steven Bedford

Date: 10/02/15

Legal Implications:

- 7.2 The Council's powers and duties under the Road Traffic Regulation Act 1984 ("the Act") must be exercised to secure the expeditious, convenient and safe movement of all types of traffic including cyclists and pedestrians. As far as is practicable, the Council should have regard to any implications in relation to:- access to premises; the effect on amenities; the Council's air quality strategy; facilitating the passage of public services vehicles; securing the safety and convenience of users; any other matters that appear relevant to the Council.
- 7.3 The Council has to follow the rules on consultation set out by the government and the courts. The Council must ensure that the consultation process is carried out at a time when proposals are still at their formative stage, that sufficient reasons and adequate time must be given to allow intelligent consideration and responses and that results are properly taken into account in finalising the proposals.
- 7.4 After the proposals are advertised, the Council can, in the light of objections / representations received, decide to re-consult either widely or specifically when it believes that it would be appropriate before deciding the final composition of any associated orders. Where there are unresolved objections to the traffic orders, then the matter is required to return to Environment, Transport & Sustainability Committee for a decision.
- 7.5 There are no human rights implications to bring to members' attention.

Lawyer Consulted: Katie Matthews

Date: 09/02/2015

Equalities Implications:

- 7.6 The proposed measures will be of benefit to many road users.

Sustainability Implications:

- 7.7 Any motorcycle bays and the pedal cycle bays will encourage more sustainable methods of transport.

Any Other Significant Implications

- 7.8 Any legal disabled bays will provide parking for the holders of blue badges wanting to use the local facilities.

SUPPORTING DOCUMENTATION

Appendices:

1. Appendix A – Consultation area

Documents in Members' Rooms


1. None

Background Documents

1. Transport Committee – 15th January 2013 – Agenda Item 53.
2. ETS Committee – 7th October 2014 – Agenda Item 32.



KEY
 Boundary line of survey area

	
<p>Survey Area</p>	
<p>Client: PARKING INFRASTRUCTURE</p>	<p>Drawing Title</p>
<p>TRANSPORT</p>	<p>Surrenden & Fiveways</p>
<p>Scale: NTS</p>	<p>Date</p>
<p>Drawn</p>	<p>Original drawing size: A0</p>
<p>Checked</p>	<p>Approved</p>
<p>Drawing status</p>	<p>Drawing Number</p>
<p>Drawn</p>	<p>Date</p>

© Crown Copyright. Licence 10002978. Brighton & Hove City Council, 2014.

Subject:	Valley Gardens		
Date of Meeting:	17th March 2015		
Report of:	Executive Director Environment, Development & Housing		
Contact Officer:	Name:	Jim Mayor	Tel: 294164
	Email:	jim.mayor@brighton-hove.gov.uk	
Ward(s) affected:	All		

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

- 1.1 The report updates Committee on Valley Gardens Phase 1&2 progress since October 2014 and seeks approvals required to progress the project towards implementation in 2015/16.

2. RECOMMENDATIONS:

- 2.1 That Committee notes progress since October 2014.
- 2.2 That Committee agrees the next project stage (Landscape and Highways Technical Design) should commence under guidance of the Project Management Board.

3. CONTEXT/ BACKGROUND INFORMATION**Context**

- 3.1 The council's aspiration to enhance Valley Gardens is outlined in the 2006 Local Transport Plan. Since 2011, work on the project has been ongoing, and in February 2015 the council was successful in securing an £8m contribution to deliver Phase 1&2 of the project (between Edward Street and St Peters Place / Ditchling Road) from the Local Enterprise Partnership (LEP).
- 3.2 The most recent Committee decisions relating specifically to Valley Gardens were made by October 2014 ETS Committee, which agreed an amended layout for the Phase 1&2 scheme, that an additional Business Case should be prepared to access LEP funding for Phase 3 of Valley Gardens (Edward St to the seafront) and that a Member Project Board (the Project Management Board) should be established to act as a reference group and advisory body for the scheme. (A full summary of decision-making context is contained in Appendix 1: Valley Gardens Process and Decision Making Summary).

- 3.3 This report updates Committee on progress since October and seeks approvals that will enable the Phase 1&2 project to be progressed towards physical implementation.

General Update

- 3.4 Since October, further workshops have been held with the community and stakeholders to help refine a final proposal for Valley Gardens Phases 1&2. A summary of the final proposal is attached as Appendix 2: Developed Design Visuals.
- 3.5 The Project Management Board has met 4 times. Meeting notes have been circulated to all members of ETS Committee.
- 3.6 A planning application has been submitted for Valley Gardens Phase 1&2, although at the time of writing, consultation and decision timeframes relating to that Planning Application are to be confirmed.
- 3.7 In February 2015 The Local Enterprise Partnership agreed that the Valley Gardens Business Case was very strong, and confirmed that funding to implement the scheme was available from the start of 2015/16. The LEP have asked that funding be provided over three years rather than two as previously assumed. (On 16th February ETS Urgency Sub Committee agreed that the council should accept the LEP's funding offer).
- 3.8 Procurement for consultant support to deliver the next stage of project development (Technical Design) has been completed.
- 3.9 A separate report will be taken to Policy & Resources on 19th March 2015 seeking formal approval of 2015/16 Local Transport Plan allocations.

Progressing the Project

- 3.10 A design team is now in place to progress the next stage of the project (Technical Design). In simple terms, this stage progresses the "Developed Design" scheme layout to a buildable stage by establishing detail of construction depths, signage arrangements and drainage etc. The stage also involves procurement of contractors to commence physical works, development of a works phasing plan, further refinement of anticipated scheme costs and completion of a strategy for managing ongoing maintenance of the new scheme.
- 3.11 It should be noted that alongside ETS Committee approval to commence the Technical Design stage, two additional Policy & Resources (P&R) Committee approvals are required to enable completion of this project stage. A decision on whether LTP funding should be allocated to progress the work outlined in this report will be made at P&R Committee on March 19th 2015, as part of the wider LTP funding decision making process. Due to the value of works contracts, approval from Policy & Resources Committee to procure contractors to build the Valley Gardens Phase 1&2 scheme also needs to be secured, and will be sought in June 2015.

- 3.12 When contractors are in place and a work schedule, final costings and ongoing maintenance strategy have been prepared, ETS Committee will be asked for approval to start the next project stage, Construction.
- 3.13 A project timeline, summarising different project stages, is attached as Appendix 3.
- 3.14 For clarification, since October 2014 no further work has been undertaken to progress Valley Gardens Phase 3 (Edward Street to the seafront). It is anticipated that work to develop the Business case for this area will commence next financial year.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 Committee could decide not to progress the project, either now or ahead of commencing the implementation work stage. In either instance, funding would be returned to the Local Enterprise Partnership.
- 4.2 Such a decision would have resulted in a degree of abortive council investment in the project (more if the project is stopped at the Implementation rather than Technical Design stage), would make delivery of the agreed Valley Gardens proposals unlikely in the foreseeable future and could also impact on decisions relating to potential funding allocations for other city schemes through the LEP funding channel.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The Community, in its broadest sense, has been consulted throughout the process. Since October, communication processes have included community representation on the Project Management Board, community workshops in November and December to inform development of the final scheme design, audience mapping and development of a communication strategy in partnership with local company Neo, development of a programme to engage young people in the decision making process in partnership with the University of Brighton, the first stages of developing a Valley Gardens Community Group, sharing of information relating to the final design through a range of media including public displays in Valley Gardens, and a formal consultation process through the Valley Gardens planning process.

6. CONCLUSION

- 6.1 Since 2011 Transport and then ETS Committee has overseen a process which has developed from approval of a community led brief through development of a concept scheme to identification and attainment of significant funding to enable physical improvements to be delivered in Valley Gardens.
- 6.2 The recommendations in this report enable the project to proceed towards physical implementation.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The total capital cost of the (Phase 1&2) scheme is estimated at £10.006m. Of this £0.370m has already been funded from existing allocations for Valley Gardens within the Local Transport Plan budgets for 2013/14 and 2014/15. This leaves £9.636m planned to be spent between 2015/16 and 2017/18 . It is expected that £8.000m will be funded from the Local Growth Fund and £1.636m will be provided from local resources as matched funding. This matched funding element consists of £1.345m from the Local Transport Plan (LTP) allocations and £0.291m from Section 106 contributions and other sources.
- 7.2 If funding is agreed by the LEP and the scheme goes ahead then the project will need Policy & Resources Committee approval to be added to the capital programme.
- 7.3 It is possible that the enhanced public space will result in increased maintenance liabilities. If this is the case the cross-sector Management Group will need to be tasked with identifying ways of containing these within existing budgets.
- 7.4 The costs of the Project Management Board will be from within existing revenue budgets.

Finance Officer Consulted: Steven Bedford Date: 06/02/15

Legal Implications:

- 7.5 There are no legal implications arising from this report

Lawyer Consulted: Elizabeth Culbert Date: 02/02/15

Equalities Implications:

- 7.6 An Equalities Impact Assessment is planned but has yet to be completed. The overall aim of the Valley Gardens proposal is to make the movement and place functions of Valley Gardens as inclusive as possible by redressing current environmental conditions that discourage use by all groups, and is arguably especially unpleasant for older and younger people.

Sustainability Implications:

- 7.7 The (Valley Gardens northern and southern) proposals improve Air Quality, Noise Quality and introduce Sustainable Urban Drainage System features that enable the area to better accommodate future flash flooding events. The proposals provide an enhanced environment for the National Elm Collection and create an Arboretum to protect that heritage into the future, whilst additional planting and reduction in severance created by current transport infrastructure will enhance the area's biodiversity. Achieving a better balance of space between different movement modes also encourages sustainable transport choice. Overall the scheme objectives support those of Biosphere, as explained further in the full Business Case previously agreed by Committee.

Any Other Significant Implications:

- 7.8 Corporate / Citywide Implications: The project directly supports objectives of the Local Enterprise Partnership's Strategic Economic Plan, the City Plan, Local Transport Plan, Conservation Area and Enhancement Plan, Biosphere, Air Quality Management Area, Seafront Strategy, One Planet Living, Public Space Public Life, the London Road SPD and the LR2 Study.

SUPPORTING DOCUMENTATION

Appendices:

1. Valley Gardens Process and Decision Making Summary
2. Developed Design Visuals
3. Valley Gardens Phase 1&2 Project Timeline

Documents in Members' Rooms

1. None

Background Documents

1. Valley Gardens Public Realm Analysis (2011)
2. Design Brief for Valley Gardens (2012)
3. Concept Scheme for Valley Gardens (2013)
4. Valley Gardens Business Case (2014)

Appendix 1: Valley Gardens Process and Decision Making Summary

1. Mandate (2007)

The council's ambition to commence work on the Valley Gardens project was formally established in the 2006 Local Transport Plan.

2. Agreeing a Brief (2011 - 2012)

A design brief for Valley Gardens, based on public realm analysis and consultation, was agreed by the council's Transport Committee in July 2012. Officers were asked to develop draft design options (a concept scheme).

3. Concept Design (2012- 2013)

A concept design scheme was developed and considered by the March 2013 Transport Committee. Committee agreed that 'the principles established by the concept scheme should guide future improvements in Valley Gardens', 'that further work should be undertaken to develop the concept scheme design' and 'that early consideration should be given to the preparation of bids for external funding that would assist in developing and implementing elements of the Valley Gardens proposals'.

4. Securing Funding (2013-15)

Between March 2013 and July 2014, the concept scheme was refined, a potential funding source was identified (through the Coast to Capital Local Enterprise Partnership (LEP)) and a Business Case was developed with a view to securing £8m funding from the LEP to deliver the northern section of the Valley Gardens proposals (referred to as Phases 1&2).

July 2014 Environment, Transport & Sustainability (ETS) Committee agreed that the Business Case should be submitted to the LEP.

In July 2014 the Department for Transport confirmed that £8m funding was available for Valley Gardens Phases 1&2 and that further funding of up to £6m was available for Phase 3 (between Edward Street and the seafront) subject to preparation of an additional successful Business Case.

In October 2014 ETS Committee agreed that a Business Case to secure funding for Valley Gardens Phase 3 should be prepared. *This work is due to commence next financial year. The remainder of this note focuses solely on Valley Gardens Phase 1&2 (Edward Street to St Peters Place / Ditchling Road)*

In February 2015 the LEP approved the Valley Gardens Phase 1&2 Business Case, enabling the Council to secure an £8m funding contribution.

5. Refining the Valley Gardens layout (2014)

In October 2014 ETS Committee agreed amendments to the refined Phase 1&2 scheme design contained in the July Business Case. The updated design, which did away with new sections of carriageway through Victoria Gardens following consideration of further detailed traffic modeling, enabled delivery of the scheme with reduced impact on open space and trees. Committee also agreed that a Member Project Board (the Project management Board) should be established to act as a reference group and advisory body for the scheme.

6. Planning Consent

As the Valley Gardens project impacts on Open Space in the city, Planning Approval is required. A Planning Application has been submitted, but timescales for consultation and a Planning Committee decision date are to be confirmed.

7. Technical Design (March 2015 – September 2015)

March 2015 ETS Committee will be asked for approval to commence work on the Technical Design stage. This final stage of design focuses on the construction details that contractors need to build the physical scheme. During this stage a works phasing plan will be developed identifying when different sections of the scheme can be built to minimize disruption and accommodate other events in the city, contractors will be appointed (subject to separate Policy & Resources Committee approval – see below), enabling cost plans to be refined further and a strategy for managing ongoing maintenance of the new scheme will be completed. When contractors and a work schedule is in place, and a final cost schedule has been prepared, ETS Committee will be asked for approval to start building the scheme.

8. Contractor Procurement

In June 2015, Policy & Resources (P&R) Committee will be asked to approve procurement of contractors to deliver physical works in Valley Gardens. P&R approval is required due to the values of the contracts.

9. Construction (September 2015 – March 2018)

In July 2015, ETS Committee will be presented with final scheme cost estimates and a works phasing / management plan and asked for approval to commence the construction stage of the project. As LEP funding is spread over financial years 2015/16 to 2017/18, construction work will take place over this period (although the project may well be finished before March 2018).

Appendix 2
Developed Design Visuals

Rebuilding Valley Gardens Stage 1: Roads

Why are we changing the Road layout?

Despite being designed for vehicles, with no real thought for anyone else, Valley Gardens works poorly for everyone moving through the area.

When we surveyed residents in April 2013:

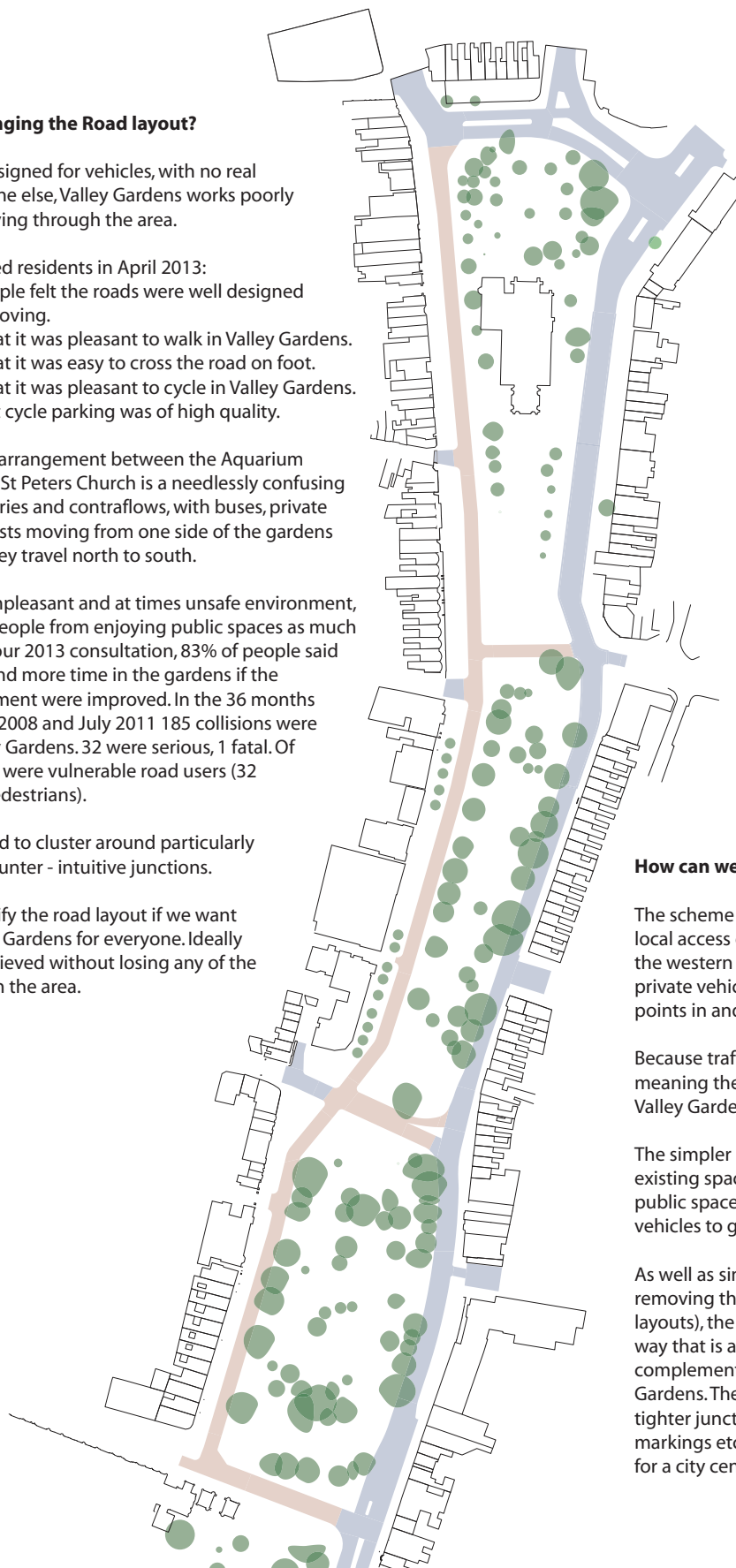
- only 34% of people felt the roads were well designed to keep traffic moving.
- only 26% felt that it was pleasant to walk in Valley Gardens.
- only 17% felt that it was easy to cross the road on foot.
- only 10% felt that it was pleasant to cycle in Valley Gardens.
- only 9% felt that cycle parking was of high quality.

The current road arrangement between the Aquarium Roundabout and St Peters Church is a needlessly confusing mixture of gyratories and contraflows, with buses, private vehicles and cyclists moving from one side of the gardens to the other as they travel north to south.

This creates an unpleasant and at times unsafe environment, which prevents people from enjoying public spaces as much as they could. In our 2013 consultation, 83% of people said they'd like to spend more time in the gardens if the facilities/environment were improved. In the 36 months between August 2008 and July 2011 185 collisions were reported in Valley Gardens. 32 were serious, 1 fatal. Of 249 casualties, 86 were vulnerable road users (32 cyclists and 54 pedestrians).

The collisions tend to cluster around particularly confusing and counter - intuitive junctions.

We have to simplify the road layout if we want to improve Valley Gardens for everyone. Ideally this has to be achieved without losing any of the important trees in the area.



Key

Bus, Taxi & Access
General Traffic

How can we simplify the road layout?

The scheme achieves this by moving buses, taxis and local access onto a consistent route that will run along the western side of Valley Gardens, and keeping private vehicles on the eastern side. (All vehicle access points in and out of Valley Gardens will be maintained).

Because traffic routes are simplified, so are junctions, meaning there are fewer delays when driving in Valley Gardens.

The simpler layout enables us to reclaim some of the existing space given over to vehicles to create more public space, without reducing the time it takes for vehicles to get through the area.

As well as simplifying the traffic infrastructure (and so removing the need for confusing junctions and road layouts), the proposal sees carriageways designed in a way that is appropriate for a city centre environment and complementary to the character and location of Valley Gardens. The design language, including elements such as tighter junction radii, narrow lane widths, minimal road markings etc., will encourage drivers to drive appropriately for a city centre location.

Rebuilding Valley Gardens Stage 1: Roads (cont)



The current traffic layout is unnecessarily confusing. The mix of gyratories and contraflows require complex junctions and create a dangerous environment. The simplified layout puts general traffic on the eastern side of the Gardens and public transport / local access to the west. As well as making Valley Gardens easier to drive through and safer for everyone, this lets us reduce the amount of tarmac without reducing the time it takes to drive through the area. All routes in and out of Valley Gardens stay the same.

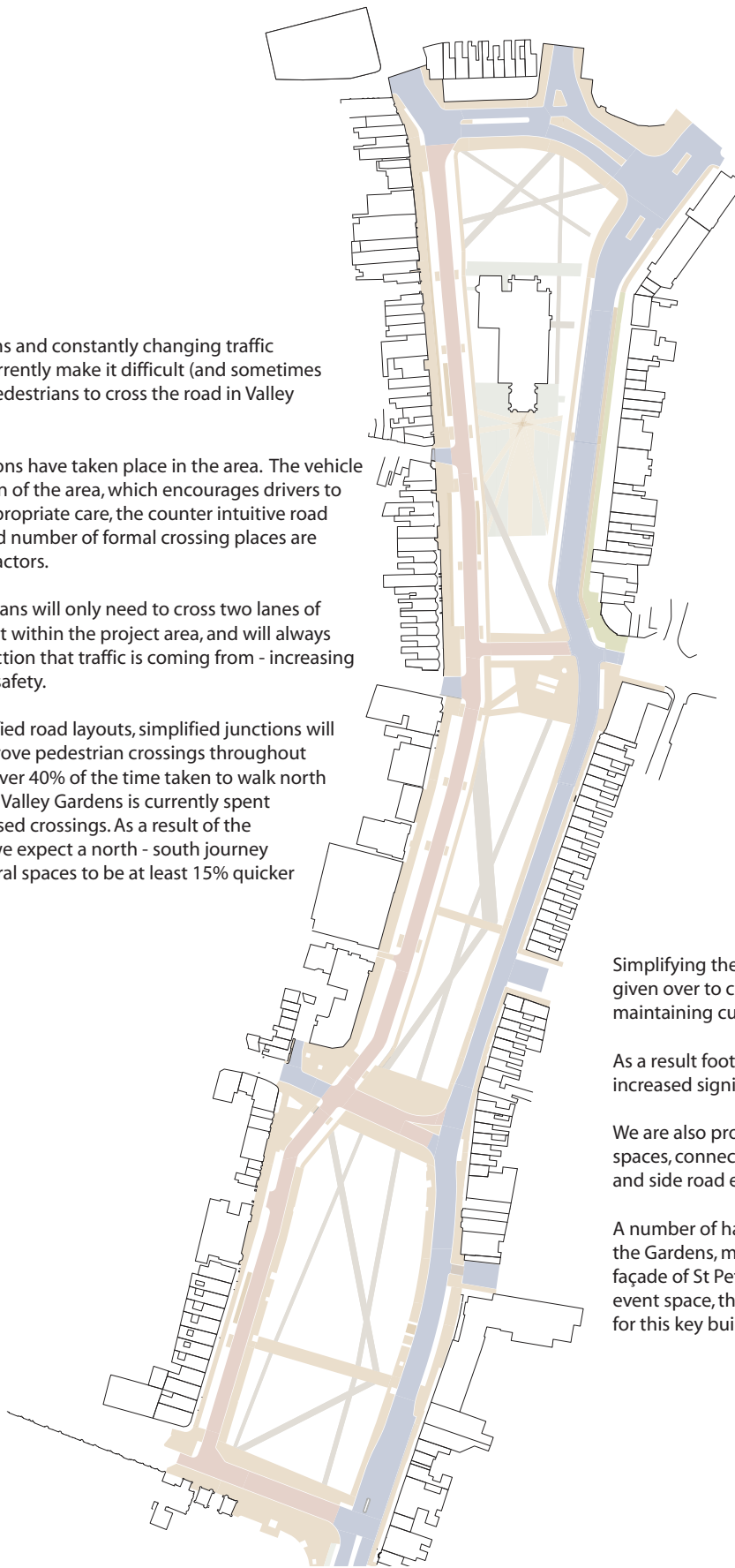
Rebuilding Valley Gardens Stage 2: Walking

Complex junctions and constantly changing traffic arrangements currently make it difficult (and sometimes dangerous) for pedestrians to cross the road in Valley Gardens.

Numerous collisions have taken place in the area. The vehicle dominated design of the area, which encourages drivers to drive without appropriate care, the counter intuitive road layout and limited number of formal crossing places are all contributory factors.

In future pedestrians will only need to cross two lanes of traffic at any point within the project area, and will always know which direction that traffic is coming from - increasing both access and safety.

Alongside simplified road layouts, simplified junctions will enable us to improve pedestrian crossings throughout Valley Gardens. Over 40% of the time taken to walk north to south through Valley Gardens is currently spent waiting at signalised crossings. As a result of the improvements, we expect a north - south journey through the central spaces to be at least 15% quicker in future.



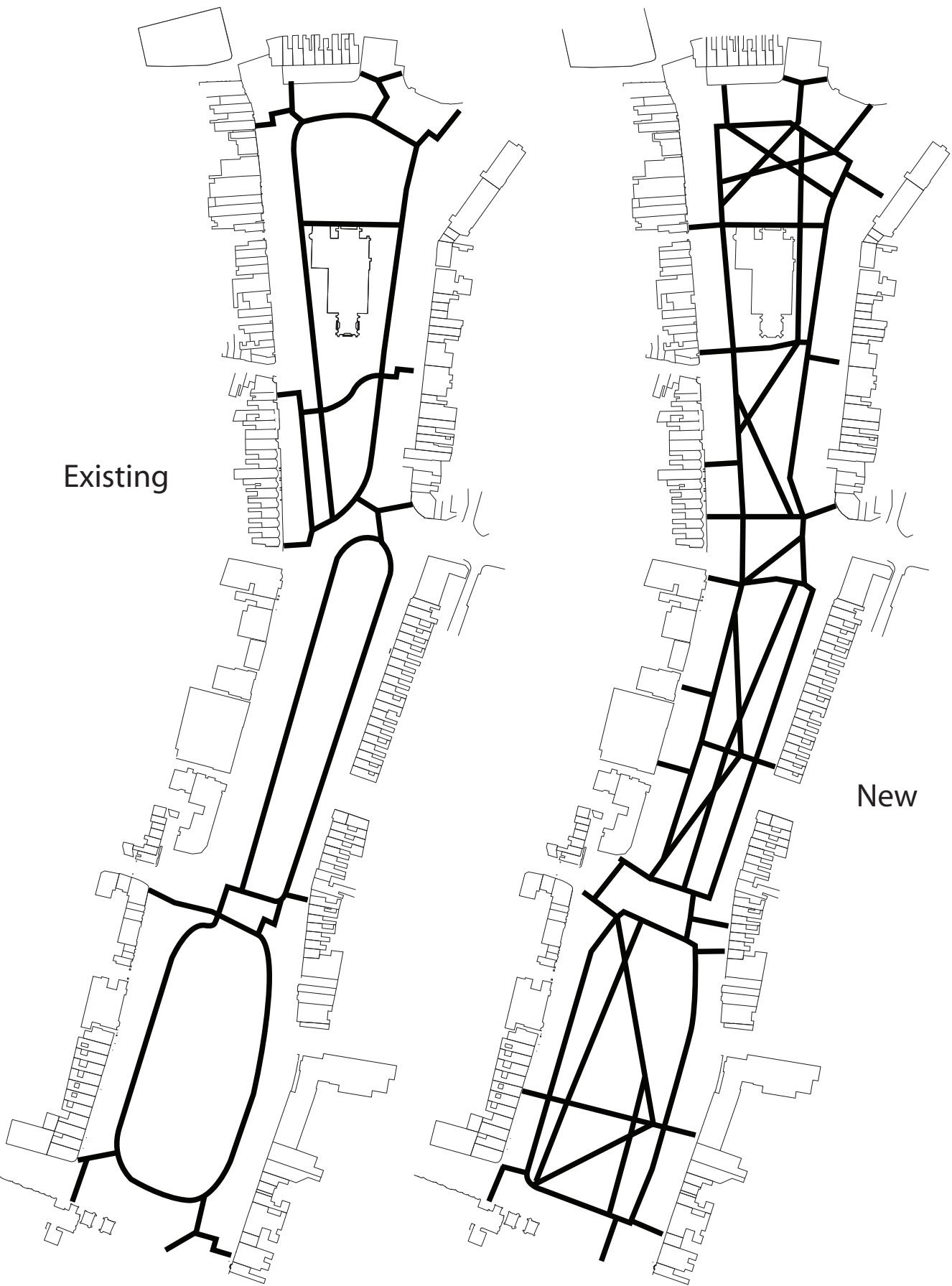
Simplifying the road layout also lets us reduce space given over to carriageway infrastructure whilst maintaining current access and journey times for vehicles.

As a result footways along building lines can be increased significantly.

We are also providing new paths across the public spaces, connecting key destinations such as the University and side road entrances to Valley Gardens.

A number of hard-scaped spaces are provided within the Gardens, most notably a formal square at the southern façade of St Peters. As well as providing an occasional event space, the Square provides an enhanced setting for this key building.

Rebuilding Valley Gardens Stage 2: Walking (cont)



Existing

New

Simplifying the road layout offers opportunities to significantly increase pedestrian access to open spaces. Along with new footways within the green areas, this will also better connect the east and west of the city.

Rebuilding Valley Gardens Stage 3: Other Transport

Taxis

One of the issues flagged up during our initial scoping consultation was the lack of legibility of taxi provision in Valley Gardens. There is an established rank at St Peter's Place, and a smaller one at Pool Valley, but nothing much in between (the small rank outside the Astoria is currently barely used).

The St Peter's Place rank is well positioned to serve different areas of the city, but has limited capacity for waiting cab drivers. Having a cab rank on such a busy junction can also only add to congestion.

In future, we will relocate the St Peter's rank onto York Place. This provides the same access as the current St Peter's rank, but moves the actual rank away from the busy St Peter's Place junction and provides room for more taxis. We'll also be creating smaller additional ranks further south, and letting taxi drivers use some of the new loading bays in the evening.

Extending the number of taxi spaces in the area means more choice for customers whilst increasing the presence of taxi drivers will help make the area feel safer at night.

Buses and taxis will have access to a dedicated route along the western side of Valley Gardens.

Loading

Loading bays are provided at regular intervals on both sides of Valley Gardens. We expect that these will be time restricted, although the details of time restrictions are yet to be agreed.

Loading bay provision includes one or two half loading bays to allow vehicles to bump up onto the pavement (time restricted to stop this happening during inbound and outbound peaks) along Richmond Parade, along with bays at the entrances of Morley Street and Richmond Parade to serve premises at either end of this stretch.

Buses

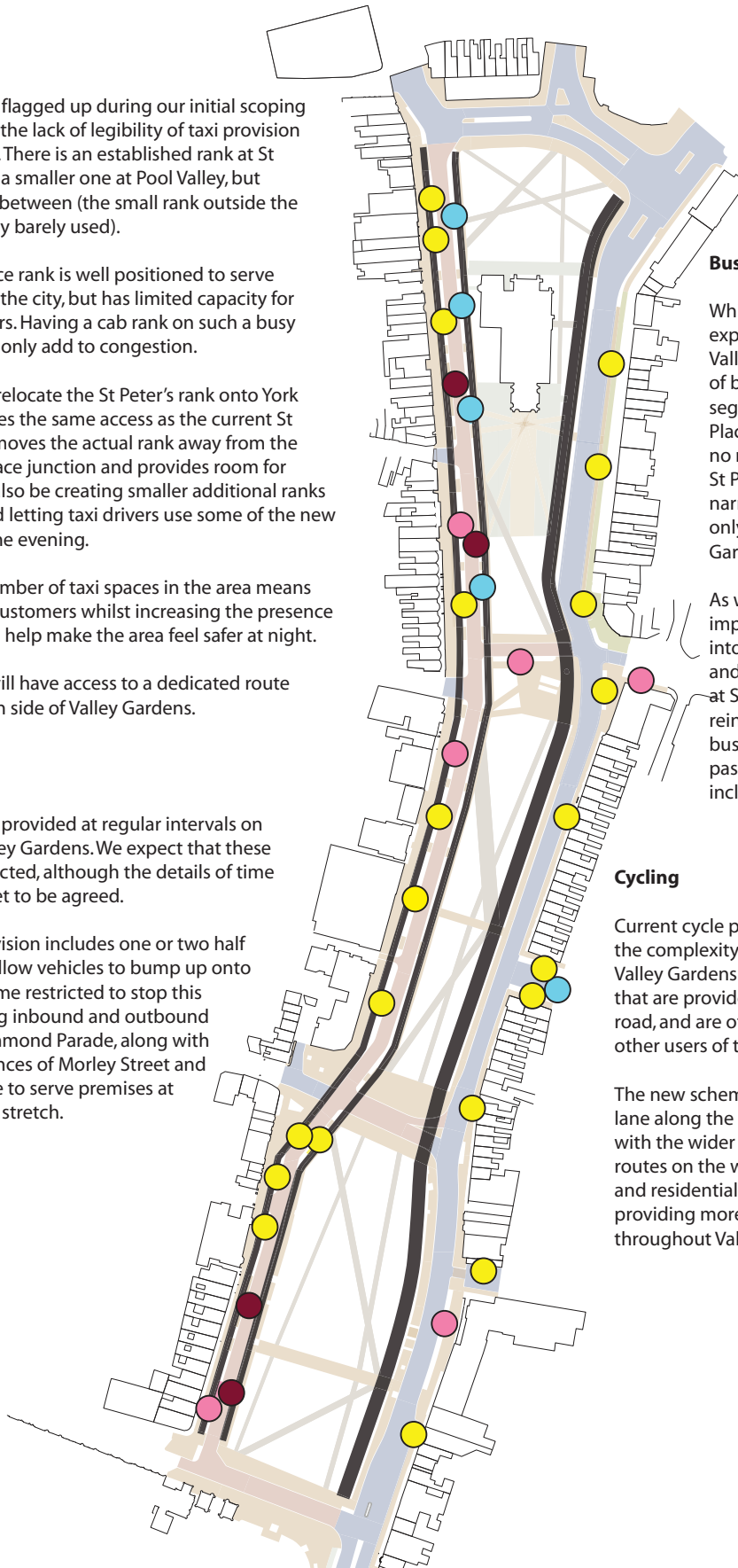
While current bus lanes result in relatively expedient and reliable journey times through Valley Gardens for bus passengers, the quality of bus stops is often poor. The unconventional segregated, two-way bus lanes at Gloucester Place enables provision of a southbound, but no northbound bus stop, while the northbound St Peter's stop delivers bus passengers onto a narrow traffic island. During consultation, only 19% of people felt bus stops in Valley Gardens were of high quality.

As well as maintaining southbound and improving northbound bus journey times by introducing a dedicated route for public transport and access, improved bus stops will be provided at St Peter's, while additional stops will be reinstated at Victoria Gardens. This will improve bus service legibility and accessibility for passengers and enhance connections to areas including the North Laine.

Cycling

Current cycle provision is constrained by, and so reflects the complexity of, the wider traffic network. Some areas of Valley Gardens have cycle provision, some don't. Facilities that are provided switch from east to west, from footway to road, and are of varying quality, encouraging conflict with other users of the space and discouraging cycling.

The new scheme includes a consistent, dedicated cycle lane along the eastern side of Valley Gardens that connects with the wider city cycle network, and two quieter cycle routes on the western side that provide access to businesses and residential areas such as North Laine. We'll also be providing more, and better quality cycle parking throughout Valley Gardens.



Key	
Cycle facility	—
Taxi Bay	● (blue)
Loading Bay	● (yellow)
Taxi / Loading Bays	● (pink)
Bus Stop	● (red)

Rebuilding Valley Gardens 4: Lawn & Meadow

In future Valley Gardens should not just be about traffic infrastructure. The area has huge potential as a public place that can benefit residents and visitors, as well as biodiversity.

When we surveyed residents in April 2013, 83% of people said they'd like to spend more time in the gardens if the facilities/environment were improved.

- 82% of people wanted more trees / landscaping / vegetation
- 73% wanted less traffic
- 71% wanted less vehicle noise
- 70% wanted easier pedestrian access to the Gardens
- 66% wanted a safer (from traffic) environment
- 58% wanted better air quality
- 56% wanted better or more seating

The area's landscaping scheme helps achieve these aspirations. Areas of hard-wearing lawn are enhanced with meadow planting strips along the eastern and western edges of the central areas. These strips provide colour and separation from the vehicle routes, and are formed of plants that can benefit biodiversity whilst minimising maintenance requirements.

Example plants for the meadow planting scheme include Musk Mallow, Bladder Campion, Quaking Grass and Hedge Woundwort.



Musk Mallow





Bladder Campion



Quaking Grass



Hedge Woundwort

Key	
Lawn	
Meadow	

Rebuilding Valley Gardens 5: SUDs Planting & Water

Water features

Historically Valley Gardens was undeveloped due to a winterbourne (temporary winter) stream that ran through the area before terminating at Pool Valley.

The proposal reconnects to this historic aspect of the area's character by introducing a variety of water and related features.

The square outside St Peters will feature programmable fountains. A dechlorinated rill (small stream) follows paths through Victoria Gardens, bringing visual and biodiversity benefits. Similar benefits are achieved by a series of rain gardens and other SUD (Sustainable Urban Drainage) systems which also help protect the area from flash flooding events by storing water that the sewer system can't cope with during periods of heavy rainfall.

SUD features can be as simple as depressions in the ground level (rain gardens) or more formal structures along footways (such as street swales), planted with low maintenance plant species that can survive in wet or dry conditions. These may include Red Bistort, Goat's Beard and Garden Speedwell, shown opposite. The SUD features hold excess rainfall until it has time to soak into the ground.

We are also planning to provide drinking fountains.

One aspect likely to divide opinion is removal of the Mazda fountain. We feel this is justified given the space the feature takes up, its sporadic operation, relatively high maintenance costs and the fact it was never designed for Victoria Gardens (the fountain was designed for the 1924 British Exhibition at Wembley and was originally illuminated by multi-coloured bulbs). We will look for ways to re-use the fountain over coming months.



The Mazda fountain, as originally envisaged.

Thematic Gardens

An area of more formal 'thematic gardens' is planned along the east of St Peters. These gardens will be contained by low hedges and could be planted with low maintenance plants that benefit local biodiversity and /or looked after by local interest groups.



A street swale in Seattle



Goat's Beard



Red Bistort



Garden Speedwell



A Rain Garden feature in St Louis

Key

- Rill
- Fountain
- Thematic Gardens
- Rain Gardens & Swales

Rebuilding Valley Gardens 6: New Trees

Trees

Around 280 new trees are included in the new scheme to complement the existing Elms.

New trees are chosen to extend the city's Elm heritage, protect against disease, improve resilience to climate change, enhance biodiversity and enhance the character of Valley Gardens.

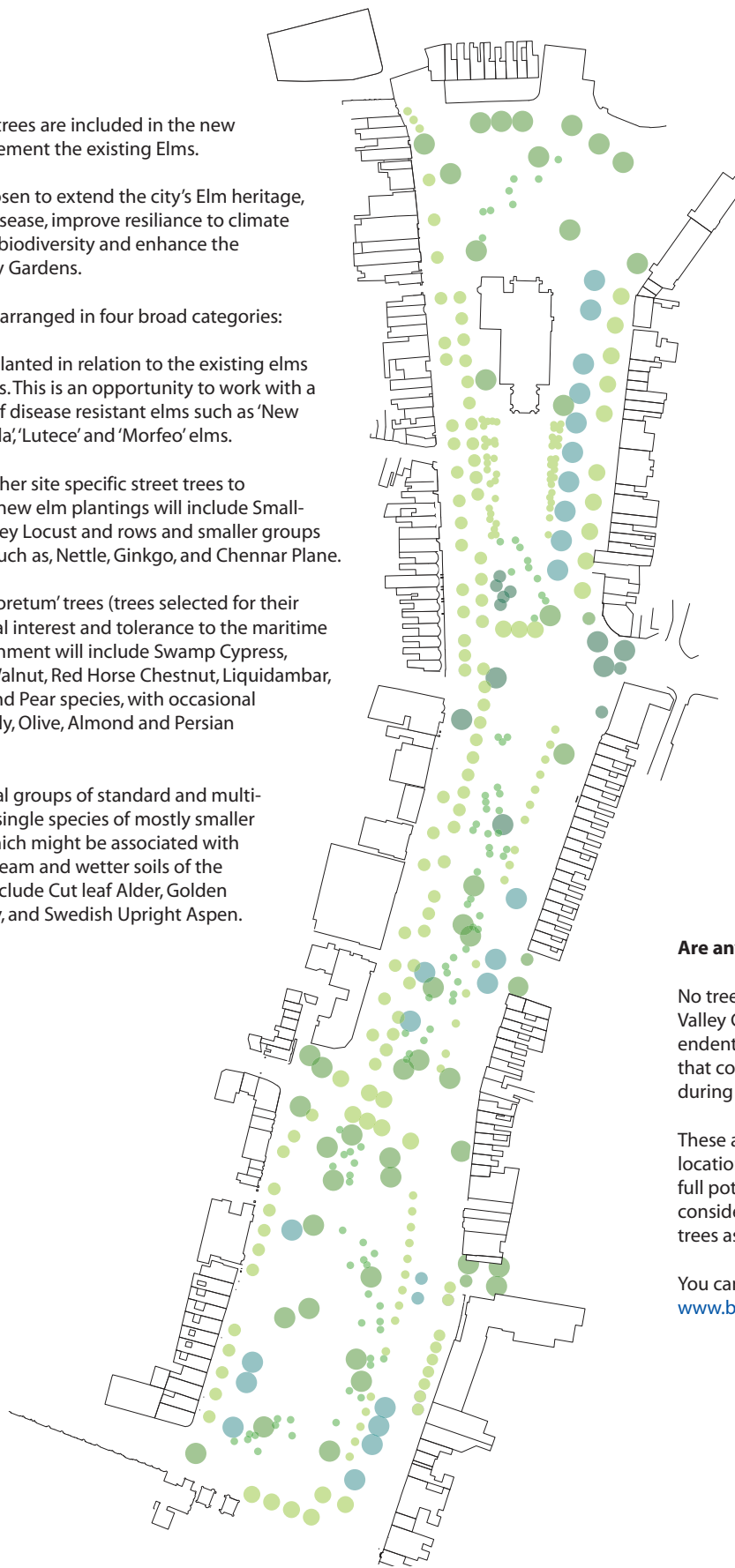
New trees can be arranged in four broad categories:

Elms: New elms planted in relation to the existing elms along street edges. This is an opportunity to work with a new generation of disease resistant elms such as 'New Horizon', 'Columella', 'Lutece' and 'Morfeo' elms.

Street Trees: Further site specific street trees to complement the new elm plantings will include Small-Leaved Lime, Honey Locust and rows and smaller groups of other species such as, Nettle, Ginkgo, and Chennar Plane.

Arboretum: 'Arboretum' trees (trees selected for their character, seasonal interest and tolerance to the maritime and urban environment will include Swamp Cypress, Magnolia, Black Walnut, Red Horse Chestnut, Liquidambar, Pin Oak, Cherry and Pear species, with occasional Austrian Pine, Holly, Olive, Almond and Persian Ironwood trees.

Pioneers: Informal groups of standard and multi-stemmed mixed/single species of mostly smaller 'pioneer' trees, which might be associated with the idea of the stream and wetter soils of the valley floor, will include Cut leaf Alder, Golden Grey Alder, Cherry, and Swedish Upright Aspen.



Key	
Pioneer Tree	
Arboretum Tree	
Elm Tree	
Street Trees	

Are any trees being removed?

No trees need to be removed because of the Valley Gardens project. However, our independent tree survey identified a number of trees that could sensibly be removed or relocated during the course of the project.

These are generally trees that are planted in locations that inhibit their ability to reach their full potential or are diseased / dying. We may consider removing or relocating some of those trees as the project progresses.

You can see the tree survey and assessments at www.brighton-hove.gov.uk/valleygardens

Rebuilding Valley Gardens 7: Events & Activity

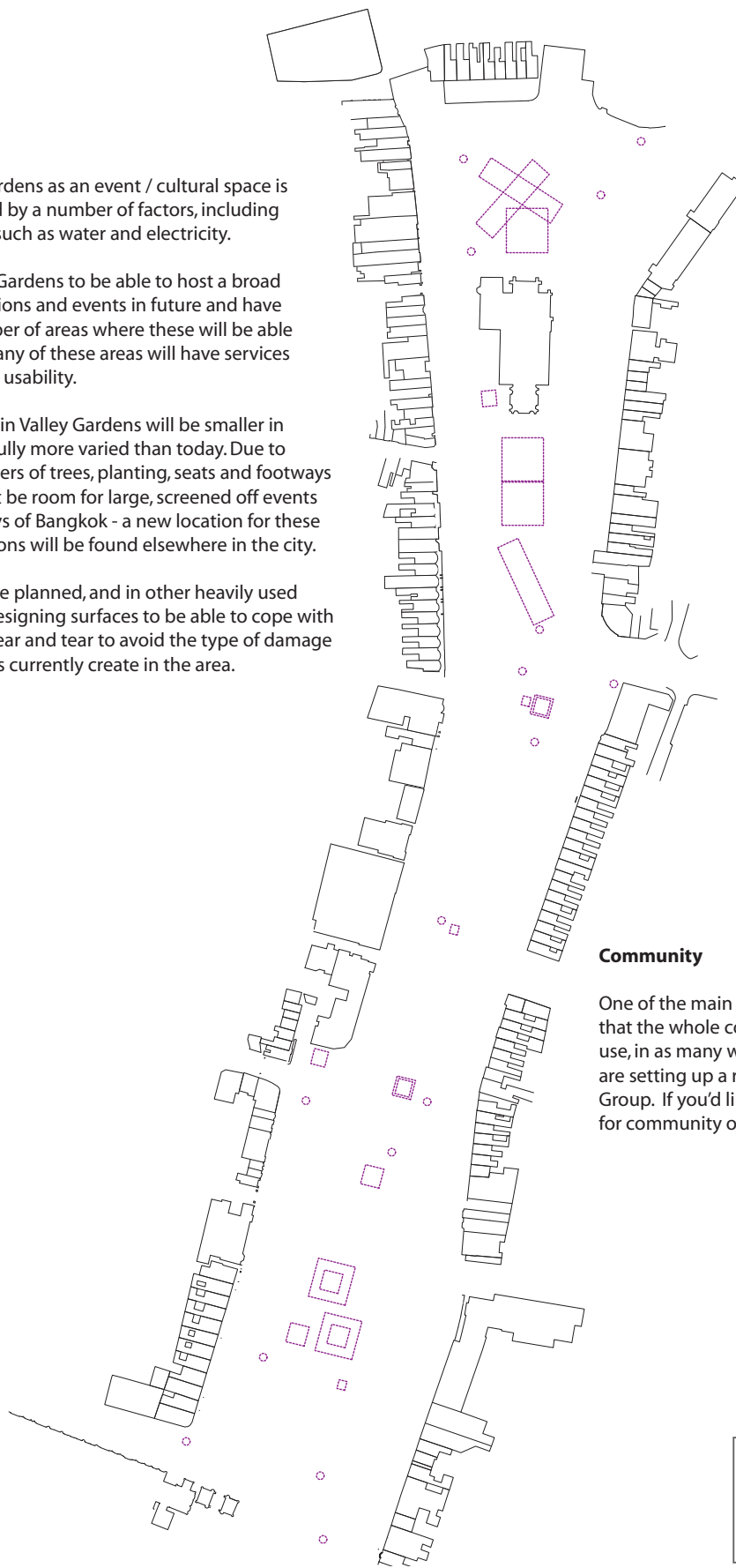
Events

Use of Valley Gardens as an event / cultural space is currently limited by a number of factors, including lack of services such as water and electricity.

We want Valley Gardens to be able to host a broad range of exhibitions and events in future and have planned a number of areas where these will be able to take place. Many of these areas will have services to increase their usability.

In future events in Valley Gardens will be smaller in scale, but hopefully more varied than today. Due to increased numbers of trees, planting, seats and footways (etc) there won't be room for large, screened off events like the Ladyboys of Bangkok - a new location for these types of attractions will be found elsewhere in the city.

Where events are planned, and in other heavily used areas, we'll be designing surfaces to be able to cope with high levels of wear and tear to avoid the type of damage that large events currently create in the area.



Community

One of the main aims of the project is to create a place that the whole community - in its broadest sense - can use, in as many ways as possible. To help achieve this we are setting up a range of networks including a Community Group. If you'd like to get involved, or have any ideas for community opportunities in Valley Gardens, let us know.

Key

Event Space 

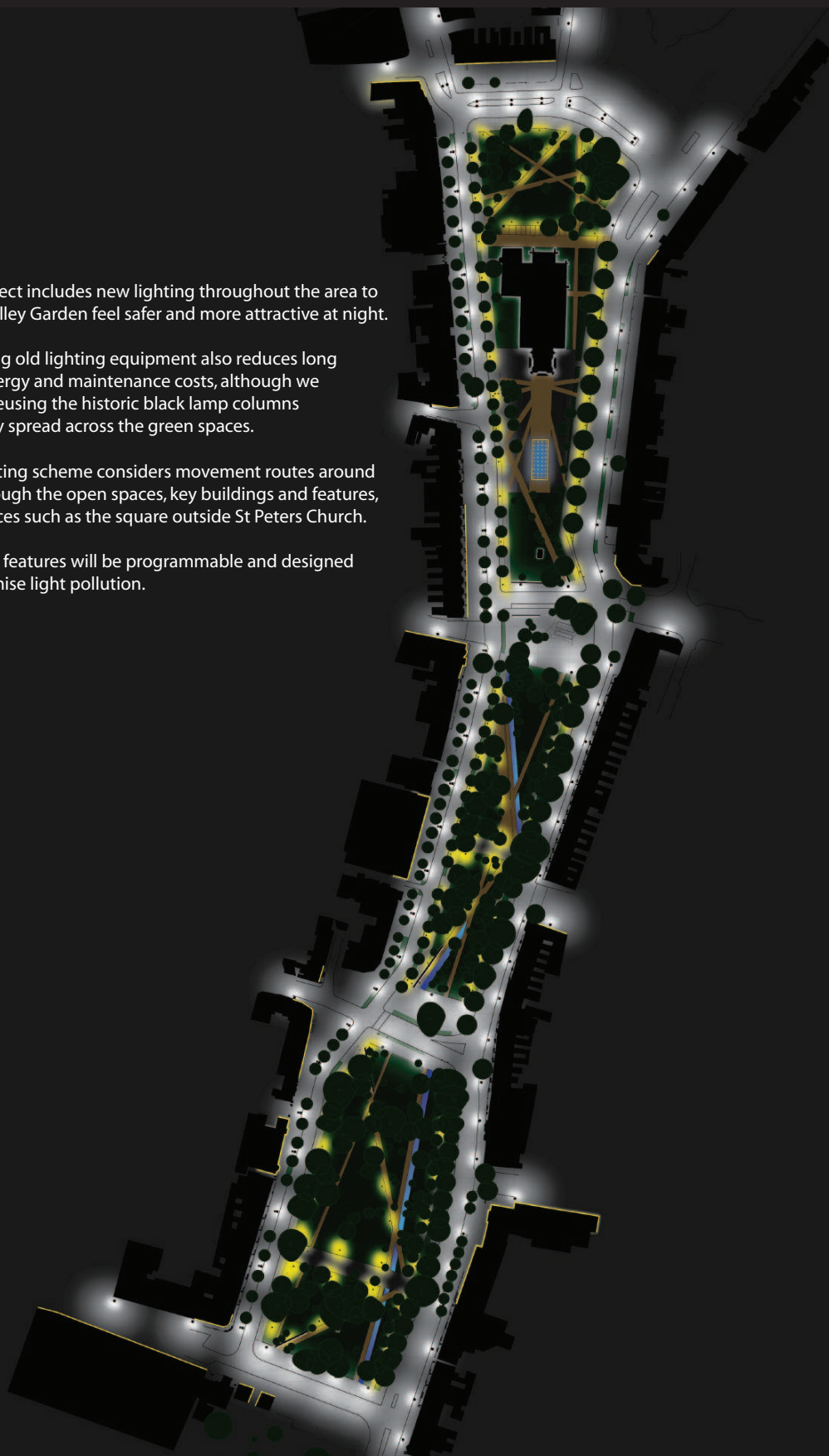
Rebuilding Valley Gardens 8: Lighting

The project includes new lighting throughout the area to make Valley Garden feel safer and more attractive at night.

Replacing old lighting equipment also reduces long term energy and maintenance costs, although we will be reusing the historic black lamp columns currently spread across the green spaces.

The lighting scheme considers movement routes around and through the open spaces, key buildings and features, and spaces such as the square outside St Peters Church.

Lighting features will be programmable and designed to minimise light pollution.



Rebuilding Valley Gardens 9: Final Layout

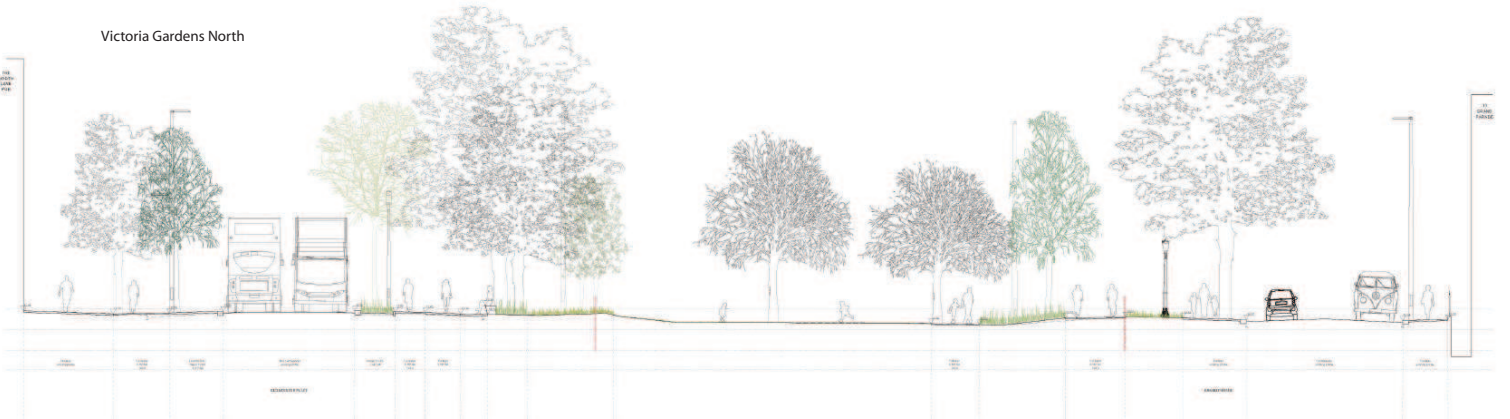


Rebuilding Valley Gardens 10: Cross Sections

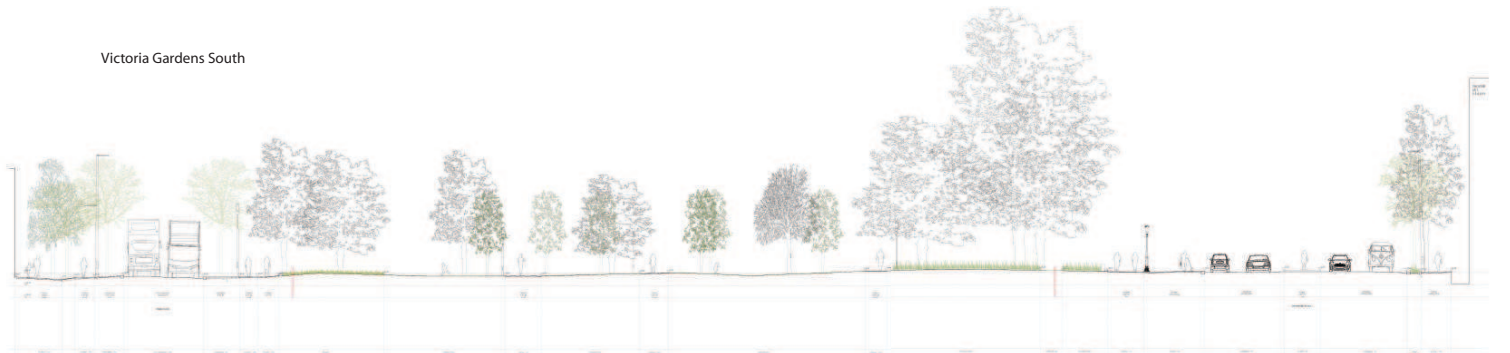
St Peters Church



Victoria Gardens North



Victoria Gardens South



Valley Gardens: King & Queen View Comparison



Existing



New

A view across Victoria Gardens towards the King & Queen, showing new trees, footways and cycle way. Natural planting, including street swales and rain gardens, will help biodiversity and protect the area from flash flooding.

Valley Gardens: North Gate Comparison



Existing



New

The project creates better setting for key buildings such as St Peters and the Pavilion. This image shows how realigning the road and creating a raised carriageway area can better link the Gardens to the Pavilion's North Gate.

Valley Gardens: St George's Place Comparison



Existing



New

A tree lined bus and taxi lane runs along the western side of Valley Gardens, along with cycle lanes. Roads are designed to reduce the existing physical and visual barrier traffic infrastructure creates between the gardens and surrounding city.

Valley Gardens: St Peters South Comparison



Existing



New

A new public square is created outside St Peters to provide an enhanced setting for the building that can also be used for events. The existing St Peters parking area is reduced in size and relocated to the north of the building.

Valley Gardens: University View Comparison



Existing



New

Paths across the Gardens follow desire lines, such as the existing muddy track between Church Street and the University. Low walls double up as seats and around 280 new trees, including new Elms, create a more pleasant environment.

Appendix 3: Valley Gardens Phase 1&2 Project Timeline

Stage 0 – Mandate (2007)

A project starts with someone asking for something to be done. In the case of Valley Gardens, numerous policy documents identify a need for improvements in the area. The council's ambition to commence work on the Valley Gardens project was formally established in the 2006 Local Transport Plan, although meaningful progress only started in late 2011.

Stage 1 - Agreeing a Brief (2011 – 2012)

In order to start a project, clarity is needed over what exactly needs to be done and who needs to do it. This stage started with an objective analysis of problems and opportunities associated with the existing Valley Gardens area (the October 2011 Public Realm Analysis). Information from the Public Realm Analysis was combined with community feedback to develop a vision and set of objectives for the project.

Stage 2 - Concept Design (2012- 2013)

Once a brief is agreed, the next stage is to identify a way of delivering objectives of the brief. Working with our design team and the local community, this stage included:

- Understanding specialist considerations that may impact on the work (through commissioning tree surveys etc)
- Considering different design options
- Agreeing which design option can best deliver the brief (the preferred option)
- Checking whether the preferred option is likely to work (through strategic traffic modeling etc)
- Undertaking an initial estimate as to how much the scheme would likely cost
- Identifying how the scheme could be progressed
- Preparing a document summarizing the process and results of the design stage (the July 2013 Concept Scheme Delivery Plan).

Interim Stage: Securing Funding (2015)

In February 2015 the council was successful in securing £8m funding for the northern section of the Valley Gardens scheme from the Coast 2 Capital Local Enterprise Partnership.

Stage 3 – Developed Design (2013 – March 2015)

By its nature, the Concept Scheme is still 'conceptual'. The Concept Scheme Delivery Plan also acknowledged various options that required more consideration before a final scheme could be identified. The next stage of work, Developed Design, involves refining the Concept Scheme into a detailed proposal that sets out what the project will look like 'above ground'. This stage includes detailed traffic modeling of specific junctions, choice of materials, preparation of a lighting scheme and agreement over locations of elements such as loading bays and cycle parking. (During this project stage, detailed junction modeling suggested that the new roads through Victoria Gardens proposed by the Concept

Scheme were unnecessary). This stage also enables and includes further refinement of practical delivery considerations, such as scheme costs and, in the case of Valley Gardens, identification of a team to progress the next project stage.

Interim Stage – Planning Consent

As the Valley Gardens project impacts on Open Space in the city, Planning Approval is required. A Planning Application has been submitted, but timescales for consultation and a Planning Committee decision date are to be confirmed.

Stage 4 – Technical Design (March 2015 – September 2015)

The final stage of design focuses on the technical construction details that contractors need to build the physical scheme. During this stage we develop a phasing plan identifying when different sections of the scheme can be built to minimize disruption and accommodate other events in the city. Contractors are appointed, enabling our cost plans to be refined even further. A strategy for managing ongoing maintenance of the new scheme will also be completed.

Stage 5 – Construction (September 2015 – March 2018)

As LEP funding is spread over financial years 2015/16 to 2017/18, construction work will take place over this period (although the project may well be finished before March 2018). Phasing of works will be identified during Stage 4.

Stage 6 & 7 – Handover, Close Out and In Use

These stages include checking everything has concluded satisfactorily, any defects have been resolved and project documentation is complete. The physical scheme will be in place but work will be ongoing to ensure local people and visitors can get as much out of the new Valley Gardens environment as possible.