



ECONOMY, TRANSPORT AND ENVIRONMENT SCRUTINY COMMITTEE

WEDNESDAY, 22 NOVEMBER 2017

10.00 am COMMITTEE ROOM, COUNTY HALL, LEWES

MEMBERSHIP - Councillor Richard Stogdon (Chair)
Councillors Claire Dowling (Vice Chair), Godfrey Daniel, Simon Elford,
Darren Grover, Pat Rodohan and Barry Taylor

A G E N D A

- 1 Minutes of the meeting held on 20 September 2017 (*Pages 3 - 12*)
- 2 Apologies for absence
- 3 Disclosures of interests
Disclosures by all members present of personal interests in matters on the agenda, the nature of any interest and whether the member regards the interest as prejudicial under the terms of the Code of Conduct.
- 4 Urgent items
Notification of items which the Chair considers to be urgent and proposes to take at the appropriate part of the agenda. Any members who wish to raise urgent items are asked, wherever possible, to notify the Chair before the start of the meeting. In so doing, they must state the special circumstances which they consider justify the matter being considered urgent.
- 5 Provision of Dropped Kerbs - update (*Pages 13 - 36*)
Report by the Director of Communities, Economy and Transport.
- 6 Highway Drainage update (*Pages 37 - 50*)
Report by the Director of Communities, Economy and Transport.

RPPR Items

- 7 Emergency Planning Update Report (*Pages 51 - 78*)
Report by the Director of Communities, Economy and Transport.
- 8 Gypsy and Traveller Team Update (*Pages 79 - 86*)
Report by the Director of Communities, Economy and Transport.
- 9 Reconciling Policy, Performance and Resources (RPPR) for 2018/19 (*Pages 87 - 92*)
A report by the Chief Executive.
- 10 Scrutiny committee future work programme (*Pages 93 - 98*)
- 11 Forward Plan (*Pages 99 - 106*)
The Forward Plan for the period to 28 February 2018. The Committee is asked to make comments or request further information.
- 12 Any other items previously notified under agenda item 4

PHILIP BAKER
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14 November 2017

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ECONOMY, TRANSPORT AND ENVIRONMENT SCRUTINY COMMITTEE

MINUTES of a meeting of the Economy, Transport and Environment Scrutiny Committee held at Committee Room, County Hall, Lewes on 20 September 2017.

PRESENT Councillors Richard Stogdon (Chair) Councillors
Claire Dowling (Vice Chair), Godfrey Daniel, Darren Grover
and Barry Taylor

LEAD MEMBERS Councillors Nick Bennett and Bill Bentley

ALSO PRESENT Rupert Clubb, Director of Communities, Economy and
Transport
James Harris, Assistant Director, Economy
Nick Skelton, Assistant Director Communities
Karl Taylor, Assistant Director Operations
Dale Poore, Contracts Manager
Hannah Cawley, Contract Performance and Compliance
Manager

12 MINUTES OF THE MEETING HELD ON 14 JUNE 2017

12.1 The Committee RESOLVED to agree as a correct record the minutes of the meeting held on the 14 June 2017.

13 APOLOGIES FOR ABSENCE

13.1 Apologies for absence were received from Councillor Simon Elford, and Councillor Rupert Simmons.

14 DISCLOSURES OF INTERESTS

14.1 None noted.

15 URGENT ITEMS

15.1 There were none.

16 HIGHWAYS INFRASTRUCTURE SERVICES CONTRACT - YEAR 1 UPDATE REPORT

16.1 The Lead Member for Transport and Environment gave an overview of the first years performance of the Highways Contract. The asset management approach has improved the condition of roads and there have been improvements in safety and response times through the use of new technology. The savings target of £1.4m has been achieved, and it is estimated that

the value of contracts awarded to local companies, thereby supporting the local economy, has been around £17million. Local engagement has been improved through roadshows, tours, and strengthening local relationships (SLR) meetings. The Customer Centre has been restructured and call answering times are above national performance standards. The achievements under the Contract during the first year of operation are highlighted in Appendix 2 of the report. The focus of the next year will be improving customer service, operational delivery and achieving accreditation for the quality management system.

16.2 The Contracts Manager and the Contract Performance and Compliance Manager highlighted further areas of contract performance during the first year of operation. The overall performance achieved and individual targets at end of first year are shown in Appendix 1 of the report. These cover a wide range of service outcomes in line with recommendations of the Highways Reference Group. When looking at the key service outcomes:

- Improving asset condition - the target of reducing the percentage of unclassified roads requiring maintenance to 19% was achieved, whilst the condition of the and non-principle roads has also been maintained at the previous levels of 5% and 6% respectively;
- Ensuring a safe road network - the level of third party claims has been reduced;
- Value for money - service efficiencies have increased the number of minor works schemes it has been possible to carry out;
- Supporting the local economy - around 43% of the contract value went into local economy; and
- Customer service – the number of complaints has reduced by 82% and the number of complements has increased by 63%.

16.3 The Committee discussed various aspects of the performance of the Highways Contract and the key points are summarised below.

Incident and fault report updates

16.4 The Committee noted that although customer service and engagement with residents is working well, there appears to be gap between when an incident is reported and when updates are given on the proposed course of action or resolution. It is important that Councillors are kept informed of when a fault has been fixed, or the reasons why something has not been repaired. Some Committee members have also experienced difficulties when they have requested residents are copied into emails that give an update to an outstanding issue.

16.5 The Contract Performance and Compliance Manager outlined that all customers get an update response with 10 working days, and there should not be a problem in copying customers into emails to Councillors. The team are currently undertaking work to check, and if necessary, improve the quality of the information in the responses given. The Contracts Manager explained that the team are looking to improve this area in year two of the Contract. The Assistant Director, Operations added that Councillors can track cases by using the case number if they are not getting a response on an issue. Also, the three Customer Service Managers should be keeping Councillors informed of the progression outstanding issues.

Potholes that do not meet the repair criteria

16.6 The Committee asked what happens when a reported pothole does not yet meet the intervention standard for a repair to be carried out. The Committee also observed that they, and their Highway Stewards, sometimes find that there is a delay before a repair is carried out.

16.7 The Assistant Director, Operations explained that the Council's intervention policies follow national guidance. If a defect does trigger a repair, there are three timescales for repair depending on the severity of the defect. This may account for the gap between the defect being reported and repaired. The timescales for repairs are:

- Category 1 make safe or repair within 2 hours (a follow up, permanent repair may be carried out within 28 days);
- Category 2 repair within 5 days;
- Category 3 repair with 28 days.

16.8 The Contracts Manager outlined that if a defect is not at the intervention level, a report is passed onto the Asset Management team and the Highway Steward will monitor it through subsequent routine inspections. All roads are inspected on a monthly, three monthly, six monthly or annual inspection regime. The Highway Steward will use their judgement to flag up repairs that may need to be carried out before the next inspection. When Stewards make recommendations for work, the Asset Management team will try and include them in a planned maintenance programme which may take longer than 28 days to carry out.

Highways enforcement

16.9 The Committee commented that sometimes there appears to be a problem when a Highway Steward has raised an enforcement issue, but follow up action is delayed or reliant on others to bring about a resolution to the issue. One of the Committee Members cited a particular example where drainage water was being discharged from a property on to the footway.

16.10 The Contracts Manager clarified that responsibility for following up enforcement requests remains with the Communities, Economy and Transport (CET) department, and he will follow up the particular example given. It was acknowledged that properties not maintaining their own drainage systems are an increasing issue, with more properties discharging water onto the pavement and the highway.

16.11 The Contracts Manager outlined that the Contractor has increased the staff resources available for enforcement. When dealing with enforcement, the process used is to try and contact the person responsible (often the land owner) to resolve the issue and then visit if there is no response. It can be difficult at times to identify the land owner, but action will always be taken to rectify a problem where there is a safety issue. The department keeps a record of all breaches where enforcement action may be necessary. In 85% of cases the person responsible responds and the issue is resolved. Formal legal action is used as a last resort where necessary.

16.12 The Committee commented that it may wish to look at highways enforcement in more detail at some point in time in the future.

Winter maintenance

16.13 The Committee asked if there were any costs savings arising out of the mild winter. The Assistant Director Operations clarified that there were no savings as the Contractor still has to have all the winter equipment and supplies ready, and did grit roads on 40 occasions when there was a risk of icy conditions. The Contractor also bears the cost if there is a severe winter, so the contract pricing arrangements for winter maintenance average out over the term of the contract.

Highway drainage

16.14 The Committee noted that the Contractor was up to date with gully maintenance and asked what difference the extra capital funding was having. The Contract Manager outlined that work has started to investigate flooding hot spots, survey the drainage network and digitise existing records. The Contractor has started to fix drainage problems, including where blocked drains have been identified by routine gully maintenance. The Contractor is also able to capture information on various aspects of the drainage network whilst carrying out this work.

Focus for Year 2 of the Contract

16.15 The Contracts Manager outlined the areas of focus for improvement during the second year of the Contract. These were customer service, operational delivery (including highways defect rectification works, minor works and capital schemes) and seeking accreditation for the Quality Management System. The Committee confirmed that they are happy with year two objectives for improvement as set out in the report.

Summary Comments

16.16 The Committee commented that the overall contract performance is good in the first year of operation. The Committee requested that details of the number of compliments as well as complaints are included in future reports, and noted it would be helpful to have information on the previous number of third party claims for comparison. The Contract Performance and Compliance Manager will provide this information after the meeting.

16.17 The Committee RESOLVED to note performance of first year of the Highways Infrastructure Services Contract.

17 GRASS CUTTING SERVICE AND MANAGEMENT OF ROADSIDE VEGETATION

17.1 The Contracts Manager introduced the report, which provides an opportunity for the Committee to comment on proposals for savings in the grass cutting budget. At present, the budget funds two cuts per year in rural areas and six cuts per year urban areas, plus some other reactive work (e.g. the management of wildflower areas). There is no statutory requirement to carry out highways grass cutting or verge maintenance. The Customer Centre receives 2,000 enquiries per year regarding highways grass cuttings, and it is one of the top ten issues that are reported. The department is discussing possible changes to the grass cutting service with Parish, District and Borough Councils. It is planned to present a report to Cabinet in December to outline the proposals to achieve the savings, and to seek approval to start a public consultation on the proposals.

17.2 The Contracts Manager outlined that if the Council does decide to reduce grass cutting it is likely to lead to an increase in the number of complaints and customer dissatisfaction. In addition, there may be an increase in costs if the grass cutting service becomes a more reactive service (e.g. in dealing with higher volume of complaints). A reduction in grass cutting may also have an impact on drainage and access in some rural areas. East Sussex County Council (ESCC) does have a statutory duty to have safe and useable Highway network. Consequently, grass cutting for safety reasons around visibility splays will need to continue.

17.3 The Committee observed that in the previous report in 2014 (appendix 2) it was recommended not to make savings in this service area. Given that background, the Committee asked what had changed and whether other service areas should be considered for savings.

17.4 The Lead Member for Transport and Environment explained that this was one of several areas of search that the Cabinet had proposed. He acknowledged that this is a more complicated matter than at first thought. Consequently there is a need to consider the implications carefully and to involve other authorities in this work. The Director of CET added that at beginning of savings process there had been a wider area of search. Now there are fewer opportunities for savings in what is a difficult financial environment, with further savings of £36m required across the Council in 2019/20 to 2020/21.

17.5 The Committee asked a number of questions about breakdown of expenditure in Appendix 1. Officers clarified that:

- Appendix 1, table 1.1 the £91,532 contribution to Eastbourne Borough Council for urban grass cutting pays for six cuts and Eastbourne Borough Council fund additional cuts so the highways grass is cut fourteen times a year.
- Appendix 1, table 1.2 the contributions to Eastbourne and Hastings Borough Councils for weed control and tree maintenance differ because there are more Highway trees in Eastbourne, and Eastbourne covers a larger area. This budget includes spraying weeds on the pavement and at the edge of the carriageway, but does not include Dutch Elm disease works which are paid for from a separate budget.

17.6 The Committee observed that it would need to know the outcome of discussions with the other local authorities, and perhaps the best approach would be for the Committee to establish a Task and Finish Scrutiny Board to consider the savings proposals. The Committee also commented that the contributions for weed control and tree maintenance may also need to be examined as part of the savings. The Director of CET suggested that the Task and Finish Board could also comment on the proposed public consultation.

17.7 The Committee stated that the Task and Finish Board would need to know what the potential additional costs would be, that are referred to in the report. The Contracts Manager responded that some of the potential additional costs may be difficult to quantify.

17.8 Committee RESOLVED to establish a Scrutiny Committee Task and Finish Board to examine the implications and opportunities for grass cutting savings, comprised of Councillors Claire Dowling, Godfrey Daniel and Barry Taylor.

18 RECONCILING POLICY, PERFORMANCE AND RESOURCES (RPPR) FOR 2018/19

18.1 The Director of CET introduced report, which is the beginning of the Scrutiny Committee's involvement in the of RPPR process for 2018/19. Scrutiny has an important role in shaping the budget savings proposals and examining their impact. The Director of CET highlighted that finding further savings is becoming increasingly difficult.

18.2 The Committee discussed the items in the savings plan for 2018/19 and noted that the Committee had established a Review Board to examine the savings proposals for the Waste Contract, and had agreed to consider the proposals for savings to grass cutting via a Task and Finish Scrutiny Board. The Committee is aware of the savings proposals for Libraries and noted their contribution to the overall departmental savings plan.

18.3 The Committee considered the services within the departmental revenue budget to see whether there were opportunities for savings in addition to those planned for waste and grass cutting.

Archives & Records

18.4 The budget under this heading pays for the ESCC contribution to the running costs of The Keep and the modern records storage facility at Ropemaker Park. The remainder of the running costs of The Keep are paid for by contributions from Brighton and Hove City Council (BHCC) and the University of Sussex.

18.5 The Committee asked if the modern records storage facility could be offered to other Councils and organisations. The Assistant Director, Communities explained that this service has implemented a new system to improve document storage and retrieval. It is looking to offer this service to other organisations, but cannot guarantee any additional income at this stage.

Registration Service

18.6 The Registration Service is a net contributor to the departmental budget, but there are constraints on what the income generated can be spent on. It is anticipated that the opening of the newly refurbished Southover Grange will increase income, but this is variable depending on the number of wedding and other services. The Registration Service is currently working with Adult Social Care to refurbish Hookstead in Crowborough to provide improved facilities in this part of the county.

Road Safety

18.7 The Committee asked if expenditure on road safety could be reduced. The Director of CET responded that he did not believe this team could be reduced further. It currently deals with over 5,000 items of correspondence each year. The Committee is aware of the project work that is underway to examine better ways of reducing road accidents. The Committee commented that there was a perception that road accidents were due to road conditions, when most are caused by driver behaviour. The Director of CET suggested that the time to tackle this perception is when project has been completed.

Trading Standards

18.8 The Assistant Director Communities outlined that the department has reduced this service as far as possible and would not want to reduce it further. There may be small opportunities for additional income generation, but this service has already undertaken structural reviews and reduced staff.

Travellers Sites and Emergency Planning

18.9 The Director of CET explained that this was a small and effective team managing unauthorised encampments and five designated sites (four residential and the transit site at Bridies' Tan). The Service receives income in the form of housing benefit and fees and charges from the sites, as well as contributions from District and Borough Councils. This team provides good value for money and it was not proposed to make savings from this budget.

18.10 The Emergency Planning Team are a small team who provide a business continuity and emergency planning service to ESCC and to other local authorities. The Committee noted that it had not examined these service areas for some time and requested a report on the work of the Traveller and Emergency Planning teams at the November Scrutiny Committee meeting. The Assistant Director, Communities added that this can include further information on the net budget of these services.

Customer Care

18.11 This is the Corporate Complaints team who provide a service to deal with complaints for CET, Orbis and the Chief Executive's department (but not Children's Services and Adult Social Care, who have their own separate complaints teams). This team also deals with Freedom of Information (FOI) requests, which have increased in number, and requests for environmental information. The Assistant Director, Communities explained that the department does not receive any income from other departments. This is in line with the corporate agreement not to make internal recharges. There is no scope for further savings from this service.

Passenger Services

18.12 The Director of CET outlined that out of total net budget of around £9.1million, concessionary bus fares account for £7.8 million of the expenditure. The provision of concessionary fares is statutory and ESCC gets £5million towards concessionary fares as part of the formula grant from the Department for Transport (DfT). There is currently a funding gap between the amount ESCC receives from central government via the DfT and the cost of concessionary bus fares. The remainder of the Passenger Service budget of around £1.2million is used to pay for supported bus services, some of which are also used for Home to School transport. If ESCC ceased to fund all the supported bus services, it would have to spend an additional £800,000 per annum on school buses, so the net saving would only be £400,000 per annum. Such a removal may also impact commercial services where subsidised bus routes feed into the commercial bus network.

Parking

18.13 The Director of CET explained that £600,000 of the parking surplus is spent on concessionary bus fares in order to bridge the current funding gap. The Committee discussed the scope to increase, or harmonise, parking charges across the areas of the county covered by civil parking enforcement arrangements. The Assistant Director, Operations explained that the parking schemes cannot be set up to make a profit, and any surplus after covering operating costs has to go back into local transport schemes. The Director of CET added that any decision on charges has to be fair, reasonable and take into account the number of parking spaces within controlled parking zones.

Waste Disposal

18.14 The Committee noted that it has established a Review Board to examine the potential for savings in this service area.

Rights of Way and Countryside Management

18.15 The Committee has been involved in the development of the Countryside Access Strategy which covers these teams. The majority of expenditure is on staff costs and there are no opportunities for further savings.

Transport Hub

18.16 The Assistant Director, Operations explained that there are no further opportunities for savings from this team after previous savings.

Highways Maintenance

18.17 Savings of £1.4million have previously been made from the Highways maintenance budget as part of the contract re-procurement. The current Highways budget, excluding depreciation, is split into four main areas:

- Contract Management – £2,041,000 which is made up of staffing costs plus £580,000 for survey and other costs;
- Contractors costs - £9,783,000 which is comprised of the lump sum and regular contract payments, including the grass cutting budgets;
- Maintenance of bridges and structures - £1,793,000 this includes the Newhaven swing bridge; and
- Street lighting and traffic signals - £1,438,000.

Planning and Environment

18.18 The Environment Team is small and has low costs. It is seeking to generate further income from professional advice provided to other local authorities. The net cost of the Planning Team is low after planning development control and flood risk management fees are taken into account. The Committee noted that much of planning is a statutory function and asked if there is scope to work with the District and Borough Councils to reduce costs.

18.19 The Assistant Director, Economy outlined that there were seven planning departments in the county and there is a skills shortage in this area. There might be some scope for discussions with District and Borough Councils to share staff and resources and this is perhaps something the department could explore.

18.20 High Weald Unit. ESCC is the accountable authority for this organisation, with contributions being made towards the running costs coming from a number of local authorities and other organisations. There is no scope for savings from this budget.

Capital Programme

18.21 The Committee asked if there were any funding issues around the capital programme. The Director of CET responded that the fundamental challenge is around revenue expenditure, not capital. However, the Committee should note that quite a lot of staff costs are charged to capital budgets where appropriate.

RPPR Board

18.22 The Committee discussed the formation of an RPPR Board which will meet to discuss the emerging budget and portfolio plans and provide comments to Cabinet. It was agreed that the membership of the RPPR Board would be comprised of the whole Committee. The proposed date of the RPPR Board meeting is Friday 8 December 2017 at 10.00am.

18.23 The Committee RESOLVED to:

- 1) Establish an RPPR Board comprised of whole Committee; and
- 2) Receive a report on the Traveller and Emergency Planning teams at the Scrutiny Committee meeting to be held on the 22 November 2017.

19 SCRUTINY COMMITTEE FUTURE WORK PROGRAMME

19.1 The Committee considered the future work programme. The Committee agreed to amend the work programme as follows:

- Grass cutting savings - to form a Task and Finish Scrutiny Board to look at this matter in more detail (minute 17.8 above).
- RPPR – to form an RPPR Board comprised of the whole Committee to consider the budget setting process for 2018/19 and make comments to Cabinet on the budget (minute 18.23 above).
- Receive a report on the Traveller and Emergency Planning teams at the Scrutiny Committee meeting to be held on the 22 November 2017 (minutes 18.23 above).

20 FORWARD PLAN

20.1 The Committee reviewed the Council's Forward Plan and noted the following reports that are due for consideration:

- 16 October 2017, Lead Member for Transport and Environment - Highway Policy Review.
- 29 November 2017, Lead Member for Communities - Road Safety policies update.

21 ANY OTHER ITEMS PREVIOUSLY NOTIFIED UNDER AGENDA ITEM 4

21.1 There were none.

The meeting ended at 1.05 pm.

Councillor Richard Stogdon
Chair

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Report to: Economy, Transport and Environment Scrutiny Committee

Date of meeting: 22 November 2017

By: Director of Communities, Economy and Transport

Title: Provision of Dropped Kerbs – update

Purpose: To provide an update to the Committee on the delivery of the recommendations arising from the 2008 Dropped Kerbs Scrutiny review.

RECOMMENDATIONS: The Committee is asked to consider the issues in relation to the provision of a policy for dropped kerbs in East Sussex, and any associated funding.

1 Background Information

1.1. The Scrutiny Committee for Transport and Environment on 13 June 2008 considered the outcomes of a scrutiny review and recommendations in relation to the provision of dropped kerbs in the County. In summary, the Review put forward recommendations in relation to the following:

- That base budget provision be established for installing and upgrading dropped kerbs.
- The design of all new dropped kerbs should be in accordance with Department for Transport (DfT) guidelines especially with regard to upstand, the use of tactile paving, gradient and avoidance of any drops on the radius section of kerbs.
- Dropped kerbs should be protected from parked cars either by double yellow or white lines wherever practicable.
- Highways development control commentary should be provided to district and borough councils for all development applications where there is a highways impact, including developments of five properties or fewer.
- When a planning application is received for comment by the highways development control team should consult to check whether there are any outstanding requests for dropped kerbs that could potentially be funded from development contributions or conditions.
- Consultants from the National Register of Access Consultants be used to ensure the best possible outcomes of access audits for larger developments.
- That a policy on dropped kerbs be developed in association with relevant stakeholders to identify priorities for installing new dropped kerbs and upgrading existing sites based on a range of priorities identified by this review.

1.2 A full copy of the June 2008 Scrutiny Review of Dropped Kerbs report is attached at Appendix 1. A copy of the department's response to the recommendations of the Review is attached at Appendix 2 (8 July 2008 Cabinet report).

2 Supporting Information

2.1 The 2008 Scrutiny Review identifies a number of key issues in relation to funding, policy and provision of dropped kerbs in the County which are discussed further below.

Funding for Dropped Kerbs and provision through development

2.2 Prior to 2010, and in response to the Scrutiny Review recommendation, the area highway teams did have limited funding available for progressing some dropped kerbs requests from local communities. However, with the financial savings that needed to be made following the financial pressures since 2010, no further funding was made available specifically for dropped kerbs.

2.3 As a consequence, requests for dropped kerbs have since been considered along with other requests for schemes through the Local Transport Plan (LTP) scheme prioritisation process for funding and inclusion in the capital programme for local transport improvements. However, because of the localised impact that a request for a dropped kerb in itself has in relation to supporting the delivery of the LTP objectives, such requests are often not of high enough priority for local transport funding, unless it is integrated into a wider transport improvement scheme that has been prioritised for inclusion in the programme.

2.4 Alternative funding sources to deliver dropped kerbs include development contributions. Whilst development contributions have been secured towards wider local transport improvements or towards specific schemes, historically there are local examples in Eastbourne where funding has specifically been secured by Eastbourne Borough Council from small development sites in the town for dropped kerb provision in the vicinity of the respective developments. However, with the introduction of Community Infrastructure Levy (CIL) in all of our Districts and Boroughs, with the exception of Hastings, the likelihood of securing CIL monies specifically for dropped kerbs is very low and therefore the only means of securing dropped kerbs through development, which is already being done, will be where it is required to enable local access into the site.

2.5 Since the County Council's Community Match initiative came into effect in 2014, there is the opportunity for local communities to part fund requests for dropped kerbs to support local accessibility. If parish councils or local community groups identify locations where the provision of dropped kerbs is a priority in its local area, then they can make an application and submit a business case for match funding from the £250,000 allocated to the Community Match programme towards the design and delivery of the scheme. However, any dropped kerb scheme (which costs on average about £2,000), that is put forward to the Community Match initiative must be prioritised relative to other schemes for which applications and business cases have been submitted

2.6 An option that could be considered is the specific allocation of the Community Match funding to provide a match pot for dropped kerbs. This would be allocated on a first come first served basis where parishes or community groups are able to contribute half the funding.

Dropped Kerb Policy

2.7 At present, and since there has been no specific funding for dropped kerb provision since 2010, there is no policy on prioritising requests for the introduction of dropped kerbs in the County. Therefore, as highlighted above any requests received would be considered either through the assessment process used to inform the development of the capital programme of local transport improvements, or as part of a wider transport improvement scheme which comes forward or in association with new development.

2.8 The Government published its National Cycling and Walking Investment Plan in April 2017. This encourages local authorities to develop their own plans to deliver future cycling and walking infrastructure.

2.9 In response, the County Council commissioned Sustrans earlier this year to help develop a local Cycling and Walking Infrastructure Plan for East Sussex. This is being undertaken in two stages, the first of which is to carry out an audit of existing cycling and walking infrastructure and identify future provision on an area by area basis. The second stage is the development of the strategy which will integrate the outcomes of the audit with the identification of cycling and

walking policies which will support infrastructure delivery and opportunities to secure future funding.

2.10 As part of the strategy development, one of the policy areas that will be looked at is improving accessibility through dropped kerb provision and developing an approach for responding to requests, if a funding source is available. Throughout the process, we are engaging with stakeholders through the East Sussex Cycling and Walking Forum to ensure that their views are incorporated into the strategy and its policies. As part of this work the first working group meeting has been held, which is comprised of representatives from a number of stakeholders including the Eastbourne Access Group. It is proposed to publish our Cycling and Walking Investment Plan for public consultation during Spring/Summer 2018.

Other Scrutiny recommendations

2.11 The majority of dropped kerbs are protected by double yellow lines, however there are still inconsistencies across the network where sometimes there is no protection or they are protected on one side of the road but not the other. In addition, there are issues where whilst the dropped kerb is protected, visibility is restricted by the proximity of parked vehicles. Therefore, we will seek to review issues raised with us on a case by case basis but any changes to the Traffic Regulation Orders required to introduce or amend double yellow lines would need to be fed into area parking reviews or where we were making changes as part of a local transport scheme rather than being dealt with on an ad-hoc basis.

2.12 In terms of design, the County Council's standard details for dropped kerb provision accords with DfT guidance in relation to the upstand, the use of tactile paving and gradient albeit there will be instances where allowances have to be made for on-site conditions

3 Conclusion and Reasons for Recommendations

3.1 A number of recommendations were made following a Scrutiny review in June 2008 in relation to funding, policy and provision of dropped kerbs in the County. Whilst progress has been made on some of the recommendations, there are still some where further consideration is required.

3.2 At present there is no specific County Council funding source for dropped kerbs. In themselves, requests for dropped kerbs are unlikely to be funded through the capital programme for local transport improvements and therefore any requests for their provision will be delivered either as part of a wider local transport scheme, where they are sought and provided in association with new development or if a parish council or community group makes a request through the Community Match initiative.

3.2 In addition, there is no policy on prioritising requests for dropped kerbs and these are assessed along with other local transport schemes through the Local Transport Plan assessment process. As part of the development of the East Sussex Local Cycling and Walking Investment Plan Strategy, a policy will be developed in relation to accessibility provision including dropped kerbs which will seek to resolve this.

3.3 The Committee are therefore asked to consider the issues in relation to dropped kerbs specifically around policy and funding highlighted in section 2 of the report.

RUPERT CLUBB

Director of Communities, Economy and Transport

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LOCAL MEMBERS

All

BACKGROUND DOCUMENTS

National Cycling and Walking Investment Strategy, April 2017

Scrutiny review of dropped kerbs in East Sussex

Report by the Project Board

Councillor Godfrey Daniel (Chairman)
Councillor Richard Stogdon

June 2008

Transport and Environment Scrutiny Committee – 13 June 2008
Cabinet – 8 July 2008
Full Council – 22 July 2008

The report of the scrutiny review of dropped kerbs in East Sussex

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Recommendations

	Recommendation	Page
1	That base budget provision be established for installing and upgrading dropped kerbs. This would enable a strategic approach to be taken towards future installation and upgrades of dropped kerbs which in turn could lead to greater confidence that the Council is complying with the Disability Discrimination Act. Other benefits are a greater ability to meet the increasing public need for dropped kerbs in the right places, and a clear demonstration that the Council is taking its responsibilities seriously towards some of the most disadvantaged citizens in the community.	6
2	The design of all new dropped kerbs should be in accordance with Department for Transport (DfT) guidelines especially with regard to upstand (flush or 6mm maximum on a bullnose kerb), the use of tactile paving, gradient (maximum 8%, preferred 5%) and avoidance of any drops on the radius section of kerbs. Where it is not possible to remain within these guidelines due to the particular nature of the site then there should be some consultation with local disabled people to identify the best compromise solution before works start.	8
3	Dropped kerbs should be protected from parked cars either by double yellow or white lines wherever practicable.	8
4	Highways development control commentary should be provided to district and borough councils for all development applications where there is a highways impact, including developments of five properties or less.	9
5	When a planning application is received for comment by the highways development control team, the relevant network office should be consulted as a matter of course to check whether there are any outstanding requests for dropped kerbs that could potentially be funded from developer contributions or conditions.	9
6	That the Transport Strategy Team consider using consultants from the National Register of Access Consultants to ensure the best possible outcomes of access audits for larger developments.	10
7	That a policy on dropped kerbs be developed in association with relevant stakeholders to identify priorities for installing new dropped kerbs and upgrading existing sites based on a range of priorities identified by this review (paragraph 44 refers).	11

Overview

1. Kerbs are a barrier to the mobility of many people. They present a significant obstacle in different ways and to different degrees to wheelchair and mobility scooter users, visually impaired people, ambulant-disabled people, people with pushchairs and prams, and shoppers with heavy shopping bags for example.
2. As well as helping the Council to comply with disabilities legislation, installing dropped kerbs brings wider benefits to East Sussex. Dropped kerbs have been cited as a significant factor in town regeneration by ensuring access to shops and services for those who rely on them. They help to maintain the independence of many people who otherwise may not be able to travel very far from their homes, a key aim for Adult Social Care and health services.

Requests for dropped kerbs

3. When a request for a dropped kerb is made by a resident, it is added to an informal list kept locally in the relevant network office. There is no centrally maintained list of requests or of dropped kerbs installed. A request for a particular site may involve complications of road camber and surface gradient with different costs. In essence, the list is a 'moveable feast' as it changes each year depending upon the circumstances of individuals. Currently there are approximately 150 outstanding requests in Hastings, 75 in Eastbourne, 50 to 60 in the western network area and 35 in the east.
4. When a disabled person moves home, he or she may request dropped kerbs in their locality to access local shops and services. In some cases an individual needs several pairs of dropped kerbs linking their home to local amenities. Over recent years the increase in the use of mobility scooters has resulted in a notable rise in the number of requests for routes to be upgraded. Residents currently requesting dropped kerbs are normally informed that their request has been added to the list but are warned that the dropped kerb will only be installed if maintenance work is planned on that particular footway or if additional funding becomes available.
5. A review of other local authorities' websites shows a large variation in approach towards dealing with requests for dropped kerbs. Many authorities do encourage residents to request dropped kerbs where they are needed. Some then undertake to make contact with the resident to discuss the request, but none appear to guarantee that any or particular requests will be met.
6. Requests from the public are not the only indication of where the need for dropped kerbs is greatest because many people remain silent. Other criteria are needed to make sure that dropped kerbs are installed where they are going to have the most beneficial impact – such as on main pedestrian routes. Access audits can be undertaken where new developments are planned to identify the best places to install dropped kerbs.

Network of accessible routes

7. There is currently no County Council policy on when and where to install dropped kerbs, especially in response to requests from the public. Over recent years officers have tried to prioritise between individual requests and, by working with local disability groups, strategic wheelchair routes in the busiest urban areas. Prioritisation has sometimes proved difficult, not helped by the lack of a clear policy and the manual system of storing requests.
8. The network offices' liaison with local disability groups has resulted in an agreed network of routes within many towns in the county which would be considered for upgrading should funds become available. This approach has been particularly successful in Eastbourne where strategic wheelchair route maps have been widely distributed. Hastings Shopmobility has also produced a town map of its wheelchair accessible routes.

9. East Sussex Disability Association (ESDA) considers that whilst it is useful to have maps of accessible routes, a long term aim should be to remove the need for them by making sure that there are good crossing points as a matter of course. The Board concurs with this view.

Wider picture

10. Provision of dropped kerbs need to be kept in perspective of the wider picture as just one of a number of ways of addressing access and road safety concerns of the public. Other important activities include:

- Traffic safety schemes to reduce numbers of people killed and seriously injured
- Highway and pavement maintenance
- Pedestrian crossings
- Raised kerbs at bus stops
- Disabled parking bays
- Reduced speed limits in villages.

11. This review is primarily concerned with conventional roads and pavement spaces. However, the latest street scene thinking advocates shared space environments for some, mainly urban, areas where delineation between road and pavement is deliberately blurred so as to create a flat space shared by pedestrians, cyclists and vehicles. In such a space, dropped kerbs are unnecessary because there are no kerbs.

12. However, it is clear from the attempts to introduce a pilot scheme along these lines in Lewes that there are significant local public concerns. The groups and disabled individuals who provided evidence to this review also expressed opposition to the idea of shared space design arguing that perception of safety is reduced, especially by visually impaired people who feel less able to tell where they are in relation to potential traffic.

13. The shared space philosophy was considered by the scrutiny review of urban speed limits (2006) which strongly supported the idea because the evidence shows clear benefits of such schemes. In particular, reductions in the number of people killed and seriously injured are apparent, and the reduced street 'clutter' (conventional signs, barriers, road markings etc) helps create a better environment that is appreciated by all users of the space.

14. The request for evidence for this scrutiny review has produced one of the best responses from Members of the Council and the public of any recent review. Members' evidence has highlighted a mixed bag of successes and less successful attempts to have dropped kerbs installed across the county over a period of years. Many Members now support the Board's view that this issue is of great importance and some argue that there should be an adequate budget and clear criteria for funding dropped kerbs.

Budgets for dropped kerbs

15. There is currently no single dedicated budget for dropped kerbs in East Sussex. Officers have been resourceful in accessing a range of different sources of funding to install and upgrade dropped kerbs across the county in recent years. Integrated transport and traffic management schemes, Local Area Transport Strategies (LATS), traffic safety schemes, new developments, highways maintenance and an ad hoc footways improvement budget have together provided approximately £150,000 towards the design and provision of dropped kerbs across East Sussex in the last financial year.

16. In recent years, savings in the highways budget has resulted in a reduction in expenditure for the provision of dropped kerbs. This has meant that, apart from where external sources of funding can be found or additional money provided, dropped kerbs are generally only installed where they can be incorporated within maintenance work being undertaken on an adjacent road or footway. With this approach, areas where the need for dropped kerbs is shown to be greatest are not targeted specifically.

17. A footways improvement budget has been available on an ad hoc basis for the last three years. Some of this money has been used to install dropped kerbs and there has been no difficulty in identifying enough appropriate locations. This budget has resulted in the opening up of new accessible routes and has supported a more strategic view of dealing with the issue. If these one-off allocations were not to be continued, then dropped kerbs would revert to being installed predominantly at locations where maintenance work is undertaken.

18. The cost of a pair of dropped kerbs with tactile paving is typically £1,200 to £1,500 (baseline figure). This sum is greater if engineering works are required such as positioning to avoid a manhole cover, awkward camber or gully. Without tactile paving the cost is reduced by approximately one third. The current backlog of requests for dropped kerbs in Hastings and Eastbourne alone would cost from £270,000 to £337,000 to install using baseline figures.

19. The Board considered that base budget provision, alongside an appropriate policy, should be identified for dropped kerbs. This would enable a strategic approach to be taken towards future installation and upgrades of dropped kerbs which in turn could lead to greater confidence that the Council is complying with the Disability Discrimination Act. Other benefits of such an approach would be a greater ability to meet the increasing public need for dropped kerbs in the right places, and a clear demonstration that the Council is taking its responsibilities seriously towards some of the most disadvantaged citizens in the community.

Recommendation 1.

That base budget provision be established for installing and upgrading dropped kerbs. This would enable a strategic approach to be taken towards future installation and upgrades of dropped kerbs which in turn could lead to greater confidence that the Council is complying with the Disability Discrimination Act. Other benefits are a greater ability to meet the increasing public need for dropped kerbs in the right places, and a clear demonstration that the Council is taking its responsibilities seriously towards some of the most disadvantaged citizens in the community.

Performance indicators

20. There is no national performance indicator for dropped kerbs which would enable a valid comparison of the position in East Sussex with elsewhere in the country. The Government Best Value Performance Indicator (BVPI) 165 measures facilities for disabled people at signal controlled road crossings and measures whether dropped kerbs are in place and whether the pavement is flush with the road surface. Signal controlled crossings represent only a small proportion of the total requirement for dropped kerbs.

21. In East Sussex, all signalised crossings have dropped kerbs but not all of them are flush. The Transport and Environment Department intend to continue to measure this indicator in future.

Disability Discrimination Act 2005 (DDA)

22. The Disability Discrimination Act 2005 (DDA) requires local authorities to make reasonable adjustments to the physical features which make it impossible or unreasonably difficult for a disabled person to make use of a service or other benefit associated with a local authority function. This includes moving around within the pedestrian environment. The overriding statutory duty, and priority, of the authority is to maintain the existing highway network.

23. There is clearly scope for exploring the meaning of “reasonableness”, both in the context of whether a physical feature makes it “unreasonably difficult” for a disabled person to use the service or benefit from a function, and also in relation to what adjustment would be reasonable. Cases would have to be determined on their specific facts and merits. A policy setting out criteria to which regard should be given would help determine such issues and is desirable from both a legal and public accountability point of view.

24. There do not appear to have been any DDA compliance challenges in court in relation to dropped kerbs nationally. If there are any in future, the outcome is likely to rest on whether a decision not to meet a request is considered unreasonable. Relevant factors might include the adherence to any policy and availability of adequate funding.

25. The Board considered that a clear policy combined with an appropriate budgetary provision will enable the council to better ensure it is complying with the requirements of this legislation.

Features of dropped kerbs

Tactile paving

26. Tactile paving is used at crossing points to enable visually impaired people to identify the position of the crossing and the alignment of the *blisters* on the paving assists them to line up correctly with the kerb on the opposite side of the road. However, the *blisters* are a source of discomfort to some people, particularly users of wheelchairs.

27. The red coloured tactile paving indicates the presence of a controlled crossing and buff coloured paving indicates an uncontrolled crossing point. Stone and brass studded tactile paving is used in some conservation areas. For the coloured paving to be effective for many visually impaired people, there needs to be a strong contrast of shade between it and the adjacent paving.

28. Dropped kerbs are installed in East Sussex without tactile paving at some individually requested sites which are not considered to be part of a strategic route. The Board considered that tactile paving should be used as a matter of course for all future dropped kerbs but recognised there may be occasions where an alternative is required.



Upstand and gradient

29. Visually impaired people who gave evidence to the Board expressed a preference for a small upstand between pavement and road at dropped kerbs to help them identify the edge of the pavement. Traffic engineers consider that purely flush kerbs are at greater risk of 'ponding' and ice formation without suitable engineering measures. A 6mm upstand, in their view, can often provide a simple and cheap solution to this problem.

30. The latest guidance from the Department for Transport (DfT) on the use of tactile paving surfaces states that:

There should be no vertical upstand between the road surface and the kerb; a 6mm tolerance can be made but only on a bullnose kerb [where the edge of the pavement is rounded]. A detectable kerb upstand prevents visually impaired people from unknowingly stepping off the footway into the carriageway. If there is no kerb upstand, some other readily identifiable indicator must be used.

31. The most common *alternative identifiable indicator* to an upstand is tactile paving which ends at the border of the road surface. East Sussex Disability Association (ESDA) endorses the DfT guidance and does not support any upstand at all for dropped kerbs arguing that a drop, however slight, can pose a hazard or cause extreme discomfort to wheelchair users. This view was strongly echoed by all the wheelchair and mobility scooter users who gave evidence to the Board.

32. Further difficulties are caused by a steep gradient on a dropped kerb especially if combined with a large upstand; these can be particularly difficult for a wheelchair user to negotiate and injuries have occurred in such circumstances. Visually impaired people also report significant problems negotiating the steep gradients on some dropped kerbs in the county.

Recommendation 2.

The design of all new dropped kerbs should be in accordance with DfT guidelines especially with regard to upstand (flush or 6mm maximum on a bullnose kerb), the use of tactile paving, gradient (maximum 8%, preferred 5%) and avoidance of any drops on the radius section of kerbs. Where it is not possible to remain within these guidelines due to the particular nature of the site then there should be some consultation with local disabled people to identify the best compromise solution before works start.

Road markings

33. Many witnesses and members of the public commenting in response to press coverage of the review were very concerned about the problems caused by inconsiderately parked cars which prevent dropped kerbs from being used. Many dropped kerbs are protected by double yellow lines and some carry a single white line in the roadway along the length of the dropped section.

34. Whilst white lines have no legal status, they are nonetheless found to be effective in deterring inconsiderate parking. The Board therefore endorsed the use of white lines wherever yellow lines were inappropriate to help keep dropped kerbs clear for the use of those who need to use them.

Recommendation 3.

Dropped kerbs should be protected from parked cars either by double yellow or white lines wherever practicable.

Dropped kerbs, planning and new developments

35. A new development represents an opportunity to improve the accessibility of the area in its immediate vicinity and also the wider network. This includes the provision of dropped kerbs. To maximise the opportunities available, the Board wished to be satisfied that the following elements were in place and working effectively:

- Effective commentary provided by the Highway Authority (County Council highways development control team) to district and borough councils on all development applications with a highways impact, which would include consideration of dropped kerbs
- Efficient and effective use of contributions from developers obtained through agreements and planning conditions; and effective monitoring and enforcement of those provisions.

Highway Authority commentary on new developments

36. When a planning authority (district or borough council) considers a planning application for a new development, it requires highways development control expertise to ensure that the impact of the development on the immediate area and wider transport network is properly taken into account. This expertise is provided by the County Council's highways development control team.

37. However, at present, commentary by highways development control is no longer automatically provided for developments of five properties or less. The Board was concerned that there are still issues of crossovers and footways even for small developments. Five properties in some areas could easily represent a multi million pound investment and in such cases opportunities may currently be being missed to provide accessibility improvements including dropped kerbs.

Recommendation 4.

Highways development control commentary should be provided to district and borough councils for all development applications where there is a highways impact, including developments of five properties or less.

Contributions from developers towards dropped kerbs

38. Contributions from developers help to mitigate the impact of new development traffic and ensure that sites are fully accessible to all highway users. It is therefore reasonable for contributions to be put towards improvements such as the provision of dropped kerbs on the wider highway network to ensure that good quality safe routes are available from developments to all local facilities such as shops, schools, local transport links and the town centre if appropriate. In practice, minor off-site highway improvements such as dropped kerbs and raised tables are often agreed at the consultation stage to be undertaken by the developer.

39. When a planning application is currently received for comment by the highways development control team, the relevant network office is sometimes, but not routinely, consulted to check whether there are any suitable outstanding requests for dropped kerbs that could be incorporated into an agreement for funding by the developer.

Recommendation 5.

When a planning application is received for comment by the highways development control team, the relevant network office should be consulted as a matter of course to check whether there are any outstanding requests for dropped kerbs that could potentially be funded from developer contributions or conditions.

Access audits for significant developments

40. For significant or larger developments, access audits are used to ensure effective pedestrian and cycle access and compliance with relevant DDA requirements. Access audits identify desirable routes together with the improvements necessary to make them user friendly. The Transport Strategy team are currently engaging consultants to develop a town wide approach starting with Seaford. In future years this approach will extend across the county. Access audits will make it easier to identify areas for improvement and to secure funding from developers.

41. ESDA has found that the benefits of access audits are increased and any conflicting matters resolved more effectively if they are undertaken by people who fully understand the access issues faced by wheelchair users and visually impaired people. The National Register of Access Consultants is suggested as an effective way to identify suitable consultants with this expertise.

Recommendation 6.

That the Transport Strategy Team consider using consultants from the National Register of Access Consultants to ensure the best possible outcomes of access audits for larger developments.

Future Council policy on dropped kerbs

42. The Board concluded that the issue of dropped kerbs is of considerable importance to many people in the county. The current ad hoc method of dealing with requests from members of the public and the information provided to them when they do request a dropped kerb does not constitute ideal customer care. Importantly, the main client group who need dropped kerbs includes some of the most vulnerable members of the community. Involvement of access groups in the development of a policy will therefore be essential.

43. The Board recognised that there will always be a cost implication and a requirement to prioritise between conflicting needs; for example, balancing individual requests for dropped kerbs to access local facilities against the provision of networks and accessible routes along well-used pedestrian areas. Therefore, the policy should ensure that public expectations are not unduly raised and that not all requested locations will be applicable. Nonetheless, there does need to be a clear system so that people requesting dropped kerbs are kept informed about how their request will be managed.

44. From the evidence gathered, the following criteria emerged as being the most important when prioritising the locations of new dropped kerbs and improving existing sites:

1) Resolving immediate safety issues at existing locations:

- For example, where dropped kerbs currently exist only on one side of a road leaving a step on the other, or are in dangerous locations.

2) Maximising benefits to the most number of people by installing dropped kerbs at locations:

- On or part of main pedestrian routes.
- Likely to be used by a large number of people using wheelchairs, mobility scooters or visually impaired people.
- Where the dropped kerb is a 'missing link' in a scheme that could open up other routes.

3) Maximising the opportunities available in association with other activities:

- Maintenance or planned works by the Council or utility companies.

- New developments.
- Integrated transport schemes / Local Area Transport Strategy (LATS) areas.

4) Other factors:

- In response to requests for dropped kerbs: The degree of inconvenience the lack of a dropped kerb causes and whether there is a reasonable alternative; whether the alternative routes are potentially dangerous if a dropped kerb is not provided at the requested location.
- The cost of overcoming any particular problems with installing a dropped kerb at a requested location, for example: drain runs, pits and cambers and Highways Act requirements and whether cost effective solutions such as a steel plate or an infill of blacktop may provide a workable compromise.

Recommendation 7.

That a policy on dropped kerbs be developed in association with relevant stakeholders to identify priorities for installing new dropped kerbs and upgrading existing sites based on a range of priorities identified by this review (paragraph 44 refers).



Appendix: Terms of reference, membership and evidence

Scope and terms of reference of the review

This scrutiny review was established by Transport and Environment Scrutiny Committee on 27 November 2007 to consider and make recommendations on the following aspects of dropped kerbs:

- a) Current performance against any relevant performance indicators.
- b) The ability of the County Council to respond to requests received for dropped kerbs from the public and organisations representing disabled people etc.
- c) Whether the requirements of the Disability Discrimination Act are being met within the current programme.
- d) Partnership working with the borough councils where relevant.

Board Membership and project support

Review Board Members: Councillor Godfrey Daniel (Chairman), Councillor Richard Stogdon.

The Project Manager was Paul Dean (Scrutiny Manager) with logistics and support being provided by Sam White (Scrutiny Support Officer).

Dale Foden, Derek Ireland, Graham Kemp and Peter Valentine provided ongoing support to the Board throughout the review.

Project Board meeting dates

4 April 2008, 13 May 2008 and 29 May 2008.

Witnesses providing evidence

The Board would like to thank all the witnesses who provided evidence in person and members of the public who responded to press coverage.

The Board is particularly grateful to the people attending the witness session on 13 May at ESDA, Hampden Park, Eastbourne. Organisations represented were: Hastings and Rother Disability Forum, Hastings Access Group, Eastbourne & South Wealden MS Society, Access In Seaford and Newhaven Committee, Care for the Carers, Hastings Shopmobility, Scooter and Wheelchair Action Group (SWAG), and East Sussex Disability Association. Several members of the public attended and provided evidence based on their personal experience also.

A separate evidence pack is available on request containing a summary of the views expressed at the public forum and experience of the 12 Members of the County Council and over 30 members of the public who responded to a request for evidence for this review.

Evidence papers

Item	Date
Guidance on the use of tactile paving surfaces / Department for Transport	Updated June 2007
A New Approach to Development Contributions / East Sussex County Council	June 2004
Service Review of Highway Management Agreements (Eastbourne and Hastings) in East Sussex / East Sussex County Council	December 2006

Audit Commission guidance on Best Value Performance Indicator 165 (Pedestrian crossings with facilities for disabled people)	2003
Code of Practice: Rights of Access: services to the public, public authority functions, private clubs and premises / Disability Rights Commission	2006
Access maps for Hastings and Eastbourne	

Contact officer for this review: Paul Dean, Scrutiny Manager.

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East Sussex County Council, County Hall, St Anne's Crescent, Lewes BN7 1SW



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Agenda Item

Report to	Cabinet
Date	8 July 2008
Report By	Director of Transport and Environment
Title of Report	Scrutiny Review of dropped kerbs in East Sussex
Purpose of Report	To provide the Cabinet with the opportunity to comment on the report of the Scrutiny Committee Review on dropped kerbs

RECOMMENDATIONS:

The Cabinet is recommended to:

- 1. note and welcome the report of the Scrutiny Committee; and**
 - 2. advise the County Council that, in considering the report of the Scrutiny Committee, the Council be recommended to welcome the report of the Scrutiny Committee and to agree the response of the Director of Transport and Environment to the recommendations and their implementation as set out in the action plan attached as Appendix 1 to this report.**
-

1. Financial Appraisal

- 1.1 There is currently no identified budget for the provision of dropped kerbs, these facilities are only installed on a regular basis through the following ways:-
 - By incorporating the dropped kerbs when maintenance work is being undertaken on an adjacent footway. This work is undertaken from within either the revenue or capital highways maintenance budgets.
 - Utilising part of the one-off revenue budget allocation for urban footway improvement.
- 1.2 In order to meet the demand for dropped kerbs the department has been resourceful in accessing a range of different sources of funding to install and upgrade dropped kerbs across the county in recent years. Integrated transport and traffic management schemes, Local Area Transport Strategies (LATS), traffic safety schemes and new developments. Taken altogether, this has provided approximately £150,000 towards the design and provision of dropped kerbs across East Sussex in the last financial year.
- 1.2 The Scrutiny Review report recommends that a base budget provision is established for installing and upgrading dropped kerbs. It also recommends that Highways development control should provide a commentary to district and borough councils for all development applications, including developments of five properties or less. These recommendations have resource implications and it is proposed that this will be considered as part of the forthcoming Reconciling Policy and Resources process.

2. Supporting Information

- 2.1 The Scrutiny Review of dropped kerbs in East Sussex is welcomed by the Department.
- 2.2 The action plan attached as Appendix 1, responds to the recommendations made by the Scrutiny Committee.

3 Community Safety Issues

- 3.1 This initiative provides an opportunity to improve safety, accessibility and independence for many people who otherwise may not be able to travel very far from their homes. In doing so it supports a key aim for Adult Social Care and health services.

4. Conclusion and Reason for Recommendation

- 4.1 The Scrutiny Review has provided a useful insight into the current arrangements and demand for provision of dropped kerbs. It is recommended that Cabinet agree to the implementation of the action plan detailed in Appendix 1.

RUPERT CLUBB
Director of Transport and Environment
30 JUNE 2008
CABINET: 08.07.08 DROPPED KERBS

Contact Tony Pike Tel. No. 01273 482130
Officer:
Local member: All

BACKGROUND DOCUMENTS

Transport & Environment Scrutiny Review of dropped kerbs in East Sussex – final report dated 13 June 2008 Agenda Item 10

TRANSPORT AND ENVIRONMENT SCRUTINY REVIEW OF DROPPED KERBS IN EAST SUSSEX – ACTION PLAN			
SCRUTINY RECOMMENDATION	DIRECTOR'S RESPONSE AND ACTION PLAN	TIMESCALE	
R1	<p>That base budget provision be established for installing and upgrading dropped kerbs. This would enable a strategic approach to be taken towards future installation and upgrades of dropped kerbs which in turn could lead to greater confidence that the Council is complying with the Disability Discrimination Act. Other benefits are a greater ability to meet the increasing public need for dropped kerbs in the right places, and a clear demonstration that the Council is taking its responsibilities seriously towards some of the most disadvantaged citizens in the community.</p>	<p>This recommendation can only be supported if additional funds are provided to undertake this work. It would not be appropriate to reduce the existing maintenance budget to meet this request. The provision of a base budget will be considered as part of the autumn Reconciling Policy and Resources process.</p>	<p>Cabinet Report on Reconciling Policy and Resources in January 2009</p>
R2	<p>The design of all new dropped kerbs should be in accordance with Department for Transport (DfT) guidelines especially with regard to upstand (flush or 6mm maximum on a bullnose kerb), the use of tactile paving, gradient (maximum 8%, preferred 5%) and avoidance of any drops on the radius section of kerbs. Where it is not possible to remain within these guidelines due to the particular nature of the site then there should be some consultation with local disabled people to identify the best compromise solution before works start.</p>	<p>The adoption of the design guidelines is supported and guidance will be issued to the designers.</p> <p>Where it is not possible to remain within these guidelines, then it is agreed that wherever practicable consultation with local disabled people will occur to try and identify the best compromise solution before works start due to the particular nature of the site.</p>	<p>July 2008</p>

TRANSPORT AND ENVIRONMENT SCRUTINY REVIEW OF DROPPED KERBS IN EAST SUSSEX – ACTION PLAN

TRANSPORT AND ENVIRONMENT SCRUTINY REVIEW OF DROPPED KERBS IN EAST SUSSEX – ACTION PLAN			
SCRUTINY RECOMMENDATION	DIRECTOR’S RESPONSE AND ACTION PLAN	TIMESCALE	
R3	Dropped kerbs should be protected from parked cars either by double yellow or white lines wherever practicable.	<p>Although this recommendation is supported, the feasibility of providing double yellow lines or white lines will be dependant upon the particular nature of the site. The cost of providing double yellow lines for a single crossing dropped kerb point would be high, this is due to the need to advertise the Traffic Regulation Order. In these instances in order to reduce costs the provision of double yellow lines will need to be considered within a wider review of the local road network.</p>	July 2008, in tandem with R2
R4	Highways development control commentary should be provided to district and borough councils for all development applications where there is a highways impact, including developments of five properties or less.	<p>The principle of this recommendation can be adopted for development activities over five properties.</p> <p>On the 31 January 2006 Cabinet agreed under Reconciling Policy and Resources to implement an efficiency saving, which specified that the department would not respond to planning applications of less than five dwellings. There is therefore currently no resources to undertake this work for developments of five properties or less. In this instance, this recommendation will be undertaken by providing an overriding commentary to all district and borough councils. However, the authority will not be able to ensure that this commentary is taken into consideration on developments of this nature.</p>	August 2008

TRANSPORT AND ENVIRONMENT SCRUTINY REVIEW OF DROPPED KERBS IN EAST SUSSEX – ACTION PLAN

SCRUTINY RECOMMENDATION			DIRECTOR'S RESPONSE AND ACTION PLAN	TIMESCALE
R5	When a planning application is received for comment by the highways development control team, the relevant network office should be consulted as a matter of course to check whether there are any outstanding requests for dropped kerbs that could potentially be funded from developer contributions or conditions.	This proposal is supported, a protocol will be instigated between Development Control and the network offices.	July 2008	
R6	That the Transport Strategy Team consider using consultants from the National Register of Access Consultants to ensure the best possible outcomes of access audits for larger developments.	The Transport Strategy Team will consider using consultants from the National Register of Access Consultants for larger developments.	July 2008	
R7	That a policy on dropped kerbs be developed in association with relevant stakeholders to identify priorities for installing new dropped kerbs and upgrading existing sites based on a range of priorities identified by this review (paragraph 44 refers).	A prioritisation policy for new dropped kerbs and upgrading existing sites is supported and this will be developed, as this will ensure clarity of the decision making process to stakeholders. However, the success of the prioritisation policy will be dependant upon the provision of funding.	January 2009	

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Report to: Economy, Transport and Environment (ETE) Scrutiny Committee

Date of meeting: 22 November 2017

By: Director of Communities, Economy and Transport

Title: Highway Drainage

Purpose: To provide Scrutiny Committee with an update on the action plan approved by Cabinet and the progress made since the last Highways Drainage Service update in June 2017

RECOMMENDATIONS

- 1) To note the progress made on the action plan agreed by Cabinet and since the last Highways Drainage Service update in June 2017.
-

1. Financial Information

1.1 The net revenue budget for highway maintenance is approximately £11m per annum of which £500k is allocated for the routine gully cleansing and ditch maintenance service, and up to a further £500k spent in-year to deal with reactive drainage problems.

1.2 The annual capital budget for drainage repairs and improvements identified from investigations is approximately £1m. In February 2017 the County Council approved an additional £1m of capital expenditure for drainage in 2017/18 and £1m in each year for 2018/19, 2019/20 and 2020/21.

1.3 In 2017/18 a total approaching £3m of revenue and capital expenditure is being targeted on drainage maintenance and improvements.

2. Background and Supporting Information

2.1 The report provided to Scrutiny Committee in June 2017 (Appendix 1) set out the proposed approach for the continued management and improvement of the highway drainage network. This report provides an update against the approach set out in that report and provides commentary on some of the issues encountered to date.

3. Improving the Effectiveness of the Drainage Network

3.1 The three key elements of the strategy set out to Scrutiny were: identifying, prioritising and tackling drainage issues; improving our drainage asset knowledge through investigation and encapsulation of historic records and knowledge; and working with partners and local communities to understand and proactively manage drainage together.

3.2 Progress on the delivery of this strategy is summarised against the four key approaches outlined: tackling drainage issues; fence to fence design; improving our ditch and grip network; and improving our knowledge.

4. Tackling Drainage Issues

There are two approaches to tackling current drainage issues, dealing with a backlog of blocked gully outlets and investigation and resolution of identified flooding hotspots.

4.1 Blocked Gully Outlets

In undertaking the two year targeted routine gully cleansing programme, between 2015/16 and 2016/17 some 2,700 blocked outlet defects were identified. These require investigation with a high pressure water jetting machine to clear the blockage, if possible, but also using CCTV cameras to check the condition of the pipework. To date, 949 blocked outlet defects have been investigated with the following results:

- 733 sites cleared and running requiring no further action
- 137 sites requiring no immediate action but to be monitored
- 22 sites requiring works of high priority
- 57 sites requiring works of medium priority

The remaining 1,700 blocked outlet defect investigations will be complete by the end of March 2018.

4.2 Flooding Hotspots

The flooding 'hotspots' project initially identified 270 flooding hotspots from historic data, customer reports and local knowledge. These sites were identified from various information and data sources and further work has been undertaken to validate the multitude of reports. This has reduced the number of actual hotspot sites requiring investigation to 157. Of these 57 were investigated in the first year of the contract and from these:

- 19 required works that have been completed or are in progress
- 19 were cleared during investigations with no further works required
- 9 have not been totally concluded and require further investigation and will be progressed for works if required
- 3 Hotspots were identified as ditches that were not on the four year cyclical programme for routine ditch clearing and have therefore been added to the ongoing ditching reform programme and with regular inspections and maintenance thereafter
- 7 Hotspots have been identified as requiring ongoing regular inspections and clearing either leading up to or after certain weather events. They do not require any immediate change to the infrastructure. Examples of these are:
 - Barcombe Mills Road after tidal flooding during high rainfall periods
 - Old Lydd Road Camber which requires clearing after adverse weather due to sand washing out and clogging gullies

The remaining 100 hotspot locations are currently being investigated and of these:

- 4 investigations have been completed and works instructed, 2 examples of these are:
 - Hurtiss Hill - Root Cutting, excavation and line replacement plus ditch clearing
 - Beacon Road – Root cutting, excavation and lining, further cleaning survey once downstream damage repaired
- 31 investigations have been completed and are being reviewed for works
- 12 investigations are ongoing
- 53 investigations are outstanding

Typical improvement works resulting from both the hotspot and the blocked outlet investigations include: replacing broken pipes, removal of tree roots and other debris, repair of damaged connections and repair of outfalls and headwalls that link to public or private ditch networks. Some examples of sites where the above works have been required are:

- Netherfield Hill - The carrier drain between two gullies was found to be free flowing however infested with roots. The work was to root cut the carrier drain for a distance of 71 linear metres then reline the carrier drain a distance of 36 linear metres to prevent continued root infestation via pipe joints.
- Friars Hill, Guestling – Works were completed to uncover a buried out fall pipe in private woodland. This was done by hand as there was no access for machinery, plus high pressure water jet clearing and CCTV to 15 linear metres to ascertain condition, repairs completed and a small brick headwall and concrete splash tray were built.

These details have also now been included in the contractors' inspection and works management system to enable defects and actions to be recorded directly against the individual asset to improve type, condition and maintenance information.

5. Fence to Fence Design

5.1 When investigating and undertaking carriageway design works, including drainage and kerbing improvements, all aspects of the highway are considered. Carriageway repairs and improvement schemes now routinely include packages of drainage improvement works including kerbing, ditch/grip and gully works.

Two examples of such schemes are:

- Nettlesworth Lane - Surfacing scheme of length 3,379m including adjustment of ironwork in the carriageway, reforming of 500m of ditching and grips, cleaning of gullies, 700l/m of kerb replacement and cutting of 236m of hedges.
- Stubb Lane - Surfacing scheme of length 2,352m including reforming of 350m of ditching and grips, cleaning of gullies, 74m of kerbing to be raised and 30m of hedge cutting.

6. Improving the ditch and grip network

6.1 The County is split into four zones for ditch improvement and maintenance. The following progress has been made:

In Zone 1

- 45,810linm of the 87,647linm of identified ditch network requiring reconstruction has been completed equating to 52% of the total. The remainder will be completed by the end of November 2017.
- The maintenance clearing of debris and re-cutting of grips of Zone 1 has also been completed.

In Zone 2

- Approximately 83% of the ditch network in Zone 2 requires the reconstruction and currently 17% can be maintained by clearing of debris and re-cutting of grips.
- Reconstruction work will commence in December following on from the work in Zone 1 and is targeted to be completed by end March 2018.
- The annual maintenance work of clearing of debris and re-cutting of grips in Zone 2 will commence mid-November and will be completed in January 2018.

In Zone 3

- Approximately 72% of the ditch network in Zone 3 requires the reconstruction of the ditch and 28% can be maintained by clearing of debris and re-cutting of grips.
- The maintenance clearing of debris and re-cutting of grips in Zone 3 will commence mid-November and will be completed in January 2018.
- Reconstruction of the ditch network will be completed in Service year 2018-19.

In Zone 4

- Approximately 74% of the ditch network in Zone 4 requires the reconstruction of the ditch and 26% can be maintained by clearing of debris and re-cutting of grips.
- The maintenance clearing of debris and re-cutting of grips in Zone 4 will commence service year 2018-19 and will be delivered along with the maintenance of the newly reconstructed ditches of Zone 1.
- Reconstruction of the ditch network will be completed in Service year 2018/19.

All the newly reformed ditches have been added to the routine ditch maintenance programme and will be continued to be maintained as part of the annual core service works.

7. Improving our knowledge

7.1 As part of the ongoing investigation and improvement works, knowledge of the drainage system has continued to be captured for future maintenance including:

- Historic paper based maps scanned and information being loaded onto GIS mapping (see Appendix 2 for an example)
- Enhancement and revision the cyclical maintenance programme
- Using knowledge from investigations to add new asset information
- Using knowledge gained from investigations to update existing asset records
- Validation of the information with local parishes and land owners

7.2 However, in undertaking this work, it has also highlighted other problems when trying to resolve drainage issues that it is important to recognise. Examples include third party equipment or works causing issues to the highway drainage network and connections to third party drainage systems of unknown ownership.

7.3 An example of this is St Michaels Terrace, Lewes, illustrated in Appendix 3, where the infrastructure is, at times, not fit for purpose and inadequate records mean resolving the issue is not straight forward. In this case ownership needs to be determined because the potential cost of solving the problem permanently is significant and the work would be very disruptive.

7.4 Other typical issues encountered that illustrate the difficulties of easily resolving drainage issues include:

- highway systems in towns that feed directly into water company owned sewer/drainage systems that are essentially at capacity e.g. Gilbert Road, Eastbourne and Steyne Road, Seaford
- inability to determine ownership of parts of the drainage network that our systems feed into
- assets listed as highways but upon investigation are in fact utility company or third party owned.

8. Summary and Conclusions

8.1 Good progress is being made to improve highway drainage across all the approaches that were set out in the report to Scrutiny Committee in June 2017.

8.2 Improvement works to date have largely focused on the more urgent priority issues. However, other drainage issues are now being progressed to the works stage following completion of investigations, and this will increase the total amount of drainage improvement works delivered during the first year of additional capital funding.

RUPERT CLUBB

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LOCAL MEMBERS

All

BACKGROUND DOCUMENTS

None

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Report to:	Economy, Transport and Environment (ETE) Scrutiny Committee
Date:	14 June 2017
By:	Director of Communities, Economy and Transport
Title:	Highways Drainage Maintenance Service Update
Purpose:	To update the ETE Scrutiny Committee on the progress of the highway drainage maintenance service following the recent review of the service by Scrutiny Committee in 2016.

RECOMMENDATION: The ETE Scrutiny Committee is asked to note the progress that has taken place against the recommendations to improve the service and plans to further improve the drainage network using the recently allocated additional capital funding

1. Financial Information

1.1 Highway maintenance is funded through both annual capital and revenue allocations. The net revenue budget for highway maintenance is £11.2m per annum of which approximately £500k is allocated to drainage for the routine gully cleansing and ditch maintenance service with up to a further £500k of revenue spent in year to deal with reactive drainage problems.

1.2 The annual capital budget for highway maintenance for the 2017/18 financial year is circa £20m with around £1m for drainage repairs and improvements identified from investigations. In February 2017 Full Council set out a further £1m of drainage capital expenditure for 2017/18 and £1m each year for 2018/19, 2019/20 and 2020/21.

2. Background

2.1 In May 2016 Cabinet considered a report by the scrutiny review board of the Economy, Transport and Environment (ETE) Scrutiny Committee on highway drainage (Appendix 1) and approved the response and action plan set out by the Director of Communities, Economy and Transport (Appendix 2). In summarising the report it is clearly recognised that significant investment has been undertaken in the road network over the last 5 years and it is important to protect both past and future investment with appropriate levels of investment in the highway drainage asset that underpins the functioning of the road network.

2.2 It was also recognised that the drainage network across East Sussex has suffered from under investment over many years and as a result the County Council has a dated network that was likely to cost more to maintain year on year. A well managed drainage network is critical to ensuring the controlled removal of water from the carriageway to allow customers to use it safely, to protect property and to help maintain the structural integrity of our roads to prolong their life. The impact that the failure of the drainage asset can have on other highway assets, wider transport infrastructure and private property can be significant.

2.3 The challenge in managing drainage and local flood risk is our ability to understand the nature of the problem and in turn identifying an appropriate solution. In many cases we have very little information about the location and condition of highway drainage assets which presents real challenges in making the case for investment and in targeting current funding. In East Sussex the drainage assets include approximately 98,000 gullies, 500km of rural highway ditches and grips, several hundred kilometres pipes, hundreds of soakaways, headwalls, outfalls and numerous private networks that are important features of an integrated and properly functioning drainage network.

2.4 This paper provides an update on progress on the action plan approved by Cabinet and sets out the Department's approach to improving the drainage network with existing and the additional capital investment.

3. Supporting Information

3.1 The historical approach to maintaining highway drainage assets has largely been reactive in nature with a gradual deterioration in condition and a loss of knowledge and accurate record keeping. Much of the attention and investment has been focussed on the carriageway, but now this has been improved, attention switched to developing a Highways drainage strategy. This strategy aims to drive a

more focused and asset management based approach to highway drainage with the following three key objectives:

- Define the highway drainage assets and improve our understanding
- Deliver an efficient and effective highway drainage service
- Work in collaboration with people and partnerships

3.2 Since the implementation of the new highways maintenance contract in May 2016 a number of projects have commenced focusing on providing a better understanding our drainage systems and how we can effectively improve our drainage network to achieve the three key objectives above. These are summarised below and described further in the report:

- Details of our highway gullies have been included in the contractors inspection and works management system to enable defects and actions to be recorded directly against the individual asset to improve type, condition and maintenance information.
- A drainage 'hotspots' project analysing historic data, customer reports and using local knowledge to identify drainage and flooding hotspots of consistent or recurring issues across the county. This identified over 270 drainage hotspots for action.
- Work has continued on validating existing drainage records including paper based records to improve our drainage asset knowledge to inform new and improve on existing maintenance regimes.
- The processes for investigation and determination of drainage issues has been reviewed to automate and escalate issues more effectively and ensure information is recorded effectively.

4. Improving the effectiveness of the drainage network

4.1 Our approach to implementing the drainage strategy is set out below and reflects the three key elements of the strategy by; identifying, prioritising and tackling drainage issues; improving our drainage asset knowledge through investigation and encapsulation of historic records and knowledge to deliver a more effective drainage service; and working with partners and local communities to understand and proactively manage drainage together.

5. Tackling Drainage Issues

5.1 A routine gully cleansing programme is undertaken on a targeted basis to ensure the gully network is operational and working effectively. As part of this process defects with the network are identified. These include jammed gully grates or broken gratings and pots. Many of these are dealt with 'automatically' as part of the contractors core drainage and defects services. However, blockages in the connecting pipework are also identified where the cause of the blockage is unknown. These need to be attended by specialist crews with high power jetting and CCVT camera equipment to investigate causes.

5.2 The cause of the blockage and the time taken to investigate an individual blockage can vary considerably. Some are able to be unblocked and made to be working there and then, and others require further works to replace broken pipes, remove tree roots, repair damaged connections and also repair outfalls and headwalls that link to public or private ditch networks. Where a blocked pipe is causing flooding these blockages are given a higher priority. Other pipes need to be replaced where they are simply no longer capable of dealing with the volume of water.

5.3 As a result of a two year targeted gully cleansing programme undertaken during 2015/16 and 2016/17 over 2700 blockages have been identified representing 2.8% of the total gully network. Whilst a proportion of these have been investigated and repaired in the year, investigations have created approximately £500k worth of drainage improvements to be carried out during 2017/18. Additional improvements will be identified during the year. These blockages continue to be prioritised for investigation during 2017/18 and 2018/19 and each investigation will be fully documented to collect details of the cause, condition and to 'map' the drainage network for future maintenance.

5.4 In addition, in 2016 work was undertaken that identified over 270 flooding 'hotspots' across the county by collating information from members of the public, parish and town councils, and problems identified by the Highway Stewards and information from the Councils flood management and the contractors drainage maintenance teams.

5.5 In some cases the cause of the flooding is known but in others further investigation is required. These hotspots have been prioritised for further investigation during 2017/18 and 2018/19 with initial

investigation focussed on determining the cause of the problem and then to devise and deliver a permanent solution to ensure these flooding issues are dealt with once and for all. However, by their very nature the causes of many of the flooding problems are unknown and therefore the number of hotspot issues that can be tackled each year will depend on the outcomes of the investigations and the work required against the available annual budget.

6. Fence to fence design

6.1 In undertaking the design and delivery of all capital footway and carriageway works, consideration and investigation is also given to the drainage network to ensure any drainage issues are identified and appropriately resolved as part of a fence to fence design and delivery approach.

6.2 In addition, known gully blockages and flooding hotspot sites will be prioritised where works on the carriageway and footways are planned to ensure these issues are dealt with before the footway or carriageway works are undertaken. This fence to fence approach will generate drainage works for this years and future years programmes.

6.3 This will not only include improving the gully, pipe and ditch network but may also include adjusting kerbing and in rural locations this may mean installing new kerbing to ensure surface water is efficiently channelled away from the road as effectively as possible. Where kerbing is not appropriate it may also include reconstructing verges and associated edge of carriageway haunches to help channel water away from the road surface, prevent verge softening and the undermining of the carriageway.

7. Improving the ditch and grip network

7.1 In addition to the regular gully cleansing service, and as part of the new contractual requirements, a routine ditch and grip maintenance programme was introduced in 2016/17. This targets one quarter of the ditch network each year for cleaning out and grip cutting. However, difficulties were encountered due to the poor condition of much of the ditch network with many rural ditches requiring complete reconstruction. Difficulties were also encountered with the inconsistent nature of the information held about our ditch network and overgrown private hedges.

7.2 Ditches and grips are an important part of the drainage system in rural locations where road infrastructure is not usually a modern construction, and as such its resilience to water and weather is far more limited. Therefore, a maintenance programme is being developed to reform the 'missing' ditch and grip network and at the same time to record the asset for future maintenance. To undertake this work a full survey of the network is underway to determine ditch condition and develop a prioritised programme of ditch reconstruction works and routine maintenance 'clean out' works for 2017/18. Again dependent on condition, the completion of the total network will be dependent on the works required and the annual budget but this will generate works for this years and future year's programmes. These works will be co-ordinated with the carriageway programme to prioritise ditching works.

8. Improving our knowledge

8.1 In addition to information about our drainage network collected through the works outlined above, historical paper based records are currently being digitised for inclusion in our asset management system to enable information to be shared and to help develop and maintain current and future maintenance regimes. Where gaps are identified in the network information further site surveys will be undertaken to ensure as full a record as possible can be created.

8.2 Formal consultations are also being undertaken with parish and town councils to further develop our knowledge of local and historic issues. This will help to develop relationships with local communities and particularly land owners to support future maintenance regimes whether that maintenance is undertaken by the Council, communities or landowners.

8.3 An East Sussex Flood Officers group has been established to co-ordinate and overview flood and drainage management in East Sussex.

8.4 At the same time we continue to work with our colleagues in Development Control and with district and borough councils, the Environment Agency and the flood management team to ensure resilience is built into the network in the future. This ensures new drainage networks and connections to the existing network are fit for purpose and do not impact on the performance of the existing network.

9. Comments/Appraisal

9.1 There has been significant progress to understand the network and the issues with it, but there are still many unknowns. Identifying the causes and resolving the issues presents significant challenges. Drainage problems can be complex to resolve particularly as much of the network is hidden. As a result, the cost of fixing issues and making improvements is more difficult to predict.

9.2 However, in 2017/18 East Sussex is targeting £2m of capital expenditure and around £1m (£500k on routine gully service plus £500k for reactive service) of revenue expenditure on the highways drainage network. The approach set out in this report provides the best opportunity to improve the maintenance regimes and to begin to improve the performance of the network. The next four years of additional investment therefore should provide demonstrable improvement whilst at the same time reducing the rate of decline in our carriageway and footway assets, reducing the level of incidents of highway flooding and reducing the level of flood claims.

RUPERT CLUBB

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LOCAL MEMBERS

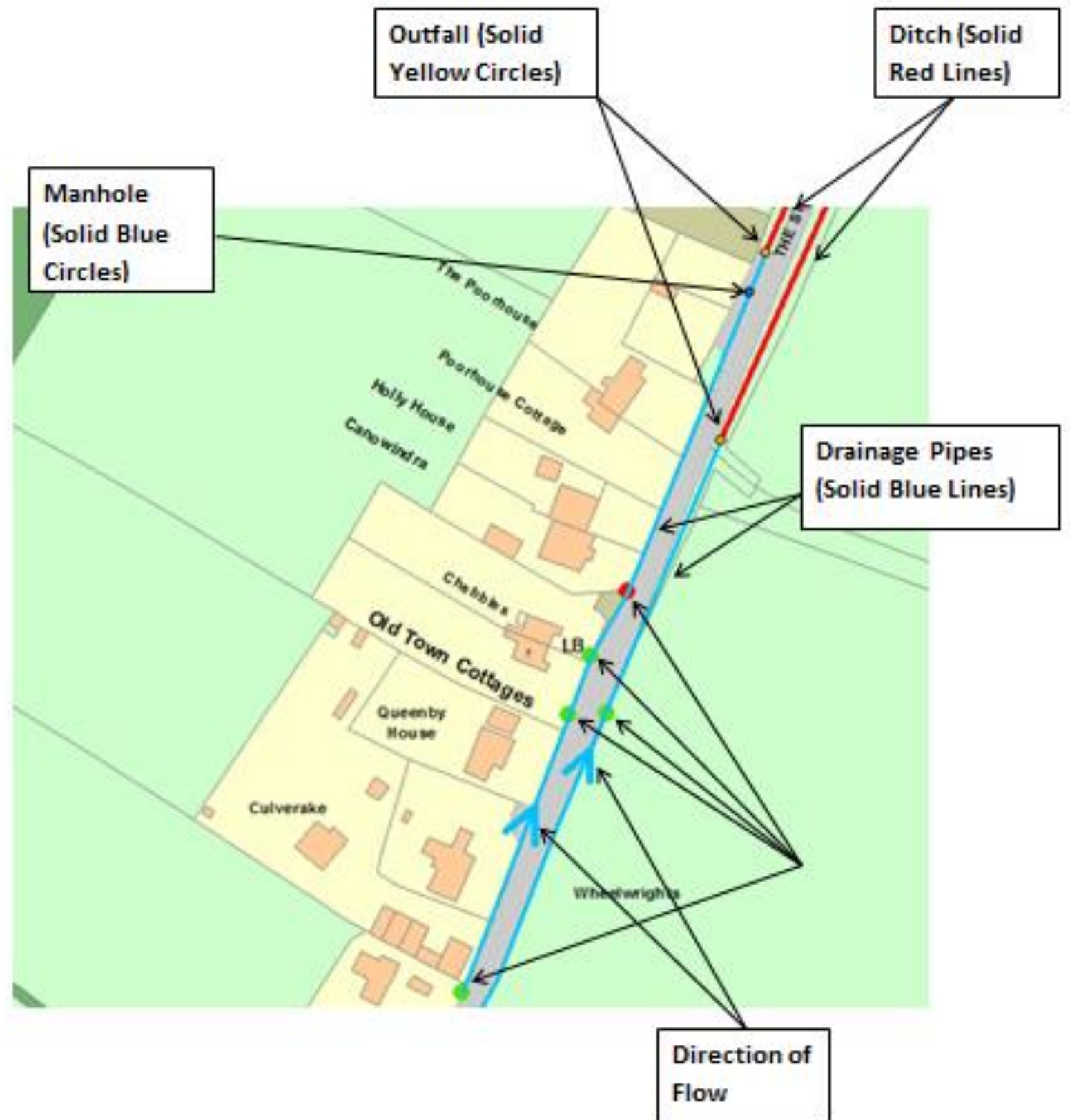
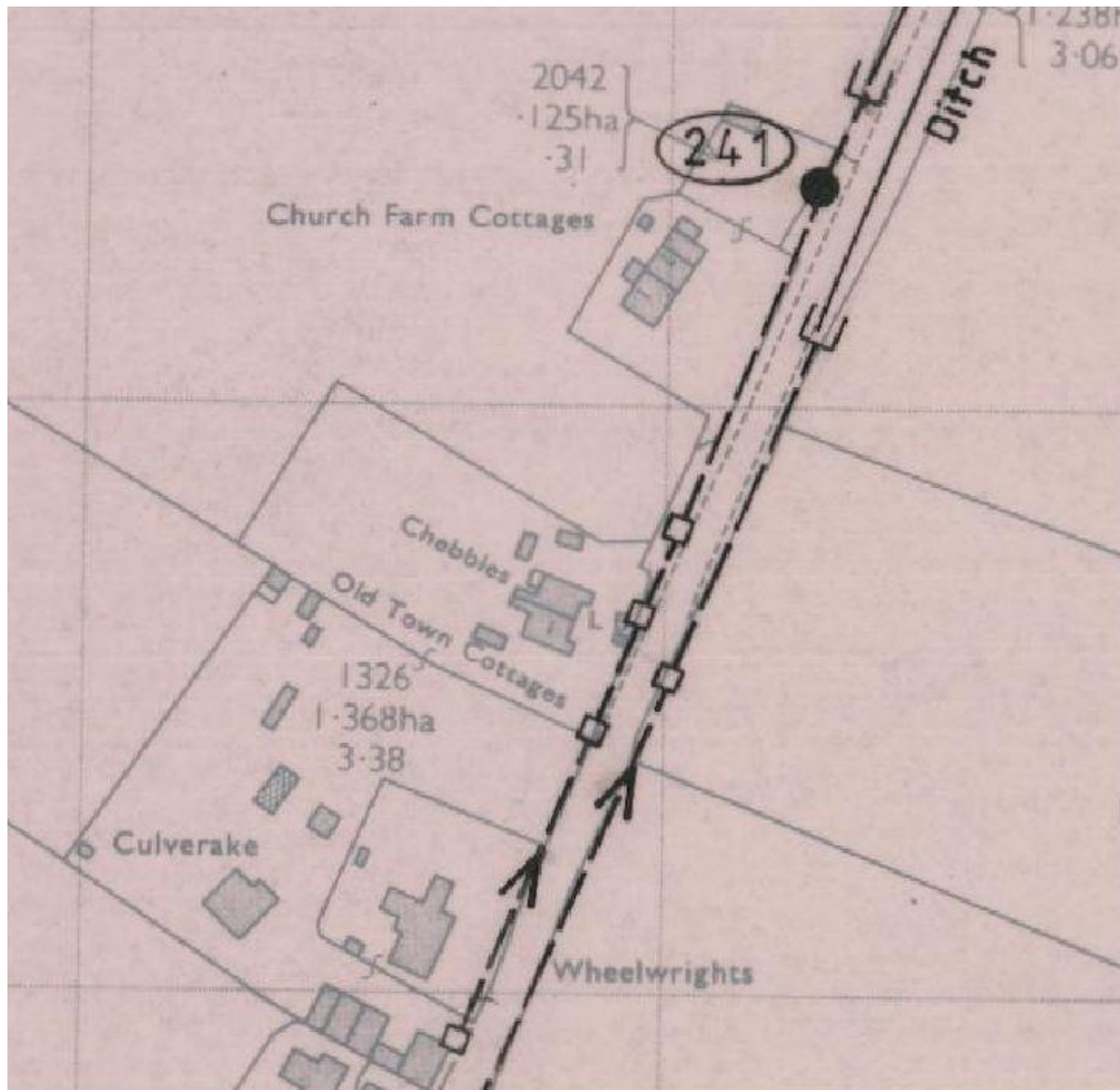
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BACKGROUND DOCUMENTS

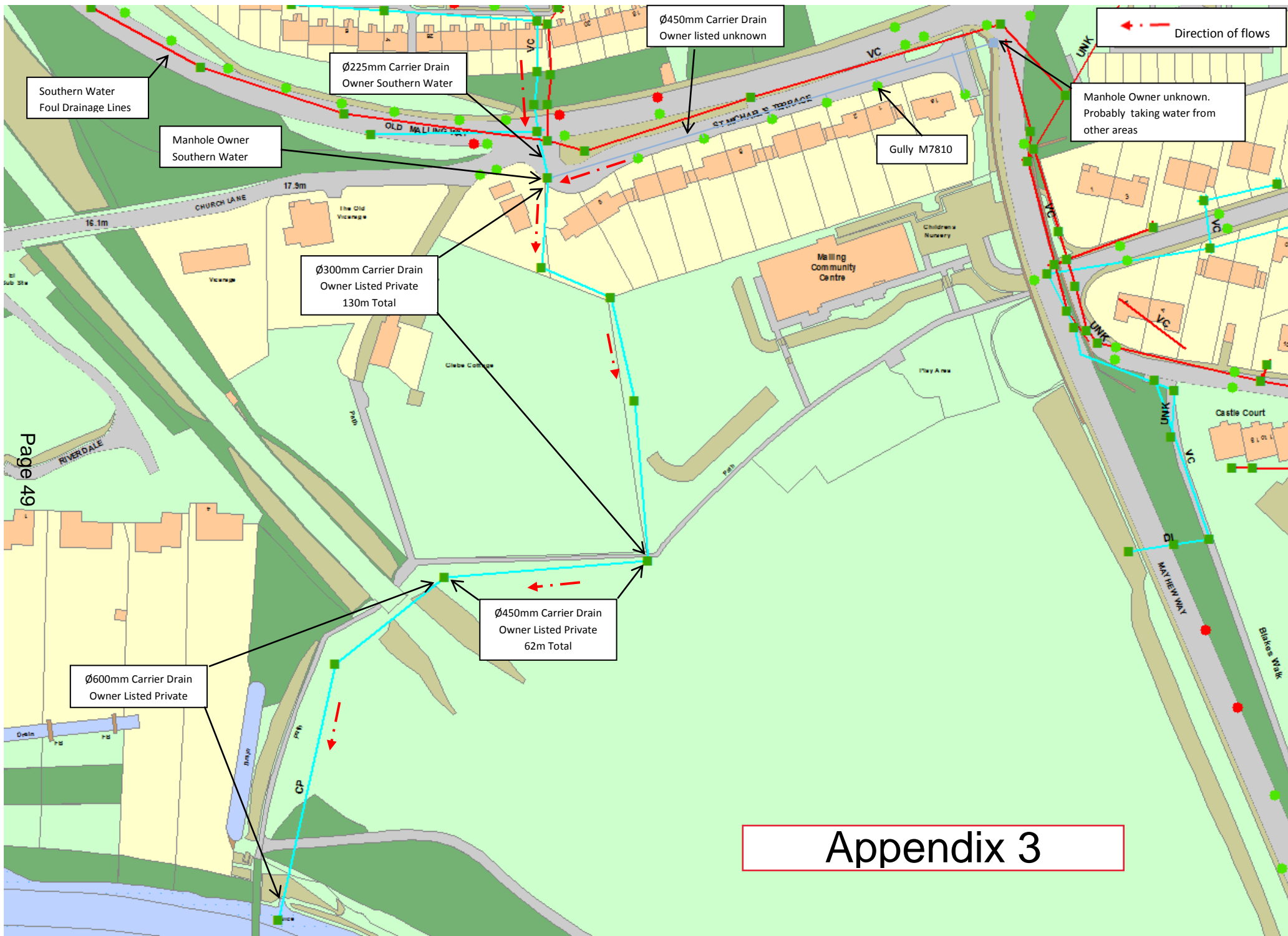
Scrutiny review of highway drainage in East Sussex

Road: The Street

Parish: Selmeston



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Appendix 3

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Report to: Economy, Transport and Environment (ETE) Scrutiny Committee

Date of meeting: 22 November 2017

By: Director of Communities, Economy and Transport

Title: Emergency Planning Update Report

Purpose: To inform Scrutiny Committee on progress with Emergency Planning

RECOMMENDATION:

(1) Scrutiny is recommended to consider the progress being made in Emergency Planning across East Sussex.

1. Background Information

1.1 The Emergency Planning Team are responsible for ensuring that Local Authorities and the East Sussex Fire and Rescue Service are in compliance with the Civil Contingencies Act 2004 and the public health duty to provide emergency planning under the National Health Service Act 2006. The Civil Contingencies Act 2004 establishes a coherent framework for emergency planning and response ranging from local to national level. The Emergency Planning Team assists in ensuring compliance as Category 1 responders to this legislation through planning and training. Category 1 responders include all blue light services and Local Authorities.

1.2 The Emergency Planning Team is made up of 5.2 full time equivalents (FTE), but is currently operating with 4.2 FTE having undergone a number of personnel changes in the past 12 months. The Team contributes to the development and exercising of both Emergency and Business Continuity Plans; the delivery of training in emergency management and support; and the promotion of Business Continuity management. A new emergency planning manager, Victoria Eaton, started at the end of August 2017 and has established that the team is considerably smaller than neighbouring authorities, but does retain the capacity to service the needs of East Sussex and contribute to wider pan Sussex initiatives. Recruitment of the final team member will take place during November. Additional expertise is brought in to the Team through collaboration with Public Health and East Sussex Fire and Rescue Service who both contribute an additional 0.5. FTE

1.3 The Emergency Planning Team has an annual gross budget of £252,800 of which £228,800 is staff costs. It generates income of £86,200 through membership of the East Sussex Resilience and Emergencies Partnership (ESREP) and a further £3,000 from other agencies. The net annual budget is therefore around £163,600 per annum.

1.4 The team provides ESCC with a 24 hour a day, 7 days a week on call service for emergencies.

1.5 The ETE Scrutiny Committee last received an update on the work of the Emergency Planning Team on 19 June 2012. A copy of the previous report and an extract from the minutes of the meeting are included in Appendix 1.

Emergency Planning Arrangements in East Sussex

1.6 The Emergency Planning service in East Sussex is delivered via a partnership arrangement, the East Sussex Resilience and Emergencies Partnership (ESREP). ESREP was established in 2013 for the provision of shared emergency planning services, under a Memorandum of Understanding (MOU), between East Sussex County Council (ESCC), Hastings Borough Council, Eastbourne Borough Council, Wealden District Council and Lewes District Council. East Sussex Fire and Rescue

Service joined the partnership in 2015. ESREP is overseen by a Partnership Board, and ESCC provide the secretariat for the partnership and line management of all staff.

1.7 ESREP is based within the Communities, Economy & Transport Department and the partnership board is currently chaired by Hastings BC. Members of the Emergency Planning team support each member authority and also have their own specialist subject areas such as flooding or mass fatalities. In addition, they are responsible for providing support and advice to members of the partnership to enable them to discharge their duties under the Civil Contingencies Act 2004. The main functions are to develop emergency planning in a wide context, including business continuity planning and providing support for lead officers during an emergency.

1.8 An essential feature of ESREP work is to act as a single point of contact for partners and to provide year round 24/7 Duty Officer cover for when emergencies occur or threaten, and to ensure that relevant information is shared with responsible officers to provide an appropriate response.

Sussex Resilience Forum

1.9 ESREP also supports the Sussex Resilience Forum (SRF), which is a multi-agency partnership whose members have statutory responsibilities under the Civil Contingencies Act 2004, to work together to prepare, respond to and recover from emergencies and major incidents.

1.10 A major incident is a widely used term recognised nationally and locally within the SRF and is defined as *“an event or situation with a range of serious consequences which requires special arrangements to be implemented by one or more emergency responder agency.”*

1.11 The SRF consists of members from the Emergency Services, National Health Service /Public Health England, Local Authorities, Environment Agency and Military and other government representatives, with comprehensive support from the Voluntary Sector coming together with the principle aim of ‘Making Sussex a Safer Place’.

1.12 The SRF Executive Committee meets tri-annually to discuss SRF activities and set the strategic direction. Preparing for emergencies is part of the day-to-day job of all partners. This involves:

- Risk assessments to assess the type of hazards that might affect Sussex
- Preparing plans to address different types of emergencies
- Training and exercises to test the plans and keep staff up to date.

1.13 The SRF provides a comprehensive training plan each year to support officers in each partnership organisation.

How ESREP plan

1.14 Emergency plans are flexible, regularly reviewed, updated and circulated. ESREP aim to test the plans once every three years and work closely with other members of the SRF to plan and improve a joint response to emergencies.

1.15 There are a number of SRF plans that ESREP lead on including fuel shortage, emergency welfare and weather & environment. The strategic representative at the SRF Executive is the Director of Communities, Economy and Transport.

1.16 ESREP also works with partners in other neighbouring counties, particularly Kent, on joint arrangements for flooding, coastal pollution and Dungeness power station.

Capability Work Streams

1.17 A Capability Work Stream is a mechanism for the planning, delivery and management of work allocated by the SRF Delivery Group in particular bundled subject areas. They consist of capability planners from various agencies coming together to prepare multi-agency plans and other documents. Capability Planners may be members of more than one Work Stream depending on their particular skills and the amount of time their host organisation is prepared to allocate to supporting the SRF.

1.18 Current Capability Work streams are:

- Risk and Horizon Scanning
- Emergency Welfare
- Weather and Environment
- Community Resilience Partnership
- Communications (Warning and Informing)
- Emergency Response
- Training and Exercising
- Sussex Health Responders Group

Emergency Plans

1.19 At the strategic level there are National Plans to be reviewed and exercised, namely:

- National Emergency Plan – Fuel
- Department for Environment, Food & Rural Affairs (Defra) Contingency Plan for Exotic Notifiable Diseases of Animals
- National Contingency Plan for Marine Pollution from Shipping and Offshore Installations

1.20 The SRF themselves review and exercise a number of plans, namely:

- The Sussex Emergency Response and Recovery
- The Mass Casualties Plan
- The Mass Fatalities Plan
- The Resilient Communications Plan
- The Sussex Major Maritime Emergency Plan
- The Recovery Plan
- The COMAH (Control of Major Accident Hazards Regulations 2015) off-site Emergency Plan for Gatwick Airport Storage and sites in Rye, East Sussex
- The Animal Diseases Plan
- The Major Accident Hazard Pipelines Plan
- The Sussex Resilience Forum Gridlock Plan

2. Supporting Information

The following are examples of how ESREP and the Emergency Planning Team work together and collaboratively in order to deliver requirements whilst maximising value for money.

2.1 Examples of tests and exercises that have been held over the last 12 months include:

- Exercise Coffers (Surrey and Sussex) – opportunity for prison settings to exercise their outbreak response and business continuity plans during a seasonal influenza outbreak
- COMAH Lower Tier site – Plastica, Hastings
- Airbourne – Eastbourne Air Show
- AEGON Tennis, Eastbourne
- Wealden District Council Rest Centre call out procedure

- Humanitarian Assistance Centres
- Move to Critical

2.2 Following a discussion between the Chief Executive Officers (CEOs) of the South East 7 (SE7) Group (Kent, Surrey, Hampshire, East Sussex, West Sussex, Brighton and Hove, Medway) regarding resilience after the incidents of summer 2017, it was highlighted that there was a need to provide assurance regarding the current mutual aid arrangements for County and Unitary Councils across the group. Emergency Planning leads for the SE7 Group area met on the 8 September 2017 to discuss the issue in greater detail and to provide options and recommendations on improvements to the current position.

2.3 Adler and Allan have been appointed as the pan Sussex coastal pollution clean-up contractor. The East Sussex Emergency Planning Team and Procurement are working with partners to agree local authority call-off and exercising arrangements.

2.4 Following selection by the ESREP Board of new incident management software provided by One Voice (the iModus software previously available across the Partnership having been discontinued by the provider) the Emergency Planning team will support implementation. Working as a partnership has afforded economies of scale and savings in this purchase.

3 Conclusion and Reasons for Recommendations

3.1 Scrutiny is therefore asked to consider the progress made in Emergency Planning across East Sussex.

RUPERT CLUBB
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LOCAL MEMBERS

All

BACKGROUND DOCUMENTS

None

Report to	Scrutiny Committee for Economy, Transport and Environment
Date	19 June 2012
Report By	Director of Economy, Transport and Environment
Title of Report	Emergency Planning
Purpose of Report	To update the committee on the work of Emergency Planning

RECOMMENDATIONS: Scrutiny Committee are recommended to consider and note

- (1) The work that Emergency Planning carries out on behalf of the County Council;**
 - (2) The revised and updated ‘Guidance for Elected Members on the Management of an Emergency’ for East Sussex County Council, Eastbourne Borough Council, Lewes District Council and Wealden District Council (Annex 3); and**
 - (3) The summary of drought issues and activities as a basis for discussion (Annex 4).**
-

1. Financial Appraisal

- 1.1 There are no financial implications relating to this report.

2. Supporting Information

Introduction

2.1 The purpose of ‘Emergency Planning’ is to reduce the potential impact of major incidents on the residents and environment of East Sussex. The Team (see annex 1) seeks to achieve this by preparing the Council to respond in an appropriate and effective manner to any major emergency while at the same time maintaining, so far as possible, its normal services through Business Continuity arrangements.

2.2 The response to most emergencies is a multi-agency one, so the Team operates very much with professional partners. These include the Borough and District Councils, Environment Agency, emergency and health services, the utilities, voluntary organisations, military and any others who might be involved in the local response. This includes residents who volunteer to assist their town or parish council in planning for and responding to an emergency. It is also appropriate to regard the Department for Communities and Local Government Emergency Management teams, and neighbouring counties, as partners.

2.3 For consistency and efficiency the County Council Emergency Planning Team undertakes some wide area co-ordination, for example providing the emergency services with a single 24-hour point of contact into local authorities, and it provides direct support to Lewes District Council, Eastbourne Borough Council and Wealden District council on a contractual basis. It participates in and contributes to the work of the multi-agency Sussex Resilience Forum.

Key Issues

2.4 The Civil Contingencies Act 2004 sets out the role of Emergency Planning, and indeed its wider remit, for example, the duties to incorporate and promote Business Continuity Planning. It has also created clear boundaries within which to work, and subjected it to influence from central and regional government through the development of capability work streams and their input to the Community Risk Register.

2.5 These influences have a direct bearing on goal-setting as the Service has to respond to the priorities identified in the Community Risk Register and/or by partners. New priorities can emerge which will have an impact on those goals, e.g. The Olympic Games, natural disasters or the national security situation. In addition, the inter-agency arrangements necessary to support this process can take time to resolve.

2.6 The financial challenges facing the Council have meant the team has reduced in size. Prioritisation of the work activities utilising the available resources is key part of the management of this service.

Statutory Requirements

2.7 The *Civil Contingencies Act 2004*, effective since November 2005, along with the accompanying regulations and non-statutory guidance, places clear duties upon the Council, and these are summarised in annex 2.

2.8 Both the *Control of Major Accident Hazards (COMAH) Regulations 1999* and the *Radiation (Emergencies Preparedness and Public Information) Regulations 2001* require the County Council to carry out some specific emergency planning. The only upper-tier COMAH site in the County is at Rye Harbour and the Dungeness Power Stations are located only 7 km from the county boundary. The *Pipeline Safety Regulations 1996* require principal local authorities to prepare emergency plans for pipelines which have potential to cause a major accident.

2.9 The Government has introduced the Floods and Water Management Act. This Act means the Council plays a significantly greater role in the management of flood risk; this includes, amongst other things, a requirement for County Councils to take the lead in coordinating flood risk planning in partnership with other Local Authorities and the Environment Agency, which ESCC does through its recently established Flood Risk Management team. Linked to this activity, is a requirement to prepare a generic off-site flood plan for reservoirs by the Emergency Planning Team.

3. Comments/Appraisal

3.1 Goals for 2012/13; The main areas of focus for the year are the following:-

- Participation in the Sussex Resilience Forum (SRF) multi-agency Olympic resilience programme.
- Development of an emergency coordination centre at County Hall and a strategic incident management structure.
- Review and exercising of the East Sussex coastal pollution plan and support to the East Sussex Flood Partnership.
- Enhancement of the team skills by attendance at suitable cost effective training events.
- Prepare the ESCC Humanitarian Assistance Centre Plan
- Review the council's vulnerable people plan.
- Support of the SRF work stream programme.
- Continue the provision of an Emergency Planning service to Lewes and Wealden District Councils and Eastbourne Borough Council.
- Review the Pandemic Flu Plan
- Review ESCC Drought arrangements
- Develop and exercise emergency evacuation arrangements
- Deliver an exercise of the generic Off-site Plan for Reservoirs in partnership with West Sussex County Council
- Support the Councils corporate Business Continuity arrangements.
- Continue to help improve emergency preparedness and Business Continuity among members of the public, businesses and the voluntary sector
- Supporting Rother District Council and Hastings Borough Council in exercising Bulverhythe and Rye Flood Plans.

3.2 Due to the nature of resilience work, emergencies or potential emergencies often require the team's attention. Therefore, team goals and objectives need regular review to allow this small specialist team time to deal with these additional pressures.

4. Environmental Issues

4.1 Emergency Planning contributes to the East Sussex Flood Risk Partnership and prepares plans for responding to severe weather, flooding and coastal pollution.

5. Community Safety Issues

5.1 Along with the Sussex Resilience Forum, Borough and District Councils, Emergency Planning promote emergency preparedness to communities within East Sussex mainly through Parish Council Emergency groups and attendance at selected public events

6. Conclusion and Reason for Recommendation

6.1 This report is provided as an overview of Emergency Planning following its transfer into Economy, Transport and Environment and Scrutiny Committee are recommended to note the work of the Emergency Planning team and the information provided in the Annexes.

RUPERT CLUBB

Director of Economy, Transport and Environment

Contact Officer: David Broadley

01373 747085

Local Member: All

The Emergency Planning Team

1. Emergency Planning Officers' portfolios:

Jim Foster – Business Continuity, Pandemic Flu' plans, SRF Training group, local flood planning, SRF Category Two group, Wealden District Council support.

Ian Hodgson – Emergency mortuary, Emergency centre, SRF Excess Deaths group community resilience, Lewes District Council support.

Yvonne Riedel-Brown – Recovery, coastal pollution, severe weather, flooding (co-ordination & reservoirs planning), SRF Severe Weather group, Animal Diseases plan, public awareness, recovery planning.

John Wood – Fuel shortage, COMAH, Chemical, Biological, Radiological Nuclear Explosive (CBRNE), SRF Evacuation & Shelter group, Generic Emergency Plan, Humanitarian Assistance plan, Eastbourne Borough Council support.

David Broadley – Team manager (incl. policy & business planning), corporate Business Continuity, corporate emergency response, Sussex Resilience Forum strategic support. Liaison with Seine-Maritime Prefecture (cross channel emergencies), Military liaison, emergency services. Chair SRF Risk Group, SRF Finance Group, chair SRF Recovery group. Borough and District liaison.

2. Financial position

Income: - £48,000

Total budget costs £181,300

In a recent bench marking exercise carried out by Lewes District Council based on a cost per head of population, our costs were well below that provided by West Sussex (£0.39 per head of population against £0.50).

Civil Contingencies Act 2004

Part 1 directly affects local authorities and is summarised below. Part 2 relates to powers of HM Government to declare a State of Emergency, which, as it does not directly impact upon this service is not covered in this plan.

Two categories of organisation are identified. Category One organisations –which includes local authorities, health and emergency services etc. – have duties as identified below. They are obliged to work with each other across a ‘*Local Resilience Area*’ (i.e. Sussex) and with Category Two organisations. The latter consists of utilities, transport providers etc., and they are obliged to ‘co-operate’. This process is led by a ‘*Local Resilience Forum*’ in Sussex this known as *The Sussex Resilience Forum or SRF*, comprised of chief officers (at its highest level) from the Category One organisations, and some other invitees.

There are 33 Category One and 39 Category Two organisations in Sussex. This will change as the restructuring of the NHS becomes known:

Community Risk Register: Category One organisations have to carry out a joint risk assessment to identify those risks that are likely to occur. They must also take note of risks notified by central or regional government. The result of this process must be published in the form of a ‘*Community Risk Register*’. The register can be seen at <http://www.sussexemergency.info> and is subject to continuous review.

Emergency Plans: Each authority should publish a ‘generic plan’ to identify how it will deliver its response to emergencies generally. In addition, there should be site and incident specific plans for those high risks identified by the risk assessment. Plans should be ‘inter-agency’ where appropriate.

Training and Exercising: Each authority should ensure that anyone likely to be involved in emergency arrangements is fully prepared for the role, and there should be a system in place to validate plans through training and exercising. Those who prepare and deliver training should be ‘experienced and competent’.

Warning and Informing: There must be arrangements in place to educate the public as to what they should do in an emergency, and how warnings might be circulated in a given emergency. A ‘*lead responder*’ organisation should be appointed to co-ordinate the work.

Maintaining Critical Services: Each authority must have plans to show how it will continue to deliver its critical services during an emergency.

Promoting Business Continuity: This duty applies to local authorities only. Arrangements must be put in place to promote Business Continuity planning within the community, including voluntary organisations. It does not require the local authority to actually write the plans.



Guidance for Elected Members on the Management of an Emergency

East Sussex County Council in partnership with



Version 0.9ESCC

Produced jointly by the Emergency Planning Officers of East Sussex CC, Eastbourne BC, Lewes DC, Wealden DC

(This supersedes the document entitled 'Guidance for Elected Members on the Management of a Major Incident' dated April 2003 issued by the six East Sussex Local Authorities)

VERSION CONTROL

Version	1.0
Author	Jim Foster, East Sussex County Council and Wealden District Council
Primary reviewers	David Broadley, East Sussex County Council Ian Hodgson, Lewes District Council John Wood, Eastbourne Borough Council
Intended audience	Local Authority Elected Members
Document status	Final
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References and acknowledgements

The following documents have been used in developing this Guidance:

East Sussex Local Authorities (2003) *Guidance for Elected Members on the Management of a Major Incident*

Sussex Resilience Forum (2008) *Emergency Linking Document* 4th Edition

Stockport Metropolitan Borough Council (2007) *Civil Protection & Emergency Preparedness for Elected Members*

Nottinghamshire County Council (2009) *Elected Members Emergency Plan*

Cabinet Office (2011) *National Recovery Guidance - Generic Issues - The role of Elected Members* available from:

<http://www.cabinetoffice.gov.uk/content/national-recovery-guidance-generic-issues-role-elected-members>

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Introduction

The purpose of this document is to provide elected members with a brief summary of how emergencies (major incidents) are managed and to give some guidance as to how they can assist.

It is in four parts:

Section A	Outlines the roles elected members can play in a major emergency
Section B	Describes how we plan for and respond to major emergencies
Section C	Gives additional specific information for your Council
Appendices	Give details of Local Authority duties during an emergency; the legal background; and the main organisations involved

The Civil Contingencies Act defines an emergency as:

- (a) an event or situation which threatens serious damage to human welfare;
- (b) an event or situation which threatens serious damage to the environment; or
- (c) war, or terrorism, which threatens serious damage to security

It must be borne in mind that all incidents are different and individual councils have their own policies and procedures. This guidance must be read in that light: it contains general principles and suggestions, but due account must be taken of the circumstances of the particular incident.

Section A Role of Elected Members in a Major Emergency

“As community representatives and figureheads in their local community, elected members for the affected community have an important role to play (particularly) in assisting with the recovery process. Although they have a limited role in the operational response phase, the role of the local authority’s elected members is vital to rebuilding, restoring, rehabilitating and reassuring the communities affected and speaking on their behalf” (from National Recovery Guidance).

1 **Stages of involvement**

Elected members can become involved in major emergencies at four separate stages:

- Prior to an incident – developing understanding of emergency planning
- During an incident – limited role
- During the recovery stage – major role as this is usually led by the local authority
- Issues which arise after the incident

2 **Record Keeping**

During a major emergency it is important that good records are kept of actions taken and reasons for decisions made as there will often be an Inquiry. It is recommended that Members keep a log of any involvement they may have in a major incident.

3 **Role of Elected Members – (a) During the Planning Stages**

During the planning stage Members can develop an awareness of:

- Civil protection legislation, including the Civil Contingencies Act (CCA)
- General duties of local authorities and other responders under the CCA.
- The support role of local authorities during the response to an incident
- The specific duties of local authorities during the response to an incident
- The lead role of local authorities during the recovery from an incident
- The arrangements for emergency planning within their Authority
- The arrangements for business continuity within their Authority
- The preparation of community plans
- Practical aspects by attending appropriate training and exercises

The Council’s Emergency Planning Officer can provide further information on all these matters.

4 **Role of Elected Members – (b) During an emergency**

For the emergency responders, the period at the start of an emergency is a crucial time for the protection of people, property and the environment. The role played by the local authority is a supporting one, liaising with the emergency services, providing resources and other facilities as required.

Communications can be very difficult in the immediate aftermath of a major incident with telephone lines handling potentially thousands of calls. As soon as possible the Chief Executive will brief the Leader of the Council and provide continuous updates on the emergency response. The Council's Members' Services Officer or Press Officer will advise Members when a detailed briefing is likely to be available. For Health and Safety reasons, Members are asked not to go to the scene or attempt to cross police cordons. While Members may become aware that an incident has happened in their ward it is requested that they do not try to contact the Council call centre, the Emergency Control Room, or the Emergency Response Team for information during the impact phase.

As the situation becomes clearer and the immediate danger is brought under control, briefings will be available to Members and, in particular, to those whose wards are involved who may wish to assist by:

- Being aware of the latest position by attending briefing sessions, etc;
- Supporting and providing reassurance to the affected community;
- Supporting officers involved in the response to the emergency
- Support the response with local knowledge e.g. identifying vulnerable people;
- As a community leader acting as a channel of communication with public;
- Act as a voluntary helper (depending on individual skills);

5 Role of Elected Members – (c) During the Recovery Stage

The recovery process involves re-establishing the community and local businesses and restoring 'normality' which, depending on the nature of the event, may be different from what existed before.

During this phase, the strategic coordination of the incident is handed over from the emergency services to the Local Authority. This will be led by a Recovery Coordinating Group (RCG).

As community leaders, elected members may become involved through:

- Providing a political lead on the way in which decisions are made.
- Being community supporters and champions
- Using local knowledge and community contacts to identify priorities
- Representing their community on the Community Recovery Committee.
- Supporting efforts to repair and reconstruct the affected community
- Promoting joint working between County, District and Parish authorities.
- Liaising with other elected representatives including MPs / MEPs
- Seeking additional resources and financial assistance from Government
- Approving regeneration issues;
- Considering the need for longer term accommodation;
- Involvement in the management of any appeal funds and memorials;
- Anniversaries and commemoration.
- Ensuring that the lessons learnt are applied to the emergency plans.

6 Role of Elected Members – Dealing with the Media and VIP Visitors

Media relations in an emergency incident are crucial and can often be an important factor in determining how well (or otherwise) the Council and Emergency Services are reported as dealing with the situation.

Members may be approached to give media statements and interviews.

To ensure a consistent and accurate approach it is important that Members are fully briefed by the appropriate Council's Press Officer. Any Council communication with the media will be in accordance with the agreed procedures and, in the early stages, in consultation with the police and fire services. Members should refrain from speaking to the media direct, unless guided to do so by their Council's Press Officer, to avoid any mixed messages which could have a detrimental effect on the community and overall emergency response.

If the incident is of such magnitude as to attract regional or national interest, Members may become involved in meeting and greeting VIPs and briefing visitors on the progress being made.

7 Role of Elected Members – Post Incident Issues

Members also need to be aware of other issues that may arise in the aftermath of an emergency incident. These can include:

- Civil litigation
- Criminal proceedings
- Public inquiries
- Loss of income for the Council
- Anniversaries
- Insurance and claims to the Government
- Long term effects on the community
- Business regeneration

Section B How we plan for and respond to major emergencies

8 **Legal requirement to cooperate in preparing emergency plans** (Appendix 2)

It is a legal requirement that plans must be prepared to deal with major emergencies. This involves local authorities, emergency services, health bodies and others working together to produce coordinated plans.

In this area, the coordination is achieved through the 'Sussex Resilience Forum' (SRF) on which all the organisations are represented. Through this body,

- The risks facing the community are assessed
- Plans are prepared to meet those risks
- Exercises are undertaken to test those plans

Individual organisations, including local authorities, also have their own plans which detail their response to a major emergency and their contribution to the overall effort.

9 **Three levels of response**

In the event of a major incident there will generally be three levels of multi-agency management: Strategic, Tactical and Operational (often referred to as Gold, Silver and Bronze).

A Strategic Coordinating Group (SCG - 'Gold') would be set up (usually at Police headquarters in Lewes). This would include senior managers from all relevant organisations involved in the emergency. This Group takes responsibility for the strategic management of the incident and ensuring sufficient resources are made available. Local authority representation on the SCG would be through a senior officer from both the District / Borough involved and from the County Council.

Tactical Command (Silver) is the multi-agency group which meets near the scene to assess risks, identify the resource needs and coordinate the response. The local authority response will be led by a 'Tactical Commander' called the Local Authority Incident Liaison Officer or LAILO. This will usually be an officer from the District or Borough in which the incident has happened. The LAILO will normally represent all local authority interests.

Operational Command (Bronze) are the responders at the scene responsible for implementing the decisions of the tactical group and managing the immediate "hands-on" work.

10 **The Local Authority's Emergency Control Centre**

For most major emergency incidents, the District or Borough concerned would set up an Emergency Control Centre (ECC). This would be used to coordinate the local authority response – to receive requests and action them and to monitor progress. Officers from the County Council, Police, etc may attend the ECC to assist the cooperative working.

Where an incident involves more than one District / Borough it may be necessary to open the County Council's Emergency Centre as well to co-ordinate the county-wide response.

11 **Business Continuity**

Each Council has a duty to continue to deliver its essential services during an emergency. To help prepare for this, and because it is good business practice, all local authorities have developed business continuity plans.

12 **Roles and Responsibilities of Local Authorities**

The principal duties of local authorities in an emergency include:-

- Support and care of the community
- Support for the emergency services
- Co-ordination of the response by the voluntary sector
- Liaison with utility companies
- Leading the rehabilitation of the community by aiding the recovery process.

The local authorities in Sussex have agreed a mutual aid protocol that enables them to call upon each other for support during a major emergency.

A list of the duties of local authorities during a major emergency is given in Appendix 1

13 **Recovery from an Emergency**

The Police normally chair the Strategic Coordinating Group during the response stage of an emergency. However, depending on the size and nature of the incident, it may be appropriate to set up a multi-agency Recovery Coordinating Group (RCG) to plan the return to normality once the response phase has passed. The local authorities have a major role to play in the recovery process and this RCG is normally led by a chief officer from the local authority area in which the incident occurred.

The Recovery Coordinating Group would normally be set up soon after the incident started so that planning for the return to normality can begin at the earliest possible time. There is an agreed Sussex Resilience Forum Recovery Plan which sets out the framework in accordance with national guidelines.

As part of this Recovery Plan, it is proposed to set up a Community Recovery Committee consisting of representatives of local groups. Local Elected Members will have an important part to play on this Committee.

14 **Role of Emergency Planning Officers**

Emergency Planning Officers prepare plans to cover a variety of potential emergencies. They maintain important links with numerous different organisations. They develop and deliver training programmes and exercises, all intended to prepare local authorities to deal with a major incident when it occurs.

The plans are developed in such a way that the local authority's response can be implemented without the direct input of the Emergency Planning Officer although, if available, he or she will often be able to provide invaluable advice and guidance.

All Sussex local authorities provide an out-of-hours 'Duty Officer' as a point of contact in case a major incident occurs or is anticipated.

This 'Duty Officer' is responsible for:

- Liaison with the Emergency Services
- Alerting and calling out other Council officers as required
- Alerting and calling out other agencies and organisations as required
- Briefing senior officers as required
- Making an assessment of the support the local authority can provide

15 **Who Pays for the Council's Emergency Response?**

Each Council has a responsibility for its own costs incurred in dealing with emergencies in its area. Depending on the scale and nature of the emergency, the Government may make grants available in respect of some expenses (in accordance with the Bellwin Scheme).

16 **Further information**

Contact your Council's Emergency Planning Officer for further information and / or check the Council's Intranet or external web-site under 'Emergency Planning'.

Section C Specific Local Authority Information

(This space is available to add any specific Local Authority information or contact arrangements.)

East Sussex County Council

	Name + Job Title	Contact Number
First contact number for information about a major emergency		
Lead Chief Officer for Emergency Planning	Rupert Clubb Director of Economy, Transport & Environment	01273 482200 rupert.clubb@eastsussex.gov.uk
Manager responsible for Emergency Planning	David Broadley Emergency Planning Manager	01323 747085 David.Broadley@eastsussex.gov.uk
Communications		

Appendix 1 Roles and Responsibilities of Local Authorities

A1.1 All Local Authorities

All local authorities may be required to provide:

- Information and advice to the public
- Media officers to liaise with SRF partners to co-ordinate release of information
- Help lines
- Appeal fund arrangements
- Plant and equipment
- Clearance of debris
- Alerting arrangements for other local authorities
- Alerting arrangements for relevant internal departments.
- Liaison officers to relevant joint commands
- A Strategic level officer to the Strategic Coordinating Group
- An emergency control and co-ordination arrangements
- Arrangements to collect, collate and disseminate information
- Alerting arrangements for voluntary organisations and co-ordinate their support.
- Long term support to the local community
- Liaison with government departments, public utilities and other organisations
- Arrangements to co-ordinate the Council's response with adjacent areas.

A1.2 County Councils

- Provide Social Care and welfare arrangements to Rest Centres
- Provide trained social care staff to assist Police Family Liaison in the Victim Identification Process
- Provide and manage Humanitarian Assistance Centres.
- Arrange road closures and diversions
- Co-ordinate aftercare, in conjunction with the police, health services and voluntary organisations.
- Request military assistance in support of the civil community
- Alert the relevant Director of Public Health to all emergencies posing actual or potential toxic hazards, including oil pollution,
- Establish an Emergency Mortuary on instruction of HM Coroner
- Set up an Emergency Mortuary (at Woodvale, Brighton)
- Request the National Emergency Mortuary Arrangements (NEMA)
- Prepare site to accept the NEMA
- Coordinate Tier 2 and 3 oil spills, providing a Shoreline Response Centre

A1.3 District and Borough Councils

- Set up and manage Rest Centres
- Arrange temporary accommodation
- Provide building and safety inspections
- Provide maps and building plans
- Provide environmental health services

- Arrange emergency feeding
- Organise transport (with the County Council)
- Shoreline clean-up of oil or harmful materials (coastal authorities)
- Support to major public events

A1.4 **Unitary Authority (Brighton and Hove CC)**

The Unitary Authority has all the same responsibilities as the two County Councils plus all the responsibilities of Boroughs and Districts. In addition the City Council is responsible for:

- Hosting major political party conferences
- Providing the Emergency Mortuary at Woodvale, Brighton

Appendix 2 Legal Background to Local Authority Duties

A2.1 The Civil Contingencies Act 2004

During the early part of the last decade, the United Kingdom experienced the impacts of a number of large-scale emergencies. The widespread flooding, fuel shortages, the outbreak of foot-and-mouth in 2000, along with the subsequent terrorist attacks in New York on 9/11, demonstrated the need for a more integrated approach to emergency planning.

This led to a Government review of emergency planning in England and Wales. The outcome of this was the Civil Contingencies Act 2004, which provided an improved, more consistent and more resilient approach to emergency planning.

The Act is in two parts

Part 1: relates to local arrangements for civil protection and responsibilities of local responders.

Part 2: covers emergency powers that can be used by Central Government.

A2.2 Category 1 Responders and their Duties

The Act places statutory duties on those organisations that have responsibilities to respond to major emergencies affecting communities. These include the emergency services (Police, Fire and Ambulance), health agencies, Local Authorities, the Environment Agency and others. These are known as Category 1 responders.

These 'Category 1' responders, are subject to six duties:

- A duty to carry out **risk assessments** and publish all or part of a Community Risk Register
(This is published on the Sussex Resilience Forum (SRF) web-site)
- A duty to **plan for emergencies**
- The requirement to have robust **business continuity arrangements** in place to maintain service delivery
- A duty to have in place to **arrangements Warn & Inform** the Public both before and during emergencies
(There is a Sussex Warning and Informing Group of communication officers)
- A duty to **co-operate with partner agencies**
- A duty to **share information** with partner agencies
(The duties to cooperate and share is achieved through the SRF)

In addition, Local Authorities have a seventh statutory duty:

- To **promote business continuity** to local businesses and the voluntary sector.
(A Sussex-wide leaflet and DVD have been produced by the LAs)

A2.3 Category 2 Responders

The Act also defines a secondary group of responders. These 'Category 2' responders are those organisations which, although not 'primary' responders, could potentially have a significant role. For example, utility companies, communication agencies and transport operators. Category 2 responders have statutory duties to co-operate and to share information with Category 1 responders in the planning and response to major emergencies.

A2.4 **Definition of an Emergency (Major Incident)**

The Civil Contingencies Act defines an emergency as:

- (a) an event or situation which threatens serious damage to human welfare;
- (b) an event or situation which threatens serious damage to the environment; or
- (c) war, or terrorism, which threatens serious damage to security.

Threats of 'serious damage to human welfare' include:

loss of human life; human illness or injury; homelessness; damage to property; disruption of a supply of money, food, water, energy or fuel; disruption of a system of communication; disruption of facilities for transport; or, disruption of services relating to health.

Threats of 'serious damage to the environment' include:

contamination of land, water or air with biological, chemical or radio-active matter; or, disruption or destruction of plant life or animal life.

A2.5 **Sussex Resilience Forum (SRF)**

There is a requirement under the Civil Contingencies Act for responders to cooperate in planning for and responding to civil emergencies. This is achieved through the Sussex Resilience Forum (SRF). This is a body comprising representatives of all Category 1 Responders and representation from Category 2 Responders to ensure effective delivery of those duties under the Act that need to be developed in a multi-agency environment.

The area covered by the Sussex Resilience Forum is the based on the police force area (geographically: East and West Sussex and Brighton and Hove).

The plans, training and exercising developed through the Sussex Resilience Forum are designed to develop an integrated emergency management process. However, the responsibility for the actions of each Category 1 or Category 2 Responder remains with that organisation and ultimately with its chief officer.

A list of the Category 1 members of the Sussex Resilience Forum is shown in Appendix 3.

Appendix 3 Members of the Sussex Resilience Forum Category 1 Responders

Local Authorities

Brighton & Hove City Council
East Sussex County Council
West Sussex County Council

Adur District Council
Arun District Council
Chichester District Council
Crawley Borough Council
Eastbourne Borough Council
Hastings Borough Council
Horsham District Council
Lewes District Council
Mid-Sussex District Council
Rother District Council
Wealden District Council
Worthing Borough Council

Emergency “Blue Light” Services

British Transport Police
East Sussex Fire & Rescue Service
South East Coast Ambulance Service NHS Trust
Sussex Police
West Sussex Fire & Rescue Service

Health Authorities & Trusts

Brighton & Hove City Primary Care NHS Trust
Brighton and Sussex University Hospitals NHS Trust
East Sussex Downs and Weald Primary Care NHS Trust
East Sussex Hospitals NHS Trust
Hastings and Rother Primary Care NHS Trust
Royal West Sussex NHS Trust
Surrey & Sussex Health Protection Unit
West Sussex Primary Care NHS Trust
Worthing and Southlands Hospitals NHS Trust

National Agencies

Environment Agency
Maritime & Coastguard Agency

Current drought issues, actions and summary of situation (25 May 2012)

Sussex is among the areas of the country declared as being in a state of drought by the Environment Agency, and on 5th April 2012 the relevant water companies introduced restrictions on non-essential water use.

The Emergency Planning Team is represented on fortnightly drought teleconferences, held in line with provisions in the Sussex Resilience Forum's (SRF) Adverse Weather Framework. Participants include other local authorities, emergency services, water companies, DCLG and the Met Office, and conferences are chaired by the Environment Agency. These regular interchanges allow for information-sharing, joint preparation and escalation of the multi-agency response if required.

The Emergency Planning Team

- contributed to the review of the SRF's Drought appendix to its Adverse Weather Framework, which was approved in September 2011,
- contributed to East Sussex County Council's response to the consultations held by Southern Water and South East Water on their drought response plans
- will review the East Sussex County Council's drought arrangements in summer / autumn 2012.
- Updated In conjunction with the web team ESCC's web pages on drought to reflect the current situation. They remain under review.
<http://www.eastsussex.gov.uk/environment/climatechange/home/water.htm>

Extracts from the SRF's Drought Teleconference on 23 May 2012 are provided below. (A copy of the minutes is available on request.)

Environment Agency

- Recent rainfall has increased flows and helped the environment. Groundwater levels however, remain low.
- As a result of recent rainfall the EA has lifted drought status for several parts of the country but Sussex remains in drought (with the exception of areas served by Portsmouth Water in West Sussex).
- Reservoir levels at Ardingly have increased to 88% and Arlington remains at 100%. EA has been in discussion with South East Water about the potential for a Drought Permit application for the lower Ouse, but this has been pushed back to later summer/autumn if at all.
- Currently no additional restrictions upon water abstractors.

Met Office

- May rainfall reached 100% of the Long Term Average in the first 15 days.

South East Water

- There are no plans for any further restrictions.
- Have lifted some restrictions on horticulture and turf growers enabling watering for the first 28 days of turf being laid.

The Sussex Resilience Forum website now carries a drought briefing linked to this page <http://www.sussexemergency.info/events/drought/>
It is currently still April's briefing, but this is due to be replaced with the May briefing.

National lines on drought – in full for information

DROUGHT - HEADLINE MESSAGES FOR LRFS

- Rainfall in April in May has alleviated many of the immediate symptoms of drought, notably in respect of agriculture and public water supply. However, groundwater levels remain low;
- The Environment Agency (EA) has moved 19 counties out of official drought status. The 19 areas no longer in drought are South Yorkshire, East Yorkshire, Cornwall, Devon, Dorset, Somerset, Bristol, Parts of Gloucestershire, Parts of Hampshire, most of Wiltshire, Nottinghamshire, Leicestershire, Derbyshire, Staffordshire, West Midlands, Warwickshire, Shropshire, Worcestershire and Herefordshire;
- The lifting of the drought makes it clear that there is no threat to the public water supply in these areas this summer. However, they are still subject to some environmental pressures and could move back in to drought if there is another prolonged dry period;
- East Anglia, London and the South East remain in drought and have water restrictions in place. The rainfall in April and this month currently will not make up for the water shortages in these areas caused by two extremely dry winters;
- EA's national and local drought teams will continue to lead on managing and monitoring drought and its effects locally and are working to understand what different volumes of rainfall over the winter months might mean for the drought situation in 2013.

Restrictions

- Seven water companies ([Anglian Water](#), [South East Water](#), [Southern Water](#), [Sutton and East Surrey Water](#), [Thames Water](#), [Veolia Water Southeast](#) and [Veolia Water Central](#)) introduced temporary use bans, commonly known as hosepipe bans, from 5 April 2012. This enables these companies to restrict certain uses of water to help them conserve their supplies;
- Whilst the recent rain has reduced the likelihood of more people facing water restrictions, it will still be important to conserve supplies over the summer until groundwater stores are back to normal. This means that the current restrictions are likely to remain in place until at least the autumn;
- Water restrictions are part of the planned response to drought situations. By acting early on to reduce demand for non essential uses, water companies help to protect their supplies for more essential uses.

Leakages

- Water companies are doing a lot to tackle leakage with rates having fallen by nearly 40% since the mid 90s and due to fall by a further 3% by 2015. They are expected to increase their activities to reduce leakage at times of drought;
- Although we would like to see all leakages fixed it is important to remember that in some cases it would cost more to reduce leakage further than it would be to save water in different ways or develop additional supplies;

Olympics

- With so many visitors expected in London and throughout the UK measures have already been taken to help us ensure that our water supply will stand up to demand; 40% of the water expected to be used during the Olympics will come from recycled supplies, taking pressure off the public water system.

Extract from MINUTES of a meeting of the Scrutiny Committee for Economy, Transport and Environment held at County Hall, Lewes on 19 June 2012

7. EMERGENCY PLANNING

7.1 The Committee considered a report and presentation by the Head of Emergency Planning updating the Committee on the work of the Emergency Planning Team.

7.2 RESOLVED – to request that urgent consideration be given to:
(1) Achieving improved cost effectiveness and better county wide emergency planning coordination by seeking to extend the County Council's emergency planning service to include Hastings Borough Council and Rother District Council in the service level agreement that currently only encompasses Lewes, Eastbourne and Wealden Councils.

(2) Ensuring that the same version of the *Guide for elected Members* is available to all Members across East Sussex and that:

the guidance is geared to Members' roles in their distinct tier of local government; and consideration given to the role of parish councillors who are not currently mentioned in the guide; and

whilst the primary role of elected Members in an emergency is acknowledged to be during the recovery phase, the information needs of councillors *during* an emergency should not be overlooked.

(3) Bringing forward the service review of emergency planning (currently scheduled for 2013) to achieve organisational clarity about the role of the emergency planning team.

(4) undertaking a training or *desktop* exercise with interested Members to illustrate, in a practical way, a step by step approach to various emergency scenarios.

Report to:	Economy, Transport and Environment (ETE) Scrutiny Committee
Date of meeting:	22 November 2017
By:	Director of Communities, Economy and Transport
Title:	The Gypsy and Traveller Team Update
Purpose:	To update the Scrutiny Committee on progress made in the Gypsy and Traveller Team

RECOMMENDATION:

To consider the progress being made in Traveller site management, Traveller liaison and Traveller support across East Sussex by the Gypsy and Traveller Team

1 Background Information

1.1 The Gypsy and Traveller Team have the following key functions and duties: Traveller site management, Traveller liaison and Traveller support. The team are responsible for managing Traveller unauthorised encampments across East Sussex. There are four permanent sites and one transit site that are managed by East Sussex County Council (ESCC). The team also work to support Travellers to engage with the settled community and access services including health and education to improve outcomes for Traveller families.

1.2 The team manages four permanent sites and one transit site. On the four permanent sites the rent collected is £60.59 per week per pitch. Utility bills are paid by residents. Residents either own or rent a static caravan on the pitch, and this is organised by the licensee. The four permanent sites are:

- Batts Bridge Caravan Site, Batts Bridge Road, Maresfield, TN22 2HN - 10 pitches
- Polly Arch Caravan Site, Lynholm Road, Polly Arch, Polegate, BN26 6JP - 6 pitches
- Redlands Lane Caravan Site, Redlands Lane, Salehurst, Robertsbridge, TN32 5NE - 8 pitches
- Swan Barn Caravan Site, Downwash, Hailsham, BN27 2RU - 9 pitches

1.3 The Transit Site has 9 pitches at Bridies Tan, Southerham Lane, Lewes, BN6 8DY. This site is used to assist with the management of unauthorised encampments across East Sussex. Travellers will also make contact with the team prior to arriving in East Sussex to take up residence, therefore avoiding an unauthorised encampment. Rent is charged at £50 per week per pitch and occupants can stay a maximum of 12 weeks on the site. This can be extended for a further four weeks, but only in exceptional circumstances, for example a health issue.

1.4 The Gypsy and Traveller Team is made up of four full-time and one part-time members of staff. These are the Team Manager, Traveller Liaison Officer, Site Manager, Site Officer and Support Worker.

1.5 The Gypsy and Traveller Team has an annual gross budget of £300,700. The team generates £95,081 of income from partners and a further £94,800 from rental payments. The annual net budget is therefore around £110,800 per annum.

1.6 Each of the five District and Borough councils in East Sussex contribute to the Traveller Liaison role and the running of Bridies Tan Transit Site. Sussex Police contribute solely to the Traveller Liaison role. Further detail on the budget can be found at Appendix 1.

Partnership Working

1.7 As described above each of the five District and Borough councils contribute to the Traveller Liaison role and the management of Bridies Tan Transit site. This longstanding agreement assists the district and borough councils with their requirement to provide

accommodation for Gypsies and Travellers and to assist in the management of unauthorised encampments in their areas. The partners are keen to continue to use this resource as this provides a cost effective approach to the management of travellers across East Sussex. The police contribute to the Traveller Liaison role in order to effectively use their powers to redirect encampments to the transit site or leave the area. This gives all partners a fast and effective way of managing an unauthorised encampment. The partnership approach gives the best outcomes for Travellers, the settled community and our partners. Quarterly meetings with the Sussex Police Lead for Gypsy and Travellers ensures a consistent approach to unauthorised encampments and ESCC influence on force policy. Pan Sussex Gypsy and Traveller managers' meetings ensure sharing of best practice and intelligence. A quarterly meeting with first responders and Planners within each district and borough ensures the needs of the travelling community are met through local plans and the management of unauthorised encampments.

2 Supporting Information

Unauthorised Encampments

2.1 In partnership with ESCC, the District and Borough councils (D&Bs) and Sussex Police, the team will attend unauthorised encampments across East Sussex. The aim is to carry out welfare checks of the group and initially inform the group they are trespassing. The role of the Traveller Liaison Officer is to make sure any immediate health needs are addressed and ascertain any reason the group cannot be moved on. The Officer will support police with recommendations of action to move the encampment on from the area. There are a number of pieces of legislation the team will advocate for the police to use. This can largely depend on the behaviour of the group. The police will use legislation to redirect the encampment to Bridies Tan or leave the area.

2.2 From the period 1 November 2016 to 31 October 2017 there were 15 unauthorised encampments that the Traveller Team has dealt with. This is a decrease on the previous year, 1 November 2015 to 31 October 2016, where the Team dealt with 27 encampments. During this period seven enforcement notices were served redirecting the travelling group to Bridies Tan, but only one family decided to reside at the site. It is important to understand the transit site allows the police to use this power, otherwise these seven encampments would not be moved and other more costly action would then have to be considered. The police are only able to serve notice once welfare checks have been carried out by a member of the team.

Legislative powers

2.3 There are various legislative powers that are used by the Gypsy and Traveller Team, in conjunction with partners, in order to move an unauthorised encampment on. These are listed below.

2.3.1 Section 62a Criminal Justice and Public Order Act 1994. This legislation gives the police power to redirect an encampment to a suitable caravan/transit site or leave the local authority area. The Traveller Liaison Officer will write up a report following the Community Impact meeting which will then be passed to Sussex Police. This information is then included in a report sent to the duty superintendent who makes a decision on whether to authorise the use of this power. By having the Bridies Tan transit site in East Sussex, this makes this legislation useable if there is sufficient space on the transit site.

2.3.2 Section 61 Criminal Justice and Public Order Act 1994. This legislation is considered when there have either been threatening, abusive and/or insulting words or behaviour, criminal damage caused by the group or the encampment is having a significant impact on the local settled community. Consideration would also be given for community events and the location of the encampment.

2.3.3 The Team may also support private landowners with recommendations of Civil Legal Action. Part 55 of the Civil Procedure Rules is a possession order.

2.4 In East Sussex there is a strong track record of effective and swift management of unauthorised encampment, and this is due to the close partnership working between ESCC, D&Bs, Sussex Police and other key agencies. The transit provision assists in limiting the number of unauthorised encampments that occur in East Sussex and gives the team an opportunity to engage with the travelling community prior to forming an encampment to encourage use of the transit site. The majority of transit site stay is through this form of negotiation prior to the encampment's arrival in East Sussex.

East Sussex Gypsy and Traveller Partnership Plan

2.5 In addition to the partnership work detailed above, partners contribute to a Partnership Plan to improve the outcomes for Gypsies and Travellers in East Sussex. Agencies include ESCC, D&Bs, Sussex Police and the NHS. Adult Social Care, Children's Services and Education are all represented. Detail of this can be found at Appendix 2.

2.6 The key areas of priority in the plan are:

- Traveller Accommodation needs are met
- Unauthorised Encampments are managed in a fair and effective way across East Sussex
- We continue to plan positively to identify and meet Gypsy Traveller Pitch Provision within East Sussex
- We ensure Gypsy, Roma and Traveller pupils access education and close the gap regarding academic attainment with their East Sussex peers
- Keeping children safe
- Keeping adults Safe
- Improving health and wellbeing for individual travellers and for the travelling community and reduce health inequalities

2.7 The Gypsy and Traveller team regularly meets close neighbouring authorities to share best practice. The Team Manager and Sites Manager are both on the Executive Board of the National Association of Gypsy and Traveller Officers, keeping a close eye on the national picture and up to date with current legislation. The team holds site residents' meetings to build cohesion within the community and ensure the needs of the settled Traveller community are met. Quarterly property services meetings are held to ensure a consistent approach to site maintenance issues and that a safe working policy is adhered to for contractors visiting sites.

3 Conclusion and Reasons for Recommendations

3.1 The Scrutiny Committee is therefore requested to consider the progress being made in Traveller site management, Traveller liaison and Traveller support by the Gypsy and Traveller Team.

RUPERT CLUBB

Director of Communities, Economy and Transport

Contact Officer: Lucy Corrie

Tel. No. 01323 463421

Email: lucy.corrie@eastsussex.gov.uk

LOCAL MEMBERS

All Members

BACKGROUND DOCUMENTS

None

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Budget Breakdown for East Sussex County Council Gypsy & Traveller Team 2017/18

Gross Budget 2017/18			£300,700
Net Spend 2017/18			£110,809
Partnership Income		Income received per organisation	Income generated
Traveller Liaison Provision	District & Boroughs & Sussex Police	£8,776 x 6	£52,656
Bridies Tan Transit Site contributions	District and Boroughs	£8,485 x 5	£42,425
		TOTAL PARTNERSHIP INCOME	£95,081
Rental Income forecast 2017/18			Site total income
Rental payments	Robertsbridge Site		£20,900
Rental Payments	Hailsham Site		£25,200
Rental Payments	Polly Arch Site		£16,800
Rental Payments	Maresfield Site		£25,500
Rental Payments	Bridies Tan Transit Site		£6,400
		TOTAL RENT	£94,800
		TOTAL COMBINED INCOME RECEIVED 2017/2018	£189,881

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The Partnership Plan

A number of partners in East Sussex contribute to and work towards the aims of this Partnership Plan. Agencies include County, Borough and District Councils, Sussex Police and the NHS. Adult Social Care, Children's Services and Education are all represented.

Traveller Accommodation needs are met

- Repairs requested by residents to be actioned within reasonable and appropriate timescales
- Permanent sites achieve 95% occupancy over the year
- Of that 95% at least 90% income for pitches achieved
- Keep statistics on the need for permanent pitches
- Maintain a fair allocations policy for permanent pitches
- Improve effective communication that will lead to monitoring and addressing issues raised by travellers

Unauthorised Encampments are managed in a fair and effective way across East Sussex

- Reduce the community impact of Unauthorised Encampments
- Achieve a balance between the needs of the settled community and those forming the reported Unauthorised Encampments
- Manage the needs and potential issues of the encampment through effective partnership work

Continue to plan positively to identify and meet Gypsy Traveller Pitch Provision within East Sussex

- All district and borough councils to be aware of Gypsy and Traveller accommodation needs in their area
- All district and borough councils aim to meet the Gypsy and Traveller accommodation needs in their area
- All district and borough councils to identify potential sites to meet Gypsy and Traveller accommodation needs in their area
- Assess need and consider options for Gypsy and Traveller transit provision

To ensure Gypsy, Roma and Traveller (GRT) pupils access education and close the gap regarding academic attainment with their East Sussex peers

- Children of school age in transit, passing through the county during term time are monitored in East Sussex
- Effective communication between GRT families and Education Services
- To monitor the education attainment and attendance of GRT pupils across East Sussex
- Understand the views, concerns and issues raised by the GRT community regarding their children's education

Keeping children safe

- All Traveller Team staff to be aware of their child protection responsibilities
- Effect a decrease in the % of Traveller children receiving a level 4 service or LAC admission from East Sussex Children's Social Care so that the % becomes proportionate to the % of Traveller children within East Sussex

Keeping Adults Safe

- Increase Traveller Team awareness of the signs of adult abuse and adhere to the Team's safeguarding protocol
- Increase Traveller Community awareness of adult safeguarding issues

Improving health and wellbeing for individual travellers & for the travelling community and reduce health inequalities

- Ensure all visitors to Bridies Tan Transit site have access to a General Practitioner
- Ensure health Visitors are aware of all children under 5 that reside on Bridies Tan Transit Site
- Ensure all site residents have access to health care

Report to: **Economy, Transport and Environment Scrutiny Committee**

Date: **22 November 2017**

By: **Chief Executive**

Title of report: **Reconciling Policy, Performance and Resources (RPPR)**

Purpose of report: **To provide an update on the Council's business and financial planning process (Reconciling Policy, Performance and Resources) and the Committee's comments and requests for further information.**

RECOMMENDATIONS:

The Scrutiny Committee is recommended to:

(1) consider any additional information requested at the September Scrutiny Committee meeting on RPPR;

(2) review the updated savings plans for 2018/19 and areas of search for savings in 2019/20 and 2020/21, as outlined in the RPPR Cabinet report of 10 October 2017, and suggest any amendments or potential alternatives that should be explored; and

(3) identify any further work or information needed to aid the Scrutiny Committee's contribution to the RPPR process for consideration at the December RPPR Board or as part of the Committee's ongoing work programme.

1. Background

1.1 As reported in September, the Council is currently in year two (2017/18) of a three year service and financial plan which was agreed by Council in February 2016. This was developed against a background of permanent reduction in the size of the public sector, including councils. The Council will have seen Revenue Support Grant fall from £100.2m in 2010 to £15m in 2018/19. By the end of the planning period it will no longer exist. Demand for services continues to grow due to demographic change, particularly for older people, and Council Tax rises are currently capped below the rate of inflation.

1.2 It was reported in September that Chief Officers were continuing to develop plans for savings of £21.9m (6% of the net revenue budget) in 2018/19, broadly in line with the allocations agreed by Council in February 2017. Consideration was also being given to high level proposals for further savings required across the subsequent two years, 2019/20 and 2020/21. Cabinet had asked Chief Officers to bring updated savings proposals for 2018/19 and areas of search for 2019/20 - 2020/21 to its meeting on 10 October 2017 for initial consideration.

1.3 The report to Cabinet in October updated the Medium Term Financial Plan, set spending and savings priorities in 2018/19, articulated the implications of the need to make further savings of an estimated £36.2m over the two years 2019/20 and 2020/21 and suggested areas of search in those two years.

2. Scrutiny engagement in RPPR

2.1 At the September meeting the scrutiny committees discussed the current Portfolio Plans and Savings Plans for 2017/18 for those services within their remit. The Committee also reviewed the existing savings proposals for 2018/19 and made comments or requests for further information.

2.2 The **November 2017 scrutiny committees** are invited to:

- consider any additional information requested at the September meeting in preparation for the RPPR Board in December;
- review the updated savings plans for 2018/19 and areas of search for savings for 2019/20-2020/21 and suggest any amendments or potential alternatives that should be explored; and
- fine tune the scrutiny committee's work programme to ensure the Committee is in the best position to contribute to the ongoing RPPR process.

Appendix 1 contains extracts from the 10 October Cabinet RPPR report, which detail the updated savings plans for 2018/19 for those services within the remit of this committee and the proposed areas of search for savings across the Council for 2019/20 and 2020/21.

The additional information requested at the September scrutiny committee meeting is presented in the two reports on the Emergency Planning Team and the Gypsy and Traveller Team elsewhere on the agenda.

2.3 The **RPPR scrutiny board** will meet on 8 December 2017 to agree detailed comments and any recommendations on the emerging portfolio plans and savings proposals to be put to Cabinet on behalf of their parent scrutiny committees in January 2018. The Chairs of all the scrutiny committees are invited to attend all the scrutiny review boards.

2.4 The **March 2018 scrutiny committees** will review the process and their input into the RPPR process and receive feedback on how scrutiny input has been reflected in final plans. Any issues arising can be reflected in the future committee work programme.

2.5 Running alongside this process, there will be a number opportunities for Members to engage in the RPPR process.

BECKY SHAW
Chief Executive

Contact Officer: Martin Jenks, Senior Democratic Services Advisor (01273 481327)

Local Member: All

Background Documents:

10 October Cabinet RPPR Report.

East Sussex County Council

Updated Savings 2018/19 and Estimated Savings 2019/20 & 2020/21

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Department	2017/18 Net Budget £'000s	2018/19 Updated Savings	Estimated Savings Required		
			2019/20 £'000s	2020/21 £'000s	Total £'000s
Business Services/Orbis	20,984	1,396			
Children's Services (excl. schools)	68,757	5,335			
Communities, Economy & Transport	63,384	2,119			
Governance Services	6,414	84			
Centrally Held Budgets	35,835	0			
TOTAL ESCC (excluding ASC/ESBT)	195,374	8,934			
Adult Social Care	39,220	2,359			
East Sussex Better Together	129,491	10,576			
Members' Allowances	866	n/a			
TOTAL	364,951	21,869	17,504	18,725	36,229

MTFP:	
savings adjustment re additional IBCF	445
savings	21,424
	21,869

Communities, Economy & Transport 2018/19 Savings			Gross budget *	Updated Savings
			2016/17	2018/19
Service description	Description of savings proposal	Impact assessment	£'000	£'000
Operations and Contract Management				
Waste Disposal Service	Review of Current approach during 2017/18	The review will consider options for: demand management; asset management; income generation and the impact of any changes on residents. This will include a review of the existing HWRS. Developed proposals will be consulted on. [A small number of savings have been identified in a recent review of the County Council's waste disposal contract. The remainder will come from a wider review of waste operations, including the operation of household waste recycling centres, including the option of introducing charging for some non-household waste streams. Proposals will be consulted on.]	28,680	800
Grass Cutting	Review of grass cutting policy	This will review the amount of grass cutting we undertake and in consultation with Parishes, Boroughs and Districts we will develop proposals which reduce cost and will likely provide a reduction in the numbers of cuts we undertake.	950	400
Economy				
Review fees & charges across the Planning Service.	To charge for pre-application advice on major/significant County matter proposals , and review Ordinary Watercourse Consents fees.	Proponents of major schemes are unlikely to be resistant to making a pre-application charge, although they will expect a certain level of service in return, which they are probably already receiving. Proponents of smaller schemes, particularly waste uses, may be put off from having pre-application dialogue if charges are introduced. Hence, a threshold for schemes we do and do not charge for will need to be introduced. Certain District & Borough Council's may be reluctant to introduce ESCC as a party on their PPA's - we will need to clearly demonstrate the benefits of doing so. Potential that a substantial increase in OWC fees may put off people applying for OWC consent in the first place - this could lead to a greater need for enforcement. However, statutory consultation on major planning applications is assisting in identifying where OWC is required.	1,855	25
Communities				
Library and Information Service	Libraries Transformation Programme - internal review of the Library and Information Service	The staffing restructure and changing to how we manage book stock including a review of library opening hours is complete.	6,444	125

Communities, Economy & Transport 2018/19 Savings			Gross budget *	Updated Savings
			2016/17	2018/19
Service description	Description of savings proposal	Impact assessment	£'000	£'000
Library and Information Service	Libraries Transformation Programme - development and implementation of the Libraries' Strategic Commissioning Strategy	The Strategic Commissioning Strategy outlines a series of proposals including a reduction in the number of libraries, improved outreach services and development of the home library service. The proposals identify £653k savings, the balance of the savings will be found from within the department. The strategy is currently out for consultation. the results of the consultation will be considered in the new year and a final strategy, with recommendations, based upon the results of the consultation will come before Cabinet for consideration.	6,444	750
The Keep	Improved staff utilisation across a range of functions, increased income generation and reduction in sinking fund	An Income Generation Strategy is currently being developed. The Governance Board has approved, in principle, the approach of the sinking fund.	689	19
TOTAL CET				2,119

* The budgets shown reflect the areas against which savings have been proposed.

2019/20 & 2020/21 and beyond (extract from 10 October Cabinet report, section 8)

8.1 The level of uncertainty about the Government's plans and funding for services provided by Local Government means that there could be fundamental changes in both the resources the Council has available and its expectations for service delivery, so the process for the latter two years of the Council's medium term financial plan (MTFP) will, necessarily be iterative. Currently, the MTFP is predicated on the need to make £36.2m of savings during these two years.

8.2 If there are no new resources from Government, by 2021/22 the Council will be left with a minimum service offer. It will provide safeguarding for all ages, will still meet critical and substantial need in ASC and will deal with the highest level of need and risk cases in Children's Services. We will continue to use our influence to assist with the economic development of the county, but will not be able to invest directly in the way we have in the past. We will be able to carry out maintenance on our roads so that they are safe for users. Central services will be reduced to a democratic core with minimum support for departments and more self-service. We will not be able to fund early intervention or prevention services in Adult and Children's Social Care or support to schools to improve attainment. We will have to move away from assets management in highways towards more reactive maintenance, leading to long-term deterioration of condition.

8.3 This challenging outlook places a premium on our lobbying work and the need to explore all our options. Cabinet is asked to endorse a renewed focus on commercialisation and income generation, partnership working and the following areas of search for savings in future years, in order that a balanced budget, focused on priorities, can be achieved in 2019/20 and 2020/21:

- All areas of ASC not directly involved in providing for critical and substantial need;
- Standards and Learning Effectiveness Service;
- Remaining Children's early help offer;
- Highways maintenance;
- Public transport and concessionary fares;
- Road safety and school crossing patrols; and
- All support services.

Economy, Transport and Environment (ETE) Scrutiny Committee



Future work at a glance

Updated: November 2017

*This list is updated after each meeting of the scrutiny committee
Follow us on Twitter for updates: @ESCCScrutiny*

Items that appear regularly at committee	
<p>The Council's Forward Plan</p> <p>Page 93</p>	<p>The latest version of the Council's Forward Plan is included on each scrutiny committee agenda. This document lists the key County Council decisions that are to be taken within the next few months together with contact information to find out more. It is updated monthly.</p> <p>The Forward Plan helps committee Members identify important issues for more detailed scrutiny <i>before</i> key decisions are taken. This has proved to be significantly more effective than challenging a decision once it has been taken. As a last resort, the call-in procedure is available if scrutiny Members think a Cabinet or Lead Member decision has been taken incorrectly.</p> <p>Requests for further information about individual items on the Forward Plan should be addressed to the listed contact. Possible scrutiny issues should be raised with the scrutiny team or committee Chairman, ideally before a scrutiny committee meeting.</p>
<p>Committee work programme</p>	<p>This provides an opportunity for the committee to review the scrutiny work programme for future meetings and to highlight any additional issues they wish to add to the programme.</p>

Future committee agenda items		Witnesses
13 March 2018		
Scrutiny Review of Superfast Broadband	An update report on the implementation of the recommendations of the Scrutiny Review agreed at County Council.	Assistant Director, Economy / Team Manager, Economic Development
Reconciling Policy, Performance and Resources (RPPR)	An opportunity of the Scrutiny Committee to review it's input into the RPPR process for 2018/19, the RPPR process and any feedback on comments or recommendations made to Cabinet.	Scrutiny, Director and Assistant Directors.
14 June 2018		
East Sussex Road Safety Programme	The Committee will consider a final report on the outcomes of the East Sussex Road Safety Programme and the results from the work that has been undertaken to reduce Killed and Seriously Injured (KSI) road accidents.	Project Manager/Head of Communities/Asst. Director Communities
13 September 2018		
Scrutiny Review of Superfast Broadband	The 12 month monitoring report on the implementation of the recommendations of the Scrutiny Review	Assistant Director /Team Manager, Economic Development.
Reconciling Policy, Performance and Resources (RPPR)	The Scrutiny Committee will start the consideration of the Portfolio Plans and Savings Plans for 2019/20 as part of the Council's budget setting process. This will include consideration of the department's revenue and capital budgets for the services within the Committee's remit.	Scrutiny/Director and Assistant Directors.
15 November 2018		
Reconciling Policy, Performance and Resources (RPPR)	The Committee will examine any additional information requested at the September meeting and consider any updated RPPR information for 2019/10.	Scrutiny/Director and Assistant Directors.

Future committee agenda items		Witnesses
Further Ahead		
March 2019	<u>Dutch Elm Disease Strategy.</u> To receive an update report on the sanitation programme to control the spread of Dutch Elm Disease in East Sussex.	Team Manager, Environment / Cambridge Study author
March 2019	<u>Climate Change Adaption.</u> To receive an update report on the measures that have been put in place in response to 2017 national Climate Change Risk Assessment (CCRA) and National Adaptation Programme (NAP).	Team Manager, Environment / Director of CET

Current scrutiny reviews and other work underway	Date to report
<p><u>Scrutiny Review of Waste Contract</u> A scrutiny Review Board has been established to examine the outcome of the operational savings review of the Waste Contract, and proposals for the delivery of £800,000 savings planned for 2018/19 agreed as part of the Council's medium term financial plan.</p> <p><u>Libraries' Review Board</u> of the Audit, Best Value and Community Services (ABVCS) Scrutiny Committee A representative from the ETE Scrutiny Committee is part of this Review Board, which is acting as a reference group in the development of the Libraries' Strategic Commissioning Strategy.</p>	January 2018

Potential future scrutiny work
(Proposals and ideas for future scrutiny topics appear here)

Background / information reports available to the Committee
(Items in this list appear on committee agendas when proposed for scrutiny by committee members)

Date available

Performance management

Performance monitoring is an integral part of scrutiny. The committee is alerted to the relevant quarterly **reports** that Cabinet and lead Members receive. Members can then suggest matters for scrutiny to investigate in more detail.

In the performance reports, achievement against individual performance targets is assessed as either 'Red', 'Amber' or 'Green' ('RAG'):

- 'Green' means that the performance measure is on target to be achieved
- 'Amber' means that there is concern about the likelihood of achieving the performance measure by the end of the year
- 'Red' means that the performance measure is assessed as inappropriate or unachievable.

The 'Red' and 'Amber' indicators also include further commentary and the details of any proposed corrective action.

Requests for further information about individual items in the performance reports should be addressed to the listed contact. Possible scrutiny issues should be raised with the scrutiny team or committee Chair.

Every quarter

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Access agendas and minutes of Economy, Transport and Environment Scrutiny Committee:
<https://democracy.eastsussex.gov.uk/mgCommitteeDetails.aspx?ID=146>

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EAST SUSSEX COUNTY COUNCIL'S FORWARD PLAN

The Leader of the County Council is required to publish a forward plan setting out matters which the Leader believes will be the subject of a key decision by the Cabinet or individual Cabinet member in the period covered by the Plan (the subsequent four months). The Council's Constitution states that a key decision is one that involves

- (a) expenditure which is, or the making of savings which are, significant having regard to the expenditure of the County Council's budget, namely above £500,000 per annum; or
- (b) is significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions.

As a matter of good practice, the Council's Forward Plan includes other items in addition to key decisions that are to be considered by the Cabinet/individual members. This additional information is provided to inform local residents of all matters to be considered, with the exception of issues which are dealt with under the urgency provisions.

For each decision included on the Plan the following information is provided:

- Page 99
- the name of the individual or body that is to make the decision and the date of the meeting
 - the title of the report and decision to be considered
 - groups that will be consulted prior to the decision being taken
 - a list of other appropriate documents
 - the name and telephone number of the contact officer for each item.

The Plan is updated and published every month on the Council's website two weeks before the start of the period to be covered.

Meetings of the Cabinet/individual members are open to the public (with the exception of discussion regarding reports which contain exempt/confidential information). Copies of agenda and reports for meetings are available on the website in advance of meetings. For further details on the time of meetings and general information about the Plan please contact Andy Cottell at County Hall, St Anne's Crescent, Lewes, BN7 1UE, or telephone 01273 481955 or send an e-mail to andy.cottell@eastsussex.gov.uk.

For further detailed information regarding specific issues to be considered by the Cabinet/individual member please contact the named contact officer for the item concerned.

EAST SUSSEX COUNTY COUNCIL
County Hall, St Anne's Crescent, Lewes, BN7 1UE

For copies of reports or other documents please contact the officer listed on the Plan or phone 01273 335274.

FORWARD PLAN – EXECUTIVE DECISIONS (including Key Decisions) –3 November 2017 TO 28 February 2018

Additional notices in relation to Key Decisions and/or private decisions are available on the [Council's website](#).

Cabinet membership:

Councillor Keith Glazier - Lead Member for Strategic Management and Economic Development

Councillor David Elkin – Lead Member for Resources

Councillor Bill Bentley – Lead Member for Communities and Safety

Councillor Rupert Simmons – Lead Member for Economy

Councillor Nick Bennett – Lead Member for Transport and Environment

Councillor Carl Maynard – Lead Member for Adult Social Care and Health

Councillor Sylvia Tidy – Lead Member for Children and Families

Councillor Bob Standley – Lead Member for Education and Inclusion, Special Educational Needs and Disability

Date for Decision	Decision Taker	Decision/Key Issue	Decision to be taken wholly or partly in private (P) or Key Decision (KD)	Consultation	List of Documents to be submitted to decision maker	Contact Officer
14 Nov 2017	Lead Member for Resources	To consider a report seeking authority to declare 3 Council Cottages, Selmeston, surplus and for disposal		Local Members	Report, other documents may also be submitted	Kate Nicholson 01273 336487
14 Nov 2017	Lead Member for Resources	To consider a report seeking authority to declare Old Nursery and land at Catsfield Road, Crowhurst		Local Members	Report, other documents may also be submitted	Kate Nicholson 01273 336487
14 Nov 2017	Lead Member for Resources	School Appeals Digital Project Next steps for the School Appeals Digital Project	P		Report, other documents may also be submitted	Paul Dean 01273481751

27 Nov 2017	Lead Member for Adult Social Care and Health	<p>Employment Opportunities – Future arrangements</p> <p>To consider the future arrangements for successful supported employment and skills development pathways for people with learning disabilities.</p>			Report, other documents may also be submitted	Kay Holden 01323 464470
11 Dec 2017	Lead Member for Education and Inclusion, Special Educational Needs and Disability	<p>Enlargement of Polegate School - Final decision</p> <p>To consider the final decision regarding the enlargement of Polegate School - Final decision</p>		Local Members	Report, other documents may also be submitted	Gary Langford 01273 481758
11 Dec 2017	Lead Member for Education and Inclusion, Special Educational Needs and Disability	<p>To consider the outcome of the ESCC funding formula consultation with Schools and Academies.</p> <p>Proposed changes to the ESCC's school funding formula were put forward for consultation with Schools and Academies and now require lead member approval.</p>	KD	All Primary and Secondary Schools and Academies in East Sussex.	Report, other documents may also be submitted	Ed Beale 01273 337984
11 Dec 2017	Lead Member for Children and Families	<p>To approve the business case for submission of the planning application for extension of Lansdowne Secure Unit</p> <p>To determine whether East Sussex County Council should submit a planning application develop and extend the existing Secure Unit to add capacity for 5 more beds to the Unit</p>		Local Members	Report, other documents may also be submitted	Nicky Scott 01323 466030

12 Dec 2017	Cabinet	Annual Audit Letter 2016/17 To consider the Annual Audit letter and fee update from the External Auditor.	KD		Report, other documents may also be submitted	Ola Owolabi 01273 482017
12 Dec 2017	Cabinet	Council Monitoring: Quarter 2 2017/18 The consider a Reconciling Policy, Performance and Resources (RPPR) update and the Council Monitoring report for Quarter 2, 2017/18.			Report, other documents may also be submitted	Jane Mackney 01273 482146
12 Dec 2017	Cabinet	Highways Grass Cutting Service Proposals 2018/19 To seek approval from Cabinet for the proposals for savings prior to proceeding to public consultation	KD		Report, other documents may also be submitted	Dale Poore 01273 481916
12 Dec 2017	Cabinet	Household Waste Recycling Site (HWRS) Service Review 2017 To consider a report seeking approval to go out to public consultation on possible Household Waste Recycling Site (HWRS) Service changes.	KD		Report, other documents may also be submitted	Anthony Pope 01273 481657
12 Dec 2017	Cabinet	Looked After Children Annual Report To consider the Looked After Children's Annual Report			Report, other documents may also be submitted	Teresa Lavelle-Hill 01323 747197
12 Dec 2017	Cabinet	Treasury Management Annual Report 2016/17 and mid year report 2017/18 To consider a report on the review of Treasury Management performance for 2016/17 and for outturn for the first six	KD		Report, other documents may also be submitted	Ola Owolabi 01273 482017

		months of 2017/18, including the economic factors affecting performance, the Prudential Indicators and compliance with the limits set within the Treasury Management Strategy.				
18 Dec 2017	Lead Member for Transport and Environment	<p>Rescinding of highway improvement scheme at Broad Oak, Brede</p> <p>To seek Lead Member approval to rescind the highway improvement scheme at Broad Oak, Brede and declare such land as necessary surplus to CET requirements</p>		Four week consultation with local residents	Report, other documents may also be submitted	Jonathan Wheeler 01273 482212
20 Dec 2017 Page 103	Lead Member for Communities and Safety	<p>Registration Service Income Generation</p> <p>For the Lead Member to note the breadth of income generation schemes currently being progressed within the Registration Service and consider proposals to:</p> <p>1) refer customers who are getting married to an approved Will writer, in return for a referral fee (predicated on the fact that marriage annuls all former wills).</p> <p>2) refer customers to an approved insurance broker to organise Ceremony insurance for them in return for a fee from the insurance broker.</p> <p>3) hold funeral services and wakes at Southover Grange.</p> <p>4) offer a fee reduction of up to 25% for non-statutory optional ceremonies if they</p>	KD		Report, other documents may also be submitted	Steve Quayle 01273 337148

		are booked at the same time as the customer transacting other business with the service.				
20 Dec 2017	Lead Member for Communities and Safety	Road Safety Policies Update To consider a report regarding the updates to Road Safety Policies.			Report, other documents may also be submitted	Claire Scriven 0345 6080193
22 Jan 2018	Lead Member for Education and Inclusion, Special Educational Needs and Disability	Education Commissioning Plan 2017-2021 To seek approval for publication of the Education Commissioning Plan 2017-2021	KD		Report, other documents may also be submitted	Gary Langford 01273 481758
22 Jan 2018 Page 104	Lead Member for Education and Inclusion, Special Educational Needs and Disability	Final decision on a proposal to enlarge Willingdon Community School For the Lead Member to take the final decision on the proposal to enlarge Willingdon Community School from 1 September 2020	KD		Report, other documents may also be submitted	Gary Langford 01273 481758
22 Jan 2018	Lead Member for Education and Inclusion, Special Educational Needs and Disability	To approve the DSG Budget for 2018/19 The DSG allocations are notified to the Local Authority in December and the DSG budget requires approval.			Report, other documents may also be submitted	Ed Beale 01273 337984
22 Jan 2017	Lead Member for Education and Inclusion, Special Educational Needs and Disability	School age range changes – Ditchling (St Margaret's) CE Primary School To seek Lead Member approval to publish statutory notices in respect of a proposal to lower the age range at Ditchling CE Primary			Report, other documents may also be provided	Jane Spice 01323 747425

		School to enable the governing body to provide early years provision on the school site.				
22 Jan 2017	Lead Member for Education and Inclusion, Special Educational Needs and Disability	School age range changes – Fletching CE Primary School To seek Lead Member approval to publish statutory notices in respect of a proposal to lower the age range at Fletching CE Primary School to enable the governing body to provide early years provision on the school site.			Report, other documents may also be provided	Jane Spice 01323 747425
23 Jan 2018	Cabinet	Conservators of Ashdown Forest Budget 2018/19 To consider the Conservators of Ashdown Forest Budget for 2018/19.	KD		Report, other documents may also be submitted	Ian Gutsell 01273 481399
23 Jan 2018	Lead Member for Strategic Management and Economic Development	Local Growth Fund - Amendments to spend profiles 2017/18 To seek approval for the changes to 2017/18 Local Growth Fund profiles			Report, other documents may also be submitted	Ben Hook 01273 336408
23 Jan 2018	Cabinet	Reconciling Policy, Performance and Resources (RPPR) 2018/19: Draft Council Plan To consider the revenue budget, savings proposals, capital programme and draft Council Plan for 2018/19.	KD		Report, other documents may also be submitted	Jane Mackney 01273 482146

23 Jan 2018	Cabinet	Treasury Management Strategy 2018/19 To consider the Treasury Management Strategy for the financial year 2018/19.	KD		Report, other documents may also be submitted	Ola Owolabi 01273 482017
19 Feb 2018	Lead Member for Education and Inclusion, Special Educational Needs and Disability	Final decision on School age range changes – Ditchling (St Margaret’s) CE Primary School For the Lead Member to take the final decision on the proposal to lower the age range at Ditchling CE Primary School to enable the governing body to provide early years provision on the school site.			Report, other documents may also be submitted	Jane Spice 01323 747425
19 Feb 2018	Lead Member for Education and Inclusion, Special Educational Needs and Disability	Final decision on School age range changes – Fletching CE Primary School For the Lead Member to take the final decision on the proposal to lower the age range at Fletching CE Primary School to enable the governing body to provide early years provision on the school site.			Report, other documents may also be submitted	Jane Spice 01323 747425

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