ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE	Agenda Item 52
	Brighton & Hove City Council

Subject:	New Bus Shelter requests – Assessment Methodology
Date of Meeting:	Environment Transport & Sustainability
Report of:	Executive Director Environment, Economy & Culture
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Ward(s) affected:	All

FOR GENERAL RELEASE

1.   PURPOSE OF REPORT AND POLICY CONTEXT

1.1   Requests for new bus shelters are received regularly from members of the public and from local ward members. Subject to the availability of funding potential locations are currently assessed according to professional officer opinion based on the relative exposure of the bus stop site and the distance from the nearest sheltered bus stop.

1.2   Members have requested a more robust methodology taking into account a wider range of objective factors together with worked examples of the applied methodology to the current list of site requests. This report provides a summary of the proposed assessment methodology.

2.   RECOMMENDATIONS:

2.1   That committee approves the methodology attached (Appendix A) for the assessment of requests for new bus shelters;

2.2   That officers bring back to a subsequent committee for approval the existing (and updated) list of requests with the new methodology applied.

3.   CONTEXT/ BACKGROUND INFORMATION

3.1   The Public Transport team receive a large number of requests from members of the public and local ward members for new bus shelters at bus stops where no shelter currently exists.

3.2   The council has limited financial resources to install new bus shelters and so we have been asked by members to devise a priority and scoring system. This can be applied so that we install shelters where they are most needed and where site conditions make it practical to do so.

3.3   Some shelters are sited at particular locations because there is a new building development nearby and, as a condition of the planning process the developer

has provided funds to install a shelter. The priority assessment criteria would not be applied to these developer-funded shelters.

3.4   Some shelters are static or digital advertising shelters provided by advertising media contractors as part of their contract with the council. These shelters are not included in this report due to their cost which can be ten times that of non-advertising shelters. This report deals with non-advertising shelters only.

3.5   For non-advertising bus shelters we are proposing a two stage assessment process, based on initial criteria, and then on feasibility.

3.6   The initial criteria i.e. do we really need a bus shelter at this location(?) takes in to account three factors; relative exposure to the elements of the bus stop site, distance from nearest bus stop that already has a shelter & most popular location in terms of numbers of requests received. We will score each site based on these criteria and the highest-scoring sites would be then be assessed for feasibility.

3.7   A Feasibility check to determine if we are actually able to install a bus shelter at this location(?) will be assessed according to; the numbers of users observed boarding at the bus stop and the location characteristics. Feasibility site visits would be conducted by council staff and a representative from Brighton & Hove Buses as they manage bus stop infrastructure and have extremely detailed knowledge of all locations. Feasibility assessments would be conducted, and an installation programme produced, on an annual basis.

4.   ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1   There are many ways in which the council could prioritise requests for new bus shelters. However following a review of the various options available, the method presented in this report is considered the most fit for purpose.

5.   COMMUNITY ENGAGEMENT & CONSULTATION

5.1   The proposed assessment methodology was circulated to addresses on our usual public transport consultation mailing list for bus service changes. This included local bus operators, Brighton Buswatch and all council members. Comments received were considered in the preparation of this report.

6.   CONCLUSION

6.1   The methodology presented in this report will ensure a fair and robust assessment is undertaken on each request and will lead to the establishment of a priority list for implementation subject to the availability of funding

7.   FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

7.1   There are no direct financial implications from the recommendations of this report.

The installation of new bus shelters would need to be added to the capital programme subject to sufficient available budget and approval by Policy, Resources and Growth committee as part of the Targeted Budget Management (TBM) process.

Finance Officer Consulted: Gemma Jackson   *Date: 10/01/18*

Legal Implications:

7.2   The Council must act reasonably and rationally in the exercise of its decision making and the proposals in the report with assist to demonstrate a transparent policy that can be applied fairly in the assessment of requests for new shelters. The Council must not 'fetter' its discretion by applying a rigid or 'one-size-fits-all' policy to all applications without considering the specific facts of each case. Therefore there would be an expectation that each case will be considered to identify whether there are any factors specific to the request which may mean a different approach would be necessary.

Lawyer Consulted: Elizabeth Culbert   *Date: 11/01/18*

Equalities Implications:

7.3   The provision of bus shelters in accordance with identified need will be beneficial to vulnerable bus users such as the elderly and those with disabilities

Sustainability Implications:

7.4   None identified directly in relation to this report

Any Other Significant Implications:

7.5   None identified directly in relation to this report

SUPPORTING DOCUMENTATION

Appendices:

1.   Appendix A: Shelter priority: criteria & process

Documents in Members' Rooms

1.   None

Background Documents

1.   List of requests for new bus shelter locations (as updated)