




Brighton & Hove
City Council

Environment, Transport & Sustainability Committee

Title:	Environment, Transport & Sustainability Committee
Date:	22 January 2019
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Members:	Councillors: Mitchell (Chair), Horan (Deputy Chair), Wares (Opposition Spokesperson), Littman (Group Spokesperson), Atkinson, Brown, Miller, Peltzer Dunn, Robins and West
Contact:	John Peel Democratic Services Officer 01273 291058 john.peel@brighton-hove.gov.uk

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AGENDA

PART ONE

Page

PROCEDURAL MATTERS

50 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.

51 MINUTES

7 - 42

To consider the minutes of the meeting held on 27 November 2018

Contact Officer: John Peel

Tel: 01273 291058

52 CHAIRS COMMUNICATIONS

ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE

53 CALL OVER

- (a) Items 56 - 59 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.

54 PUBLIC INVOLVEMENT

43 - 44

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

- (a) **Petitions:** To receive any petitions presented by members of the public;
- (b) **Written Questions:** To receive any questions submitted by the due date of 12 noon on the 16 January 2019;
- (c) **Deputations:** To receive any deputations submitted by the due date of 12 noon on the 16 January 2019.

Contact Officer: John Peel

Tel: 01273 291058

55 MEMBER INVOLVEMENT

To consider the following matters raised by Members:

- (a) **Petitions:** To receive any petitions;
- (b) **Written Questions:** To consider any written questions;
- (c) **Letters:** To consider any letters;
- (d) **Notices of Motion:** to consider any Notices of Motion referred from Full Council or submitted directly to the Committee.

GENERAL MATTERS

56 FEES AND CHARGES 2019-20

45 - 86

Joint report of the Executive Director for Neighbourhoods, Communities & Housing, Executive Director, Economy, Environment & Culture and Executive Lead Officer - Strategy Governance & Law

Contact Officer: Michael Bentley

Tel: 01273 292124

Ward Affected: All Wards

ENVIRONMENT & SUSTAINABILITY MATTERS

57 CITY ENVIRONMENT MODERNISATION UPDATE

87 - 106

Report of the Executive Director Economy, Environment & Culture

Contact Officer: Lynsay Cook

Tel: 01273 291851

Ward Affected: All Wards

TRANSPORT & PUBLIC REALM MATTERS

58 ROTTINGDEAN HIGH ST AIR QUALITY MANAGEMENT AREA TRAFFIC SCHEME 107 - 114

Report of the Executive Director Economy, Environment & Culture

Contact Officer: Matthew Thompson Tel: 01273 293705

Ward Affected: Rottingdean Coastal

59 SCHOOL PARKING ENFORCEMENT REVIEW REPORT 115 - 122

Report of the Executive Director Economy, Environment & Culture

Contact Officer: Paul McCann Tel: 01273 293014

Ward Affected: All Wards

60 ITEMS REFERRED FOR FULL COUNCIL

To consider items to be submitted to the 31 January 2019 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

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FURTHER INFORMATION

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

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Date of Publication - Monday, 14 January 2019

BRIGHTON & HOVE CITY COUNCIL
ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE

4.00pm 27 NOVEMBER 2018

COUNCIL CHAMBER, HOVE TOWN HALL

MINUTES

Present: Councillor Mitchell (Chair) Horan (Deputy Chair), Wares (Opposition Spokesperson), Littman (Group Spokesperson), Atkinson, Brown, Greenbaum, Miller, Peltzer Dunn and Robins

PART ONE

34 PROCEDURAL BUSINESS

34(a) Declarations of substitutes

34.1 Councillor Greenbaum was present as substitute for Councillor West.

34(b) Declarations of interest

34.2 There were none.

34(c) Exclusion of press and public

34.3 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).

34.4 **RESOLVED-** That the press and public not be excluded.

35 MINUTES

35.1 **RESOLVED-** That the minutes of the previous meeting held on 9 October 2018 be approved and signed as the correct record.

36 CHAIRS COMMUNICATIONS

36.1 The Chair provided the following communications:

“On Air Quality and Health, Public Health England has published a report called ‘Health matters: air pollution’. And included within it is a case study about our involvement in helping to reduce bus emissions and improved air quality in the city based on the work to seek and secure government grants to roll out cleaner less polluting vehicle fleets. This highlights that, on some routes, reductions in harmful pollutants such as Nitrogen Dioxide and Particulate Matter have been achieved.

The city is also beginning to benefit from an increased level of engagement with Network Rail on a number of issues. For example, there have been presentations and discussions with a range of stakeholders about the proposed ‘blockades’ to enable essential rail maintenance work to be carried out, and about future investment plans and the works to the Brighton Mainline, which include unlocking the Croydon bottleneck and elsewhere in the wider Greater Brighton City Region area.

Officers have also attended a South East Route Stakeholder Partnership Forum meeting recently and we very much hope that this continues and that the dialogue leads to some positive action and outcomes that keeps the city’s residents, workers and visitors fully informed of its plans and implications for travelling by train.

And finally, officers have been liaising with key Transport for London officers about improving accessibility and site safety on major construction and development sites in London and the city. The current and planned traffic management arrangements for Valley Gardens Phases 1 and 2 has provided a useful focus to review site safety and access provision for pedestrians, cyclists and vulnerable highway users.

We will keep Members of this committee and the Transport Partnership informed as things progress”.

37 CALL OVER

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

- Item 42: Valley Gardens Phase 3 – (Royal Pavilion to Seafront) Approval of Business Case
- Item 44: Hove Park Resident Parking Scheme Consultation
- Item 46: Improve Brighton & Hove’s Recycling Scheme Petition
- Item 47: Environmental Enforcement Policy
- Item 48: Graffiti Strategy
- Item 49: Rights of Way Improvement Plan

37.2 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 43: Parking Scheme Update Report
- Item 45: Hangelton Safer Routes to School Scheme

38 PUBLIC INVOLVEMENT

(B) WRITTEN QUESTIONS

(i) Valley Gardens Scheme

38.1 David Spafford put the following question:

“Following the implementation of the ‘Old Steine to Palace Pier Proposals’ how many bus movement per day will go through the junction where the bottom of St James Street meets Grand Parade, and how will this effect traffic flows?”

38.2 The Chair provided the following reply:

“The technical work which has been undertaken so far on this project has used a computer-based traffic model which has been built using data for all traffic movements, including bus movements. The model conforms to Government guidance in terms of the traffic data being used, and the time periods which are the most important. The data are based on traffic surveys and the time periods are the morning and evening peak hours which are 8am to 9am, and 5pm to 6pm respectively.

The model has helped inform the work undertaken to assess a number of possible design options by comparing them with a situation with no changes in the area around the Old Steine. The subsequent conclusions and decisions made by this committee to consult on a single, recommended option – referred to as Option 1 – have included consideration of this data. The modelling has provided information about predicted journey times and therefore helped to establish the principles within the preferred layout for the area.

The modelling results indicate that the total number of bus movements which are expected to pass through the St James’s Street/Old Steine junction for the morning peak hour will be 174 bus movements and for the evening peak hour will be 182 bus movements. In overall terms, the modelling shows that the estimated changes to journey times across the whole of the project area for bus passengers and drivers in other vehicles are likely to increase with all of the options that were tested, but Option 1 was the best performing in terms of the overall effects on traffic. This information has then been considered as part of the much wider assessment undertaken against all of the projects agreed design objectives that don’t just relate to volume and speed of traffic.

The next stage of the design for this scheme is currently expected to be considered by this committee in January next year, when this committee will take account of the public consultation results. If approved, the design will be subject to further optimisation and refinement and consultation as the process progresses”.

38.3 David Spafford asked the following supplementary question:

“How will the proposals affect the plans for moving Ardingly Court surgery to the corner of Old Steine and Palace Pier regarding the parking available for parking for Doctor’s, surgery staff and patients?”

38.4 The Chair provided the following reply:

“The detail for parking, for doctor’s parking, for loading bays, taxi bays and so on will all be contained within the detailed design work that will be undertaken following approval by the January ET&S Committee. This is a two-stage process; firstly, the initial consultation results on Option 1 will come back and I’m sure there will be some revisions to the original proposal. Those revisions will be considered and then Councillors will hopefully give permission for those proposals to be consulted upon and work will then start on the more detailed aspects of the scheme that you’ve outlined”

(ii) Valley Gardens Scheme

38.5 On behalf of Anne Ackord, David Rochford put the following question:

“How does this scheme accommodate the need for the pier to accept deliveries that need to be unloaded directly onto our reinforced forecourt, deliveries can number up to thirty per day and include many tons of steel used in our maintenance programme and without which the pier would not be viable. These deliveries cannot be unloaded at a remote location and must come like they do now, straight from the road onto the forecourt”

38.6 The Chair provided the following reply:

“I understand that officers have met with Anne, your colleagues and other stakeholders recently in order to understand, and explain, how specific concerns can be accommodated and further considered within the emerging design detail for the project. Some of that detail will need to be considered following the analysis of all of the responses that we receive to the consultation which has just finished.

I can therefore assure you that your current requirements for servicing and deliveries will be taken into account in the future, detailed design of the area adjacent to the Pier, to ensure that they can be accommodated and managed safely within the new junction design. In doing so, officers will liaise directly with you about this at the appropriate time in that process.

The specific needs that you have for regular maintenance of the Pier which does require heavy load deliveries were also discussed at that meeting and, as a result, by working with you we will also ensure that these can continue to take place in a way that protects the public highway and its underlying structure from any damage and that the safety of everybody in that area is maintained at all times”.

38.7 David Rochford asked the following supplementary question:

“Safety is very important from our point of view as far as moving vehicles across what will now be a very wide area of pavement and we can't control the public whilst we still need to bring deliveries up to the front of the Pier. Can the Council confirm that they will make it as easy as possible for the Palace Pier and with no additional costs from our suppliers because we have become a difficult place to deliver to?”

38.8 The Chair provided the following reply:

“I can give that assurance and that is why we need to continue the dialogue with you so we can understand things from your perspective. It's obviously to everyone's benefit to enable those deliveries to take place as quickly and as smoothly as possible with minimum impact to pedestrians and other road users so the Pier can be properly serviced. As said, we will continue contact with you to keep these discussions going”

(iii) Valley Gardens Phase 3

38.9 Angi Mariani put the following question:

“One of the key objectives of the plan, even if not stated in the original list of objectives, must be to create ease of access for all people travelling to the city, whether resident or tourist, and by whatever mode of transport. The council planners have indicated that the new scheme will increase journey times for private vehicles. Removing the west side road outside the Royal Pavilion, and diverting buses to the dual carriageway, loses a lot of road space and bus lay-bys and potentially increases the journey times further. Could this west road remain and be used solely by buses, taxis and the cycle lane. It would have the added benefit of moving the cycle lane away from the dual carriageway?”

38.10 The Chair provided the following reply:

“The overall aims and objectives for the scheme include seeking to redress the imbalance of travel experience by all modes of transport and to create a much needed and improved urban environment.

The existing preliminary design option presents the simplification of the road layout with fewer junctions which does present the best overall journey times for public and general transport movements combined, it also provides a safer and more attractive route for pedestrians and cyclists, that will appeal to residents and tourists.

Journey times are only impacted in the evening peak times on the A259 seafront as a consequence of replacing the currently uncontrolled roundabout to provide better facilities for pedestrians and cyclists and to improve safety”

38.11 Angi Mariani asked the following supplementary question:

“It must be a difficult situation for the Council to resolve when you have the Green and cycle lobby requesting more cycle lanes, the historical and heritage shouting for nicer pedestrian routes and now the business and tourist organisations saying the increased congestion may ruin our economy. Do you think the Council should listen more to business and tourist organisations in the city as ultimately they will help to pay for any scheme provided?”

38.12 The Chair provided the following reply:

“We are actually listening to everybody and everybody’s suggestions, some of which are quite significant and really helpful are all going to be reviewed and technically appraised. I think as you’ve alluded to, this is an area with interdependent, different modes of traffic. At the moment, there is a slight imbalance. There is for example no northbound cycle lane, pedestrians have to fight their way through the area, there is no linear routes for them and this was fed back to us in the survey work we undertook last summer. People don’t find the area easy to travel through by most modes of transport at the moment. Things are never easy but we are seeking to achieve a better balance of modes through this design process and we will keep in touch with you as part of that process”

(iv) Valley Gardens Scheme

38.13 On behalf of Tam Duy Dao, Gary Farmer put the following question:

“With the funnelling of all traffic to the east side of the Old Steine for Phase 3, which is contradictory to the overall division of public and private transport seen in Phase 1 and 2, why does this scheme differ in its environmental and civic responsibilities by creating

pinch points, additional bus stops, bi-directional bus lanes, narrow traffic lanes, congestion and associated emissions by channelling all traffic on the east side for the inclusion of limited public space by the closure of the west side to buses in front of the Pavilion”

38.14 The Chair provided the following reply:

“The Phase 3 design to date together with further enhancements by way of consultation process, once complete, will deliver a sustainable transport corridor with access to new environmentally improved public spaces. These new spaces provide an improved setting for the heritage buildings to support conservation. These more attractive spaces can support the city’s civic quality and better support sustainable events and tourism in a central city location.

Sustainable transport is aimed to support increased levels of cycling and walking as well as public transport - to support a multi-dimensional approach - to will help improve air quality.

A new air quality monitor has been located on the east side of the Steine which will support the project monitoring before, during and for years after the scheme is delivered. Reclaimed road space is used in the option to help to meet all of the design objectives supported by the initial public survey. Public transport features on the west of Phase 3. Moving traffic to the west of the Steine as achieved for Phases 1 & 2 opposite the Royal Pavilion would require additional controlled junctions and will introduce delay and queuing into the network. The preferred option presents the most efficient layout to develop, subject to ongoing consultation process”.

38.15 Gary Farmer asked the following supplementary question:

“Why hasn’t the modelling been carried out at peak times such as the Marathon, bike race and Pride?”

38.16 The Chair provided the following reply:

“The modelling has been carried out to Department for Transport requirements and guidelines and reflected in our business case and that is what the Local Enterprise Partnership will be looking for, that is the standard basis for modelling”

(v) Valley Gardens Scheme

38.17 Simon Thetford put the following question:

“What consultation and impact studies have been undertaken with businesses in the Old Steine in respect of the proposed loss of car parking and vehicular access?”

38.18 The Chair provided the following reply:

“The consultation has taken very many forms, we have distributed 1,400 leaflets and postcards in the Old Steine area when we published the Option 1 proposals and officers have been working and in the area working one to one with people and as I have said, we will be holding specific workshops with specific people who have certain needs from this scheme.

An initial parking study was conducted in Stage 1 of the project. Disabled and doctor parking bay re-provision is a priority along with loading and unloading. Consultation meetings are still being held with interest groups. A thorough assessment of all representations regarding key design issues will be considered before updating and making any revisions to the preliminary design. At this stage the updated plan will be considered by this committee in January in readiness to commence detailed design, when further specific consultation will be conducted.

Right now, we cannot give details on the number of pay and display or resident parking bays that will remain as that will be subject to the next stage of the design for this scheme and that is currently expected to be considered by this committee in January next year”.

38.19 Simon Thetford asked the following supplementary question:

“With regards to one to one consultation, Graves & Pilcher would like to have one and also the other businesses in our area of the Old Steine so when could we meet somebody?”

38.20 The Chair provided the following reply:

“I hope I can arrange for someone to meet with you as soon as possible and perhaps you could give some thought as to which other business representatives in your area that you might want to include and I will ask one of the officers to be in touch with you after this meeting”

(vi) Valley Gardens Scheme

38.21 John Healy put the following question:

“At the ETSC October 9th, a report from the office of the Executive Director, EEC presented an appraisal study, recommending a single option for public consultation - the only one of four that did not conform to the core proposal in the Capital 2 Coast commissioned Independent Business case report that “Buses, taxis and local access will be moved onto a consistent route that will run along the western side of Valley Gardens, and private vehicles will be kept on the eastern side of Valley Gardens”. How was that position arrived at and has that been sanctioned by the LEP?”

38.22 The Chair provided the following reply:

“The principle of public transport on the west of the valley was technically deliverable for Phases 1 & 2 as stated in the business case.

In the case of Phase 3 traffic merges at Pavilion Parade due to existing physical site constraints. Switching the traffic back again would require the introduction of more signalised junctions which would cause delay in traffic movements and vehicle queuing. The preferred option includes a public transport loop to the west of the Steine. This preferred option is consistent to all eight core design objectives approved by this committee at its meeting in June which were used at the options appraisal stage. The objectives are consistent with council policy and the Local Enterprise Partnership’s current and draft Strategic Economic Plan”

38.23 John Healy asked the following supplementary question:

“I have been listening to some of the answers that you have given and it seems that a box has been ticked in relation to traffic surveys. You referred to computerised models being considered, Brighton is not, I would suggest an average city with average problems. It has different issues that need to be addressed and would not a further survey be sensible given the diverse requirements of the city?”

38.24 The Chair provided the following reply:

“We are modelling and undertaking traffic counts in accordance with the requirements of the Local Enterprise Partnership with the Department for Transport Guidelines. This is a highways scheme and therefore the modelling and traffic counts have to be undertaken in accordance with those guidelines and it is upon those that the Local Enterprise Partnership will carry out its review. To issue the data in any other way might prejudice us in being able to receive the funding and the LEP are requiring us to gather and set out the data in that format”

(vii) Valley Gardens Scheme

38.25 David Bailey put the following question:

“As a business Healys occupy 2 buildings on the East Side of Old Steine which we have done for 25 years. We employ 35 lawyers and support staff and there are numerous callers to the office each day. Often our clients are elderly or disabled and they require, and have enjoyed, easy access to our buildings by using the open area in front to park, or be dropped off. The scheme proposed eliminates that open space and provides no workable alternatives. Please explain how will our clients and others be able enjoy equivalent access to our offices if the proposed scheme is adopted?”

38.26 The Chair provided the following response:

“We will be integrating disabled parking bays and loading and unloading in this area, all of which will be expressed in the next revision of the preliminary design, and subject to further consultation, during the detailed design next year. Landscaping improvements such as a pedestrian island will support safer and more comfortable access to the adjacent businesses”

38.27 David Bailey asked the following supplementary question:

“Can you explain why you have opted for one of the options before this consultation process because from the answers that you have given, it seems the best anyone here can hope for is a revision to Option 1 rather than a change to any of the other options”

38.28 The Chair provided the following reply:

“We considered the options and arrived at Option 1 because we felt it offered the best balance of benefits that we want to see in this area based on the initial survey work undertaken in the summer which asked people their experiences of using the area and what improvements they would like to see and what were their current barriers in being

able to enjoy it to its full. This work will now be looked at, all of the consultation responses will be reviewed, they will be technically appraised and revisions I'm certain will be made and they will be reported back to committee next year. Meanwhile, conversations will continue with interested groups and we very much want this to be a two-way process"

(viii) Valley Gardens Scheme

38.29 Nic Roe put the following question:

"The area outside 1-15 Old Steine is essential for Brighton Language College's day to day operational needs (tour group arrivals and departures, home stay provider meet and greets, deliveries, maintenance and suppliers). The historical substantial access on which our business and all local businesses rely upon and cannot operate without or the impact of any restrictive loading or parking bays installed leads one to ask how this scheme meets our continuous operational needs and at the same time fulfil our 2014 Section 106 Sustainable Transport Contribution relating to the land at 6-7 Old Steine for a "footway island"?"

38.30 The Chair provided the following reply:

"We will be integrating Disabled parking bays, doctor parking bays, and loading and unloading in this area as well as the Section 106 requirements to deliver a pedestrian island that you refer to. Such further detail will be integrated into the preferred option to be shown in the next revision of the preliminary design, with further consultation during the detailed design stage that will be coming to committee next year. As I have said to others, we want to continue the dialogue with you so we can arrive at the best possible solution for your needs"

(C) DEPUTATIONS

(i) Parking Restrictions Hove Park Parking Consultation- Christopher Duncan

38.31 The Committee considered a Deputation requesting the Committee continue and expand the single yellow line parking scheme in Hove Park ward be continued and the proposal for a full double yellow parking scheme not be approved.

38.32 The Chair provided the following response:

"As you are aware a further consultation took place in October 2018 where it was outlined that if the proposed residents parking scheme is approved the council would not be in a position to continue with the single yellow line restriction alongside a resident parking scheme where residents, services & businesses pay for permits contributing towards enforcement of the parking scheme.

Legally we cannot provide resident permits to allow residents to park on single yellow lines as these must be issued to allow parking within designated residents bays.

If residents did not wish to be part of the proposed parking scheme, the single yellow line restriction would be removed and the area would be unrestricted. If a parking scheme is approved, this could lead to vehicle displacement.

It was therefore important that residents had the opportunity to reconsider the parking proposals and whether they wanted to be part of a light touch parking scheme if approved.

Residents had until the 26th October 2018 to respond and 89% of respondents indicated that they would like to join a residents parking scheme”.

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

(ii) Hove Park Parking Consultation- Karan Martin

38.34 The Committee considered a Deputation register Legal & General’s opposition to the proposed parking restrictions in the Hove Park area.

38.35 The Chair provided the following response:

“Thank you for your Deputation and I do appreciate the concerns of Legal & General who we consider an important employer within Brighton & Hove and I we have met personally to discuss the matter.

Officers in City Transport have been liaising with Legal & General as part of the Access Sustainable travel project since April 2017. Officers have held two sustainable travel events for Legal & General staff in October 2017 and March 2018 with Hourbike (the Brighton Bikeshare providers), Love to Ride (to promote the cycle challenges), and Electric Bikes Sussex also attended.

Transport Officers would be happy to engage further with you to review your staff travel plan as we appreciate that employee numbers on site are increasing.

As you are aware, two meetings have been undertaken with representatives of Legal & General who have outlined the parking difficulties their staff would experience if a parking scheme was introduced. It was agreed that an officer from our Economic Development Team would facilitate introductions with land owners. Unfortunately, we couldn’t find any land owners that were felt to be a viable option in terms of usability for parking. Other sites have been discussed with planning colleagues, but none were found to be suitable for temporary car parking. It was recommended that Legal & General contact commercial agents that operate in the City through our commercial property database to further their search.

As outlined in the report later at this meeting there has been a large majority of residents in favour of a light touch resident parking scheme and before that, there were very many requests coming from that area for scheme. If a scheme is taken forward then the parking scheme would be monitored over the first six months and if underutilised then exclusive pay & display could be investigated for inclusion within that the area”.

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

(iii) Seeking a solution to the dangerous and disruptive traffic flows between The Old Shoreham Road and Highdown and Lyndhurst Roads in the Goldsmid ward of Hove- Steve Moses

38.37 The Committee considered a Deputation requesting that Wolstonbury and Silverdale Roads be considered for permanent closure from access from the Old Shoreham Road due to dangerous and disruptive traffic.

38.38 The Chair provided the following response:

“In January I met with Councillor O’Quinn who has done a lot of work with officers on this particular, rather intractable issue and we met with the Council’s Head of Traffic Management to look at the background to the problems you describe and to get a good understanding of them. We discussed the problems of Heavy Goods Vehicles and other traffic taking circuitous routes through the area so as to double-back for deliveries to stores in Dyke Road and the issue of college staff parking and speeding traffic. Following the meeting I asked Officers: to review the operation of the nearby traffic signals to ensure their operation is optimised, to review the allocation of permit to schools and colleges as part of the parking permit review, to make contact with the local stores in relation to the route that their delivery drivers are taking and to look into the reported problems in Highdown Road in particular; I then asked Officers to advise residents of the outcome of the above investigations through the ward councillors.

The operation of the traffic signals at the junction of Dyke Road and Old Shoreham Road were investigated to understand how efficiently they operate. The signals currently operate within a fixed time Urban Traffic Control plan so while the timings have been assessed the signals do not adapt when conditions change. In light of the concerns related to rat running raised by Councillor O’Quinn, funding is being sought to introduce more intelligent traffic signals in the coming year.

The problem of the sixth form parking permits has been looked at and it was clear that the provision of parking permits is a city wide issue and as a result school permits across the city will be reviewed.

The review will consider changes to the scheme including looking at working with the college to link these permits with specific vehicles, for example only car share vehicles and not liveried mini buses. The review may of course actually limit their use further. The review has now started and is being reported to the Parking Systems 2020 Modernisation Board.

Local supermarkets have been contacted to encourage the use of Dyke Road by delivery vehicles rather than unsuitable residential roads.

Highdown Road is in the original zone of the 20mph scheme and a recent review has concluded that speeds are lower than were measured across the zone then was present prior to the scheme. At this stage there are no plans to introduce further measures in this area.

In relation to students being dropped off in local roads, this is a really difficult issue to deal with as most people decide where they stop and make a choice on how close to the college they drop off. Further engagement with the college will be started to try to influence this behaviour.

Closure of Wolstonbury Road is not to be considered appropriate as it has a good safety record and closing the road or Silverdale Road would simply move traffic onto other roads.

When this closure was proposed a few months ago, as Chair of this Committee I was inundated from residents living in the surrounding area to those roads who were horrified at the thought of additional traffic being funnelled through their streets and so if anything were to be done in this area, it would have to be done on a larger area than looking at one or two streets in isolation. There would have to be traffic calming measures that would have to be installed and this would in effect, be a very large scheme that would require specific funding”.

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

(iv) Valley Gardens Phase 3 Option 1- Andy Peters

38.40 The Committee considered a Deputation requesting the council to fully re-examine Option 1 of the Phase 3 with regards to the economic impact to the taxi trade as well as identifying expected traffic problems associated with adoption of Option 1.

38.41 The Chair provided the following response:

“Before I respond to your deputation I would like to point out that this is not the final stage in the process for determining the detailed scheme layout that forms most of the points raised in your deputation as we are later this evening expecting to make a decision regarding the Business Case that could secure £6m of funding from the Coast To Capital Local Enterprise Partnership.

We welcome and thank you and your colleagues for attending the workshop session to look at and discuss the recommended option as part of the consultation process. I think it's only by doing that kind of thing in such detail that we can each understand where each other are coming from and get some good information to inform changes in the designs. I can assure you that the thorough submission which you have produced, and which forms the basis of your deputation, will be recorded as a response to the consultation period which has just ended.

It will therefore be fully considered as part of the next phase of work by officers and it will be reviewed and technically appraised along with all of the other views that we have received.

Once this analysis is completed, any proposed revisions and I'm sure there will be quite a few, to the preliminary design will then be included in the next officer report to this committee in January.

The design that has been published for consultation is at an early, preliminary stage and provides an indication of how the area may look and operate in the future. Further details of road layouts and parking and loading and ranking and the location of street furniture and street trees and bus stops will be subject to change and conversation as the scheme's design develops.

This process will include further decisions and activities involving stakeholders such as yourself, similar to those which members of your Trade participated in with the first two phases of the Valley Gardens project that I think all sides found helpful”.

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

(v) Valley Gardens Scheme- Option 1- Gary Farmer

38.43 The Committee considered a Deputation expressing the concern of Old Steine based organisations, businesses and residents concerning the loss of the open area currently used as an essential facility for us all in relation to the proposed Valley Gardens Scheme Phase 3 Option 1.

38.44 The Chair provided the following response:

“Officers have sought to ensure that occupants of properties in the area within and around this southern section of Valley Gardens have been notified of, and involved in,

the consultation on the preliminary design by the extensive delivery of postcards and use of posters and 1,400 were delivered in the area at the start of the publication of the preliminary design. However, where we have been advised that this has not been the case, we are investigating to find out why this may have occurred in order to ensure that similar issues do not arise in the future and Transport Officers have been calling on those premises to discuss the proposals on a one to one basis.

I can assure you that the content of your deputation will be recorded as a response to the consultation, although I appreciate and expect that you and those that you represent will have also made these representations within responses to that consultation.

It will therefore be fully considered as part of the next phase of work by officers. This will include a review and technical assessment of the potential implications of all the suggestions and views expressed by everyone. Officers may also seek further views from stakeholders to help further inform this review process and so this conversation will continue.

Once this analysis is completed, any proposed revisions to the preliminary design will be included in the next officer report to this committee, which we expect to be able to consider in January next year and there will then be consultation upon that.

The design that has been published is at an early, preliminary stage and provides an indication of how the area may look and operate in the future. Further details of road layouts and parking and loading, and the location of street furniture and doctors parking bays will be subject to change as the scheme's design develops.

This process will include further decisions and activities involving stakeholders, similar to those which were carried out for the first two phases of the Valley Gardens project, which are now under construction".

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

(vi) Valley Gardens preferred Option 1- David Rochford

38.46 The Committee considered a Deputation that outlined objection to the adoption of the preferred Valley Gardens Phase 3 Option 1 on account of the effect it would have on the Palace Pier businesses.

38.47 The Chair provided the following response:

"Thank you for your deputation. You have made a very compelling case for how important tourism is to this city's economy and, in particular, the numerous attractions and hotels that it supports and which also enables it to thrive.

The design option that has been published for consultation is at an early, preliminary stage and provides an indication of how the area may look and operate in the future. It has been put forward for consultation following a thorough technical assessment of a number of options which indicated that it performed best overall in terms of general traffic management, road safety, and journey times, when compared to those other options. I also firmly believe that it will significantly enhance this area of the city centre for residents and visitors to use and enjoy and add to our attraction as a primary destination.

I can assure you that the content of your deputation will be recorded as a response to the consultation period, although I appreciate and expect that you and those that you represent will have also made these representations within responses to that consultation. This is the key time to be raising concerns and questions and it will

therefore be fully considered as part of the next phase of work by officers. This will include a review and technical assessment of the potential implications of all the suggestions and views expressed by everyone. Officers may also seek further views from certain stakeholders to help further inform this review process.

The Coast to Capital Local Enterprise Partnership's independent review that you have referred to in your deputation relates to the Business Case for the first two phases of the project to the north, which are now under construction.

However, the draft Business Case for Phase 3, which this committee will be considering later this afternoon, is another key stage in the progress of this part of the wider project. It has been prepared to fully comply with the guidance issued by the Coast to Capital Local Enterprise Partnership to enable it to make an informed decision about releasing the £6m of funding that has been provisionally allocated to Phase 3 of this project. Its content is therefore determined by what the LEP needs to know and understand about what is primarily a transport project.

Finally, I have read and listened very carefully to the points that you and others have made, or will make, during this part of the committee's agenda. These have led me to decide that, later in the agenda, I will be seeking to request that officers incorporate additional, appropriate references within the Strategic Case section of the draft Business Case to highlight to the LEP, and others, that there are also linkages with the objectives of the council's Visitor and the Economic Strategies and that the project will be able to contribute to them".

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

39 ITEMS REFERRED FROM COUNCIL

(A) PETITIONS

(i) Parking on Saxon Road

38.1 The Committee considered a petition referred from the meeting of Full Council held on 18 October 2018 and signed by 42 people requesting the council to move Saxon Road, Hove into parking area L.

38.2 The Chair provided the following response:

"Members of this Committee agreed a Parking Scheme timetable up to 2020/21 in October last year which includes reviews. The timetable is based on a number of factors including the need to plan the work to ensure we undergo extensive consultation in the areas agreed which puts a lot of pressure on officers both at a project management and senior level.

However, officers will be reviewing this timetable in light of recent requests and an update report will be presented to the ET&S Committee early next year which will include a review of the whole of Area W including Saxon Road".

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

(ii) Speeding on Falmer Road

38.4 The Committee considered a petition referred from the meeting of Full Council held on 18 October 2018 and signed by 119 people requesting the council to take action to address persistent and dangerous speeding along the stretch of Falmer Road between Longhill School and Wilkinson Close.

38.5 The Chair provided the following response:

“Thank you for your petition and I am sorry to hear of your concerns.

Vehicle speeds on Falmer Road have been monitored over the past three years and a monitoring site is located near to the junction with The Rotyngs, a short distance south of the section of Falmer Road.

The most recent speed monitoring was carried out in June 2018. This showed that northbound speeds have reduced by approximately 4 mph over the past three years and the mean northbound speed is 26.8 mph and southbound speeds have reduced by approximately 4.7 mph over the same period and the mean speed is 25.6 mph.

Given the character and layout of Falmer Road, these recorded vehicle speeds shows general compliance with the speed limit.

Officers have also reviewed the recent Road Safety history of the stretch of the Falmer Road between Longhill School and Wilkinson Close.

In the past three years there have been a total of three road traffic injury accidents, with two of these at the junction of Court Ord Road and the third occurring a short distance further north of that junction.

Whilst any level of accident is a concern Officers advise that for the type of road this is relatively good when compared to other roads and streets throughout the City where we know levels are higher.

Given the relatively low level of accident, the broad compliance with the posted speed limit and the reduction of vehicle speeds over the past three years and the Road Safety record, this does not warrant diverting funding for engineering interventions from other locations where we know collision rates are higher. However, I will ask officers to contact you with a view to further discussions if you feel this will be helpful”.

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

(iii) Improve Brighton & Hove’s recycling scheme

38.7 The Committee considered a petition referred from the meeting of Full Council held on 18 October 2018 and signed by 2652 people requesting the council to implement weekly kerbside recycling collection and start recycling a variety of plastic and food waste.

38.8 The Chair provided the following response:

“As you may have noticed, the committee will consider a report on the matter later in this meeting and I hope you are able to stay to hear our consideration of that report”

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

40 MEMBER INVOLVEMENT**(B) WRITTEN QUESTIONS****(i) Parking Surplus- Councillor Wares**

40.1 Councillor Wares put the following question:

“At the 9th October 2019 ETS Committee I raised questions regarding the windfall surplus of £2.3m that was identified to be spent on certain highway elements. Officers advised that the answers were complex and a written response would be provided (see para 31.11 of the draft minutes). No such response has been provided. Whilst still requiring a response to the questions raised, I would be grateful if Cllr Mitchell could advise why the allocation of funds, the decision making process, how the monies are reflected in budgets and the expenditure generally are being shrouded in mystery.”

40.2 The Chair provided the following reply:

“Officers have now provided a briefing to Members of this Committee responding to the questions asked at the previous meeting on 9th October.

This includes confirmation that, any parking surplus must be spent on eligible transport related expenditure, including; concessionary fares, supported bus services, capital investment borrowing costs, providing additional off street parking, highway or road improvements and environmental improvements.

The increased surplus means that more of the council’s existing transport-related expenditure may now be funded from the parking income surplus. Decisions on how this money is allocated form part of the council’s annual budget setting process culminating in approval of the budget by full Council. The budget setting protocol enables all political groups to put forward alternative budget proposals including alternative uses of savings from additional income. However, using additional income to fund additional spending, foregoes a potential budget saving which must therefore be matched by alternative savings proposals to avoid increasing the council’s overall budget gap.

If the budget related parking surplus contribution was not allocated to eligible transport-related expenditure and allocated instead to additional, unplanned transport-related expenditure, this would have the same effect of increasing the General Fund ‘budget requirement’ requiring identification of either additional funding or savings to achieve a balanced budget”.

40.3 Councillor Wares commented that confusion had been created by inaccurate information provided in the Parking Annual Report and that should be reflected correctly in future reports.

(ii) Road and Pavement repairs- Councillor Wares

40.4 Councillor Wares put the following question:

“With the news that the Government has now given the Council £1.163m on top of the previous £0.189m and when added to the £2.3m windfall banked from parking charges and fines, the Council now has at least £3.652m to spend this year on repairs to pavements and roads; without taking account of monies already allocated in the budget.

As a three Cllr Ward, please could Cllr. Mitchell confirm that Patcham and Hollingbury will receive at the very least £203,000 to fixing potholes and repairing pavements?”

40.5 The Chair provided the following reply:

“The Council welcomes this additional funding given the current constraints on public finances. In terms of where the money will be spent as you will understand there is unfortunately a back log of repairs and the priority locations are decided by road condition survey data and inspections undertaken as part of the Councils Highways Asset Management Plan. Often this means undertaking repairs on key routes in and around the city that experience high levels of traffic. Therefore, the money is not allocated on a ward basis but rather by need.

I can inform you that a total of £239,500 has been spent so far this year in the northern and eastern areas of the city which includes the following wards: Patcham, Hollingdean and Stanmer, East Brighton, Hanover & Elm Grove, Moulsecoomb and Bevendean, Rottingdean Coastal, and Woodingdean. This sum is likely to total £500,000 by the end of the financial year”.

(C) LETTERS

(i) RSPCA Brighton, Braypool Lane- Councillors Wares, G Theobald and C Theobald

40.6 The Committee considered a Letter from the Patcham ward councillors that requested reaching a mutually beneficial arrangement with the RSPCA located on Braypool Lane regarding the supply of waste bins.

40.7 The Chair provided the following response:

“The RSPCA is a charity that provides an excellent service nationally and we are very glad that they have a base in our city providing services to residents and animals in need within Brighton and Hove.

The RSPCA on Braypool Lane occasionally takes stray dogs that the council’s animal wardens find, if they have space and if the dogs are breeds that the charity believe they can rehome. The councils animal warden service also take dogs from the RSPCA to put in our contracted kennel service where they have been dropped at the RSPCA by members of the public, the owners have not come forward and they do not think they can rehome them.

Most Local Authorities charge charities for waste collection services at the same rates that they would charge a commercial organisation. However, Brighton and Hove Council are on of a very small number of Local Authorities in the country which will provide charities with a certain amount of free refuse and recycling collections. These free collections of refuse and recycling must be similar to those that are provided from ordinary households, which is currently one 240 litre bin for refuse and one 240 litre bin for recycling. For larger organisations we will occasionally agree a free collection from 360 litre bin in recognition that larger or certain types of charities my produce more waste.

However, in recognition that the RSPCA is likely to produce even more waste, Brighton & Hove City Council decided some years ago that this is an exceptional cases and agreed to provide a 1100 litre bin for free collection. A bin of this size would normally serve 5 - 7 households per week.

However, over several years more and more bins were requested by the RSPCA and these were agreed. Finally, that number reached 12 bins, which as is significantly higher than the normal policy of allowing one 240 litre bin free for a charity and 360 litres in exceptional cases. Twelve 1100 litre bins were collected each week free of charge at the expense to council tax payers of around £300 per week for waste disposal costs only. This does not include the cost of the crews or vehicles to collect the waste.

The situation became difficult and unsustainable for the service in terms of the volume and scale of the free collections. As such, a visit was made by an Operations Manager earlier this year who after careful consideration decided that the charitable collection should not consist of 12 free bins. However, it was felt that we could offer an exception of providing two 1100 litre bins in recognition of the excellent work that the charity provides.

The RSPCA was given notice of the removal of the additional 10 bins and they were offered the option of entering a commercial waste agreement with the Council – or another company - should they consider that they could not avoid producing waste to fill more than the two bins offered. It is the RSPCA's legal responsibility to make arrangements to deal with their waste and to have a trade waste agreement with either the city council or another company, to demonstrate that they are disposing of their waste responsibly.

The council would acknowledge that we should have managed this situation in a better way from the start and, while acting with the best intentions, the council caused expectations at the RSPCA to become unrealistic.

We should not have allowed this situation to arise incrementally over many years and we do apologise for this. However the council has to balance its responsibilities to taxpayers against charitable organisations and the wishes of the RSPCA. To illustrate this, the RSPCA has received free collections worth almost £46,800 over the past three years at the expense of tax payers whereas in other Local Authority Areas they would have had to pay this amount or more for a commercial waste collection.

We consider that by continuing to provide two 1100 litre bins we are using our discretion to collect an exceptionally high level of free waste for the RSPCA in recognition of the excellent services that they provide and in light of the historical situation where we have raised their expectations.

We are more than happy to provide more waste management information to RSPCA to help them more effectively deal with their waste issue or to provide a chargeable trade waste collection if they prefer but I am afraid that we cannot justify providing additional bins which would be provided at the cost to the tax payer”.

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

(ii) Stanmer Heights Refuse & Recycling Arrangements- Councillors Wares, G Theobald and C Theobald

40.9 The Committee considered a Letter from the Patcham ward councillors requesting officers from Cityclean and Housing find a permanent solution to refuse and recycling problems experienced by residents at Stanmer Heights.

40.10 The Chair provided the following response:

“I think you were looking for a bin with a fixed lid but then those bins are larger and that means you have a large vehicle that can't access the site of the bins.

We are working with Housing to find a solution in this location and we're exploring a couple of ideas.

Housing are getting quotes for new bin stores and we are exploring the potential for a new type of bin system and we will update ward councillors and residents when we have more information on those ideas.

Your letter also mentions fly-tipping and this is an area where we need to work with residents and ward councillors around reducing that.

We do appreciate that the situation has not been satisfactory and we hope this combined effort will improve things for residents and for ward councillors”.

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

(D) NOTICES OF MOTION

(i) Grasscrete

40.12 The Committee considered a Notice of Motion referred from the meeting of Full Council held on 18 October 2018 requesting a report be brought to a meeting of the Committee considering measures to reduce damage done by vehicles in roadside verges across the city where off road parking is limited.

40.13 The Chair stated that the issue was not as straightforward as appeared as the verge had to be excavated and a special type of grass bed with the grasscrete installed on top and then seeded. Unfortunately, that meant when vehicles parked on and tilted the verge, mud rose through the grasscrete that did not look any better and sometimes had to be taken away as it became a hazard. The Chair stated that methods to improve the situation continued to be considered and officers had lobbied the Department for Transport and written to government ministers requesting the council be given powers to enforce pavement and verge parking similar to the powers given to London boroughs. Officers had also lobbied via the British Parking Association and Caroline Shepherd MP the Chair of the Parliamentary Transport Select Committee who would be taking the matter up on behalf of Local Authorities outside London.

40.14 Councillor Littman noted that the Notice of Motion set out other methods of verge protection and requested the Committee receive a report on the matter.

40.15 The Chair stated that the committee could receive a report on the matter but she was not sure when that could be. The Chair added that she would discuss the issue with officers and confirm when that was known.

40.16 **RESOLVED-** That the Committee note the Motion.

(ii) Licence and Insurance Regulations for Delivery Drivers

40.17 The Committee considered a Notice of Motion referred from the meeting of Full Council held on 18 October 2018 requesting a report be received by the Committee detailing the current regulations governing the use of L-plated motorised scooters for commercial activities, where the police not the council is the enforcing authority and whether there was any further action possible to ensure commercial businesses are acting within the law and with corporate responsibility.

- 40.18 The Chair stated that an information note could be prepared however; the council was not directly responsible for governing the use of L-plated motorised vehicles for commercial activities.
- 40.19 Councillor Wares stated an informative note would be of use for Members to refer to as the regulations were currently unclear.
- 40.20 **RESOLVED-** That the Notices of Motion be noted.

41 VALLEY GARDENS PHASE 3 - (ROYAL PAVILION TO SEAFRONT) APPROVAL OF BUSINESS CASE

- 41.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that requested approval of the draft Business Case for Valley Gardens Phase 3 and permission to submit the Business Case to the Coast to Capital Local Enterprise Board (C2C LEP) and to negotiate and sign the Business Case Funding Agreement subject to the C2C LEP's decision to approve the release the Local Growth Fund (LGF) allocation.
- 41.2 Referring to page 50, Councillor Peltzer Dunn noted the uplift in land value of £4.295m and asked what land this referred to and what professional advice had been sought and when.
- 41.3 A consultant from Mott MacDonald explained that the land value uplift was set in accordance with methodology from the Department for Housing, Communities & Local Government (DHCLG) and for this phase of the scheme, that had been set in a study area. This was a standardised assessment of what result changes in connectivity would have for land prices and in this instance that had been found to be an 8% value within the area of influence of this phase of the scheme.
- 41.4 Councillor Peltzer Dunn asked what research had been conducted into the land value uplift of privately owned land.
- 41.5 A consultant from Mott MacDonald clarified that the methodology was applied to all properties within the study area.
- 41.6 Councillor Peltzer Dunn noted that the committee had heard from a tourist attraction operator that the scheme would have a detrimental impact upon their business and tourism across the city and asked if an assumption had been made upon the possible reduction in tourism across the city.
- 41.7 A consultant from Mott MacDonald explained that a criteria had been applied to guidance required and mandated by national funding bodies and very detailed analysis of possible impact upon the local tourism economy was not something expected or applicable.
- 41.8 Referring to paragraph 3.18, Councillor Peltzer Dunn noted that the Benefit Cost Ratio (BCR) of the scheme rated the project as low value for money.

- 41.9 The Assistant Director- City Transport explained that this applied to the economic case that was one of five overall cases in total in the Business Case. The Assistant Director- City Transport stated that it was very hard to quantify the non-economic positives of the scheme such as improvements to the pedestrian and public realm, cycling facilities, public transport and overall public health.
- 41.10 Councillor Peltzer Dunn noted that the committee had made a decision to agree a preferred option without any information detailed in the report on the impact on Madeira Drive in relation to possible impacts on tourism and public safety. Councillor Peltzer Dunn added that the committee had been informed at its previous meeting that there was an agreed action plan for marshalling and stewarding special events on Madeira Drive for 30 days a year and that no traffic modelling had been undertaken on the proposed changes. Councillor Peltzer Dunn asked if that remained the case.
- 41.11 The Head of Transport Strategy & Projects confirmed that the statements made at the previous meeting were correct. The Head of Transport Strategy & Projects stated that subject to approval of the report before committee, all of comments and representations made in the consultation and at the meeting would be considered and any issues identified corrected as part of the detailed design phase with that in turn submitted to a future committee meeting for consideration.
- 41.12 Councillor Littman enquired as to how time constrained the committee decision was in terms of the decision timetable set by the C2C LEP.
- 41.13 The Executive Director, Economy, Environment & Culture explained that the C2C LEP primary concern was that any project used its allocated funding in the period that they were required to spend their Local Growth Funding (LGF) within. The Executive Director, Economy, Environment & Culture stated the report set out the timetable for this specific project.
- 41.14 Councillor Littman asked that given the time pressures of the scheme and the representations made to the committee by various interest groups and organisations, what protocols were in place to ensure the project achieves the priorities it was focussed upon.
- 41.15 The Head of Transport Strategy & Projects explained that the priorities would be reflected in the detailed design to be reported to the committee following assessment of the consultation responses and representations made to the committee. The Head of Transport Strategy & Projects stated that any changes would be measured and tested against those priorities.
- 41.16 Councillor Wares stated that a consistency in the answers provided to the representations that had been made to the committee was the scheme was at a preliminary stage and all of the consultation responses and representations would be assessed. Councillor Wares asked to what extent the project was capable of being altered or amended and whether that could include minor issues or whether that could be fundamental shifts such as the proposed route of public transport or reinstatement of the Aquarium Roundabout in the design.

- 41.17 The Head of Transport Strategy & Projects clarified that the responses to the consultation and various representations still had to be collated and assessed and therefore, the level of potential change could not yet be pre-empted.
- 41.18 The Chair stated that the committee had reached a decision to agree a preferred option and undertake public consultation on that option and all the information received would be analysed.
- 41.19 Councillor Wares stated that he did not feel he had received an answer to his question and asked for clarification on whether the scheme could be fundamentally changed or not. Councillor Wares noted that the proposed Business Case made a multitude of references to Option 1 and with the BCR already very narrow, he felt there was minimal scope for change and the potential for the whole Business Case to fail if the BCR fell below the acceptable level.
- 41.20 The Chair stated that any the impact of any revisions was very difficult to pre-judge and could lead to positive or negative result for the BCR.
- 41.21 The Executive Director, Economy, Environment & Culture stated that agreement of the Business Case would not prevent further design change. The Executive Director, Economy, Environment & Culture added that the should any significant changes be required to the scheme following consideration of the consultation responses, that would be reported to the C2C LEP in an open way and was a situation that had occurred in the past on previous projects.
- 41.22 The Assistant Director- City Transport added that the creation of the detailed design would look at fundamental aspects of the scheme such as locations of bus stops and length of priority lanes not just minor tweaks. The Assistant Director- City Transport stated that changes could have an impact upon the BCR however, the BCR, was one element of five elements in the Business Case.
- 41.23 Councillor Miller queried the accuracy of the predictions of the BCR and how the conclusions had been reached. Specifically, Councillor Miller queried how the prediction of a casualty reduction rate of 44% had been reached. Furthermore, Councillor Miller noted that the only disbenefit identified as detailed on page 50 of the agenda was journey time and queried why the potential drop in visitor number and tourism had not been included. In addition, an appendix A to the Business Case submission was detailed on page 90 of the agenda but did not appear to have been provided.
- 41.24 The Head of Transport Strategy & Projects explained that there had been an oversight in providing appendix A of the Business Case which was a technical note produced by Mott MacDonald to explain the journey time calculations and this would be circulated subsequent to the meeting.
- 41.25 In relation to the questions raised by Councillor Miller, a consultant from Mott MacDonald replied that the project assessment and submission was to the standardised and accepted government methodology for providing funding through the LEP. A proportional approach had been undertaken for the project that didn't necessarily capture every benefit and disbenefit as some would be difficult to quantify however, as much information had been included as possible. Accident and casualty rates had been

undertaken using a software program that used a modelled analysis to predict what impact changes would have and was an established and robust analysis for the type of scheme. The analysis of disbenefits had been arrived at using a software package that had been refined over a sixty year period that simulated vehicle movements. The prescribed guidance did not request or require analysis of issues that were uncertain or unknown and therefore, speculation upon the potential impact upon tourism and business had not been included.

- 41.26 Councillor Peltzer Dunn commented that the previous meeting of the committee had agreed to receive a report to its January meeting detailing the outcome of the consultation however; this report stated that the committee would be requested to receive the consultation results, updated design and agree a finalised design to that meeting which was not what Members had agreed.
- 41.27 The Chair stated that the report that would be received to the January committee would be robust and detail and reflect all of the main themes of the consultation and list the suggestions and concerns raised through that process. The Chair stated that Members would expect to see in that report changes to the scheme where that was possible, feasible and logical to do so. The Chair explained that she did not see any difference in what was proposed in the report with what had been agreed at previous meeting and reminded the committee that the report requested approval of the Business Case and was not approval of the final, detailed design.
- 41.28 Councillor Wares observed that every report previously received by the committee had set the value of the project at £7.25m yet page 94 of this report set out an increase to that cost of £7.84m that appeared to indicate an overspend before Phase 3 had been agreed. Councillor Wares stated that he been informed that the project had a budget variance of plus or minus 20% that could bring the cost down to below £7.25m or increase it to £9.4m. In addition, Councillor Wares noted that page 95 of the report stated that the council had committed £1.48m however; he was unaware of any decision made to that end. Councillor Wares expressed his concern for the discrepancies in the figures provided and the potential assurances being given to C2C LEP regarding its financial commitments and asked for clarification.
- 41.29 The Head of Transport Strategy & Projects confirmed that the figure provided on page 95 of the agenda was incorrect and the Business Case would be amended ahead of submission to reflect the accurate budget figure of £7.25m based upon £6m of LGF funding and £1.25m contribution from or through the council.
- 41.30 Referring to page 91 of the agenda and the businesses positively impacted, Councillor Wares queried why the Palace Pier had been included in that list when they had made representation earlier in the meeting to speak against elements of the scheme.
- 41.31 The Chair stated that the observation was based upon modelling of the scheme that indicated that the introduction of a signalised junction would aid pedestrian access to the Palace Pier.
- 41.32 Councillor Wares asked if page 91 and paragraph 3.8 of the Business Case would need to be amended in light of the fact the Palace Pier did not support the scheme as it was currently proposed.

- 41.33 A consultant from Mott MacDonald replied that the wording was based upon their professional experience as one of the largest national providers of such schemes and set out in the guidance provided by the Department for Transport (DfT). Their professional experience and the evidence available indicated that in the large majority of instances, schemes that promoted active frontages and increased footfall tended to lead to benefits to local businesses.
- 41.34 Referring to page 65 and the list of benefits and disbenefits, Councillor Wares whether the land value uplift figure reflected the comments made by businesses located in the Old Steine area.
- 41.35 The Chair stated the scheme was based upon a technical assessment and modelling and not perceptions of a scheme that was not yet finalised.
- 41.36 Councillor Wares replied that he fully understood however; the committee had to balance that technical assessment against the representations made that largely went against the findings of that assessment.
- 41.37 The Chair replied that the issue was precisely why central government was reviewing its technical requirements for regeneration schemes such as this as it did not capture qualitative impacts. The Chair stated that until that review was completed, there was no other choice than to model the project as a highways scheme.
- 41.38 The Executive Director, Economy, Environment & Culture clarified that the report the committee were considering was the draft Business Case based upon the outline design agreed as was required by the C2C LEP. On that basis, a distinction should be made between that proposal and the representations made to the committee earlier in the meeting that would form part of the preliminary design consultation process with the detailed design submitted to a future meeting for discussion.
- 41.39 Councillor Wares noted his concern with conducting a consultation and preparing a Business Case simultaneously. Councillor Wares noted several omissions to the report including: the benefits or disbenefits to the tourism sector in relation to the Knowledge Intensive Business Services (KIBS) and the impact on local businesses of increased journey times, specifically the taxi trade. Councillor Wares stated his view that the project Business Case was very sensitive on the BCR and it was important to get right.
- 41.40 A consultant from Mott MacDonald clarified that the modelling for KIBS was consistent with the first two phases of the scheme that was accepted by C2C LEP for investment. It was explained that successful transport schemes were one the key factors leading to increased investment in a local economy and whilst there were limitations in applying this on a scheme by scheme basis; it was a common approach in similar schemes nationally. In relation to visitor economy impacts, a consultant from Mott MacDonald explained that whilst the importance of tourism to Brighton was very well understood, nationally, it had been found very difficult to disaggregate visitor economy impacts from the wider economic benefits. Furthermore, it had been found that separation of visitor economy impacts had led to 'double counting' of the economic impact of schemes. In relation to the question raised in relation to journey times, a consultant from Mott MacDonald explained that the modelling system used only had certain parameters and did not allow very specific testing such as that.

- 41.41 Councillor Wares noted that there had been extensive discussion at the previous meeting on the impact upon traffic at Dukes Mound the scheme and the proposed Waterfront development would have. Councillor Wares noted that whilst there were several references in the report to both, they were not currently in the scope of the project. Councillor Wares stated that given there were approximately 50 coaches parked on Madeira Drive during the winter months and 150 coaches parked during the summer months, whether it would have been reasonable to include this area in the scheme.
- 41.42 The Head of Transport Strategy & Projects explained that Dukes Mound and Madeira Drive had not been included in the original scope of the project. Subsequent to an options appraisal and further work, it had become clear that to maximise the benefits of the scheme, peripheral changes would be considered and taken into account and transport officers were in direct liaison with colleagues to ensure any future impacts were captured and that would be reported to the committee as part as the request to approve the detailed design.
- 41.43 Councillor Wares stated that he made several requests for a breakdown of the accident reduction benefit, specifically relating to pedestrian accidents at the Aquarium Roundabout compared to the rest of Phase 3 as well as journey time data but had not received a response.
- 41.44 The Chair stated that the information could be provided to Councillor Wares however; it should be noted that the scheme was seeking to reduce accidents and injury to all users including cyclists, drivers as well as pedestrians.
- 41.45 Councillor Miller noted that there had been several corrections made to the financial figures on page 94 of the agenda and asked what impact that would have upon the BCR as that was now based on incorrect figures.
- 41.46 The Head of Transport Strategy & Projects explained that a budget figure of £7.25m was provisionally available to deliver the project. Based on further work undertaken since the committee met in October, scheme delivery as expected to be £7.84m. That figure was likely to fluctuate as the scheme progressed to its final design. A consultant from Mott MacDonald clarified that the Business Case had been developed to a construction cost of £7.84m.
- 41.47 On behalf of the Conservative Group, Councillor Wares moved the following motion to amend recommendations 2.1 and 2.2 and add 2.3 as shown below in ***bold italics*** and where struck through:
- 2.1 That the Committee ~~**notes**~~ approves the draft Business Case for Valley Gardens Phase 3, as attached at Appendix 2.
- 2.2 That the Committee ***requests officers to review a new option (option 3a) based on option 3 as detailed in Item 29 on the ETS Committee agenda dated 9th October 2018 taking account of public, trade and business representations and other than minor alterations and improvements to the aquarium roundabout and surrounding public realm, retains the aquarium***

~~*roundabout as existing that would also remove the changes to Maderia Drive.* grants delegated authority to the Executive Director for Economy, Environment & Culture to:-~~

- ~~a) finalise and submit the Business Case for Valley Gardens Phase 3 to the Coast to Capital Local Enterprise Partnership Board; and~~
- ~~b) negotiate and sign the Business Case Funding Agreement, subject to the Local Enterprise Partnership Board's decision to approve the release of the Local Growth Fund allocation.~~

2.3 That officers develop the new option 3a and brings to a future ETS Committee the revised option 3a as requested in 2.2 and taking account of representations and further public consultation together with an amended Business Case to reflect the new option 3a for consideration.

41.48 Introducing the motion, Councillor Wares stated that he believed that the preferred Option 1 would be found not to be viable as more and more stakeholders and residents expressed their view that the Option would not work for them. Councillor Wares stated that he had no confidence that there would be seismic change to the proposal and therefore, was unlikely to be agreed. On that basis, Councillor Wares believed that Phase 3 should be halted and a revision to the original Option 3 be started. Councillor Wares explained that would include running public transport down the west side of the Pavilion with general traffic on the eastern side of Valley Gardens, abandoning the removal of the Aquarium Roundabout save for minor tweaks, abandoning the conversion of Madeira Drive to a one way street with the process on developing and consulting on that Option begun immediately and run in parallel to the preparation of a new Business Case.

41.49 Councillor Miller formally seconded the motion.

41.50 Councillor Peltzer Dunn expressed his support for the motion highlighting that 180,000 vehicles per year used Madeira Drive and the proposal for a one way system would likely have a catastrophic impact. Councillor Peltzer Dunn added that he believed that a new proposal that was more specific to the city's needs was required.

41.51 Councillor Miller stated that he fully supported the motion on the basis that he was sceptical of the replacement of the Aquarium Roundabout with a T-Junction and because of his doubts regarding the traffic modelling. Councillor Miller added that there appeared to be some doubt and confusion in relation to the budget figures used, that the benefits and disbenefits of the scheme were insufficient and a seven minute increase in journey time was unacceptable.

41.52 The Chair then put the motion to the vote. At the request of Councillor Wares, the Chair agreed to a recorded vote with the following outcome:

Councillor Atkinson: Against
Councillor Brown: For
Councillor Greenbaum: Against
Councillor Horan: For

Councillor Littman: Against
Councillor Miller: For
Councillor Mitchell: Against
Councillor Peltzer Dunn: For
Councillor Robins: Against
Councillor Wares: For

Total:
For: 4
Against: 6
Abstentions: 0

41.53 Therefore, the motion failed.

41.54 The Chair then put the recommendations to the vote. At the request of Councillor Wares, the Chair agreed to a recorded vote with the following outcome:

Councillor Atkinson: For
Councillor Brown: Against
Councillor Greenbaum: For
Councillor Horan: For
Councillor Littman: For
Councillor Miller: Against
Councillor Mitchell: For
Councillor Peltzer Dunn: Against
Councillor Robins: For
Councillor Wares: Against

Total:
For: 6
Against: 4
Abstentions: 0

41.55 Therefore, the report recommendations were agreed.

41.56 **RESOLVED-**

- 1) That the Committee approves the draft Business Case for Valley Gardens Phase 3, as attached at Appendix 2.
- 2) That the Committee grants delegated authority to the Executive Director for Economy, Environment & Culture to:-
 - a) finalise and submit the Business Case for Valley Gardens Phase 3 to the Coast to Capital Local Enterprise Partnership Board; and
 - b) negotiate and sign the Business Case Funding Agreement, subject to the Local Enterprise Partnership Board's decision to approve the release of the Local Growth Fund allocation.

The meeting was adjourned at 7.15pm and reconvened at 7.25pm

42 PARKING SCHEME UPDATE REPORT

42.1 RESOLVED-

- 1) That the Committee agrees to advertise a Traffic Regulation Order to propose that Zone U (St Luke's area) becomes integrated in the Zone C (Queens park area) resident parking scheme.
- 2) That the Committee approves the initial consultation areas as shown in Appendix B (Surrenden area) and Appendix C (South Portslade area).
- 3) That the Committee agrees to review the parking scheme priority timetable in light of all recent requests and to bring an update report to this Committee in 2019.

43 HOVE PARK RESIDENT PARKING SCHEME CONSULTATION

- 43.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that set out the results of the recent parking scheme consultation in the Hove Park area and requested approval to progress to the final design stage with a Traffic Order advertised to allow for further comment.
- 43.2 Referring to the deputation received by the committee earlier in the meeting, Councillor Brown stated that whilst she was very supportive of local businesses, the need for parking restrictions had arisen because of the City Park development. Councillor Brown noted that many of the roads in Hove Park ward were narrow and with cars often parked on both sides of the road, there was regularly insufficient space for emergency vehicles on the road and for wheelchairs and pushchairs on the pavement. Referring to paragraph 5.8, Councillor Brown expressed concern regarding the assertion that exclusive pay and display parking could be investigated if the scheme was underutilised as many of the Hove Park residents would oppose such a proposal. Councillor Brown noted that residents of Dyke Close had realised that they were the only close adjoining Dyke Road Avenue not to be included in the scheme and whilst they had initially rejected inclusion in a scheme, every resident had subsequently requested they be included. Councillor Brown asked if the requested could be given consideration as the Dyke Close was very small and the Traffic Order had not yet been advertised.
- 43.3 The Head of Parking Services explained that as the request was very recent, it was uncertain whether it would be possible to fit parking bays into Dyke Close or whether an alternative option would be needed. The Head of Parking Services stated that due to the uncertainty, officers could meet with ward councillors and residents to discuss how to move the matter forward.
- 43.4 **RESOLVED-**
 - 1) That the Committee approves that a new resident parking scheme (Light Touch Monday – Friday 9-10am & 1-2 pm) be considered within the Hove Park area (Appendix A) and that this proposal be progressed to the final design with the Traffic Order advertised to

allow for further comment. All comments will be reported back to a further Environment, Transport & Sustainability Committee meeting.

44 HANGLETON SAFER ROUTES TO SCHOOL SCHEME

44.1 RESOLVED-

- 1) That the Committee notes the outcome of the recent public consultation in Hangleton and Mile Oak regarding proposals to improve and encourage walking and cycling to school sites on Hangleton Way;
- 2) That the Committee agrees to the implementation of the measures amended as a result of the consultation feedback and detailed costings to be funded by the Local Transport Plan (LTP) budgets;
- 3) That the Committee notes the requirements of the Section 106 Agreement for the West Blatchington Primary School site and approves the implementation of the Highway measures within that Agreement within allocated sums;
- 4) That the Committee agrees to the preparation and publication of notices for the new and amended Traffic Regulation Orders associated with the implementation of both the Local Transport Plan funded measures and the Section 106 funded measures, noting that any objections will be reported to this Committee.

45 IMPROVE BRIGHTON & HOVE'S RECYCLING SCHEME PETITION

- 45.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture as requested by Full Council at its meeting on 18 October 2018 in response to a petition received for debate.
- 45.2 Councillor Littman noted that Councillor Deane had the previous year put a question to Full Council requesting that notices be placed on communal bins directing people to organisations such as Magpie that took a greater variety of plastics and other recyclables than the council and asked if there were any plans to implement such a scheme. Councillor Littman noted that efforts to reduce use of single-use plastics in council buildings had so far had limited success. Furthermore, Councillor Littman noted that a Motion had been passed at the Full Council meeting of 19 April 2018 that requested a report be presented to the Tourism, Development & Culture Committee to consider asking event organisers to avoid use of single-use plastics and asked whether this was possible or if a condition could be placed on the licence requiring events to be single-use plastic free. Councillor Littman commented that weekly recycling collections had led to an upturn in recycling rates across the country and he hoped that could be pursued.
- 45.3 The Assistant Director, City Environmental Management replied that notices on communal bins was something that could be looked at as part of the recycling education campaign with weekly recycling and fortnightly refuse collections an matter that would be kept under consideration. The Executive Director, Economy, Environment & Culture added that Policy, Resources & Growth Committee had received two reports on single-use plastics with the most recent agreeing a policy for the council. Furthermore, an

Events Strategy that would include an events checklist would be consulted upon and considered by the Tourism, Development & Culture Committee at a future meeting.

- 45.4 Councillor Atkinson stated that given the lack of market demand for recycling plastics, a suitable approach would be for councils to lobby manufacturers and supermarkets for a reduction in plastic packaging. Councillor Atkinson asked if the recycling project was ongoing or time-limited and whether committee would receive regular updates.
- 45.5 The Assistant Director, City Environmental Management answered that the recycling project would be ongoing as the area was one of constant change and development.
- 45.6 Councillor Miller noted that there was potential in improving recycling rates to create capacity at Newhaven Incinerator as well as income generation for using the Incinerator to process food waste that in turn, could potentially boost the proposed Business Case.
- 45.7 The Assistant Director, City Environmental Management replied that revenue opportunities would be a matter given consideration particularly as many other authorities currently exported waste and the potential for changes to the export market in the near future under the Brexit process.
- 45.8 Councillor Wares commended officers for the level of detail provided in the report given the short deadline they were given to do so. Councillor Wares stated that the Cityclean service clearly needed to be modernised and stabilise its core functions. On that basis, Councillor Wares hoped that the Green Group motion was intended to request high level figures rather than a detailed costed report.
- 45.9 On behalf of the Green Group, Councillor Wares moved a motion to add a recommendation 2.7 as shown in bold italics below:
- 2.7 That the Committee agrees that preliminary costing for increasing the range of plastics the Council collects, and a preliminary costing for the setting up of a food waste collection trial, will be provided at the meeting of Environment, Transport, and Sustainability Committee to be held on January 22nd 2019.***
- 45.10 Introducing the amendment, Councillor Littman stated that it had been explained in the previous reports and the one before committee that officers were working hard to improve the waste and recycling service and it would be counterproductive to add to that workload. Councillor Littman stated that the motion was intended to provide ball park figures ahead of the Budget Council process and he also hoped that it would push Veolia to provide the figures it had already given to one of the city's three MP's.
- 45.11 Councillor Greenbaum formally seconded the motion.
- 45.12 The Chair then put the motion to the vote that passed.
- 45.13 The Chair then put the recommendations as amended to the vote that passed.

45.14 **RESOLVED-**

That the Environment, Transport & Sustainability Committee notes that:

- 1) Work on an Increasing Recycling Project and education campaign is included in officers' current work programmes and will be launched early in 2019.
- 2) The work already underway to reduce food waste and an initial exploration of a food waste collection service is under discussion with Veolia with details to be worked on within the City Environment Modernisation (CEM) Programme as part of the Increasing Recycling Project.
- 3) There is currently no, or very limited, markets for the recycling of pots, tubs and trays (PTTs) and therefore it is unlikely that a business case can be made for the investment required in collection and sorting services. However, the situation will be closely monitored for market changes.
- 4) A 'service guarantee' will be introduced at the end of the Increasing Recycling Project when the full extent and means by which materials can be recycled have been explored taking into account the government's forthcoming waste strategy proposals.
- 5) The council's events team has a sustainable events policy and works with event organisers to reduce single-use plastics (SUPs) at events. The progress made is illustrated by a case study of the plastics reduction at the Brighton Marathon, which has already been presented to the Tourism, Development & Culture Committee as part of a report on the events programme and further updates are planned.
- 6) An action plan setting out how the council aims to achieve the waste directive of increasing recycling rates to 50% will be presented to the committee in January 2019 as part of the CEM update report.
- 7) That the Committee agrees that preliminary costing for increasing the range of plastics the Council collects, and a preliminary costing for the setting up of a food waste collection trial, will be provided at the meeting of Environment, Transport, and Sustainability Committee to be held on January 22nd 2019.

46 ENVIRONMENTAL ENFORCEMENT POLICY

- 46.1 The Committee consider a report of the Executive Director, Economy, Environment & Culture that sought approval for an Environmental Enforcement Framework designed to address anti-social and illegal behaviour to improve the environment and minimise waste clean-up and disposal costs within Brighton & Hove.
- 46.2 Councillor Atkinson stated his support to bring the service in-house as it would allow for much closer control and foster a joined up approach. Councillor Atkinson added that the framework would provide much better guidance than the existing agreement and discretionary powers would also be beneficial. Councillor Atkinson noted that there was regular fly-tipping in Chalky Road and he hoped the matter could be dealt with.

- 46.3 Councillor Wares stated that it would be helpful to know which environmental projects would be lost due to the drop in surplus income currently received under the existing contract. Furthermore, Councillor Wares enquired as to the risk that the undesirable elements of the current contract would need to be continued if the service was brought in-house in order to maintain income.
- 46.4 The Assistant Director, City Environmental Management replied that there were additional options for issuing fines included within the Framework that had not before such as overflowing commercial bins. The Assistant Director, City Environmental Management added that there would also be the creation of a deterrent effect that was expected to realise further service savings in the long-term. The Assistant Director, City Environmental Management supplemented that that income would be ring-fenced for environmental initiatives and whilst some of that would be required to set up the enforcement service, it was expected that some of the current surplus could be carried over to the next financial year to continue some of the existing projects. The Assistant Director, City Environmental Management stated that some initiatives could be continued using alternative income generating services to fund them such as the textiles recycling service.
- 46.5 Councillor Wares replied that the criticism of the current outsourced contract was that it was overly revenue driven and it appeared that the in-house service would continue the same style of operation to maintain income levels.
- 46.6 The Assistant Director, City Environmental Management stated that an in-house service would income based however, it would enable an opportunity to work in a different way to secure that income.
- 46.7 Councillor Littman stated that he welcomed the report and decision to bring the service in-house as the current contract was not fit for purpose and as a corporate body, the council would be better and more ethical.
- 46.8 Councillor Miller queried whether the level of fines for some offences such as for fly-tipping was high enough. Referring to page 210 of the agenda, Councillor Miller observed that there appeared to be a contradiction in that and the statement made at paragraph 3.24 in relation to income generation. Councillor Miller also asked how the council would ensure that it received its percentage of fines issued from the contractor up to the end of the contract.
- 46.9 The Assistant Director, City Environmental Management explained that the contractor was legally obliged by the terms of the contract to pay the council its share of any income received from the issuing of fines. In relation to the level of fines issued, the Assistant Director, City Environmental Management explained that it was felt that these were set at an appropriate level however, they could be kept under review as part of the annual budget process. In relation to the financial figures provided and the apparent contraction, the two figures were different in that one did not include the cost of operating the service.
- 46.10 Councillor Peltzer Dunn stated that the fine level for fly-posting was perhaps too low and disproportionate to the offence and he hoped it could be reviewed in the future.

46.11 On behalf of the Conservative Group, Councillor Wares moved a motion to amend recommendations 2.1, 2.4, 2.5 and delete recommendations 2.2 and 2.3 as shown below in bold italics and where struck through below:

- 2.1 That the Committee agrees ***to invite expressions of interest from potential service providers based on the Environmental Enforcement Framework and reports back to a future ETS Committee the results providing recommendations on the best way to deliver the Environmental Enforcement Framework including the option for*** that the environmental enforcement service ~~to~~ will be delivered in house. ~~from the end of the current contract period.~~
- 2.2 ~~That the Committee notes that the full and final cost of bringing the service in house cannot be determined until due diligence has been completed under the Transfer of Undertakings (Protection of Employment) Regulations 2006 ('TUPE') and notes that if the costs significantly exceeds the projections outlined in this report, a further report will be brought back to committee.~~
- 2.3 ~~That the Committee notes that the council's current environmental enforcement contract may need to be extended for a period of up to six months to allow time for the TUPE process and for new ICT systems to be put in place~~
- 2.4 That the Committee grants delegated authority to the Executive Director Economy, Environment & Culture to extend the existing contract if required, ***and*** negotiate the terms of that extension. ~~and determine the date of the service transfer to the council provided that this date shall not be any later than the 1 September 2019.~~
- 2.5 That the Committee approves the Environmental Enforcement Framework ***in principle subject to paragraphs 2.1.*** ~~which sets out how the service will be delivered from the commencement of the new in house service.~~

46.12 Introducing the motion, Councillor Wares stated that the proposal to bring the service in-house was a hasty reaction to the existing contract failing. Councillor Wares stated that the option to bring the service in-house was presented as the only viable option however, that position was unknown without inviting expressions of interest from the private sector on the proposed framework. Councillor Wares stated that he had conducted his own research and found a number of companies that conducted waste enforcement and the council had a duty to explore that option before bringing the service in-house.

46.13 Councillor Peltzer Dunn formally seconded the motion.

46.14 Councillor Littman noted that the council had received a multitude of complaints on the operational conduct of the existing contractor. Councillor Littman added that there was consensus amongst the committee that the framework was very good and he saw no reason why that should be shared with private companies. An in-house operation would ensure that the council would retain any income to re-invest into its services rather than make profit as a contractor would seek to do.

46.15 Councillor Peltzer Dunn stated that whilst he had no preference as to how the service was operated, he believed the council had a duty for due diligence and should invite expressions of interest.

46.16 The Chair then put the motion to the vote which failed.

46.17 The Chair then put the recommendations to the vote which passed.

46.18 **RESOLVED-**

- 1) That the Committee agrees that the environmental enforcement service will be delivered in house from the end of the current contract period.
- 2) That the Committee notes that the full and final cost of bringing the service in house cannot be determined until due diligence has been completed under the Transfer of Undertakings (Protection of Employment) Regulations 2006 ('TUPE') and notes that if the costs significantly exceeds the projections outlined in this report, a further report will be brought back to committee.
- 3) That the Committee notes that the council's current environmental enforcement contract may need to be extended for a period of up to six months to allow time for the TUPE process and for new ICT systems to be put in place.
- 4) That the Committee grants delegated authority to the Executive Director Economy, Environment & Culture to extend the existing contract if required, negotiate the terms of that extension and determine the date of the service transfer to the council provided that this date shall not be any later than the 1 September 2019.
- 5) That the Committee approves the Environmental Enforcement Framework which sets out how the service will be delivered from the commencement of the new in house service.
- 6) That the Committee notes that future changes to the Environmental Enforcement Framework will be brought back to Committee for approval.

47 GRAFFITI STRATEGY

- 47.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that proposed a Graffiti Reduction Strategy that set out how the council and partner agencies could work together to reduce criminal damage caused by graffiti.
- 47.2 Councillor Peltzer Dunn stated that it may be unfair to fine property owners as they were the victims of graffiti rather than the offenders and may not have the financial means to do so. Furthermore, Councillor Peltzer Dunn noted that graffiti east of Hove Lagoon had been reported three times over 68 days and therefore, the council was not adhering to its own policy on removal.
- 47.3 The Head of Operations- Cityclean explained the council only had duty for removal of graffiti from its own buildings.

- 47.4 Councillor Miller stated that he believed that interpretation and enforcement of what was graffiti and what was graffiti art may be difficult given the numerous examples of the latter in the city. Councillor Miller added the strategy needed some tweaking in relation to costs and that he wholly disagreed with punishing the victims of graffiti with the cost of removal.
- 47.5 The Chair clarified that the proposals were intended to give the council greater powers to take action against large businesses that refused to remove graffiti from their buildings rather than increase enforcement action against individual property owners.
- 47.6 The Assistant Director, City Environmental Management explained that enforcement would be proportionate to circumstance and the Strategy was intended as an outline to guide the consultation and the detail of the action plan and that would be presented to a future meeting of the committee.
- 47.7 Councillor Wares stated that the Strategy was more of a discussion paper and the consultation had not yet started and therefore, proposed that recommendation 2.1 be changed to read: "that the committee notes the draft Graffiti Reduction Strategy attached at Appendix 1". Councillor Wares added that he had concern that the council could take enforcement action against people who themselves were the victims of crime.
- 47.8 The Chair stated that she was not prepared to accept the proposal as the Strategy was a good one in its current form. The Chair added that it was important to send a strong message that the council intended to crack down on graffiti and clear up the city. The Chair noted that London Boroughs already had graffiti enforcement powers that had were not provided to authorities outside London and therefore, it was necessary to take an alternative route. The Chair stated that sensitive work would be undertaken to support and develop existing community work alongside giving the council greater powers to enforce graffiti removal from commercial premises. The Chair reminded Members that the fuller action plan would be presented to the committee for approval.
- 47.9 **RESOLVED-**
- 1) That the committee approve the Graffiti Reduction Strategy attached at Appendix 1.
 - 2) That the Environment, Transport and Sustainability (ETS) committee agree to the initiation of a consultation with businesses, statutory undertakers and private property owners in relation to a new enforcement process requiring property owners to remove graffiti within an agreed timeframe and that a process for enforcement of graffiti removal is brought back to committee for approval.
 - 3) That the committee agree to officers exploring the feasibility of City Environment providing a chargeable graffiti removal service to owners of private and commercial buildings that will be brought back to committee for approval.

48 RIGHTS OF WAY IMPROVEMENT PLAN

- 48.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that requested approval of the Rights of Way Improvement Plan (ROWIP) following public consultation.

- 48.2 Councillor Littman welcomed the report and the significant increase in public Rights of Way adding that opening spaces were important for residents and visitors. Councillor Littman noted that the new plan had support from across the city and he hoped efforts could be made to ensure appropriate levels of funding were available.
- 48.3 **RESOLVED-** That the Committee note the results of the public consultation and adopt the Rights of Way Improvement Plan.

49 ITEMS REFERRED FOR FULL COUNCIL

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

The meeting concluded at 9.15pm

Subject: Petitions
Date of Meeting: 22 January 2018
Report of: Monitoring Officer
Contact Officer: Name: John Peel Tel: 01273 291058
E-mail: john.peel@brighton-hove.gov.uk
Wards Affected: Various

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

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

2. RECOMMENDATIONS:

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

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

3. PETITIONS

3. (i) Traffic calming measures for Newtown Road- Jocelin Gale

To receive the following petition signed by 117 people:

"We the undersigned petition Brighton & Hove Council to put speed bumps in at Newtown Road, Hove. Newtown Road is a lovely, quiet, family-oriented street, yet traffic comes down it far too fast as a cut through from Old Shoreham Road. Drivers do not respect the 20mph speed limit.

There have been a number of accidents on this road, and the bollards on the crossing with Fonthill Road are very often damaged.

When the new developments across Fonthill Road are occupied through traffic will inevitably increase dramatically”

Subject:	Fees and Charges 2019-20		
Date of Meeting:	22 January 2019		
Report of:	Executive Director for Neighbourhoods, Communities & Housing, Executive Director, Economy, Environment & Culture, Executive Lead Officer - Strategy Governance & Law		
Contact Officer:	Name:	Various	Tel: Various
	Email:	Various	
Ward(s) affected:	(All Wards);		

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

- 1.1 The purpose of this report is to set out the proposed 2019/20 fees and charges for the service areas covered by the Environment, Transport and Sustainability Committee, including Bereavement Services, in accordance with corporate regulations and policy.

2. RECOMMENDATIONS:

- 2.1 That the Committee approves the proposed fees and charges for 2019/20 as set out within the report and its appendices.
- 2.2 That Committee delegates authority to the Executive Director of Economy, Environment & Culture (in relation to paragraphs 3.4-3.11 and 3.16-3.23) and to the Executive Director of Neighbourhoods, Communities & Housing (in relation to paragraphs 3.12-3.15) to increase any charges for fees as notified and set by central Government during the year.

Note: If the above recommendations are not agreed, or if the committee wishes to amend the recommendations, then the item will need to be referred to the Policy, Resources & Growth Committee meeting on 14th February 2019 to be considered as part of the overall budget proposals. This is because the budget proposals are developed on the assumption that fees and charges are agreed as recommended and any failure to agree, or a proposal to agree different fees and charges, will have an impact on the overall budget proposals, which means it needs to be dealt with by Policy, Resources & Growth Committee as per the requirements of the constitution. This does not fetter the committee's ability to make recommendations to Policy, Resources & Growth Committee.

3. CONTEXT/ BACKGROUND INFORMATION

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

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

- 3.2 The 4 Year Resources and Integrated Service & Financial Planning Update report approved at Policy and Resources Committee in July 2018 specified the assumption of a standard inflation increase to fees and charges of 2.0% with the exception of parking Penalty Charge Notices. The council's Standard Financial Procedures states that service committees shall receive a report from Executive Directors on fees and charges variations above or below the corporately applied rate of inflation
- 3.3 It is not always possible when amending fees and charges to increase by the exact inflation figure due to rounding. Therefore some fees and charges are rounded for ease of payment and administration.

City Transport - Highways (Appendix 1)

Highways

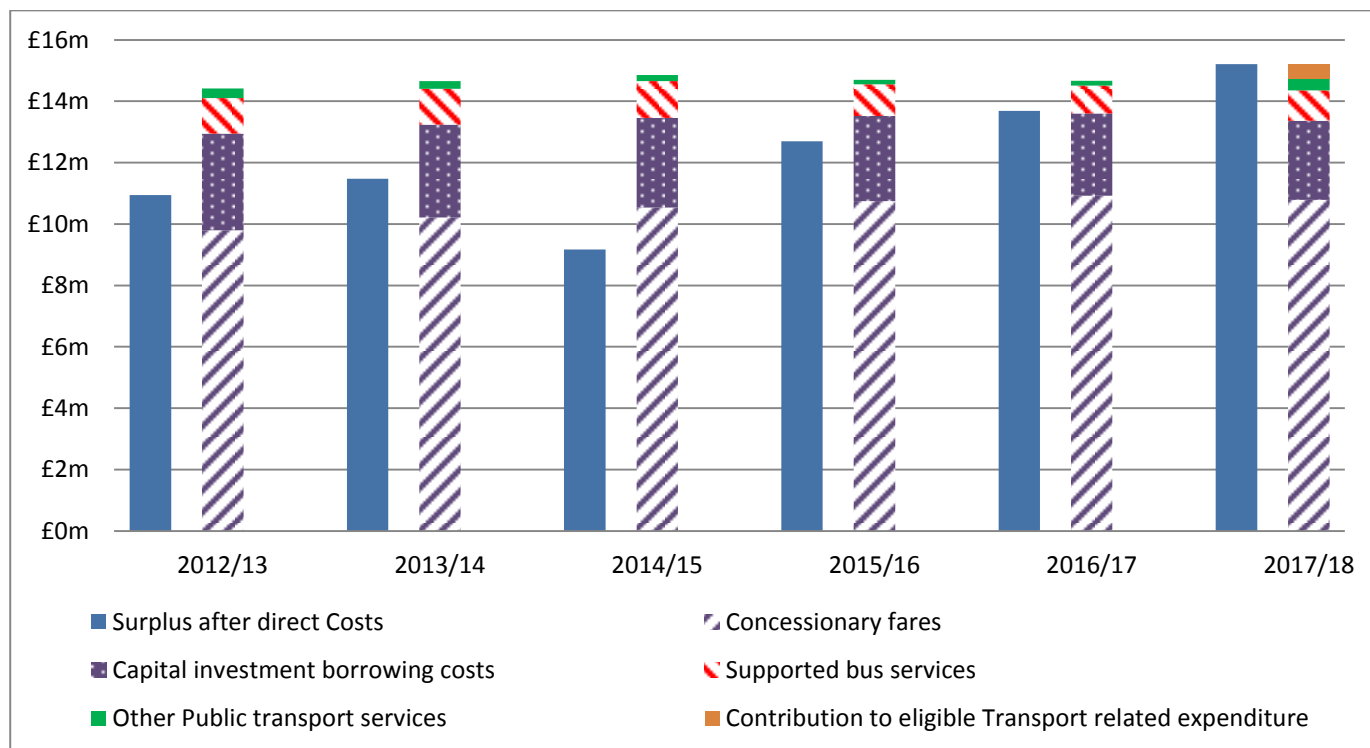
- 3.4 It is proposed to increase the non-statutory fees and charges in line with the corporate rate of inflation, with the exception of the manual renewal of Scaffolding licence for 8 weeks under 12m which is being increased by approximately 6% to cover the extra administration costs involved with manually renewing the licence. This fee remains competitive. Where percentage increases are under or over 2% this is to ensure that increases can be made in whole pounds.
- 3.5 A new set of fees have been introduced to clarify arrangements for section 278 and 38 agreements. These permit developers to make changes to the highway (often in association with planning permissions). Previously the fees for these agreements and associated tasks were calculated on a time-charge basis, with all officer hours being recovered when the agreement was completed. As substantial officer input may be needed to reach that point (potentially over several years) and work remains at risk pending completion, this results in a significant lag in income vs. expenditure. The new system of fees and charges addresses this by introducing upfront fees to be paid at the point of applying to enter into an agreement. The basis of the final fee to be paid at completion of the agreement is also switched to a % of the estimated value of the works, though additional fees may be required if necessary tasks exceed a standard scope. This overall approach is common place in other authorities. A complementary system of fees has also been introduced for instances where developers wish to access advice before entering into the s278 process. In the past this has led to significant officer time being committed that could not be recovered. Introducing these task-specific items will encourage developers to make use of the s278 process.

City Transport – Parking (Appendix 2)

On-Street Parking

- 3.6 Decriminalised Parking Enforcement (DPE) was introduced in July 2001 with the aim of reducing congestion and improving traffic management. Any surplus

arising from on street parking is spent on qualifying expenditure as governed by section 55 of the Road Traffic Regulation Act 1984, as amended from October 2004 by section 95 of the Traffic Management Act 2004. The surplus generated from charges after direct costs contributes towards the part funding of bus subsidies, concessionary bus fares and Local Transport Plan costs. The graph below shows the level of surplus generated after direct costs compared to the cost of qualifying expenditure for the 2011-12 to 2017-18 financial years. More information is available online in the Parking Annual Report 2017-18.



3.7 The proposed 2019/20 fees follow a review of parking demand in the city and the objectives set out in the councils Local Transport Plan, therefore changes to the tariffs will not reflect the assumed 2% standard budgetary inflation value. A schedule of fees and charges is included at Appendix 2:

- It is proposed to increase the 2 hour and 4 hour fees in the ‘medium demand zone’ at rates between 4.8% to 7.1%
- It is proposed not to increase the 11 hour fee in the ‘Low demand zone’ from £5.20 to £5.50 at a rate of 5.8%.
- It is proposed to increase fees in the Seafront Pay & Display zones at a rate of between 1% to 9.4%.
- A new administration charge (50% reduction for residents) and amendment / cancellation fee will be introduced for parking suspension applications. Other parking suspension fees will also be increased for suspensions lasting longer than four weeks for Utilities, skips and building works.

3.8 Improving air quality is a key objective in Brighton & Hove. Nationally, poor air quality reduced average life expectancy in the UK by over 6 months and is responsible for approximately 50,000 premature deaths annually. In some parts

of Brighton & Hove, levels of nitrogen oxides are double European and English legal limits. As part of a range of measures to improve air quality, such as the introduction of a Low Emission Zone, parking charges in this area can help to encourage less polluting travel options and reduce emissions. In Brighton and Hove, the Joint Strategic Needs Assessment includes local figures for the impact of local air quality on health.

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

Off-Street Parking

- 3.11 As with on-street parking charges, the proposed fees are considered to be at a level which reflects the administrations traffic management objectives, particularly to reduce congestion the city centre and promote alternative forms of transport. A schedule of fees and charges are included at Appendix 2:
- It is proposed to increase the 9 hour band at London Road car park at a rate of 12.5% to moderate demand at this band.
 - It is proposed to increase four rates at Norton Road car park between 5.8%% and 9.4%. All other bands will remain unchanged. These changes are proposed to moderate demand in these bands. A new quarterly season ticket will also be introduced.

Safer Communities (Appendix 3)

Environmental Health

- 3.12 It is proposed to increase the non-statutory fees and charges in line with the corporate rate of inflation, with the exception of the treatment of rodents which are being increased by approximately 15% to bring more into line with the local market, whilst still remaining competitive.

Trading Standards

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

Travellers Sites (Appendix 4)

Traveller Pitch Fees

- 3.14 The pitch fees for both the permanent and transit sites are legally, under The Mobile Homes Act 1983, permitted to be increased by the Retail Price Index (RPI) each year. These charges have been increased by the September 2018 RPI of +3.3% as per the legislation.

- 3.15 The service charges for both sites are set to recover the costs only. It is proposed to increase the existing charges (fixed since March 2016) by +2% as it is estimated that costs have increased by at least this much. There is limited historic data on costs as the pitches have only been fully operational for the last couple of years.

City Environmental Management (Appendix 5)

Allotments, Parks and Sports Bookings

- 3.16 It is proposed to increase the charges for allotments, parks and sports bookings by the standard inflation rate. A schedule of fees and charges is included at Appendix 5.
- 3.17 The principle of charging for dedicated benches and trees is to recover the costs to the council of running the service.
- 3.18 Sports bookings have historically been set at a rate to reflect the council's health and wellbeing objectives and it is recognised that most sports bookings do not recover the cost of provision. There is an ongoing review of the sports booking service provision to investigate options to increase the proportion of costs met by the service user.

Flyering Licenses

- 3.19 Flyering licences fees are set at a rate that is reasonably considered to allow appropriate regulation and minimisation of flyering activity, and to partly recover the cost of work required to clear litter generated from flyering activity. It is proposed to increase the charges by the standard inflation rate.

Commercial Waste Collection Service

- 3.20 At Environment, Transport & Sustainability Committee on 9 October 2018, Committee delegated authority to the Executive Director Economy, Environment & Culture (following consultation with the Executive Director Finance & Resources) to revise the commercial waste collection prices in response to the prevailing market prices for the services provided at least annually. Following a review of costs and current charges it is likely that trade waste prices will increase from 1 April 2019. All customers will be written to in due course.

Garden Waste Collection

- 3.21 A report to Environment, Transport and Sustainability Committee in June 2016 approved a chargeable garden waste collection service for an annual charge of £52 per household. It is proposed to maintain the current fee level as it is considered to be appropriate to recover the costs of providing the service.

Environmental Enforcement

- 3.22 At Environment, Transport & Sustainability Committee on 27 November 2018, Committee approved the Environmental Enforcement Framework and the associated Fixed Penalty Notice charges.

Preston Park and East Brighton Park Parking

- 3.23 Car parking charges at Preston Park and East Brighton Park were introduced to manage the level of parking activity. Any surplus generated from parking income is ring fenced to fund improvement works at the parks. It is proposed to maintain fees at current levels as it is forecasted that a 2% increase would not have any significant impact on activity and would create a net cost to implement.

Bereavement Services (Appendix 6A and 6B)

- 3.24 Proposals for increases to certain services provided by the Bereavement Services Team are made with the knowledge that there is increased competition in the funeral industry. Research and full engagement with local Funeral Directors has enabled us to build a picture of what other crematoria are providing, and therefore keep pace with changes and be flexible to adapt our own service offer, both now and to lay foundations for anticipated changes in the bereavement industry in the future.
- 3.25 Affordability of funerals is high profile nationally with more scrutiny than ever before on costs. Proposals are made with this acknowledged and include details of updated benchmarking information from other local service providers. Please see Appendix 6B. These include Worthing, Eastbourne and The Downs Crematorium in Brighton & Hove. Comparisons have been made with these neighbours as they are the alternative service providers who customers are most likely to opt for, if they don't choose Brighton & Hove City Council's service offer. Please see Appendix 6 which details changes proposed that are over and above the standard annual 2% inflationary uplift.
- 3.26 There are no proposals to change policies in relation to those aged 17 years and under, where cremations and burials are not charged for.
- 3.27 Additional income is estimated of up to £31,000 if business levels remain consistent in 2019/20, to the current demand for services.
- 3.28 Bereavement Services will look at re-investing any additional income generated through the changes proposed, to support ongoing cemetery maintenance and grounds upkeep throughout the year.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The proposed fees and charges in this report have been prepared in accordance with the council's fees and charges policy and form part of the proposed budget strategy. They take account of the requirement to increase by the corporate inflation rate of 2.0% (unless otherwise stated) and consideration has been given to other factors such as statutory requirement, cost recovery and prices charged by competitor / comparator organisations. Parking fees and charges are set to

meet transport management objectives of managing demand for parking and reduce congestion.

5. COMMUNITY ENGAGEMENT & CONSULTATION

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

6. CONCLUSION

- 6.1 Fees and charges are considered to be an important source of income in enabling services to be sustained and provided. A wide range of services are funded or part funded by fees and charges including those detailed in the report. The overall budget strategy aims to ensure that fees and charges are maintained or increased as a proportion of gross expenditure through identifying income generating opportunities, ensuring that charges for discretionary services and trading accounts cover costs, and ensuring that fees and charges keep pace with price inflation and/or competitor and comparator rates.
- 6.2 Fees and charges budgets for 2019/20 are assumed to increase by a standard inflation rate of 2.0% with the exception of those listed within this report. The council's Corporate Fees and Charges Policy requires that all fees and charges are reviewed at least annually and should normally be increased by either; the standard rate of inflation, statutory increase or increases in the costs of providing services.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The fees and charges recommended in this report have been reviewed in line with the Corporate Fees and Charges Policy, and budget assumptions approved by Policy, Resources and Growth Committee. The anticipated recurring financial impacts of fee changes will be reflected within service revenue budgets. Where changes meet the standard inflationary increase of 2% applied to all council income budgets (except statutory Penalty Charge Notices) and result in additional contributions toward the cost of services, including overheads and all allowable expenditure, changes to fees and charges can result in the achievement of a net budget saving. Where this is the case, this will be reflected in Integrated Service & Financial Plan proposals for the relevant service and will be incorporated within the revenue budget report to Policy, Resources & Growth Committee and Budget Council. Income from fees and charges will be reviewed as part of the budget monitoring process.

There will be costs associated with advertising Traffic Regulation Orders (TROs) for changes to charges within the Transport service which will be met from existing revenue budgets.

For Bereavement Services, the expected income generation from the changes to fees and charges outlined in the relevant section of the report and appendix 6 is

expected to cover the service's savings proposals and provide funding for a small reserve to cover the costs of maintaining wooden memorials as they degrade over time.

Finance Officer Consulted: Gemma Jackson/Peter Francis Date: 09/01/19

Legal Implications:

- 7.2 The council needs to establish for each of the charges imposed both the power to levy charges of that type and, where applicable, the power to set the charge at a particular level. In some cases the amount of the charges is set by Government. In other cases where a figure is not prescribed, for example the general power to charge for discretionary services under the Local Government Act 2003, the amount that can be charged is restricted to costs recovery. In some prescribed cases, such as charging for commercial waste collection, legislation enables the Council to set charges at a commercial rate. Special provisions apply in the case of parking charges which are set out below. In all cases the council must act reasonably and ensure that any statutory formalities which govern the particular charge are complied with.
- 7.3 The Council is entitled to set parking charges at levels that will enable it to meet its traffic management objectives for example, by managing supply and demand for parking. Under section 55 of the Road Traffic Regulation Act 1984, as amended by the Traffic Management Act 2004, the Council must keep an account of all parking income and expenditure in designated (i.e. on-street) parking spaces which are in a Civil Enforcement Area, and of their income and expenditure related to their functions as an enforcement authority. The use of any surplus income from civil parking enforcement is governed by section 55 of the Road Traffic Regulation Act 1984 as amended. This allows any surplus to be used for transport and highways related projects and expenditure such as supported bus services, concessionary fares and Local Transport Plan projects.

Lawyer Consulted: Elizabeth Culbert

Date: 11/01/19

Equalities Implications:

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

Sustainability Implications:

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

Any Other Significant Implications:

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

SUPPORTING DOCUMENTATION

Appendices:

1. Proposed City Transport (Highways) Fees and Charges 2019-20
2. Proposed City Transport (Parking) Fees and Charges 2019-20
3. Proposed Safer Communities Fees and Charges 2019-20
4. Proposed Travellers Sites Fees and Charges 2019-20
5. Proposed City Environmental Management Fees and Charges 2019-20
6. Bereavement Services fees and charges proposals for 2019-20

Documents in Members' Rooms

1. None

Background Documents

1. None

Appendix 1 - Proposed City Transport (Highways) Fees and Charges 2019-20

	2018-19	2019-20	
	Actual Charge £	Proposed Charge £	Change %
HIGHWAYS			
Vehicle Crossover Inspection - First inspection	74.00	75.00	1.4%
Vehicle Crossover Inspection - Proceeding to works	98.00	100.00	2.0%
S50 Road Opening Charge – Works on apparatus with an existing licence	176.00	180.00	2.3%
S50 Road Opening Charge – New Licence	485.00	495.00	2.1%
Works on the Highway (installation of ramps etc)	344.00	351.00	2.0%
Temporary Traffic Lights (application and approval of changes to traffic light junctions)	118.00	120.00	1.7%
Oversailing (Permission to move materials/build temporary structures over the public highway)	118.00	120.00	1.7%
Officer time (When needed on site checking traffic management or traffic signals)	48.00	49.00	2.1%
DEVELOPER-LED HIGHWAY WORKS (INCLUDING S278/38 AGREEMENTS)			
<i>Note 1: EVHW = Estimated value of the highway works, including street lighting and statutory undertakers works.</i>			
<i>Note 2: The S278/38 agreement fees below exclude fee for legal drafting, traffic regulation orders, structural/geotechnical AiP and commuted sums, which shall all be additional.</i>			
<i>Note 3: For S278/38 agreements applicants will be required to provide a legal undertaking at the point of application that they will pay any abortive costs that the Council may occur (including officer time @ £72/hr) above the value of the advanced fee should the application not be completed for any reason.</i>			
S278/38 agreement - final fee to be paid when agreement completed to cover all tasks within standard scope	Time charge @ £72/hr	12% EVHW	N/A
S278/38 agreement - advanced fee to be paid at point of application but to be deducted from final fee	New	50% Final fee (min £2,500)	N/A
Short-form S278 agreement - final fee to be paid when agreement completed to cover all tasks within standard scope	Time charge @ £72/hr	12% EVHW	N/A
Short-form S278 agreement - advanced fee to be paid at point of application but to be deducted from final fee	New	50% Final fee (min £1,500)	N/A
Design check of conceptual highway design proposals outside of S278/38 agreement (small scheme)	New	432.00	N/A
Design check of conceptual highway design proposals outside of S278/38 agreement (medium scheme)	New	720.00	N/A
Design check of conceptual highway design proposals outside of S278/38 agreement (large scheme)	New	1,080.00	N/A
Design check of detailed highway design proposals outside of S278/38 agreement, excl. SUDS drainage and street lighting (small scheme)	New	504.00	N/A

Design check of detailed highway design proposals outside of S278/38 agreement, excl. SUDS drainage and street lighting (medium scheme)	New	864.00	N/A
Design check of detailed highway design proposals outside of S278/38 agreement, excl. SUDS drainage and street lighting (large scheme)	New	1,224.00	N/A
Design check of detailed SUDS drainage proposals outside of S278/38 agreement (small scheme)	New	288.00	N/A
Design check of detailed SUDS drainage proposals outside of S278/38 agreement (medium scheme)	New	504.00	N/A
Design check of detailed SUDS drainage proposals outside of S278/38 agreement (large scheme)	New	720.00	N/A
Design check of detailed street lighting proposals outside of S278/38 agreement (small scheme)	New	288.00	N/A
Design check of detailed street lighting proposals outside of S278/38 agreement (medium scheme)	New	504.00	N/A
Design check of detailed street lighting proposals outside of S278/38 agreement (large scheme)	New	720.00	N/A
Road safety audit outside of S278/38 process, completion of all overseeing organisation tasks for an individual stage 1/1+2/2/3 (small scheme)	New	540.00	N/A
Road safety audit outside of S278/38 process, completion of all overseeing organisation tasks for an individual stage 1/1+2/2/3 (medium scheme)	New	828.00	N/A
Road safety audit outside of S278/38 process, completion of all overseeing organisation tasks for an individual stage 1/1+2/2/3 (large scheme)	New	1,152.00	N/A
Attendance at max 3 hr meeting to discuss highway design proposals outside of S278/38 agreement, inc. advanced review of info and provision of written notes (but excl. formal design check of any highway design proposals)	New	684.00	N/A
Structural Approval in Principle to DMRB BD02	New	576.00	N/A
Geotechnical Approval in Principle to DMRB HD22/08	New	Time charge at counsultancy rates	N/A
TRANSPORT PLANNING TASKS ASSOCIATED WITH PLANNING APPLICATIONS (INCLUDING PRE-APPLICATION ADVICE)			
<i>Note: Where Planning Performance Agreements are proposed then the fees shall be calculated on a case specific basis and those below may not apply.</i>			
Generic written pre-Application advice without meeting (minor development - householder)	New	108.00	N/A
Generic written pre-Application advice on proposals without meeting, excl. advice on TS/TA (minor development - other)	New	180.00	N/A
Generic written pre-Application advice on proposals without meeting, excl. advice on TS/TA (major development/prior approval - general)	New	324.00	N/A
Generic written pre-Application advice on proposals without meeting, excl. advice on TS/TA (largescale major development)	New	432.00	N/A

Attendance at max 2hr pre-Application meeting, inc. advanced review of submitted information and provision of written notes, but excl. TS/TA screening/scoping (minor development scheme)	New	504.00	N/A	
Attendance at max 2hr pre-Application meeting, inc. advanced review of submitted information and provision of written notes, but excl. TS/TA screening/scoping (major development scheme)	New	612.00	N/A	
Attendance at max 2hr pre-Application meeting, inc. advanced review of submitted information and provision of written notes, but excl. TS/TA screening/scoping (largescale major development scheme)	New	720.00	N/A	
Transport Note/Statement/Assessment screening opinion to determine type of report required	New	216.00	N/A	
Review and written response to Transport Statement/Assessment scoping note, per revision (major development)	New	630.00	N/A	
Review and written response to Transport Statement/Assessment scoping note, per revision (large-scale major development)	New	1,080.00	N/A	
TRAFFIC REGULATION ORDERS - PLANNED (TEMP OR PERMANENT)				
Administration & advertising costs		1,811.00	1,847.00	2.0%
TRAFFIC REGULATION ORDERS - NOTICES (TEMP - EMERGENCY)				
Administration fee & officer time		340.00	347.00	2.1%
SCAFFOLD LICENCE				
Initial 6 weeks		72.00	73.00	1.4%
Renewal subsequent 8 weeks		72.00	73.00	1.4%
Initial 6 weeks for 12m. length along the Public Highway		210.00	214.00	1.9%
Renewal subsequent 8 weeks for 12m. length along Public Highway		210.00	214.00	1.9%
Manual renewal of Scaffolding licence for 8 weeks under 12m		122.00	130.00	6.6%
Manual renewal of scaffolding licence for 8 weeks over 12m		382.00	390.00	2.1%
SKIP LICENCE				
Returnable Deposit		72.00	73.00	1.4%
Deposit Processing Fees		19.00	19.00	0.0%
1 day Licence Standard Skip		9.00	9.00	0.0%
7 day Licence Standard skip		28.00	29.00	3.6%
28 day Licence Standard Skip		54.00	55.00	1.9%
1 day Licence Large Skip		28.00	29.00	3.6%
7 day Licence Large Skip		54.00	55.00	1.9%
28 day Licence Large Skip		108.00	110.00	1.9%
HOARDING				
Area of Hoarding per sq metre initial 6 week application		25.00	26.00	4.0%
Area of Hoarding per sq metre renewal 8 week application		25.00	26.00	4.0%
BUILDING MATERIALS				
Per week		33.00	34.00	3.0%

Secure Hazardous Waste, Lockable Storage Containers, Temporary offices, Welfare facilities and Asbestos removal, decontamination units. Per square metre	24.00	24.00	
Crane. Tower cranes, mobile work platforms on the highway.	98.00	100.00	2.0%
OBJECTS ON THE HIGHWAY			
TABLES AND CHAIRS, SHOP DISPLAY ETC			
Initial application less than 5 square metres	173.00	176.00	1.7%
Initial application 5 square metres or greater	353.00	360.00	2.0%
Annual renewal fee per square metre	24.50	25.00	2.0%
A-BOARD LICENCE			
New application first year	109.00	111.00	1.8%
Annual renewal fee	75.50	77.00	2.0%
OTHER FEES			
Highway Licence detail changes	29.00	30.00	3.4%
One off promotions per square metre	29.00	30.00	3.4%
Temporary Event Advertising Signs - first 50 (each)	10.00	10.00	0.0%
Temporary Event Advertising Signs - over 50 (each)	5.00	5.00	0.0%
SIGNS			
Brown Tourist signs	185.00	189.00	2.2%
Neighbourhood watch signs	39.00	40.00	2.6%
CULTIVATION LICENCE			
Licence for individuals who wish to cultivate a highway verge or other highway green space adjacent to their property.	35.00	36.00	2.9%

Appendix 2 - Proposed City Transport (Parking) Fees and Charges 2019-20

	2018-19	2019-20	
	Proposed Charge £	Proposed Charge £	Change %
Black Rock			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
3 hours	4.00	4.00	0.0%
4 hours	5.00	5.00	0.0%
9 hours	6.00	6.00	0.0%
High Street			
2 hours	4.20	4.20	0.0%
4 hours	8.40	8.40	0.0%
9 hours	11.00	11.00	0.0%
24 hours	18.20	18.20	0.0%
Quarterly season ticket	780.00	780.00	0.0%
Annual season ticket	2080.00	2080.00	0.0%
King Alfred			
1 hour	1.60	1.60	0.0%
2 hours	2.00	2.00	0.0%
3 hours	3.00	3.00	0.0%
4 hours	4.00	4.00	0.0%
Rottingdean Marine Cliffs			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
11 hours	3.00	3.00	0.0%
Quarterly season ticket	52.00	52.00	0.0%
Norton Road			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	3.20	3.50	9.4%
5 hours	4.20	4.50	7.1%
9 hours	5.20	5.50	5.8%
12 hours	6.00	6.50	8.3%
Annual Season Ticket	780.00	780.00	0.0%
Oxford Court			
2 hours	3.00	3.00	0.0%
4 hours	8.00	8.00	0.0%
9 hours	10.00	10.00	0.0%
24 hours	18.00	18.00	0.0%
Annual season ticket	780.00	780.00	0.0%
Rottingdean West Street			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
3 hours	3.00	3.00	0.0%
The Lanes			
1 hour	2.00	2.00	0.0%
2 hours	6.00	6.00	0.0%
4 hours	14.00	14.00	0.0%
9 hours	20.00	20.00	0.0%
24 hours	32.00	32.00	0.0%

Lost ticket	23.00	23.00	0.0%
Weekend - 1 hour	4.00	4.00	0.0%
Weekend - 2 hours	8.00	8.00	0.0%
Weekend - 4 hours	15.00	15.00	0.0%
Weekend - 9 hours	20.00	20.00	0.0%
Weekend - 24 hours / Lost ticket	25.00	25.00	0.0%
Evenings 18.00 – 24.00	4.50	4.50	0.0%
Night 24.00 – 11.00	5.00	5.00	0.0%
Annual season ticket	2,500.00	2,500.00	0.0%
Reduced Charge Annual Season ticket - Residents permit waiting list 16.00-11.00 Mon-Fri (Zone Z only)	1,500.00	1,500.00	0.0%
London Road			
1 hour	1.50	1.50	0.0%
2 hours	3.00	3.00	0.0%
4 hours	6.00	6.00	0.0%
9 hours	8.00	9.00	12.5%
24 hours	15.00	15.00	0.0%
Lost ticket	15.00	15.00	0.0%
Evenings 1800 - 2400	4.50	4.50	0.0%
Night 24.00 – 11.00	5.00	5.00	0.0%
Lost ticket administration fee	5.00	5.00	0.0%
Weekly	55.00	55.00	0.0%
Annual season ticket	1,200.00	1,200.00	0.0%
Annual season ticket - Reduced Rate for Area Y permit holders and businesses of New England House, City Point or One Brighton	800.00	800.00	0.0%
Reduced charge Annual season ticket - Residents permit waiting list (Zone Y)16.00-11.00 Mon-Fri	420.00	420.00	0.0%
Quarterly Season ticket	New	400.00	New
Regency Square			
1 hour	2.00	2.00	0.0%
2 hours	4.50	4.50	0.0%
4 hours	10.00	10.00	0.0%
9 hours	13.00	13.00	0.0%
24 hours / Lost ticket	18.00	18.00	0.0%
Evenings 1800 - 2400	4.50	4.50	0.0%
Night 24.00 – 11.00	5.00	5.00	0.0%
Lost Ticket Administration fee	5.00	5.00	0.0%
Weekly season ticket	60.00	60.00	0.0%
Quarterly season ticket	300.00	300.00	0.0%
Annual season ticket	1,000.00	1,000.00	0.0%
Commercial season ticket annual	1,200.00	1,200.00	0.0%
Reduced Annual Season ticket - Residents permit waiting list 16.00-11.00 Mon-Fri (Zone M)	750.00	750.00	0.0%

Trafalgar Street			
1 hour	3.00	3.00	0.0%
2 hours	6.00	6.00	0.0%
4 hours	9.00	9.00	0.0%
6 hours	10.00	10.00	0.0%
9 hours	12.00	12.00	0.0%
24 hours / Lost ticket	16.00	16.00	0.0%
Weekend - 1 hour	2.50	2.50	0.0%
Weekend - 2 hours	4.50	4.50	0.0%
Weekend - 4 hours	8.00	8.00	0.0%
Weekend - 6 hours	10.00	10.00	0.0%
Weekend - 9 hours	12.00	12.00	0.0%
Weekend - 24 hours / Lost ticket	18.00	18.00	0.0%
Evenings 1800 - 2400	4.50	4.50	0.0%
Night 24.00 – 11.00	5.00	5.00	0.0%
Lost Ticket Administration fee	5.00	5.00	0.0%
Quarterly season ticket	400.00	400.00	0.0%
Annual season ticket	1,200.00	1,200.00	0.0%
Reduced Annual Season Ticket - Residents permit waiting list (Zone Y) 16.00-11.00 Mon-Fri	750.00	750.00	0.0%
TARIFF ZONE 1			
Zone Y - Central Brighton North			
1 hour	3.60	3.60	0.0%
2 hours	6.20	6.20	0.0%
4 hours	10.40	10.40	0.0%
Zone Z - Central Brighton South			
1 hour	3.60	3.60	0.0%
2 hours	7.00	7.00	0.0%
4 hours	11.00	11.00	0.0%
TARIFF ZONE 2			
Zone Y - Central Brighton North [Cheapside & The Level]			
1 hour	2.00	2.00	0.0%
2 hours	4.20	4.50	7.1%
4 hours	6.20	6.50	4.8%
TARIFF ZONE 3			
Zone M			
1 hour	2.00	2.00	0.0%
2 hours	4.20	4.50	7.1%
4 hours	6.20	6.50	4.8%
TARIFF ZONE 4			
Zone A - Preston Park Station			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.50	5.8%
Zone C - Queen's Park			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.50	5.8%

Zone E - Preston Park Station North			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.50	5.8%
Zone F - Fiveways			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.50	5.8%
Zone G - Hollingbury Road & Ditchling Gardens			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.50	5.8%
Zone H - Kemp Town			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.50	5.8%
Zone J - London Road Station			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.50	5.8%
Zone N - Central Hove			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.50	5.8%
Zone O - Goldsmid			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.50	5.8%
Zone Q - Prestonville			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.50	5.8%
Zone R - Westbourne			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.50	5.8%
Zone T - Hove Station Area			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.50	5.8%

Zone W - Westbourne West / Wish park			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.00	0.0%
11 hours	5.20	5.50	5.8%
TARIFF ZONE 1			
Seafront Inner - Madeira Drive (1 Mar - 31 Oct) [West of Madeira Lift]			
1 hour	3.20	3.50	9.4%
2 hours	6.00	6.00	0.0%
4 hours	11.00	11.00	0.0%
11 hours	16.00	16.00	0.0%
Seafront Inner - Marine Parade [West of Burlington Street]			
1 hour	3.20	3.50	9.4%
2 hours	6.00	6.00	0.0%
4 hours	11.00	11.00	0.0%
11 hours	16.00	16.00	0.0%
Seafront Inner - King's Road			
1 hour	3.20	3.50	9.4%
2 hours	6.00	6.00	0.0%
4 hours	11.00	11.00	0.0%
11 hours	16.00	16.00	0.0%
TARIFF ZONE 2			
Seafront Inner - Kingsway [East of Fourth Avenue]			
1 hour	2.00	2.00	0.0%
2 hours	4.20	4.50	7.1%
4 hours	6.20	6.50	4.8%
11 hours	10.40	10.50	1.0%
Seafront Inner - New Steine			
1 hour	2.00	2.00	0.0%
2 hours	4.20	4.50	7.1%
4 hours	6.20	6.50	4.8%
11 hours	10.40	10.50	1.0%
TARIFF ZONE 3			
Seafront Outer - Madeira Drive [East of Madeira Lift]			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.20	4.20	0.0%
11 hours	7.20	7.20	0.0%
Seafront Inner - Madeira Drive (1 Nov - 28/29 Feb) [West of Madeira Lift]			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.20	4.20	0.0%
11 hours	7.20	7.20	0.0%
TARIFF ZONE 4			
Rottingdean High Street			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.20	4.20	0.0%
Madeira Drive Coach Park			
4 hours	9.00	9.00	0.0%
8 hours	16.00	16.00	0.0%

Residents permits - Full scheme (Zones A,C,E,F,G,H,J,M,N,O,Q,T,Y,Z)			
First permit per household - 3 months (full scheme) (50% discount for Low Emission / 25% increase for high emission)	45.00	45.00	0.0%
First permit per household - 1 year (full scheme) (50% discount for Low Emission / 25% increase for high emission)	130.00	130.00	0.0%
Visitor Permit (Full schemes apart from zones M, Y & Z)	3.50	3.50	0.0%
Visitor Permit (zones M, Y & Z)	4.50	4.50	0.0%
Residents permits - Light touch (Zones U & W)			
First permit per household - 6 months (full scheme) (50% discount for Low Emission)	60.00	60.00	0.0%
First permit per household - 1 year (full scheme) (50% discount for Low Emission)	100.00	100.00	0.0%
Visitor Permit	2.20	2.20	0.0%
Business Permits			
One year (50% discount for low emission / 25% increase for High Emission)	350.00	350.00	0.0%
3 months (50% discount for low emission / 25% increase for High Emission)	100.00	100.00	0.0%
Traders Permits			
One year (50% discount for low emission / 25% increase for High Emission)	700.00	700.00	0.0%
3 months (50% discount for low emission / 25% increase for High Emission)	200.00	200.00	0.0%
Hotel Permits			
Area C (24 hours)	8.00	8.00	0.0%
Area N (1 day)	3.50	3.50	0.0%
School Permits			
3 months	50.00	50.00	0.0%
One year	150.00	150.00	0.0%
Doctors Permits (per bay)	100.00	100.00	0.0%
Electric Vehicles Permit	26.00	26.00	0.0%
Car Club (1 year)	25.00	25.00	0.0%
Professional Carers (1 year)	52.00	52.00	0.0%
Carers Permits (not Professional)	10.00	10.00	0.0%
Dispensations (1 year)	40.00	40.00	0.0%
Waivers (1 day)	10.00	10.00	0.0%
Suspensions			
Suspensions (Daily charge for non utilities)	40.00	40.00	0.0%
Suspensions - Community Events (Daily charge for attendance 15k or less)	20.00	20.00	0.0%
Suspensions for Utilities in zones M, Y & Z (Longer than 4 weeks increases to £80)	40.00	60.00	50.0%
Suspensions for Utilities in all zones except M, Y & Z (Longer than 4 weeks increases to £60)	40.00	50.00	25.0%
Suspensions (Admin Charge) (50% reduction for residents)	New	30.00	New
Suspensions Amendment / Cancellation fee	New	25.00	New
Suspensions - Daily charge for skips (longer than 4 weeks = £25)	20.00	20.00	0.0%
Suspensions - Daily charge for building works (Longer than 4 weeks = £50)	40.00	40.00	0.0%
Administration fees			
Change of CPZ	10.00	10.00	0.0%
Surrender of Permit	10.00	10.00	0.0%
Change of Vehicle	10.00	10.00	0.0%
Replacement Permit	10.00	10.00	0.0%
Issue of resident permit to Blue Badge holder	15.00	15.00	0.0%
Issue of resident permit to Blue Badge holder (low emission)	10.00	10.00	0.0%
Issue of Blue Badge	10.00	10.00	0.0%
Blue Badge Bay Application fee	11.00	11.00	0.0%
Blue Badge Bay - Individual disabled bay	102.00	102.00	0.0%
Zone B & D Permits (Event parking)			
Resident Permit	0.00	0.00	N/A
Business permit	0.00	0.00	N/A
Carer	0.00	0.00	N/A
School Permit	0.00	0.00	N/A
Resident Visitor (transferable)	0.00	0.00	N/A
Resident visitor (one day)	2.60	2.60	0.0%

Change of vehicle	10.00	10.00	0.0%
Replacement Permit	10.00	10.00	0.0%
Lining			
Access Protection White Lines (per metre)	12.00	12.00	0.0%
Replacing lining after crossover work (per metre)	12.00	12.00	0.0%
Disabled Bays			
Application Fee	11.00	11.00	0.0%
Individual disabled bay	102.00	102.00	0.0%
TRO for new parking restriction o/s of Controlled Parking Zones			
Administration, advertising costs, officer site visits, signing and lining costs	2,000.00	2,000.00	0.0%
Additional Search Enquiries			
Solicitors and other agency queries per question	40.00	40.00	0.0%

Appendix 3 - Proposed Safer Communities Fees and Charges 2019-20

	2018-19	2019-20	
	Actual Charge	Proposed Charge	Change
	£	£	%
TRADING STANDARDS			
Buy with Confidence (1-5 Employees)	139.00	142.00	2.2%
Buy with Confidence (6-20 Employees)	208.00	212.00	1.9%
Buy with Confidence (over 21 Employees)	278.00	284.00	2.2%
Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance of greater than 0 metres is prescribed. Fees are set by the Health and Safety Executive.			
1 Year	185.00	185.00	N/A
2 Years	243.00	243.00	N/A
3 Years	304.00	304.00	N/A
4 Years	374.00	374.00	N/A
5 Years	423.00	423.00	N/A
Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed. Fees are set by the Health and Safety Executive.			
1 Year	86.00	86.00	N/A
2 Years	147.00	147.00	N/A
3 Years	206.00	206.00	N/A
4 Years	266.00	266.00	N/A
5 Years	326.00	326.00	N/A
Licence to store explosives where no minimum separation distance or a 0 metres separation distance is prescribed. Fees are set by the Health and Safety Executive.			
1 Year	109.00	109.00	N/A
2 Years	141.00	141.00	N/A
3 Years	173.00	173.00	N/A
4 Years	206.00	206.00	N/A
5 Years	238.00	238.00	N/A
Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed. Fees are set by the Health and Safety Executive.			
1 Year	54.00	54.00	N/A
2 Years	86.00	86.00	N/A
3 Years	120.00	120.00	N/A
4 Years	152.00	152.00	N/A
5 Years	185.00	185.00	N/A
Varying the name of licensee or address of site. Fee set by the Health and Safety Executive.	36.00	36.00	N/A
Transfer of licence. Fee set by the Health and Safety Executive.	36.00	36.00	N/A
Replacement of licence if lost. Fee set by the Health and Safety Executive.	36.00	36.00	N/A
Licence to store petroleum, as per Provision of the Petroleum (Consolidation) Regulations 2014 under which a fee is payable. Fees are set by the Health & Safety Executive			
<u>Storage certificate</u>			
not exceeding 2,500 litres	NEW	44.00	N/A
exceeding 2,500 litres, but not exceeding 50,000 litres	NEW	60.00	N/A
exceeding 50,000 litres	NEW	125.00	N/A
<u>Licence to keep petrol of a quantity -</u>			
not exceeding 2,500 litres	NEW	44.00	N/A
exceeding 2,500 litres, but not exceeding 50,000 litres	NEW	60.00	N/A
exceeding 50,000 litres	NEW	125.00	N/A
Weights and Measures verification fees officer time per hour	79.00	81.00	2.5%
Weights and Measures verification fees NAWI under 1 tonne	62.00	63.00	1.6%
Weights and Measures verification fees weights over 5kg under 500mg	11.00	11.00	0.0%
Weights and Measures verification fees other weights	9.00	9.00	0.0%
Weights and Measures verification fees liquid fuel first nozzle	124.00	126.00	1.6%
Weights and Measures verifications fees liquid fuel additional nozzle	77.00	79.00	2.6%

Appendix 3 - Proposed Safer Communities Fees and Charges 2019-20

	2018-19		2019-20	
	Actual Charge		Proposed Charge	Change
	£		£	%
LOCAL AUTHORITY POLLUTION PREVENTION AND CONTROL				
<u>Application Fee:</u>				
Standard process (includes solvent emission activities)			Set nationally by DEFRA	
Additional fee for operating without a permit			Set nationally by DEFRA	
PVRI, SWOBs and Dry Cleaners			Set nationally by DEFRA	
PVR I and II combined			Set nationally by DEFRA	
VRs and other Reduced Fee Activities			Set nationally by DEFRA	
Reduced fee activates: Additional fee for operating without a permit			Set nationally by DEFRA	
Mobile plant (not using simplified permits):			Set nationally by DEFRA	
for the first and second permits				
for the third to seventh applications			Set nationally by DEFRA	
for the eight and subsequent applications			Set nationally by DEFRA	
Note: where an application for any of the above is for combined Part B and waste application, add an extra £297 to the above amounts				
<u>Annual Subsistence Charge:</u>				
Standard process Low			Set nationally by DEFRA	
Standard process Medium			Set nationally by DEFRA	
Standard process High			Set nationally by DEFRA	
PVRI, SWOBs and Dry Cleaners Low/Medium/High			Set nationally by DEFRA	
PVR I & II combined Low/Medium/High			Set nationally by DEFRA	
Vehicle refinishers and other reduced fees Low/Medium/High			Set nationally by DEFRA	
Mobile plant, for the first and second permits Low/Medium/High			Set nationally by DEFRA	
for the third to seventh applications Low/Medium/High			Set nationally by DEFRA	
eighth and subsequent permits Low/Medium/High			Set nationally by DEFRA	
Late Payment Fee			Set nationally by DEFRA	
the additional amounts in brackets above must be charged where a permit is for a combined Part B and waste installation			Set nationally by DEFRA	
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts:			Set nationally by DEFRA	
<u>Pollution Release and Transfer Register</u>				
Application			Set nationally by DEFRA	
Additional fee for operating without a permit			Set nationally by DEFRA	
Annual Subsistence Low			Set nationally by DEFRA	
Annual Subsistence Medium			Set nationally by DEFRA	
Annual Subsistence High			Set nationally by DEFRA	
Late Payment Fee			Set nationally by DEFRA	
Substantial Variation			Set nationally by DEFRA	
Transfer			Set nationally by DEFRA	
Partial transfer			Set nationally by DEFRA	
Surrender			Set nationally by DEFRA	
<u>Transfer and Surrender:</u>				
Standard process transfer			Set nationally by DEFRA	
Standard process partial transfer			Set nationally by DEFRA	
New Operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15 (2) of charging scheme)			Set nationally by DEFRA	
Surrender: all Part B activities			Set nationally by DEFRA	
Reduced fee activities: transfer			Set nationally by DEFRA	
Reduced fee activities: partial transfer			Set nationally by DEFRA	
<u>Temporary transfer for mobiles:</u>				
First transfer			Set nationally by DEFRA	
repeat following enforcement or warning			Set nationally by DEFRA	
<u>Substantial Change:</u>				
Standard process			Set nationally by DEFRA	
Standard process where the substantial change results in a new PPC activity			Set nationally by DEFRA	
Reduced fee activities			Set nationally by DEFRA	
OTHER FEES				
Language school inspection	87.00		89.00	2.3%
Information to solicitors	148.00		151.00	2.0%
FOOD PREMISES REGISTER				
Signal page copy	9.00		9.00	0.0%
Copy containing information regarding particular category (by hand)	91.00		93.00	2.2%
Copy containing information regarding particular category (by post)	150.00		153.00	2.0%
Full copy of register (by hand)	279.00		285.00	2.2%
Full copy of register (by post)	298.00		304.00	2.0%
Food Hygiene Rating Scheme (FHRS) re-inspection of premises requested by businesses	148.00		151.00	2.0%

Appendix 3 - Proposed Safer Communities Fees and Charges 2019-20

	2018-19	2019-20	
	Actual Charge	Proposed Charge	Change
	£	£	%
ANIMAL WELFARE			
Collection of reclaimed dogs:			
Statutory charge (set by government)	25.00	25.00	N/A
dog warden charges (includes VAT)	28.00	29.00	3.6%
kennelling per day (includes VAT)	28.00	29.00	3.6%
administration charge (includes VAT)	16.00	16.00	0.0%
Vaccination (includes VAT)	26.00	27.00	3.8%
Dog Control Fixed penalty*	82.00	84.00	2.4%
Noise Pollution - Domestic - Fixed Penalty*	102.00	104.00	2.0%
Noise Pollution - Commercial - Fixed Penalty*	510.00	520.00	2.0%
<i>Domestic Dog Boarding</i>	<i>250.00</i>	<i>250.00</i>	<i>N/A</i>
<i>Commercial Dog Boarding</i>	<i>315.00</i>	<i>315.00</i>	<i>N/A</i>
<i>Cat Boarding</i>	<i>260.00</i>	<i>260.00</i>	<i>N/A</i>
<i>Domestic Dog Breeding</i>	<i>275.00</i>	<i>275.00</i>	<i>N/A</i>
<i>Commercial Dog Breeding</i>	<i>315.00</i>	<i>315.00</i>	<i>N/A</i>
<i>Dog Day Care</i>	<i>260.00</i>	<i>260.00</i>	<i>N/A</i>
<i>Pet Vending</i>	<i>275.00</i>	<i>275.00</i>	<i>N/A</i>
<i>Exhibition of Animals</i>	<i>315.00</i>	<i>315.00</i>	<i>N/A</i>
<i>Hiring Horses</i>	<i>345.00</i>	<i>345.00</i>	<i>N/A</i>
<i>Variation / transfer of licence</i>	<i>105.00</i>	<i>105.00</i>	<i>N/A</i>
<i>Appeals / site visit</i>	<i>P.O.A.</i>	<i>P.O.A.</i>	<i>N/A</i>
Dangerous Wild Animals	255.00	260.00	2.0%
Export Licences	61.00	62.00	1.6%
Zoo	5,299.00	5,405.00	2.0%
Zoo (with dispensation)	2,945.00	3,004.00	2.0%
HEALTH PROMOTION / EDUCATION			
Training Courses:			
Food Safety Level 2 (previously Basic Food Hygiene)	69.00	70.00	1.4%
Intermediate Food Hygiene	140.00	143.00	2.1%
Food Safety Level 2 retake of exam	31.00	32.00	3.2%
Level 1 course for 10 people / 15 people	P.O.A	P.O.A	N/A
ENVIRONMENTAL HEALTH			
Contaminated Land Environmental Information Regulations Request (per hour)	27.00	28.00	3.7%
WID DEFAULT CHARGES			
Environmental Health Manager	92.00	94.00	2.2%
Senior EHO per hour	85.00	87.00	2.4%
EHO/Senior Technical Officer	75.00	77.00	2.7%
Technical Officer per hour	70.00	71.00	1.4%
Admin staff per hour	41.00	42.00	2.4%
PEST CONTROL			
Call out charge for pest control	51.00	52.00	2.0%
Wildlife Advice Service	51.00	52.00	2.0%
Pest Control Self Help Kits (including postage and packaging)	26.00	27.00	3.8%
Pest Control Self Help Kits (including postage and packaging) including natural chemical	26.00	27.00	3.8%
Air Vent Fitting Service - small (10in x 4in)	23.00	23.00	0.0%
Air Vent Fitting Service - medium (10in x 7in)	26.00	27.00	3.8%
Air Vent Fitting Service - small and medium extra	13.00	13.00	0.0%
Air Vent Fitting Service - large (10in x 9in)	29.00	30.00	3.4%
Air Vent Fitting Service - large extra	14.00	14.00	0.0%
Rats and Mice - Residential (up to 3 visits)	87.00	100.00	14.9%
Rats and Mice - Residential (additional visit)	31.00	36.00	16.1%
Wasps - Residential	66.00	67.00	1.5%
Fleas (1-2 Bedroom property) - residential	82.00	84.00	2.4%
Fleas (3-4 Bedroom property) - residential	102.00	104.00	2.0%
Fleas (5+ Bedroom property) - residential	143.00	146.00	2.1%
Cockroaches (1-2 Bedroom property) - residential	184.00	188.00	2.2%
Cockroaches (3-4 Bedroom property) - residential	245.00	250.00	2.0%
Cockroaches (5+ Bedroom property) - residential	316.00	322.00	1.9%
Commercial per visit rate	66.00	67.00	1.5%
Squirrels in loft service	163.00	166.00	1.8%
Carpet moth treatment (1-2 Bedroom property) - residential	82.00	84.00	2.4%
Carpet moth treatment (3-4 Bedroom property) - residential	102.00	104.00	2.0%
Carpet moth treatment (5+ Bedroom property) - residential	143.00	146.00	2.1%
Mice humane trapping service	275.00	281.00	2.2%
Wasp catchers (include 1 visit each month for 3 months)	153.00	156.00	2.0%
Fox repellent service	51.00	52.00	2.0%
False Widow Spider treatment (1-2 Bedroom property) - residential	82.00	84.00	2.4%
False Widow Spider treatment (3-4 Bedroom property) - residential	102.00	104.00	2.0%
False Widow Spider treatment (5+ Bedroom property) - residential	143.00	146.00	2.1%

Appendix 4 - Proposed Travellers Sites Fees and Charges 2019-20

	2018-19	2019-20	
	Actual Charge	Proposed Charge	Change
	£	£	%
Travellers Transit Site			
Weekly Rent per pitch	69.18	71.46	3.3%
Weekly Service Charges	35.38	36.09	2.0%
Travellers Permanent Site			
Average Weekly Rent per pitch (Average across 12 pitches)	89.60	92.56	3.3%
- Pitch 1 - Size M	87.15	90.03	3.3%
- Pitch 2 - Size M	87.15	90.03	3.3%
- Pitch 3 - Size L	93.30	96.38	3.3%
- Pitch 4 - Size L	93.41	96.49	3.3%
- Pitch 5 - Size L	93.41	96.49	3.3%
- Pitch 6 - Size X/L	100.06	103.36	3.3%
- Pitch 7 - Size X/L	100.06	103.36	3.3%
- Pitch 8 - Size S	83.39	86.14	3.3%
- Pitch 9 - Size S	83.39	86.14	3.3%
- Pitch 10 - Size M	87.15	90.03	3.3%
- Pitch 11 - Size S	83.39	86.14	3.3%
- Pitch 12 - Size S	83.39	86.14	3.3%
Weekly Service Charges	11.43	11.66	2.0%

Appendix 5 - Proposed City Environmental Management Fees and Charges 2019-20

	2018-19		2019-20	
	Proposed Charge	Proposed Charge	Change	
	£	£	%	
Prices include VAT unless stated				
CITY PARKS				
Allotments Rents per square metre - 25% discount to allotment rent for senior citizens, full-time students, unemployed, disabled and community groups	0.3168	0.3231	2.0%	
Allotments Waiting List Application	16.60	16.90	1.8%	
Dedicated Benches	1,043.50	1,064.40	2.0%	
Plaques for dedicated benches - includes engraving of 50 letters. Any additional engraving costs 85p+VAT per letter.	132.60	135.30	2.0%	
New Tree Planting - dedicate a tree	320.30	326.70	2.0%	
Copy of Tree preservation order (TPO)	34.70	35.40	2.0%	
FLYERING LICENCES				
Standard Annual License - Can operate between 07:00 and 19:00	109.10	111.30	2.0%	
Premium Annual License - Can operate 24 hours	163.20	166.50	2.0%	
Standard 28 Day Licence - Can operate between 07:00 and 19:00	55.10	56.20	2.0%	
Premium 28 Day Licence - Can operate 24 hours	82.60	84.30	2.1%	
Standard Annual Renewal	76.50	78.00	2.0%	
Premium Annual Renewal	163.20	166.50	2.0%	
Fringe Badge	28.60	29.20	2.1%	
Additional Badge (cost per badge)	28.60	29.20	2.1%	
BOWLS				
Per person per hour - Casual	3.20	3.30	3.1%	
Concessionary per hour - Compass Card, Over 65s, unemployed (casual)	2.20	2.20	0.0%	
Club session - Outside area club	4.60	4.70	2.2%	
Club concessionary session - Compass Card, Over 65s, unemployed, outside area club	3.50	3.60	2.9%	
Season ticket - adult unattended green	83.90	85.60	2.0%	
Season ticket - junior	60.10	61.30	2.0%	
Hire of woods	3.20	3.30	3.1%	
Pavilion - evening committee meetings	34.00	34.70	2.1%	
CRICKET				
Adult (wicket only)	55.60	56.70	2.0%	
Junior (wicket only)	29.50	30.10	2.0%	
Changing facilities	34.00	34.70	2.1%	
Training strip - Aldrington	17.70	18.10	2.3%	
STALLBALL, SOFTBALL & ROUNDERS				
First match booked	26.80	27.30	1.9%	
Subsequent matches	16.40	16.70	1.8%	
CYCLING				
Preston Park Cycle Track per hour - Club Events	31.20	31.80	1.9%	
Preston Park Cycle Track per hour - Commercial Events	52.00	53.00	1.9%	
Club season (once a week 2.5hrs for 3 months) [VAT exempt]	172.40	175.80	2.0%	
TENNIS				
Adult court per hour	8.20	8.40	2.4%	
Junior court per hour (under 18's)	4.30	4.40	2.3%	
Concessionary court per hour Compass Card, Over 65s, unemployed	7.70	7.90	2.6%	
Junior court per hour weekday before 5 (including summer holidays)	2.20	2.20	0.0%	
Concessionary court per hour weekday before 5 (including summer holidays)	3.70	3.80	2.7%	
Season ticket	96.90	98.80	2.0%	
Junior season ticket	14.80	15.10	2.0%	
Club season ticket	33.00	33.70	2.1%	
FOOTBALL				
Adult (pitch only)	57.20	58.30	1.9%	
Changing facilities	34.00	34.70	2.1%	
Junior (pitch only)	16.40	16.70	1.8%	
Changing facilities	34.00	34.70	2.1%	
Junior training, no requirements	15.30	15.60	2.0%	
5/7-a-side @Preston/Waterhall (per pitch)	46.20	47.10	1.9%	
PAVILIONS				
Pavilion -Casual per day	113.30	115.60	2.0%	
Play group Mile Oak per half day [always VAT exempt]	15.30	15.60	2.0%	
Table Tennis Mile Oak per evening [VAT exempt]	25.50	26.00	2.0%	
RENTS				
Waterhall [Brighton Rugby Club VAT exempt]	4,133.00	4,215.70	2.0%	
Patcham Utd (Horsdean pitch + pavilion season)	1,976.00	2,015.50	2.0%	
Queens Park tennis club (Clubhouse + Courts)	9,771.00	9,966.40	2.0%	
Brighton & Hove Cricket Club - Pitch	762.50	777.80	2.0%	
Brighton & Hove Cricket Club - Clubroom	762.50	777.80	2.0%	
Rottingdean croquet club	1,155.20	1,178.30	2.0%	
MISCELLANEOUS				
Hot Air Ballooning (flat year rate)	312.70	319.00	2.0%	
Cross Country (flat rate, no facilities)	35.40	36.10	2.0%	
School Sports (Initial 8x100m) [VAT exempt]	72.70	74.20	2.1%	
School Sports (overmarking) [VAT exempt]	27.10	27.60	1.8%	
CITY CLEAN				
Annual Green Waste Collection	52.00	52.00	0.0%	

Fees and Charges in Life Events

Bereavement Services: proposed fees and charges 2019/20

Service	What is charged for	Fee 2018/19	Proposed Fee 2019/20	Percentage Increase/ Decrease
Cremation	Adult Cremation (18 and over)	633	658	4%
Cremation	Child Cremation (17 or below/Still-birth/Foetal remains)	No Charge	No Charge	No Charge
Cremation	Contract/Public Health Cremation (Early Service)	439	457	4%
Cremation	Cremation Only Unattended (No Service)	337	377	12%
Cremation	Cremation Only Attended (No Service)	-	377	New Service for 2019/20
Cremation	Body Parts Cremation (No use of Chapel)	102	104	2%
Cremation	Use of Chapel on a Weekday (40 minutes in Chapel)	165	180	9%
Cremation	Additional Fee for Saturday Cremation	235	244	4%
Cremation	Additional Fee for Sunday or Bank Holiday Cremation	235	475	102%
Cremation	Visual Tributes Single Photo	11	12	12%
Cremation	Visual Tributes Simple Slideshow	33	36	12%
Cremation	Visual Tributes Professional Photo Tribute	60	67	12%
Cremation	Visual Tributes Checking for Supplied Video	16	18	12%
Cremation	Visual Tributes Copy of Tribute	13	16	17%
Cremation	Visual Tributes Each extra 25 Photos Or 30 Minutes Work	13	16	17%
Strewing Remains	Witnessed Strewing Person Cremated at Woodvale	No Charge	No Charge	No Charge
Strewing Remains	Witnessed Strewing Other Crematoria	71	72	2%

Service	What is charged for	Fee 2018/19	Proposed Fee 2019/20	Percentage Increase/ Decrease
Strewing Remains	Witnessed Strewing At Woodland Valley	91	93	2%
Strewing Remains	Witnessed Strewing Additional Charge for Saturday Morning	89	91	2%
Cremated Remains	Temporary storage per month (after first 3 months)	33	34	2%
Cremated Remains	Split of Cremated Remains (Per Casket)	26	13	-48%
Certified Extract from Register	Certified Extract From Register of Cremations	16	18	12%
Certificate	Duplicate Cremation Certificate	16	18	12%
Hire of Chapel	Use of Chapel on a Saturday (40 minutes in Chapel)	235	244	4%
Hire of Chapel	Use of Chapel on a Sunday or Bank Holiday (40 minutes in Chapel)	235	475	102%
Grave Purchase	Adult	623	698	12%
Grave Purchase	Adult Woodland Burials	707	792	12%
Grave Purchase	Child Age limits vary For B&H - 17 and under	No Charge	No Charge	No Charge
Interment	Depth of 1	911	947	4%
Interment	Depth of 2	911	947	4%
Interment	Depth of 3	911	947	4%
Interment	Child Age limits vary For B&H - 17 and under	No Charge	No Charge	No Charge
Interment	Public Health	448	457	2%
Interment	Large Coffins Additional Fee	111	113	2%
Interment	Body Parts (No use of Chapel)	102	143	40%
Biodegradable Coffin	Greenfield Coffin Economy	188	105	-44%

Service	What is charged for	Fee 2018/19	Proposed Fee 2019/20	Percentage Increase/ Decrease
Biodegradable Coffin	Greenfield Coffin Oak	188	145	-23%
Biodegradable Coffin	Greenfield Coffin White	188	120	-37%
Grave Purchase	Cremated Remains	623	635	2%
Grave Purchase	Cremated Remains Woodland Valley Natural Burial Site	707	721	2%
Cremated Remains Interment	Cremated Remains	140	143	2%
Cremated Remains Interment	Cremated Remains 2nd interment at same time	70	71	2%
Cremated Remains Interment	Additional Digging Fee Per Foot (After 3 Feet)	65	66	2%
Cremated Remains	Scattering Ashes On a Grave Mondays-Fridays	91	93	2%
Cremated Remains	Scattering Ashes On a Grave Additional Fee Saturdays	247	252	2%
Biodegradable Containers for Ashes Burials	Wooden Casket With Name Plate	87	88	2%
Biodegradable Containers for Ashes Burials	Wooden Casket (Double Size)	129	132	2%
Biodegradable Containers for Ashes Burials	NatureUrn® in Oatmeal or Green	43	43	2%
Biodegradable Containers for Ashes Burials	Brown Acorn Urn	43	43	2%
Biodegradable Containers for Ashes Burials	Woodvale Cardboard Casket (if not cremated at Woodvale)	13	13	2%
Certified Extract from Register	Certified Extract From Register of Burials	17	17	2%
Grave Markers	Replacement Grave Marker Cast Aluminium	38	38	2%
Grave Deed	Transfer of Exclusive Right of Burial By Probate	63	64	2%
Grave Deed	Transfer of Exclusive Right of Burial By Statutory Declaration	105	107	2%
Grave Search	Prices from	22	22	2%

Service	What is charged for	Fee 2018/19	Proposed Fee 2019/20	Percentage Increase/ Decrease
Interment Weekend Prices	Interment on Saturdays (Depth of 1, 2 or 3)	294	329	12%
Interment Weekend Prices	Interment on Sundays or Bank Holidays (Depth of 1, 2 or 3) Subject to staff availability	294	329	12%
Interment Weekend Prices	Cremated Remains Interment on Saturdays	247	277	12%
Interment Weekend Prices	Cremated Remains Interment on Sundays or Bank Holidays Subject to staff availability	247	277	12%
Non Resident Charges	Method of Additional Charge (eg 2 x resident price)	x 2	x 2	x2
Memorial Permit Fee	Full Permit Adult Single Headstone	113	115	2%
Memorial Permit Fee	Full Permit Adult Double Headstone	225	230	2%
Memorial Permit Fee	Child's Grave	51	52	2%
Memorial Permit Fee	Tablet for Lawn Memorial Cemetery	107	109	2%
Memorial Permit Fee	Kerbset Including Headstone 7ft x 7ft	248	253	2%
Memorial Permit Fee	Kerbset Including Headstone 7ft x 3ft	202	206	2%
Memorial Permit Fee	Kerbset Including Headstone 4ft6ins x 2ft	113	115	2%
Memorial Permit Fee	Additional Cover Slab or Chippings	117	119	2%
Memorial Permit Fee	Additional Inscription Adult	45	46	2%
Memorial Permit Fee	Additional Inscription Child	18	18	2%
Memorial Permit Fee	Vase with Inscription	58	59	2%

Fees and Charges in Life Events

Bereavement Services: Benchmarking

Service	What is charged for	Downs Crematorium Fees from 16/04/18 (Burials from 01/10/17)	Adur & Worthing Fees from 01/01/18	Eastbourne Fees from 01/04/17 (still current at 23/07/18)	Bournemouth Fees from 01/04/18	Poole Fees from 01/04/18	Hastings Fees from 15/01/18	Clayton Wood Woodland Fees at 03/09/18
Cremation	Adult Cremation (18 and over)	633	845	660	744	773	688	-
Cremation	Child Cremation (17 or below/Still-birth/Foetal remains)	Up to 16 No Charge	No Charge	0-12 No Charge 13-17 £370	No Charge	No Charge	No Charge	-
Cremation	Contract/Public Health Cremation (Early Service)	469	625	-	-	-	569	-
Cremation	Cremation Only Unattended (No Service)	469	445 315 (300+) 360 (150-300) 405 (50-150)	-	519	528	-	-
Cremation	Cremation Only Attended (No Service)	469	-	-	-	-	-	-
Cremation	Body Parts Cremation (No use of Chapel)	263	-	-	-	28	86	-
Cremation	Use of Chapel on a Weekday (40 minutes in Chapel)	317	250	165	115	275	115 to 162	125 to 250
Cremation	Additional Fee for Saturday Cremation	317						

Service	What is charged for	Downs Crematorium Fees from 16/04/18 (Burials from 01/10/17)	Adur & Worthing Fees from 01/01/18	Eastbourne Fees from 01/04/17 (still current at 23/07/18)	Bournemouth Fees from 01/04/18	Poole Fees from 01/04/18	Hastings Fees from 15/01/18	Clayton Wood Woodland Fees at 03/09/18
Cremation	Additional Fee for Sunday or Bank Holiday Cremation	633						
Cremation	Visual Tributes Single Photo							
Cremation	Visual Tributes Simple Slideshow							
Cremation	Visual Tributes Professional Photo Tribute							
Cremation	Visual Tributes Checking for Supplied Video							
Cremation	Visual Tributes Copy of Tribute							
Cremation	Visual Tributes Each extra 25 Photos Or 30 Minutes Work							
Strewing Remains	Witnessed Strewing Person Cremated at Woodvale	-	95	45	25	51	110	-
Strewing Remains	Witnessed Strewing Other Crematoria	-	125	30 to 85	80	100	110	150 to 225
Strewing Remains	Witnessed Strewing At Woodland Valley	-	-	-	-	-	-	-

Service	What is charged for	Downs Crematorium Fees from 16/04/18 (Burials from 01/10/17)	Adur & Worthing Fees from 01/01/18	Eastbourne Fees from 01/04/17 (still current at 23/07/18)	Bournemouth Fees from 01/04/18	Poole Fees from 01/04/18	Hastings Fees from 15/01/18	Clayton Wood Woodland Fees at 03/09/18
Strewing Remains	Witnessed Strewing Additional Charge for Saturday Morning	-	120	20	-	-	-	-
Cremated Remains	Temporary storage per month (after first 3 months)	-	-	40	26	26	52	-
Cremated Remains	Split of Cremated Remains (Per Casket)	33	-	-	-	-	-	-
Certified Extract from Register	Certified Extract From Register of Cremations	-	50	-	25	-	28	-
Certificate	Duplicate Cremation Certificate	24	-	-	-	-	-	-
Hire of Chapel	Use of Chapel on a Saturday (40 minutes in Chapel)	633	-	-	-	-	-	325
Hire of Chapel	Use of Chapel on a Sunday or Bank Holiday (40 minutes in Chapel)	633	-	-	-	-	-	325
Grave Purchase	Adult	950 single 2,186 double	815	850	865 to 1649	805 to 2500	816 to 1316	-
Grave Purchase	Adult Woodland Burials	-	-	-	662	-	412	995 to 3495
Grave Purchase	Child Age limits vary For B&H - 17 and under	327	120	325 425	No Charge	510 to 600	130	550 0-2 years

Service	What is charged for	Downs Crematorium Fees from 16/04/18 (Burials from 01/10/17)	Adur & Worthing Fees from 01/01/18	Eastbourne Fees from 01/04/17 (still current at 23/07/18)	Bournemouth Fees from 01/04/18	Poole Fees from 01/04/18	Hastings Fees from 15/01/18	Clayton Wood Woodland Fees at 03/09/18
Interment	Depth of 1	846	1325	870	725	755	626	550
Interment	Depth of 2	1130	1325	950	670	755	626	-
Interment	Depth of 3	-	1325	-	670	1020	626	-
Interment	Child Age limits vary For B&H - 17 and under	No Charge	No Charge	0-12 No Charge 13-17 £475	No Charge	No Charge	No Charge	No Charge
Interment	Public Health	-	-	920	-	-	-	-
Interment	Large Coffins Additional Fee	-	-	-	x 2	-	-	-
Interment	Body Parts (No use of Chapel)	-	-	-	-	102	-	-
Biodegradable Coffin	Greenfield Coffin Economy	-	-	-	-	-	-	-
Biodegradable Coffin	Greenfield Coffin Oak	-	-	-	-	-	-	-
Biodegradable Coffin	Greenfield Coffin White	-	-	-	-	-	-	-

Service	What is charged for	Downs Crematorium Fees from 16/04/18 (Burials from 01/10/17)	Adur & Worthing Fees from 01/01/18	Eastbourne Fees from 01/04/17 (still current at 23/07/18)	Bournemouth Fees from 01/04/18	Poole Fees from 01/04/18	Hastings Fees from 15/01/18	Clayton Wood Woodland Fees at 03/09/18
Grave Purchase	Cremated Remains	-	390	515	713	-	665	-
Grave Purchase	Cremated Remains Woodland Valley Natural Burial Site	-	-	-	-	-	-	675 to 1195
Cremated Remains Interment	Cremated Remains	119	230	190	235	220	110	125
Cremated Remains Interment	Cremated Remains 2nd interment at same time	-	-	-	-	-	-	-
Cremated Remains Interment	Additional Digging Fee Per Foot (After 3 Feet)	-	-	-	-	-	-	-
Cremated Remains	Scattering Ashes On a Grave Mondays-Fridays	-	-	-	49 to 80	-	-	-
Cremated Remains	Scattering Ashes On a Grave Additional Fee Saturdays	-	-	-	-	-	-	-
Biodegradable Containers for Ashes Burials	Wooden Casket With Name Plate	-	-	-	-	-	-	-
Biodegradable Containers for Ashes Burials	Wooden Casket (Double Size)	-	-	-	-	-	-	-
Biodegradable Containers for Ashes Burials	NatureUrn® in Oatmeal or Green	-	-	-	-	-	-	-

Service	What is charged for	Downs Crematorium Fees from 16/04/18 (Burials from 01/10/17)	Adur & Worthing Fees from 01/01/18	Eastbourne Fees from 01/04/17 (still current at 23/07/18)	Bournemouth Fees from 01/04/18	Poole Fees from 01/04/18	Hastings Fees from 15/01/18	Clayton Wood Woodland Fees at 03/09/18
Biodegradable Containers for Ashes Burials	Brown Acorn Urn	-	-	-	-	-	-	-
Biodegradable Containers for Ashes Burials	Woodvale Cardboard Casket (if not cremated at Woodvale)	-	-	-	-	-	-	-
Certified Extract from Register	Certified Extract From Register of Burials	-	-	-	-	-	-	-
Grave Markers	Replacement Grave Marker Cast Aluminium	-	-	-	-	-	-	-
Grave Deed	Transfer of Exclusive Right of Burial By Probate	74	75	55	-	52	-	-
Grave Deed	Transfer of Exclusive Right of Burial By Statutory Declaration	74	75	70	-	52	-	-
Grave Search	Prices from	24	25	5	-	-	-	-
Interment Weekend Prices	Interment on Saturdays (Depth of 1, 2 or 3)	-	-	-	262	-	-	250 to 945
Interment Weekend Prices	Interment on Sundays or Bank Holidays (Depth of 1, 2 or 3) Subject to staff availability	-	-	-	262	-	-	-
Interment Weekend Prices	Cremated Remains Interment on Saturdays	-	-	-	-	-	-	250 to 945

Service	What is charged for	Downs Crematorium Fees from 16/04/18 (Burials from 01/10/17)	Adur & Worthing Fees from 01/01/18	Eastbourne Fees from 01/04/17 (still current at 23/07/18)	Bournemouth Fees from 01/04/18	Poole Fees from 01/04/18	Hastings Fees from 15/01/18	Clayton Wood Woodland Fees at 03/09/18
Interment Weekend Prices	Cremated Remains Interment on Sundays or Bank Holidays Subject to staff availability	-	-	-	-	-	-	250 to 945
Non Resident Charges	Method of Additional Charge (eg 2 x resident price)	-	x 2	x 2	x 2 x 1.5 for CR	-	x 2	-
Memorial Permit Fee	Full Permit Adult Single Headstone	300	190	-	145	275	89 to 140	-
Memorial Permit Fee	Full Permit Adult Double Headstone	300	-	-	290	275	89 to 140	-
Memorial Permit Fee	Child's Grave	160	95	-	No Charge	-	89 to 140	-
Memorial Permit Fee	Tablet for Lawn Memorial Cemetery	300	125	-	145	163	89	-
Memorial Permit Fee	Kerbset Including Headstone 7ft x 7ft	300	395	-	290	-	-	-
Memorial Permit Fee	Kerbset Including Headstone 7ft x 3ft	300	395	-	145	158	140 to 165	-
Memorial Permit Fee	Kerbset Including Headstone 4ft6ins x 2ft	166	198	-	No Charge	107	89	-
Memorial Permit Fee	Additional Cover Slab or Chippings	140	-	-	-	-	-	-

Service	What is charged for	Downs Crematorium Fees from 16/04/18 (Burials from 01/10/17)	Adur & Worthing Fees from 01/01/18	Eastbourne Fees from 01/04/17 (still current at 23/07/18)	Bournemouth Fees from 01/04/18	Poole Fees from 01/04/18	Hastings Fees from 15/01/18	Clayton Wood Woodland Fees at 03/09/18
Memorial Permit Fee	Additional Inscription Adult	140	65	-	50	56	89	-
Memorial Permit Fee	Additional Inscription Child	140	65	-	50	56	89	-
Memorial Permit Fee	Vase with Inscription	140	-	-	50	56	-	-

Subject:	City Environment Modernisation Update		
Date of Meeting:	22 January 2019		
Report of:	Executive Director Economy, Environment & Culture		
Contact Officer:	Name:	Lynsay Cook	Tel: 01273 292448
	Email:	lynsay.cook@brighton-hove.gov.uk	
Ward(s) affected:	All		

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

- 1.1 At Environment, Transport & Sustainability Committee on 9 October 2018 Members were presented with an update on the City Environment Modernisation Programme. It was agreed that a report updating progress on all matters be brought to the 22 January 2019 Environment, Transport & Sustainability Committee. This report provides the update and a RAG status for each of the projects.

2. RECOMMENDATIONS:

- 2.1 That Environment, Transport & Sustainability Committee note the progress made through the City Environment Modernisation Programme.
- 2.2 That Environment, Transport & Sustainability Committee note the outcomes of the communal recycling trial in the Montpelier area of the city as detailed in Appendix 1.
- 2.3 That Environment, Transport & Sustainability Committee note the activity planned as part of the Increasing Recycling Project, including the education and information campaign, as detailed in Appendix 2.

3. CONTEXT/ BACKGROUND INFORMATIONIncreasing recycling (amber)

- 3.1 From August to October 2018, a communal recycling bin trial took place in the Montpelier area of the city. The purpose of the trial was to identify potential solutions to reduce high levels of contamination found in communal recycling rounds. Cityclean also took the opportunity to better understand how recycling can be made easier for residents and how recycling information can be presented in the most effective way.
- 3.2 The trial involved installing 29 green dry mixed recycling bins and seven red glass recycling bins, replacing the black containers. All bins were kept the same size and in the same locations. The bins served 1,761 properties and approximately 12% of the CM3 communal recycling round.

- 3.3 Before the trial began, an information leaflet was sent to all properties on the roads affected by the trial. This detailed the purpose of the trial, pictures of the trial bins, the items that can be placed in each of the recycling bins, and how residents can provide feedback on the trial. An online feedback form was created for residents to share their feedback and #MakingRecyclingEasier was supplied for people to use social media to provide feedback.
- 3.4 Arrangements were made to sample the recycling from the trial area once a week. Weekly reports were provided by Veolia showing the recycling quality from the sample. Cityclean used a separate vehicle to ensure the contents were not mixed with the regular bins from the remaining CM3 round.
- 3.5 The results of the trial, including recycling quality, feedback and next steps are in Appendix 1.
- 3.6 A trial is also being explored for litter bin recycling. Cityclean, in partnership with the Friends of Hove Lagoon (FHL) and the Big Beach Café, are trialling a recycling litter bin scheme to try and capture recyclable litter. Launched on 8 September 2018, three dual recycling litter bins have been placed in the lagoon area. The bins are closely monitored by the FHL and staff at the Café to ensure there is no contamination in the bins before the material gets collected by Cityclean. FHL and the Café are responsible for decanting the litter bin into a larger 1100 litre bins ready for operatives to collect. The trial is initially three months long but as the contamination levels have been reasonable and potentially solvable, the recommendation would be to extend it over onto the summer of 2019 and see how it could work during a busier period, to ultimately inform what may be achievable city-wide.

Commercial services (amber)

- 3.7 Consultation with staff and trade unions has been completed regarding the creation of the Commercial Team and recruitment has started.
- 3.8 The trade waste terms and conditions have been updated to provide a more robust service. All customers will be written to informing them that following a review of costs and current charges, prices will increase from 1 April 2019. Cityclean has completed a capacity audit to take on new customers. Those on the waiting list will be contacted over the coming months.
- 3.9 Improvements are being made to the trade waste sack service, including updated terms and conditions and improved data management. This is a service the Commercial Team will be looking to expand as it provides the additional benefit of reducing the number of bins stored on the highway.
- 3.10 The new digital application to manage the garden waste service has been launched which has improved the customer experience and the back office functionality. Cityclean has completed a capacity audit to identify the rounds which have the scope to take new customers from the waiting list. Customers will be contacted over the coming months.

- 3.11 Veolia has recently confirmed that garden waste customers could, if they wish, put some types of food waste out for collection within their garden waste bins. The proposal would have the benefit of removing a further percentage of waste from the municipal waste stream to be turned into a useful product via in-vessel composting. The practicalities of this option need to be carefully explored and if a secure, hygienic system can be devised, it will be included within a further report to the committee on increasing recycling. Meanwhile, the council will be making a response to the forthcoming consultation on the government's Resources and Waste Strategy that is expected to include proposals for food waste collection and Members will be kept informed.
- 3.12 Work is still to be completed to improve the approach to waste management at events. Work to be completed includes the drafting of terms and conditions to make it clear what customers can expect from the council and what the council expects in return and a charging schedule.

Public conveniences (green)

- 3.13 At Policy, Resources & Growth Committee on 11 October 2018, Committee agreed for City Environment to access £550,000 from the Capital Investment Programme to refurbish 12 public toilets sites, as well as, introduce a 30p charge at 11 public convenience sites across the city.
- 3.14 A Project Team has been formed with representatives from City Environment, Premises and Healthmatic and four priority sites have been identified. It is anticipated that the refurbishment of these four sites will be complete by 31 March 2019. Healthmatic are preparing specifications and drawings for the four sites. The capital investment is being profiled in accordance with the needs of each site. The whole programme of work is expected to be complete by March 2020.

Environmental enforcement (green)

- 3.15 At Environment, Transport & Sustainability Committee on 27 November 2018, Committee agreed that the environmental enforcement service be delivered in-house from the end of the current contract period. Committee also approved the Environmental Enforcement Framework which set out how the service will be delivered from the commencement of the new in-house service.
- 3.16 A project team has been established to manage the transition and implementation to the new arrangements. Representatives from City Environment, Communications, HR, IT&D and Legal are meeting on a monthly basis to ensure the project is on track. Working groups have been established to focus on key areas of change, including TUPE and staff engagement, IT systems and service delivery, to ensure the necessary activities are completed for the service to commence on 1 March 2019.
- 3.17 As part of this, an educational, engagement and communications plan will be developed to ensure residents, businesses and visitors are aware of their responsibilities regarding environmental enforcement and the implications of what may happen if they are found to be committing an offence. This plan will be deployed from 1 March 2019, when the service is managed by the council.

- 3.18 The Graffiti Reduction Strategy was agreed at Environment, Transport & Sustainability Committee on 27 November 2018. Work is underway to develop a delivery plan with partners. City Environment will also be developing a Flytipping Reduction Strategy and education campaign in the future.

Customer experience (amber)

- 3.19 Over the last few months, City Environment has been scoping this project, seeking advice and guidance from other council contact centres and the corporate Customer Experience Programme.
- 3.20 Work has started to improve the information flow between the Contact Centre and the operational element of the service, to enhance the information shared with residents, particularly with regards collections. This has included utilising the technology available and presenting information in a clearer way.
- 3.21 City Environment is making better use of the data available to understand more about the customer experience. Using this data, such as: reason for telephone calls, reasons for emails, contact volumes and response times, City Environment is designing improvements to respond in the best way to customers and design services to make it easier for customers to contact the service.
- 3.22 Improvements are also being made to the website and digital transactions. This includes new online content as part of the development and launch of the new council website. Working with Digital First, more transactions can be completed online. Using online forms is the quickest way to contact Cityclean as the request is sent straight to operational crews.
- 3.23 The service is also making changes to the way the Environment Contact Centre operates. To date, this has included improvements to how the Cityclean mailbox is managed, the development of a number of Standard Operating Procedures to ensure consistency of customer contact and improved IT hardware.
- 3.24 Performance relating to complaint responses has seen an improvement for quarter 3. Significant effort has been put into providing both a better service to residents and improving how the service manages complaints. The results of these efforts can be seen in the table below, with work continuing to maintain this performance:

	2015/16	2016/17	2017/18	Q1 2018/19	Q2 2018/19	Q3 2018/19
Stage 1 complaints						
Number of complaints	278	294	445	207	167	102
Number of complaints upheld	135	180	341	187	156	90
Average response time (days)	14	16	11	41	22	10
% responded within 10 days	57%	57%	56.0%	10%	23%	68%
% responded within 20 days	83%	76%	95%	27%	47%	92%
Stage 2 complaints						
Number of complaints	15	16	12	15	10	4
Number of complaints upheld	2	4	1	9	7	0

- 3.25 City Environment has appointed three Customer Ambassadors as part of the corporate Customer Experience Programme. Working with colleagues from across the council to embed a One Council approach, the Ambassadors will receive training and peer support to enable City Environment colleagues to improve the customer experience and increase customer satisfaction.

Management Framework (green)

- 3.26 An additional temporary Head of Operations is in post to provide increased capacity to deliver the modernisation programme, and the vacant Operations Manager post has been recruited to, bringing the management team to its full complement. The new temporary Head of Operations is working alongside the existing Head of Service, with the responsibilities split to focus on key priorities over the next 12 months. The new role is focusing on developing and embedding the Management Framework and developing the skills and capacity within the management structure of the operational element of the service. The existing Head of Service is concentrating on budget management and a financial recovery plan for the service, leading and delivery the round restructures and recruiting and embedding the Commercial Team.
- 3.27 The Management Framework is being established to deliver regular one-to-ones and PDPs with the management team. Team Leaders have received training on holding PDPs, and from January, PDPs will be rolled out to frontline operatives. The Behaviour Framework is being adapted for use within City Environment to ensure the right conversations take place regarding behaviour and expectations. Equalities training is being developed for staff to ensure all staff understand their responsibilities regarding equality and inclusion. Future areas of focus include improvements to the organisation of attendance management and agreeing Standard Operating Procedures for key activities.

Round restructures (green)

- 3.28 The last significant round restructures took place in 2013, with best practice stating work schedules should be reviewed every two years. Since 2013, there have been a number of small local changes that have made a small difference, but not addressed the fairness of the work distribution across the service. To

address this, a comprehensive review of rounds will be completed, focusing on kerbside refuse and recycling and communal refuse and recycling.

- 3.29 The work has started and is involving Cityclean staff and trade unions. Members will be updated as the work progresses. At present, it is envisaged that any changes will be implemented from 1 September 2019. Residents will be given sufficient notice of any changes to their collection arrangements.
- 3.30 Some round restructure work has already been completed. A recycling round designed to service roads which are difficult to access was restructured in December to accommodate more roads where there are access issues. It is anticipated this will reduce missed collections on these streets as the smaller vehicle will be able to gain access.

Recycling wheelie bins (green)

- 3.31 The grey wheeled bins for recycling have proved popular with residents and are helping to increase recycling rates further. However, they are not suitable for all streets so an audit is underway to determine which type of containment is appropriate for each road across the city – a 240 litre wheelie bin, a 140 litre bin, a box or a communal bin. Each street is being considered against a set of criteria to identify whether a wheelie bin is appropriate. The most important factor is that every household in the street must have the same type of container to allow the collection teams to work efficiently and effectively.
- 3.32 Once a round is audited, recycling wheelie bins will be rolled out to those streets deemed suitable. Residents will receive a letter informing them of the changes (there will be no changes to their collection day). Ward members will also receive an update. Accompanying the letter will be a leaflet detailing what can and cannot be put in the recycling bin. This leaflet has been developed and informed by the Increasing Recycling Project.
- 3.33 The data will be used on the council website so when ordering a new container, residents can only request what has been agreed for their street. Similarly, the Environment Contact Centre will use the data when a resident telephones and requests a new container.

Communal bins (green)

- 3.34 The council is working on a set of communal bin guidelines to inform future placement of bins. The guidelines will be informed by feedback from a range of stakeholders and reflecting on the experience of the existing placement of communal refuse, recycling and glass bins. Following this, a communal bin audit will be completed, using the agreed guidelines, which means there may be a need to reposition some bins, particularly if they are causing a hazard.
- 3.35 To complement this and linked to the Increasing Recycling Project, the type and design of communal containment will be analysed.

Health & Safety (amber)

- 3.36 A Health & Safety Advisor started in January 2019, funded through the Modernisation Fund, to improve all aspects of health and safety for City Environment. A Health & Safety Improvement Plan will be developed in consultation with staff, the trade unions and the management team. The Plan will cover areas such as depot safety, PPE requirements and observance, team safety plans, risks assessments and health surveillance.
- 3.37 The nurse-led health checks have been very well received and more sessions have been arranged.

Other activities

- 3.38 Work is continuing to improve the management of existing contracts, including regular contract meetings, monitoring of KPIs and improved management of complaints and enquiries. For contracts about to expire, options appraisals are being completed to determine the best delivery option moving forward.
- 3.39 The Cityclean fleet is in the process of being reviewed. Once this is complete, the fleet replacement programme will be updated.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The City Environment Modernisation Programme is developing a sustainable future for City Environment services in Brighton & Hove in the context of reducing council budgets, increases in customer demand and an expanding service offer. Within this, work is taking place to improve performance on refuse, recycling, garden and trade waste collections, as well as adopt a more commercial approach to managing income generating services. Without the continuation of the Programme, there is a risk that improvements will not be delivered and there will be further pressures on City Environment budget.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Previous community engagement and consultation activities in relation to City Environment service are detailed in the committee reports listed as Background Documents below.
- 5.2 Moving forward, engagement and consultation required as part of the Modernisation Programme will take place on a project-by-project basis.

6. CONCLUSION

- 6.1 This report provides Environment, Transport & Sustainability Committee with a progress report on the Modernisation Programme as agreed by Committee in October 2018.
- 6.2 A significant amount of work has been completed, but there is still a long way to go. The additional capacity provided by the Head of Operations and the Health & Safety Advisor means the drive to deliver improvements can be enhanced.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The communal recycling trial was financed from within the City Environment Management budget. The financial benefits of the trial are being explored and at this point in time the complexity of the payment mechanism within the current contract makes it difficult to quantify any financial savings that may be delivered through Dry Mixed Recycling.
- 7.2 The recruitment of a Commercial Waste Team is estimated to cost £143,000 including on-costs. There is currently no budget for this team and will need to be funded through additional income generated through future commercial activities.
- 7.3 Amendments to fees and charges for the Commercial Trade Waste service are reviewed and reported back at least annually. Price rises will be effected from 1 April 2019 to reflect the costs and current charges for the service.
- 7.4 Following a review both the Commercial Trade Waste and Garden Waste services have had considerable work undertaken to ensure that the services are operating efficiently with revised income projections due to be reflected in the latest TBM09 report
- 7.5 Any surpluses generated from the Garden Waste and Trade Waste commercial activities will be reinvested back into waste and recycling services within City Environment. This re-investment should be factored into the Medium Term Financial Strategy and budget process for Economy, Environment & Culture.
- 7.6 Approval for capital investment into the public conveniences has been approved at Policy, Resources & Growth Committee and has been factored into the council's Capital Investment Programme. The income generated from the introduction of a charge for public conveniences will be monitored and reported within the Targeted Budget Management process.
- 7.7 The Environmental Enforcement service will need continued monitoring of costs and income projections when it is introduced in-house from 1 March 2019.

Finance Officer Consulted: Rob Allen

Date: 09/01/19

Legal Implications:

- 7.8 Although there are no direct legal implications arising from the report's recommendations the legal background to the matters set out in the report can be found in the reports listed as Background Documents below.

Lawyer Consulted: Hilary Woodward

Date: 27/12/18

Equalities Implications:

- 7.9 Equalities implications in relation to City Environment services are detailed in the committee reports listed as Background Documents below.

Sustainability Implications:

- 7.10 The garden waste scheme has increased the recycling rate by 1.1%, and contributes to a reduction in the amount of garden waste disposed of within residual waste.
- 7.11 Further sustainability implications in relation to City Environment services are detailed in the committee reports listed as Background Documents below.

SUPPORTING DOCUMENTATION

Appendices:

1. Results of communal recycling trial
2. Increasing Recycling Project – next steps to explore

Documents in Members' Rooms

1. None

Background Documents

1. Environmental Enforcement Framework Report to Environment, Transport & Sustainability Committee on 27 November 2018
2. Graffiti Reduction Strategy Report to Environment, Transport & Sustainability Committee on 27 November 2018
3. Public Convenience Report to Policy, Resources & Growth Committee on 11 October 2018
4. City Environmental Management – Modernisation Programme Update Report to Environment, Transport & Sustainability Committee on 9 October 2018
5. City Environmental Management – Modernisation Programme Update Report to Policy, Resources & Growth Committee on 12 July 2018
6. Update on Chargeable Garden Waste Collection Service Report to Environment, Transport & Sustainability Committee on 28 June 2016
7. Proposals for a Chargeable Garden Waste Collection Service Report to Environment, Transport & Sustainability Committee on 13 October 2015
8. Cityclean Service Plan and Priorities Report to Policy & Resources Committee on 9 July 2015

Appendix 1: results of communal recycling trial

1. Background

- 1.1. From August to October 2018, a communal recycling bin trial took place in the Montpelier area of the city. The purpose of the trial was to identify potential solutions to reducing the high levels of contamination found in communal recycling rounds. Cityclean also took the opportunity to better understand how recycling can be made easier for residents and how recycling information can be presented in the most effective way.
- 1.2. The trial involved installing 29 green Dry Mixed Recycling (DMR) bins and seven red glass recycling bins, replacing the black containers. All bins were kept the same size and in the same locations. The bins served 1,761 properties and approximately 12% of the CM3 communal round.
- 1.3. Before the trial began, an information leaflet was sent to all properties on the roads affected by the trial. This detailed the purpose of the trial, pictures of the trial bins, the items that can be placed in each of the recycling bins, and how residents can provide feedback on the trial. An online feedback form was created for residents to share their feedback and #MakingRecyclingEasier was supplied for people to use social media to provide feedback.
- 1.4. Arrangements were made to sample the recycling from the trial area once a week. Weekly reports were provided by Veolia showing the recycling quality from the sample. Cityclean used a separate vehicle to ensure the contents were not mixed with the regular bins from the remaining CM3 round.

2. Trial findings

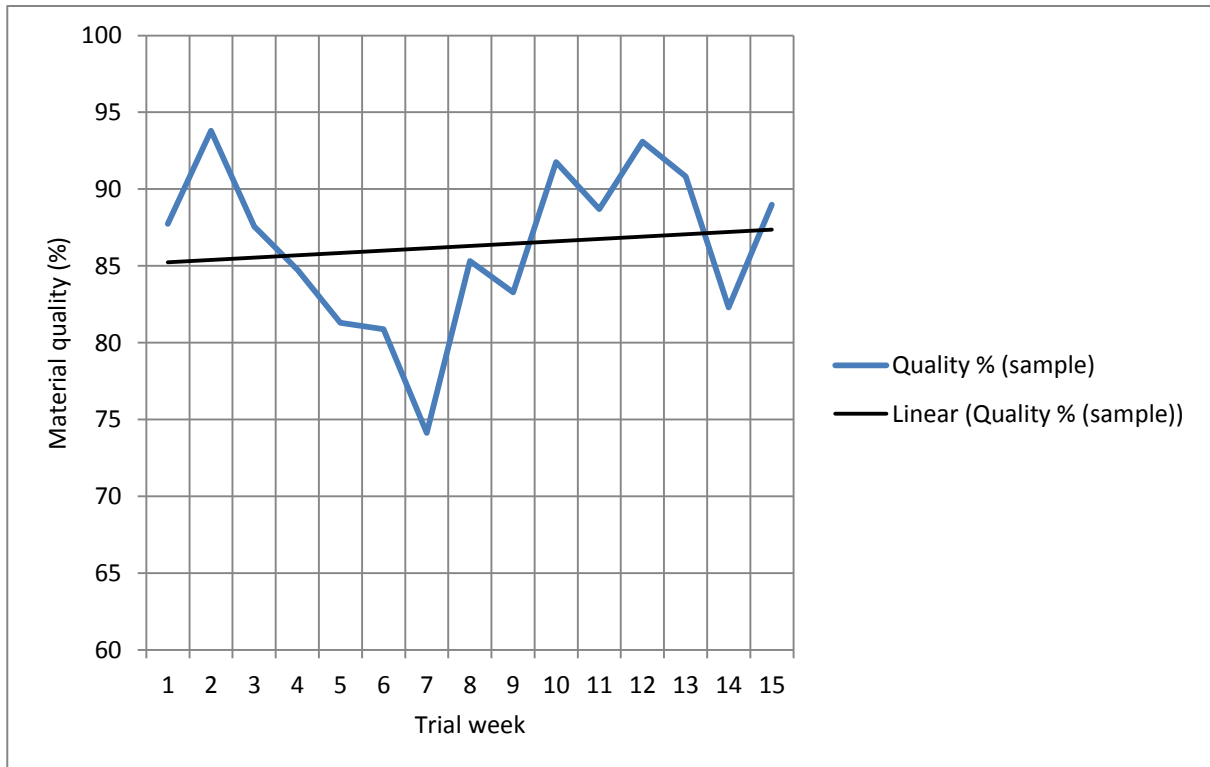
- 2.1. The results from the trial sampling are:

Period	Location	Number of samples	Average contamination (%)	Samples containing >10% contamination
October 2017 to July 2018	CM3	26	18.5%	23/26 (89%)
1 August to 6 November 2018	CM3: no change to bins	14	18.1%	12/14 (86%)
	CM3: trial bin area	14	13.3%	10/14 (71%)
	CM3: all bins	28	15.7%	22/28 (79%)

- 2.2. Following analysis with East Sussex County Council (ESCC), the following conclusions have been drawn:
 - The trial bins show a lower input contamination rate (13.3%) compared to pre-trial (18.5%) and bins in the CM3 round that remained unchanged (18.1%)
 - This improvement of 5.2 percentage points equates to a 28% reduction in contaminated tonnage in the trial bins
 - The sampling results from the bins that remained unchanged in the CM3 area is only marginally better than before. This supports the view the improvement in CM3 is not simply a reflection of the background trend.

- Cityclean and ESCC were surprised at the frequency of exceptionally contaminated bins – the highest was 44% on 23 October (existing design of bin); the highest for the trial bins was 26% on 14 September. This contamination may be due to residents leaving bags of general waste, unwanted household items and fly-tipping in the recycling containers. In some cases, residents were able to unlock to bins to deposit bags and large items, bypassing the aperture

2.3. The graph below shows the quality of the material during the trial. In weeks 2, 10, 12 and 13 contamination levels were less than 10%, with 93.8% the highest quality in week 2.



- 2.4. As the trial progressed, some changes were made based on feedback from residents and crews. This included:
- Placing “no glass” stickers on all the green DMR bins; this however, did not lead to an improvement in reducing the contamination of glass in the mixed recycling bins (week 6)
 - Replacing triangle locks to padlocks with provide extra security and reduce the likelihood of contaminated rubbish being placed in recycling bins (week 8)
 - Removing the brushes from the DMR bins; this did lead to an increase in recycling quality and an increase in the weight of recyclable material in the bins (week 12)

3. Feedback

- 3.1. A drop-in session was held during October, inviting residents of the trial area to share their feedback about the coloured bins and updated bin signage with Cityclean officers. Surveying also took place in the trial area.
- 3.2 Results from the survey include:

- 33% strongly agreed or agreed that the different colour bins used in the trial has helped / would help them recycle more; 37% strongly disagreed or disagreed; further analysis suggests this is the actual colours used in the trial, rather than differentiating the colours
- 67% strongly agreed or agreed that the updated signage has helped them better understand what can and cannot be recycled in Brighton & Hove.

This demonstrates that the trial was partially successful in identifying potential solutions to reduce levels of contamination and identifying how recycling information can be presented in a better way.

3.3 Furthermore,

- 60% did not know they could recycle metal jar lids
- 57% did not know they could recycle aerosols
- 40% thought they could recycle pots, tubs and trays
- 33% thought they could recycle tetra-pak cartons

This demonstrates there is a significant amount of education and communication to be completed across the city.

3.4 Further notable feedback from residents, Members and crews include:

- While different colours are helpful because they make the distinction between the bins, the colours used in trial area are not suitable for conservation areas; darker, more muted colours would be more appropriate, or coloured lids only
- The brush on the aperture prevents recycling being placed in the bin; there were suggestions that the brush is removed or the aperture is larger
- Locking the bin is restrictive
- The updated signage is much clearer and easier to understand
- More communication on recycling is needed e.g. distribution of leaflets, what can and cannot be recycled, explain what contamination is and why it is a problem
- Some bins are too far away and better communication of location of recycling sites would be helpful e.g. signs on bins directing to relevant locations
- More frequent recycling collections would help increase the amount of waste sent for recycling

4. Citywide implications

4.1. The results of the trial provide insight into what the citywide implications are, including the financial impact.

4.2. 30% of DMR in Brighton & Hove comes from communal bins. This means that about 4,000 tonnes out of 13,400 tonnes of DMR is from communal bins. The average contamination rate across the communal bin areas is 14.1%, which equates to 567 tonnes of contamination in communal bins citywide. A 28% reduction in contaminated tonnage would reduce contamination to 408 tonnes, lowering the contamination rate from 14.4% to 10.1%.

4.3. However, it is a big assumption that the 28% reduction seen in a small sample area can be repeated in other communal bin areas. CM3 has greater scope to improve because it is more highly contaminated than other communal bin areas in the city. Assuming a smaller reduction of 20% would lower the citywide contamination rate for communal bins to approximately 11.3%, closer to contractual compliance.

- 4.4. Using the analysis to understand the financial impact is complicated due to the payment mechanism within the contract.
- 4.5. The key issue is process loss, where the system is not 100% efficient at extracting recyclable material. Some process loss is unavoidable, but greater levels of contamination cause more process loss by making the sorting process less efficient. The volume of process loss is significant – it can be as much as the amount of contamination present in recycling at the sampling stage.
- 4.6. The payment mechanism means that only a reduction in process loss results in a direct financial saving. Analysis by ESCC estimated that each one percentage point reduction in process loss would save around £5-10k through increased recycling and income from the sale of the material. However, it is difficult to quantify the improvement in process loss as a result of less contamination, making any savings figure hard to gauge.
- 4.7. The main benefit of reducing input contamination to below 10% is compliance with contractual requirements. There is a risk that if contamination levels are too high, communal recycling bins will be rejected resulting in a loss of £67k per annum due to loss of clean recycling in rejected loads.
- 4.8. Lower levels of contamination also helps to reduce the risk of end re-processors rejecting loads. This is particularly a risk for paper and cardboard. Whilst the immediate financial benefit appears small, the risk of recyclate being rejected is a real threat with significant financial consequences.

5. Next steps

- 5.1. The trial has provided the Project Team with a number of lessons learnt for future projects of this nature.
- 5.2. In addition, the results and feedback demonstrate further consideration is needed regarding the design of bins. The colour of the bin and / or lid is one aspect; further consideration needs to be given to locking mechanisms and the size of the aperture:
 - unlocked bins makes it easier for residents to dispose of their recycling, but increases the risk of contamination
 - a bigger aperture makes it easier for residents recycle, but again increases the risk of the recycling being contaminated
- 6.2 Using the feedback and lessons learned, a number of potential next steps have been identified. These are contained in Appendix 2 and will be considered for inclusion in the Increasing Recycling Project.

Appendix 2: Increasing Recycling Project – next steps to explore

Theme	Action
Communication	
Recycling campaign	<p>Introduce an ongoing recycling campaign for the city, aimed at educating people who live, study, work, are visiting or own a business in the city, on how to recycle and dispose of their waste correctly and lawfully.</p> <p>Work closely with Veolia to ensure all relevant information to create the campaign is known before any communications is created.</p>
Social media	<p>Develop a social media campaign and an active online profile.</p> <p>Share tips and tricks for recycling and reuse.</p> <p>Use info-graphic cards in social media posts.</p> <p>Time social media releases to engage with shopping and entertainment behaviour e.g. releasing guides to what can be recycled on Saturday mornings before the weekly shop or what happens to food and drink packaging just before an outdoor event.</p>
Website	<p>Ensure all recycling information on the website is up to date.</p> <p>Use informative text, pictorial, easy to understand information.</p> <p>Create interactive maps to show where the nearest recycling points are for a range of materials.</p> <p>Create an A-Z of the different types of items people might question on how to recycle/dispose of.</p> <p>Assign an owner to each webpage and make arrangements for regular review.</p> <p>Explain clearly:</p> <ul style="list-style-type: none"> • what happens to recycling after it has been collected • why certain plastics cannot be recycled with the council • how recycling is calculated. <p>Many residents in the city are interested in the information and can be misinformed elsewhere if the information is not readily available on the council website.</p>
Internal communications	Engage with members of staff; circulate information about how to recycle properly.
Seasonal waste	Use periods when waste created may be higher, such as Christmas (packaging, wrapping etc.) and summer (garden

Theme	Action
	waste, litter) to tailor the campaign messaging.
Mobile application	Explore options for creating a recycling app if there's evidence that this would enable the council to reach out to an audience who heavily relies on mobile technology for information (see mobile application designed by Southampton City Council).
Vehicle advertising	Utilise collection vehicle side panels to advertise campaign messages.
Collaboration	
City Environment	<p>Improve the procedure for managing contaminated recycling receptacles e.g.</p> <ul style="list-style-type: none"> • Educating collection crews on what to do if they find a contaminated container • Distribute appropriate information to households and businesses with contaminated bins, explaining what can and cannot go in a recycling bin <p>Educate all City Environment staff on recycling; what can and cannot be recycled in Brighton & Hove.</p>
Stakeholders	<p>Identify all stakeholders who can assist the council in creating a meaningful campaign e.g.</p> <ul style="list-style-type: none"> • Council services: Environment Contact Centre, Seafront Team, City Planning, Sustainability Team, Visit Brighton, Housing etc. who may speak to residents and visitors on a regular basis and may have a good understanding of frequent issues and barriers to correct recycling and waste disposal. • Collection crews: to share their experience and knowledge of barriers to recycling and public behaviours observed. • Community groups and residents' associations: to share their experience and knowledge, as well as act as a conduit to share council messages.
Steering group	Set-up a steering group and invite essential stakeholders to assist the council to create a meaningful campaign, involving the right people and based on insightful feedback.
BHCC services	<p>Work with other council services to identify joint communication opportunities to maintain the message about recycling e.g. Private Sector Housing, Electoral Services and Council Tax.</p> <p>Engage with council services (Housing, Estates, Social Care) to support the nudge towards recycling and reducing waste as part of their everyday interactions with residents.</p>

Theme	Action
Outreach	
Community champions	<p>Create a scheme whereby residents become recycling champions for their local area.</p> <p>Support champions to deliver outreach activity in the community where people can go to find out more about recycling and waste, and take away useful giveaway items available.</p> <p>Cityclean needs to ensure the approach adopted is sustainable and can address the issues caused by transient populations.</p>
Promotional material	<p>Produce useful giveaway material to improve the approach to recycling e.g.</p> <ul style="list-style-type: none"> • Pictorial leaflets / cards detailing what can and cannot be recycled and where • Reusable bags for communal recycling to be stored in and used for taking waste to the bin • Recycling bin pencil sharpener with the different colour and types for communal and kerbside
Education	<p>Work with schools, colleges and universities to incorporate the campaign messaging into their courses.</p> <p>Work with university societies that engage in recycling issues to communicate better to students.</p> <p>Have a presence a regular, visible presence at Fresher's Fairs to inform students on recycling matters when they first move to the city.</p> <p>Support schools with the delivery of recycling talks and design some activities that can be carried out by City Environment staff and/or community champions.</p> <p>Fund school work where possible, such as the BHee programme with the Sussex Wildlife Trust, and work closely with them to ensure that messages are aligned and consistent.</p>
Community partners	<p>Work in partnership with stakeholders, local organisations and local residents' forums to promote key recycling messages.</p> <p>Create a communications strategy to promote these messages and work with community partners to disseminate the information.</p>
Property management	<p>Work closely with estate and letting agencies, particularly those that let to students, to share information for correct disposal of recycling and waste, including bulky items.</p> <p>Improve the approach to using new build data to ensure new homes have the right recycling infrastructure and information on completion.</p>

Theme	Action
Council recycling	
Council buildings	<p>Work with Premises to improve the council's approach to recycling e.g.</p> <ul style="list-style-type: none"> • Replicate the city recycling arrangements in council buildings e.g. one bin to collect dry mixed recycling, one for glass • Provide cigarette bins at council buildings to reduce littering and encourage good behaviour • Make improvements to recycling at Hollingdean depot
Containers	
Colour	<p>Rollout different colour bins and / or lids for mixed and glass recycling across the city, to differentiate between refuse and recycling.</p> <p>Use feedback from Planning and conservation groups to use appropriate colours for conservation areas and / or coloured lid only e.g. use a softer, darker green for mixed recycling, and a darker brown for glass.</p>
Design	Consider the best design of bin to encourage the maximisation of recycling i.e. locked vs unlocked; size of aperture.
Signage	Incorporate feedback received from the Montpellier trial to make amendments to the signage designs, such as making it less busy, including a map for nearest bins for glass, textiles etc.
Service delivery	
Street cleansing	<p>Explore options for improving the approach to cleaning leaves from the streets e.g. trialling different technologies to sweep leaves from the street in order to send it for composting.</p> <p>Review the current approach to litter picking and street cleansing to identify options for increasing recycling e.g. introducing compartmentalised barrows and devising methods for the Tidy Up Team to recycle material collected.</p>
Garden waste service	Use the Commercial Team to explore options for increasing garden waste recycling e.g. providing a service to businesses and domestic properties unable to store garden waste bin e.g. through providing sacks.
Recycling	Complete an options appraisal regarding the feasibility of increasing recycling collections.
Food	<p>Work with Brighton & Hove Food Partnership to deliver the Food Strategy Action Plan, particularly with regards becoming a <i>'food use' not a 'food waste' city</i>.</p> <p>Identify the next steps for a food waste collection service.</p>

Theme	Action
New initiatives	
Reduce, reuse, recycle	Establish a mechanism to continually review the new initiatives available for City Environment to engage with.
Circular economy	Identify how City Environment can promote and engage in circular economy initiatives.
Range of plastics	With partners, monitor markets for plastics not currently collected to see if there are opportunities to expand the range of plastics collected.

Subject:	Rottingdean High St Air Quality Management Area traffic scheme		
Date of Meeting:	22 January 2019		
Report of:	Executive Director, Economy, Environment & Culture		
Contact Officer:	Name:	Matthew Thompson	Tel: 01273 290235
	Email:	matthew.thompson@brighton-hove.gov.uk	
Ward(s) affected:	Rottingdean Coastal		

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

- 1.1 The purpose of this report is to address air quality issues in the section of the High Street south of Park Street where the proximity of building frontages to the kerb mean nitrous oxide levels in excess of EU and UK legislation (and World Health Organisation Guidelines) present the greatest hazard to human health.
- 1.2 Rottingdean High St has been the subject of an Air Quality Management Area since 2013 due to levels of Nitrogen dioxide in excess of the 40 micrograms per cubic metre annual mean limit following local authority statutory duties under Part IV of the Environment Act 1995. The annual average limit applies where people are likely to breathe polluted air for the majority of the calendar year. It does not apply to transient exposure for a few hours or days.
- 1.3 All efficient combustion processes in air produce oxides of nitrogen (NO_x). Nitrogen dioxide (NO₂) and nitric oxide (NO) are both oxides of nitrogen and together are referred to as NO_x. In the case of Rottingdean High St, road transport is the main source of these emissions. For modern vehicles operating on the public highway, NO_x emissions can be mitigated with selective catalytic reduction on the vehicle exhausts. This technology is less effective in stop-start traffic, when engines idle and exhausts have lower temperatures. Road traffic emissions disperse less effectively in confined spaces such as street canyons.

2. RECOMMENDATIONS:

- 2.1 That the Committee grants permission for officers to advertise an experimental traffic order for a period of 18 months to allow a trial of temporary physical and other road traffic measures on Rottingdean High Street as listed in paragraph 3.2 of this report.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Rottingdean Parish Council and Brighton & Hove City Council have formed a joint action group in response to serious public concerns about air quality in Rottingdean High Street and have been meeting since 2017. The Project group,

including ward and parish councillors, have commissioned traffic modelling to consider various options and are now proposing an experimental trial on a temporary basis.

- 3.2 The trial will consist of three physical measures:
 - A temporary chicane outside 80-82 High Street (north of Park Street / south of the existing zebra crossing) with a give way to the north giving priority to northbound traffic including lining and signing.
 - A no stopping (yellow hatched) box on southbound lane from southern building line of Dene's Mews (No 66 High Street) to the southern boundary of 29 High Street (approximately 13.6m).
 - A ban on right turns out of West Street including signage.
- 3.3 The chicane is intended to ensure that northbound traffic is not impeded by any manoeuvres from southbound traffic, encouraging a free flow in the narrowest part of the High Street where the air quality is worst.
- 3.4 The yellow hatched box on the southbound lane is intended to prevent vehicles with idling engines from waiting in the same area or from impeding the movement of the occasional larger vehicles through the narrowest pinch point.
- 3.5 The ban on right turns out of West Street is intended to prevent vehicles blocking the northbound lane and making it necessary for vehicles turning on to the High Street from the A259 to wait with idling engines at the junction for a vehicle in the southbound High Street lane to allow the turning vehicle to join the lane.
- 3.6 A preliminary design for the scheme is attached (see Appendix 1). The project group will sign off the final detailed design prior to implementation.
- 3.7 The experimental order will run for a maximum of 18 months. During the 18 month period officers may adjust or suspend the scheme at any time. (See sections 5.1 and 5.2 for details on public consultation during the initial six months).
- 3.8 The scheme will also include the installation of gas sensitive air quality mesh or wireless technology alongside the existing conventional air quality monitoring tubes in the High Street. In the longer term, weekday traffic data south of Steyning Road will provide inputs to the dispersion model allowing an up to date detailed assessment of local air quality.
- 3.9 Signage at the Falmer exit from the A27 will be improved to deter HGV use of the B2123 to access Newhaven Port. Officers are negotiating designs with the relevant highway authorities, Highways England and East Sussex County Council.
- 3.10 Traffic monitoring will be undertaken within the first 12 months of the trial to mirror surveys undertaken on a 'neutral' (non-holiday, roadworks free) week in March 2018. Validation data from the Department for Transport Trafficmaster Satnav database will also be used. This will allow officers to accurately measure the impact on journey times through the area and manoeuvres in the wider area at key junctions.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 Traffic modelling using 'Vissim' software and air quality modelling using ADMS Software has been undertaken. Surveys were conducted over a 'neutral' seven day period in March 2018 to collect data to allow both models to simulate 2018 traffic conditions in the Rottingdean Village area and assess the impact of various proposed measures given those conditions.
- 4.2 Validation data derived from the Department for Transport Satnav database has been used to cross check traffic turning and count data collected in surveys. Satnav data reflects actual journey times through the entire length of the proposed trial area to ensure the model accurately reflects the real traffic conditions.
- 4.3 Traffic modelling tested the proposed location of the chicane north of Park Street and an alternative location south of Park Street. The model suggested the position north of Park Street would have minimal negative impacts on journey times, whereas the position to the south of this junction showed much greater negative impacts.
- 4.4 Traffic modelling also tested the length of the yellow box to prevent idling engines only in the narrowest part of the High Street and an additional proposed yellow box across the Park Street junction to protect turning manoeuvres. The results suggested there were considerable negative congestion impacts to the north of the area from the box on the Park Street junction, and that minimizing the length of the box to the south was desirable.
- 4.5 Modelling the air quality impact of the chicane north of Park St (using the same survey and validation data) predicted a slightly adverse impact around Vicarage Lane (though levels will still be well within acceptable standards). Levels were predicted to remain unchanged on The Green northbound and in general background levels further away from the High Street. A slight benefit in the southern High Street where levels are currently breached and a benefit to the A259 was predicted from this chicane position.
- 4.6 Modelling of a yellow box south of Park St predicted a slight Nitrogen Dioxide increase on The Green and by three points at Bazehill Rd (from 19-22 micrograms per cubic metre where the legal limit is 40). The model indicates that the roadside level at this location has less impact here because the building frontages are set further back from the kerb line than in the southern High Street. A yellow box was predicted by the model to deliver a slight air quality benefit for the lower High Street and further benefit for traffic flow and emissions on the A259.
- 4.7 The right turn ban out of Park Street was included in all the scenarios and has been retained to prevent drivers making this manoeuvre, blocking northbound flows at peak times through the narrowest part of the High Street.
- 4.8 Neither the traffic model nor the air quality model predict how much traffic will divert away from the trial area but a 'reassignment value' of around 10% of total current traffic diverting eastbound via Steyning Road has been assumed on top of the benefits predicted above. This suggests further air quality benefits are

possible for the lower High Street which will be assessed during the trial. Frontages on Steyning Road are further from the kerb than those on the lower High Street where traffic speeds are slower and emissions higher throughout the year including for AM and PM peaks and for inter-peak hours

- 4.9 A minimum 'bedding in' period of three months from the commencement of the trial is the minimum time frame likely to establish the accuracy of traffic diversion estimates and the benefit to air quality in the AQMA area. Colder temperatures often lead to the worst air quality (nitrogen dioxide) conditions so a prompt start in March 2019 is desirable to capture the conditions most crucial to predicting the success of the trial.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Details of preliminary consultation and engagement with Parish and Ward councillors are described at 3.1.
- 5.2 Private addresses and businesses in the Rottingdean area will receive letters informing them of the trial one month prior to implementation, giving details of how to submit comments. Displays of the plans will be available for public inspection at the Whiteways Centre and Rottingdean Public Library.
- 5.3 Members of the public will be invited to submit objections during the first six months of the experimental Traffic regulation order. All objections will be reported back to the committee before the end of the 18 month period of the order.
- 5.4 Brighton & Hove Buses fully support this because of current issues with their services. They reminded officers that they have been lobbying for this measure for some time. To support the trial, they are offering to supply punctuality data to provide additional evidence to support the scheme.
- 5.5 The Big Lemon Bus Company has also welcomed the trial. Other bus companies operating in the city have declined to comment.
- 5.6 East Sussex Fire and Rescue have no objection to the trial and believe it will not impede their response to an incident in the area.
- 5.7 Sussex and Surrey Roads Police support the trial aims but have made it clear that they would not prioritise the area in terms of enforcement. They have been assured that the Experimental order allows officers to suspend the trial if there are safety concerns and that officers will do so immediately if advised to do so by the Police.

6. CONCLUSION

- 6.1 The AQMA in Rottingdean High St continues to record readings in breach of statutory limits and the council has a duty to act to reduce emissions in the area to make it conform to acceptable legal standards for ambient air quality.
- 6.2 Extensive modelling work has been carried out using industry standard software of various potential physical measures and the results suggest benefits are likely.

- 6.3 The point of the trial is to further test a selection of these measures in situ in actual traffic conditions.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The estimated cost of the report recommendations of an experimental Traffic Regulation Order and temporary physical and other road traffic measures on Rottingdean High Street is £0.017m. This will be funded from the 2018/19 Local Transport Plan capital grant allocation. The cost of the capital works includes design, signage, implementation, monitoring and contingency costs.

Finance Officer Consulted: Gemma Jackson

Date: 10/01/19

Legal Implications:

- 7.2 Section 83 of the Environment Act 1995 imposes a duty on local authorities to designate air quality management areas ("AQMA") where air quality standards or objectives are not being achieved or are not likely to be achieved within a prescribed period. The Air Quality (England) Regulations 2000 prescribe air quality objective levels. Once an area is designated as an AQMA the local authority must prepare a plan setting out how it will seek to improve air quality in the area (s84 of the 1995 Act).
- 7.3 Under s9 of the Road Traffic Regulation Act 1984 a traffic authority may make an experimental traffic regulation order (ETRO) for the purposes of carrying out an experimental scheme of traffic control. An ETRO can contain any provision that a permanent traffic order can contain, but an ETRO cannot continue in force for more than 18 months. While the ETRO is in force the effects of the traffic control can be monitored and assessed before the traffic authority decides whether or not to continue the ETRO on a permanent basis.

Lawyer Consulted: Name: Hilary Woodward

Date: 27/12/18

Equalities Implications:

- 7.4 Improved air quality will benefit vulnerable residents and road users

Sustainability Implications:

- 7.5 The aim of the measures is to reduce the negative impact of transport emissions within the southern section of the High Street.

SUPPORTING DOCUMENTATION

Appendices:

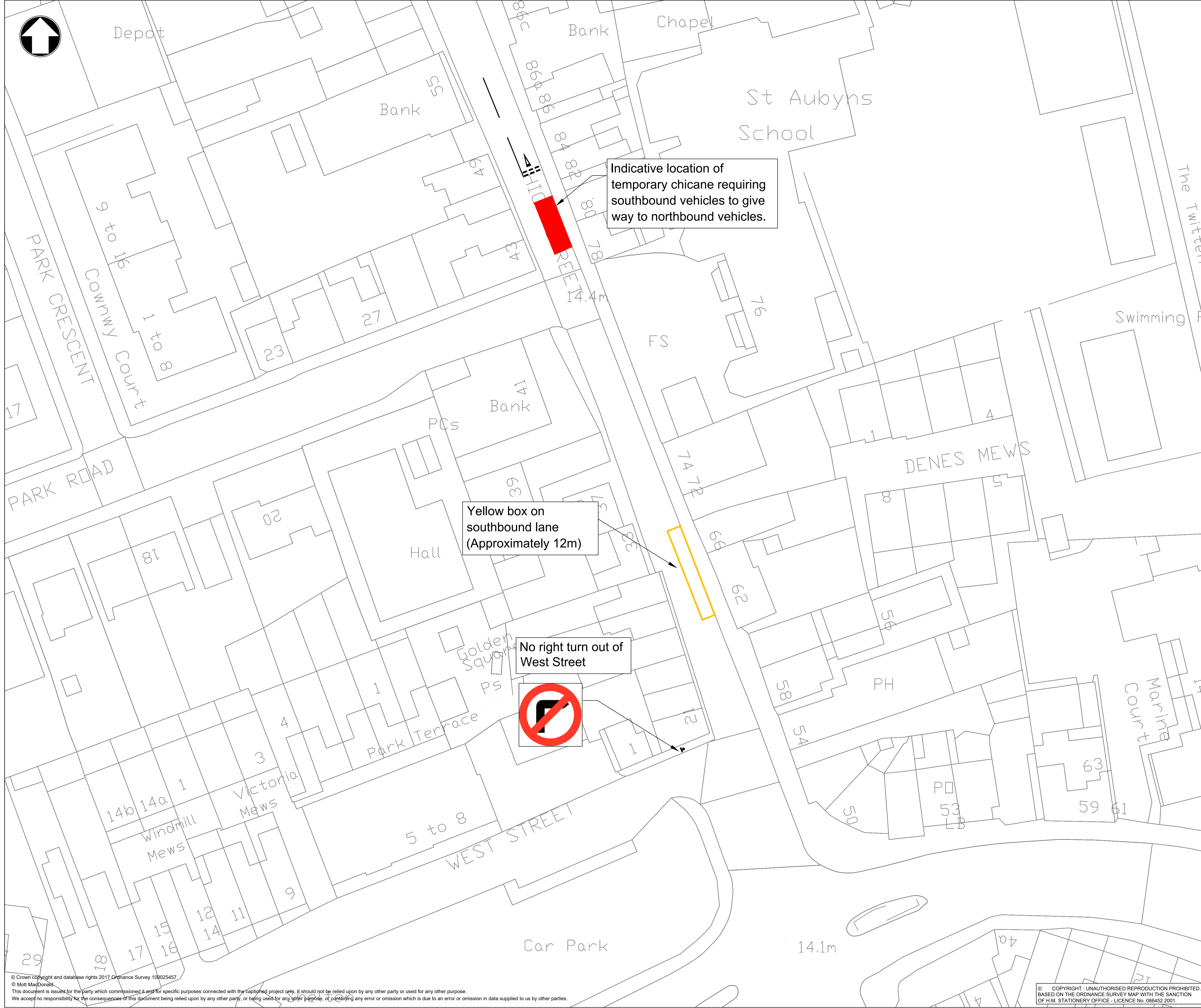
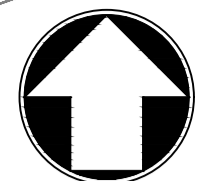
1. Plan of physical measures

Documents in Members' Rooms

1. None

Background Documents

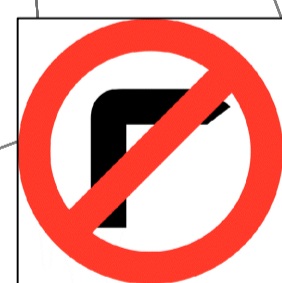
1. None



Indicative location of temporary chicane requiring southbound vehicles to give way to northbound vehicles.

Yellow box on southbound lane (Approximately 12m)

No right turn out of West Street



- Notes
- Existing street lighting and drainage has not been assessed at this stage, and should be considered in design development.
 - Design subject to site and utility survey information and design development.
 - Design based on OS mapping. A full topographical survey should be undertaken for subsequent design stages.
 - Road markings shown indicatively.

Key to symbols

- Temporary chicane (exact specification to be confirmed)
- Yellow box

P1	08/01/2019	NI	First Issue	CH	RR
Rev	Date	Drawn	Description	Ch'k'd	App'd

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Client

Brighton & Hove City Council

Title

**Rottingdean High Street
Proposed Air Quality Improvement
Measures - Concept design**

Designed	NI	Eng check	-
Drawn	NI	Coordination	-
Dwg check	CH	Approved	RR
Scale at A1	Status	Rev	Security
1:250	PRE	P1	STD
Drawing Number			
341760-MMD-QQ-XX-DR-C-0001			

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BASED ON THE ORDNANCE SURVEY MAP WITH THE SANCTION
OF H.M. STATIONERY OFFICE - LICENCE No. 086452 2001.

Subject:	School Parking Enforcement Review report		
Date of Meeting:	22 January 2019		
Report of:	Executive Director Economy, Environment & Culture		
Contact Officer:	Name:	Paul McCann	Tel: 01273 293014
	Email:	Paul.mccann@brighton-hove.gov.uk	
Ward(s) affected:	All		

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

- 1.1 The report presents a review of school parking enforcement, following on from the report submitted to Environment, Transport & Sustainability (ETS) Committee on 20th March 2018. The previous report recommended the employment of three additional Civil Enforcement Officers to assist with school parking enforcement and enforcement of areas outside the City Centre. This report demonstrates the progress of the additional Civil Enforcement Officers and the consideration of alternative options to assist in school parking enforcement.

2. RECOMMENDATIONS:

- 2.1 That Committee notes the progress of the employment of three additional Civil Enforcement Officers for school parking enforcement.
- 2.2 That Committee notes the reporting of antisocial behaviour is promoted and encouraged by School Crossing Patrol Officers and the wider school community and officers will continue to monitor trials of body worn cameras on school crossing patrols in West Sussex.
- 2.3 That Committee notes that the School Travel Team within City Transport is working with Sustrans and Living Streets to encourage behaviour change and to provide effective school parking enforcement with the Parking Strategy and Contracts Team.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 A report on school parking enforcement was submitted to ETS Committee on 20th March 2018 recommending the employment of three additional Civil Enforcement Officers to assist with school parking enforcement, and to assist in tackling parking contraventions in the areas of the city not within the Controlled Parking Zones (CPZs). The recommendation was agreed by Members of this Committee and the officers were employed in June 2018. A further report on school parking enforcement was requested, and agreed, and a petition was also submitted to Committee in October 2018 regarding parking issues at Hangleton Primary School and Goldstone School. During this period the Transport Projects Team have begun work on the Hangleton Safer Routes to Schools Scheme.

- 3.2 The three additional officers work with the two other Civil Enforcement Officers who are deployed on school parking enforcement duties. The officers have been active in dealing with both school parking enforcement issues and tackling parking contraventions outside of the Controlled Parking Zones. It was projected that the officers would be 80% self-funding for the first year, issuing an estimated average of 6 Penalty Charge Notices per day. The performance of the additional officers to date has shown an average of 6.25 Penalty Charge Notices per day. The additional officers have allowed, where appropriate, a more robust enforcement approach at schools, tackling double parking and protecting school keep clear markings and restrictions.

Consideration of alternative options to assist in School Parking Enforcement

- 3.3 A number of alternative options have been suggested and this report provides an evaluation on the use of Body Worn Cameras on School Crossing Patrol Officers, Public Space Protection Orders (PSPOs), CCTV / Automatic Number Plate Recognition vehicles and the Extension of Restrictions outside Schools. The report also provides details on the work carried out by the School Travel Team and the Safer Routes to School Programme.

School Travel Team

- 3.4 The School Travel Team works on school travel plans. The School Travel Team works in partnership with schools and nurseries to help develop school travel plans. These plans provide a framework for school communities to encourage and support families to travel to school in a safe, active and sustainable way. The School Travel Team supports schools to deliver the initiatives within their travel plan, by working especially with the pupils as School Travel Ambassadors and to engage with children, parents, carers and staff to encourage travel behaviour change.
- 3.5 The School Travel Team comprises of three officers working 2.4 full time equivalent posts. The team is grant funded by the Department for Transport (DfT) through the Access Fund for Sustainable Travel until March 2020. The School Travel Team is supporting the Air Quality/Anti-Idling Project 2018/19. This is a joint initiative with East and West Sussex Councils aimed at trying to reduce engine idling outside some schools to help improve air quality within Air Quality Management areas. The delivery of the project will be from Sustrans and Living Streets. The School Travel Team will also be supporting the Sustrans led "School Streets" events in March 2019

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The main alternatives are going ahead with the further options reviewed and outlined in the report.
- 4.2 However, it is the recommendation of officers that these options are not progressed for the reasons outlined within the report.

5. COMMUNITY ENGAGEMENT & CONSULTATION

Body worn cameras on School Crossing Patrol Officers

- 5.1 There are currently 10 School Crossing Patrol Officers employed and if at full capacity the council would have 21 officers employed. Recruiting to fill these posts has proven to be difficult. Seven officers were asked if they would be happy to wear body worn cameras whilst on duty. Only three, out of the seven officers, would wish to wear and use body worn cameras. The other School Crossing Patrol Officers indicated they did not want to be involved in the prosecution process or attend the extra training required. The job description of a School Crossing Patrol Officer does not require prosecution work as a condition of duty.
- 5.2 There are financial considerations in the purchase, maintenance and administration of cameras and associated data and equipment and training of all staff to ensure policies are in place to ensure their use complies with the General Data Protection Regulation, Data Protection Act, Protection of Freedoms Act, Human Rights Act and Regulation of Investigatory Powers Act.
- 5.3 As an alternative to the wearing of body cameras, any incident can either be reported directly to the Service Manager or to the Police run Operation Crackdown. Incidents reported to Operation Crackdown can lead to prosecution, dependant on evidence, or a visit or warning letter from the Police.
- 5.4 It is planned to have closer working relationships with schools, parents and the community to look at the anti-social behaviour issues associated with driving outside schools whilst the School Crossing Patrol Officer is on duty. Additional monitoring will be carried out to identify locations where antisocial behaviour does occur and undertake targeted promotions to advertise reporting of this behaviour.
- 5.5 Legal Officers have advised that under the Human Rights Act 1998, which binds public authorities, a pressing need has to be demonstrated when surveillance is undertaken. The use of surveillance cameras must be necessary, proportionate and transparent. Body cameras must be used in a way that does not invade a person's privacy.

Public Space Protection Orders (PSPOs) for School Parking Enforcement

- 5.6 PSPOs were considered in the report submitted to ETS committee on 20th March 2018, taking guidance from Legal Officers. Consultation with the police and community representatives is required before a PSPO can be introduced. PSPOs can be resource intensive to introduce and enforce. It is doubtful that costs could be recouped so this would lead to an additional expense to the Council.
- 5.7 PSPOs have been reconsidered and there are a number of concerns on the use of such orders. PSPOs are used for school parking enforcement in the London Borough of Havering. Costs for first year in the London Borough of Havering were £728K in 2016 with ongoing annual maintenance costs of £66K. A PSPO, for example, in the Hangleton area would be of a similar size and comparable cost. There would also be the need to employ additional staff as PSPOs are enforced by Fixed Penalty Notices (FPNs) rather than the Civil Penalty Charge

Notices (PCNs). Civil Enforcement Officers do not issue FPNs for traffic related offences

- 5.8 The Local Government Association's Public Spaces Protection Orders Guidance for Councils has been reviewed. The section on "Displacing Behaviour" (on page 9 of the guide) has been noted and displacement of problems is a concern. We have looked at the plans of the PSPOs for the London Borough of Havering and a similar scheme could result in displacement of problems rather than a solution. Parking problems could displace to surrounding roads outside the area of a PSPO, this would then result in the same parking problems albeit in different residential roads.
- 5.9 Consideration has also been given to the "Assessing Potential Impact and The Equality Act 2010" of the Local Government Association Guide (on page 10 of the guide). An Equalities Impact Assessment would need to be undertaken and there is a need for an Exemption Criteria for a School PSPO.
- 5.10 This Exemption Criteria would therefore not stop all school related parking and traffic. Examples of exemptions are Blue Badge holders, persons receiving Personal Independence Payment, being in receipt of school transport assistance on medical grounds. Further examples are a medical condition that results in the restriction imposed by a PSPO being considered by a qualified medical practitioner to be detrimental to health and wellbeing, and special circumstances such as a temporary injury .e.g. a broken leg.
- 5.11 A breach of a PSPO is a criminal offence and can lead to prosecution if the Fixed Penalty Notice is not paid. Prosecution through the courts can lead to a fine of up to £1000. The criminalisation of parents dropping off children to school could be detrimental to the work carried out by the School Travel Team who work with schools, nurseries, parents and children to encourage travel behaviour change through innovative and fun projects, which encourages participation and which is sustained for the long term.

Safer Routes to School Programme

- 5.12 The Local Transport Plan provides funding for an annual Safer Routes to School Programme, which is a casualty led programme of improvements to the highway to remove risks and perceived risks in travelling to schools by walking and cycling. The Hangleton Safer Routes to Schools scheme is part of this Programme and was approved by this committee at its meeting of 27th November 2018 representing the Council's ongoing investment in improving travel to and from schools and therefore the associated parking generated by school travel.
- 5.13 It is estimated the project will be completed by late summer 2019 in time for the 2019/20 academic year. The School Travel Team and Parking Strategy and Contracts Team will continue to work together. If problems arise the teams will liaise and plan for the most effective use of resources. The Civil Enforcement Officers, deployed on school parking enforcement duties, will support the scheme and take enforcement action if road traffic contraventions occur. It is felt the success of the scheme should be analysed and reported upon before committing to further spending on additional parking enforcement options.

CCTV / Automatic Number Plate Recognition (ANPR) vehicle

- 5.14 As previously reported within the report to ETS committee on 20th March 2018, a car fitted with CCTV and ANPR would cost at least £80k for an entry level vehicle. The costs would escalate as additional staff are required not only to staff the vehicles but as back office support.
- 5.15 For the ANPR aspect of the car to operate the Traffic Regulation Orders (TRO's) would need to be mapped onto software which is both a costly and timely exercise. Covering those costs via income from the additional Penalty Charge Notices (PCNs) would not be achievable.
- 5.16 The new Parking Enforcement Contract is due to commence in January 2021. The preparation of the new contract is underway and will consider the use of new technology, including ANPR and Map Based TROs. During the interim period it would not be financially viable or time effective to bring in the use of an ANPR vehicle, but this can be reconsidered in the future.
- 5.17 Double parking at schools, especially near the entrance, is at present one of the main complaints received and the use of four enforcement officers to tackle double parking and protect school keep clear lines is now being used effectively.

Extension of restrictions outside schools

- 5.18 Outside of the Safer Routes to Schools scheme consideration has been given by the Parking Infrastructure Team to an extension of parking restrictions outside schools. However, there are difficulties in putting in additional widespread parking restrictions outside schools as this does not prevent people from driving to the schools, but displaces the traffic and parking to other roads. People may have made a decision to live in roads in close proximity to the school but without the associated difficulties that come with living on the same road as the school. Therefore, this is likely to lead to significant objections from local residents outlining that the Council are simply displacing the problem.
- 5.19 The Council are restricted to what can be implemented, school keep clears can only be used immediately outside of schools and loading restrictions can trigger a public inquiry if implemented for a certain length at peak periods. By putting in a loading ban on single yellow lines this would prevent blue badge holders (parents, children and residents) from being able to use this area to park so they would have to be carefully balanced with other issues and considered on the merits of the individual circumstance. This is a key consideration as having too many loading bans can lessen the effectiveness of double yellow lines.
- 5.20 In order to install yellow lines the widespread proposals would need to be put to the public, in the form of a draft Traffic Regulation Order, followed by the correct signing and road markings on site (or removal of them) if the proposals are approved. This would require substantial time and cost. We are looking to implement some additional restrictions in key spots, however, these would be limited to avoid displacement and would involve liaison with the Transport Projects section regarding any changes around the schools to make sure they tie in with the school travel plans.

6. CONCLUSION

- 6.1 It is felt that increasing the number of Civil Enforcement Officers deployed on school parking enforcement duties has provided a more flexible and, where appropriate, robust method to tackle school parking enforcement.
- 6.2 It is felt that bringing in PSPOs, and the required CCTV equipment, would be expensive and would only displace parking and traffic problems. The use of body worn cameras by School Crossing Patrol Officers is not considered a practical and effective way to reduce incidents and officers will continue to monitor trials of body worn cameras on school crossing patrols in West Sussex.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no additional costs to the recommendations in this report.
- 7.2 It was estimated that the cost for employment of three civil enforcement officers would be 80% self-funding for the first two years, with full funding by the end of year 3, from Penalty Charge Notices (PCNs) issued by the civil enforcement officers whilst carrying out other enforcement duties outside of school hours. Based on the current performance this estimate was accurate and the performance is just above what was projected.
- 7.3 The Hangleton Safer Routes to Schools scheme funding has been detailed within a separate report to Environment, Transport and Sustainability committee on 27th November 2018.

Finance Officer Consulted: Gemma Jackson

Date: 04/01/19

Legal Implications:

- 7.4 The Legal Implications are considered in the body of this report

Lawyer consulted: Stephanie Stammers:

Date: 21/12/18

Equalities Implications:

- 7.5 There are no foreseen equalities implications.

Sustainability Implications:

- 7.6 It is felt that the continued work by the School Travel Team, working with Sustrans, Living Streets Project and the Parking Strategy and Contracts Team will assist in improving sustainable travel options in the city.

Any Other Significant Implications:

- 7.6 There are no other foreseen significant implications.

SUPPORTING DOCUMENTATION

Appendices:

1. None

Documents in Members' Rooms

1. None

Background Documents

1. School Parking Enforcement report. Date of Meeting: 20 March 2018.
2. Hangleton Safer Routes to School Scheme report. Date of Meeting: 27 November 2018

