

## **Appendix A SHELTER PRIORITY: CRITERIA AND PROCESS**

### **Initial Criteria**

1. Relative exposure of the bus stop site
2. Distance from nearest sheltered bus stop
3. Most popular in terms of numbers of requests received

Score each site on a range of 1 to 5 for each of the above three attributes (see below for more detail on scoring)

Total the four scores for each site

The highest-scoring sites would be assessed for feasibility.

### **Feasibility Assessments**

At that stage feasible sites at the top of the list - but with the same score - would be prioritised according to:

- a) numbers of users observed boarding at the bus stop and
  - b) location characteristics.
- See below for more detail on scoring

Feasibility site visits would be conducted by an Engineer, a Public Transport Officer and a representative from Brighton & Hove Buses (who manage bus stop infrastructure and have extremely detailed knowledge of all locations). Where relevant, a representative of any contracted bus operator would also be invited (i.e. to sites on supported bus routes).

Feasibility assessments would be conducted - and an installation programme produced – on an annual basis.

Section 106-funded sites would automatically be fulfilled but could be added to the installation programme.

### **Scoring Detail for Initial Criteria**

Criterion 1:

- 1 point for sites well-protected by other structures – e.g. an integral shop canopy
- 2 points for below average exposure – e.g. high buildings on low-lying street
- 3 points for average exposure – e.g. residential street with houses on both sides
- 4 points would be for relatively high exposure – e.g. no buildings on one side of the street or near the coast or on top of a hill
- 5 points would be for very high exposure – e.g. on top of a hill with no surrounding buildings

Criterion 2: For each site requested, distance from nearest shelter would be measured. Points would then be awarded according to distance, with 5 being locations which are the greatest distance from a bus stop with a shelter.

Criterion 3: Each request received would be counted. Points would then be awarded according to numbers of requests received, with 5 being locations with the most requests.

NB1 A petition shall be counted as one request regardless of the number of signatures.

NB2 Concern has been about the treatment of social media campaigns as for example a twitter feed or a Facebook page may refer to several requests from identified individuals in a local community. Officers will have discretion to add up to 2 points to allow extra weight to the request, "likes" will be disregarded.

### **Scoring Detail for Sites Identified as Feasible**

- a) Each site would be observed during a one hour morning peak and one hour morning off-peak period, and numbers of users counted. They would then be prioritised in order of popularity.
- b) Sites near essential services (e.g. community building, medical centre or hospital), or near sheltered housing or other building with a potentially high concentration of mobility-impaired users, would be given an additional point for each type (i.e. maximum 2 points).

**The Council will continue to exercise its discretion to identify whether there are other factors, in addition to those set out above, which may apply to a particular request that may need to be taken into account.**