



**PLACE SCRUTINY COMMITTEE**

**WEDNESDAY, 18 MARCH 2020**

**10.00 am COMMITTEE ROOM - COUNTY HALL, LEWES**

MEMBERSHIP - Councillor Bob Bowdler (Chair)  
Councillors Godfrey Daniel (Vice Chair), John Barnes, Martin Clarke,  
Chris Dowling, Nigel Enever, Darren Grover, Pat Rodohan, Stephen Shing,  
Andy Smith and Barry Taylor

**A G E N D A**

- 1 Minutes of the previous meeting (*Pages 3 - 10*)
- 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 Reconciling Policy, Performance and Resources (RPPR) 2020/21 (*Pages 11 - 14*)  
Report by the Chief Executive.
- 6 Scrutiny Review of Road Markings (*Pages 15 - 30*)  
Report by the Chair of the Review Board.
- 7 Highway Services Re-procurement Project (HSRP) (*Pages 31 - 32*)  
Report by the Director of Communities, Economy and Transport.
- 8 Highways Historic Interest Street Furniture and Materials, Policies and Procedures (*Pages 33 - 48*)  
Report by the Director of Communities, Economy and Transport.
- 9 Work Programme (*Pages 49 - 62*)
- 10 Any other items previously notified under agenda item 4

PHILIP BAKER  
Assistant Chief Executive  
County Hall, St Anne's Crescent  
LEWES BN7 1UE

10 March 2020

Contact Martin Jenks, Senior Democratic Services Adviser,  
01273 481327  
Email: [martin.jenks@eastsussex.gov.uk](mailto:martin.jenks@eastsussex.gov.uk)

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# Agenda Item 1

## PLACE SCRUTINY COMMITTEE

MINUTES of a meeting of the Place Scrutiny Committee held at Committee Room - County Hall, Lewes on 20 November 2019.

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PRESENT	Councillors Bob Bowdler (Chair) Councillors Godfrey Daniel (Vice Chair), John Barnes, Martin Clarke, Chris Dowling, Nigel Enever, Darren Grover, Pat Rodohan, Stephen Shing, Andy Smith and Barry Taylor
LEAD MEMBERS	Councillors Nick Bennett and Claire Dowling
ALSO PRESENT	Becky Shaw, Chief Executive Kevin Foster, Chief Operating Officer Rupert Clubb, Director of Communities, Economy and Transport James Harris, Assistant Director, Economy Karl Taylor, Assistant Director Operations Justin Foster, Waste Team Manager Dale Poore, Contract Manager Highway Infrastructure Services

## 22 MINUTES OF THE PREVIOUS MEETING

22.1 The Committee RESOLVED to agree the minutes of the meeting held on 18 September 2019 as a correct record.

## 23 APOLOGIES FOR ABSENCE

23.1 Apologies for absence were received from Councillor Bill Bentley, Lead Member for Communities and Safety.

## 24 DISCLOSURES OF INTERESTS

24.1 Councillor John Barnes declared a personal, non-prejudicial interest under the Review of Grass Cutting and Roadside Vegetation Management report (item 7) as he is Chair of Etchingham Parish Council. Councillor Andy Smith declared a personal, non-prejudicial interest under item 7 as he is a member of Peacehaven and Telscombe Town Council.

24.2 Councillor Pat Rodohan declared a personal, non-prejudicial interest under the Work Programme (item 9) as he is Chair of the Conservation Areas Board of Eastbourne Borough Council.

## 25 URGENT ITEMS

25.1 There were none.

**26     SCRUTINY REVIEW OF THE EFFECTIVENESS OF SCHOOL TRAVEL PLANS - UPDATE REPORT**

26.1 The Assistant Director Economy introduced the report and summarised the progress to date on the implementation of the recommendations of the review. The Active Access for Growth funding mentioned in the recommendations has continued in the last 6 months, and it is likely there will be extra funding in 2020/21 from this fund. The revised planning conditions are being applied to planning applications for schools. There is still some work to do on providing School Travel Plan information and guidance on C-zone, but this will be completed by the end of the calendar year. The Council will publish the Local Cycling & Walking Infrastructure Plan (LCWIP) shortly. The Plan contains measures which are complementary to School Travel Plans and will aid their effectiveness.

26.2 The Committee discussed the report and the progress on the implementation of the recommendations of the review. The Committee commented that in some rural areas, improving the condition of narrow footways would encourage walking. Also, if the Council could make walking routes safer this may save the Council money where it is having to pay for Home to School Transport due to the lack of a safe walking route to school.

26.3 In the case of some rural village schools where the option of walking to school may be limited, School Travel Plans would benefit from the inclusion of car sharing schemes. The Assistant Director Economy responded that School Travel Plans are tailored to the circumstances of each school, so information and guidance on car clubs and car sharing will be provided on C-zone and included in School Travel Plans where appropriate. The Assistant Director Economy confirmed that the work on the information for C-zone will be completed before the next Scrutiny Committee update report.

26.4 The Committee noted that overall it was happy with the progress being made on the implementation of the recommendations from the review. However, it is also important that the review's recommendations are communicated to all affected staff (e.g. Recommendation 5, the inclusion of School Travel Plans in planning conditions for new schools such as the one in Hailsham). The Committee also commented that climate change will focus attention on walking and sustainable transport options included in School Travel Plans.

26.5 Committee RESOLVED to:

- (1) Note the updates in relation to the agreed recommendations identified through the review of the effectiveness of School Travel Plans, as set out in Appendix 2; and
- (2) Note the potential opportunities in relation to school travel regarding future transport infrastructure projects and initiatives note progress and agreed recommendation of the report.

**27     REVIEW OF SERVICE CHANGES AT HOUSEHOLD WASTE RECYCLING SITES (HWRS)**

27.1 The Waste Team Manager introduced the report and outlined the key points of the report. Around two years ago the Council consulted on service changes to the Household Waste Recycling Site (HWRS) Service to achieve £720,000 of savings. This included the closure of two sites, changes to the opening hours at others, and the introduction of charging for the disposal of some items of non-domestic waste at HWRS sites. The Team have delivered over £600,000 worth of savings, which taken together with the savings made by the reduction in waste volumes taken to HWRS sites, has fully achieved the savings target.

27.2 Work has been completed on the Wadhurst and Forest Row sites which are now closed and the waste licences surrendered. The changes to site opening hours have worked well and

the chargeable waste scheme is operating well and appears to be accepted by residents. The report notes that there is an under recovery from the charging scheme. This will be monitored, and action taken as necessary.

27.3 The review of the HWRS Service also included a review of the Charity Waste Scheme. As part of this work the Waste Team has spoken to all the charities who use the Scheme, most of which are local. Around two thirds of the charities have links to the Council, and some are involved in repurposing household waste (e.g. furniture services). The majority do a lot of good work which benefits residents and supports the Council's objectives. Therefore, it was difficult to find a basis on which to suggest reductions or changes to the Charity Waste Scheme.

27.4 The Waste Team Manager outlined that there had been limited negative feedback from residents and organisations about the changes to the Service. The Waste Team are monitoring the impact of the changes made by East Sussex County Council (ESCC) on Brighton and Hove City Council (BHCC) as well as the changes made by neighbouring authorities such as West Sussex County Council (WSCC) and Kent County Council. The Team have successfully delivered the changes to the Service which were required in order to make the agreed level of savings.

27.5 The Committee discussed the report and made the following comments and observations about the changes to the HWRS Service.

#### Fly-Tipping

27.6 The Committee noted that the bar chart in paragraph 2.17 of the report shows that fly-tipping is increasing. The bar chart shows the number of fly-tips, but it is also important to look at the quantity of material that is fly-tipped. The Committee commented that from their experience there appears to have been an increase in fly tipping and asked how much of the chargeable types of waste are ending up as fly-tips as there appears to have been an increase in small quantities of building/DIY waste being fly-tipped. The Committee questioned whether it would be more cost effective to accept all types of waste as residents still bear the cost of clearing up fly-tipping.

27.7 The Waste Team Manager explained that from an examination of the data, fly-tipping had already started to rise before ESCC introduced charges for non-domestic waste. This is part of a national trend where the number of fly-tipping incidents has been increasing. The Waste Team is working with the District and Borough councils to monitor fly-tipping and the type of waste which is being fly-tipped is predominately household waste (e.g. black bags, mattresses, white goods etc.) and the not the type of waste that the Council is charging for. The Waste Team also has information on the tonnages of fly tips, which is around 517 tonnes a year across the County. This figure has been relatively constant from year to year, and the tonnage is starting to reduce slightly. The Waste Team Manager cautioned that without a deeper understanding of the type and quantity of waste being fly-tipped, it is very easy to arrive at the wrong conclusions.

27.8 The Assistant Director Operations added that when examining this issue, one has to be led by the evidence. The Council does monitor very carefully what is fly-tipped through the Joint Waste Committee. It is either domestic waste (e.g. black bin bags, mattresses, fridges etc.) or bigger loads of commercial building waste. There is no link between increases in the number of fly-tipping incidents and the types of waste being charged for. Most of the larger fly-tips of hard core or construction type materials are coming from commercial operators, and the Council is working with partners to reduce this type of fly-tipping. The Committee commented that commercial fly-tips are a problem and would welcome more work to reduce them.

27.9 The Director of Communities, Economy and Transport added that fly-tipping can attract significant penalties. If people are caught there are consequences. The Council could look at

increasing communications work to highlight the penalties and the requirement to use licensed operators when people dispose of their waste. The Committee noted that the District and Borough councils undertake most of the enforcement work on fly-tipping, but unfortunately prosecutions are rare.

#### Waste Diversion and Environmental Costs

27.10 The Committee discussed the estimated 6,400 tonnes per year of non-domestic waste which is no longer being taken to ESCC HWRS sites for disposal. The Committee asked whether this displaced waste is being taken to other authorities' sites where they do not charge (e.g. BHCC), or is it being mixed in with domestic black bin waste. The Committee is also concerned that ESCC residents, such as those living in the Forest Row area where the HWRS site was closed, will no longer be able to use other authorities' facilities such as those at East Grinstead as other councils seek to restrict access to their HWRS sites to their own residents (e.g. WSCC).

27.11 The Committee commented that there is an environmental impact of people driving further to dispose of waste because there are fewer HWRS sites, or where people are driving to neighbouring authorities' sites because they do not charge. The Committee questioned whether saving £600,000 is worth the extra environmental costs, and if having local collections may be more environmentally friendly.

27.12 The Waste Team Manager responded that he disagreed that the environmental costs outweigh the savings that have been made through the changes to the Service. The Service changes have achieved the savings as predicted. The Waste Team do carry out an analysis of the amount of waste produced by each household. On average each household produces approximately 1,000 kilogrammes of waste per year. This figure has not changed and therefore the Team do not believe that diverted chargeable non-domestic waste is entering the waste stream. In fact, the Team estimate that the amount of household waste is decreasing by 40-50 kilogrammes per household per year. This is mirrored in BHCC where domestic waste per household has reduced by 3%. In East Sussex the amount domestic waste produced is reducing by 6-7% per household. Some of the decrease is due to changes made to the HWRS service, and some is due to a downturn in the amount of waste residents generate.

#### Charity Waste Scheme

27.13 The Committee noted that some charities that benefit from the Charity Waste Scheme are public schools whereas state schools do not benefit. One of the Committee members who also sat on the Waste Review Board had hoped that this anomaly would be addressed in the review of the Charity Waste Scheme. The Council does not have a statutory duty to have a Charity Waste Scheme and can set its own policy on which organisations can benefit from such a Scheme. The Committee discussed the extent of the Scheme and whether on the grounds of fairness it would be possible examine the option of either having all schools in or out of the Scheme. Some Committee members commented that it may be difficult to differentiate between those charities that are considered beneficial and those that are not.

27.14 The Waste Team Manager outlined that there are four public schools who use the Scheme and that it would be difficult to single out one type of charity from another in determining who can use the Scheme. The Council does have a separate contract set up to provide a waste disposal service to maintained schools. To include all schools in the Charity Waste Scheme would have a financial impact on the waste contract and school waste is usually treated as commercial waste.

27.15 The Committee discussed whether to call for a review of the Charity Waste Scheme and the inclusion of public schools. The Director of Communities, Economy and Transport responded that undertaking a review would be inviting the Council to differentiate between charities and he did not think that there would be a different outcome to the existing policy approach. There are some charities that are hugely beneficial and whether public schools should be classed as charities is a wider issue outside the control of the Council.

27.16 Councillor Godfrey Daniel proposed a Motion, seconded by Councillor Rodohan, that "*the Committee RESOLVE to note the report and call for a detailed review of the charity waste policy which would include the withdrawal of public schools from Charity Waste Scheme*". The Motion was put to the vote but was not carried (4 votes for and 7 votes against).

27.17 The Committee RESOLVED to note the report and progress made on the savings following the review of the HWRS Service.

## 28      REVIEW OF GRASS CUTTING AND ROADSIDE VEGETATION MANAGEMENT SERVICE

28.1 The Contract Manager Highway Infrastructure Services introduced the report. The report provides an update on the Grass Cutting and Roadside Vegetation Management Service following changes made to the Service in May 2018. The change in policy was to reduce the number of urban grass cuts to two cuts per year and has been successful. Under the revised Service, Borough, District, Town and Parish councils are offered several service options to either self-deliver grass cutting; pay for additional cuts; or accept the revised service of two urban grass cuts per year. In 2019 more Parish councils have decided to take up the option of either paying for additional cuts, or self-delivering the grass cutting service with a contribution from ESCC equivalent to the cost of providing two cuts.

28.2 The grass growing season in 2018 was a bit unusual, but 2019 has been a more normal year. There have been fewer customer contacts about grass cutting and there have been fewer issues around safety cuts for visibility splays. Following feedback from last year, the Team have developed more clarity about which areas need cutting and have been able to take a better approach to cutting visibility splays. There have been no significant operational issues such as machinery breakdowns. There has been more interest in Wildlife Verges and people can see the wildlife benefit of cutting verges less. There appears to be growing public support for cutting verges less which benefits wildlife.

28.3 The Committee discussed the report and the changes to the Grass Cutting Service. It noted that the Service changes have been positive in terms of the environmental benefits resulting from cutting verges less. The Committee acknowledged that the timing of cuts could be difficult as wildflower verges should ideally be cut towards the end of July. A feature of having a countywide contract means that verges in some places might be cut slightly too early or too late in the season. However, to have all verges cut at the same time would have an impact on the operational efficiency and cost of the grass cutting contract.

28.4 Some Committee members commented that the revised policy means that Parish and Town Councils can rightly decide what level of service they want. The Contract Manager Highway Infrastructure Service clarified that although some councils are self-delivering the Grass Cutting Service, this does not mean that ESCC has delegated the control of highway verges to them. The Team have worked very closely with Town and Parish Councils and if they self-deliver the grass cutting service, measures are in place to ensure all the relevant procedures are in place. ESCC also has an enforcement team and Highway Stewards who will deal with any issues related to verges such as parking and encroachment.

28.5 The Committee expressed some concerns about the quality of the finish that is being achieved, as the quality of the cut is determined by the machinery used and the length of the grass at the time of cutting. The use of flail mowers rather than cylinder mowers can leave a less than neat finish. The Committee asked if the Team monitor the quality of cuts.

28.6 The Contract Manager Highway Infrastructure Services outlined that the contractor uses rotary mowers which produce an acceptable finish given that highway verges are cut for safety purposes and not for appearance. The contractors carry out their own quality checks but ESCC also undertakes spot checks. The level of complaints regarding quality is fairly low, and the Team do act on reports or complaints from members of the public about the quality of cuts.

28.7 The Committee RESOLVED to note the report updating the Committee on the changes made to the Grass Cutting and Roadside Vegetation Management Service.

## 29 RECONCILING POLICY, PERFORMANCE AND RESOURCES (RPPR) 2020/21

29.1 The Chief Executive introduced the report, which builds on previous RPPR report received by the Committee. It updates the overall Medium Term Financial Plan (MTFP) with the additional funding announced by central Government for 2020/21, and noted that Cabinet had agreed to plan on the basis the Council will take the option to raise council tax by applying the 2% Adult Social Care (ASC) precept as well as the planned 1.9% increase. The funding announcements will lead to around £6million in one-off funding being available in 2020/21, and the Committee is asked to comment on the use of this funding. The Council does not have to spend all the one-off funding, and there is still an underlying need to make savings in the following financial years. The Council is hoping to get the final details of the local government financial settlement at end of December 2019, but if there is a new Government the Council may not get the settlement details until end of March 2020.

29.2 The options that Officers have developed for the use of the one-off funding are outlined on pages 43-46 of the report. For the services within the remit of the Place Scrutiny Committee the options include a proposal to defer some of the Library Service savings (option S), additional funding for Economic Development (option AB) and additional capital investment for Highway Works Programme Management (option AD). In considering which of these options should be taken forward, the Committee should take into account the principles that apply to the use of the one-off funding outlined in paragraph 5.2 of the Cabinet report. It should be noted that the pressure within Children's Services (CS) for children's social care is reflected in the revised MTFP.

29.3 The Committee acknowledged that in taking a whole Council approach, it is right to prioritise the one-off funding for Children's Services (CS) and Adult Social Care (ASC) where there are pressures on services. However, there is a case for spending some of the funding on services that support the wider community such as those services provided by the Communities, Economy and Transport (CET) department. The spending on ASC and CS services is not as visible, and residents will want to see what services they are getting for the additional Council Tax they will be required to pay.

29.4 The Committee sought clarification on whether the Government is planning to increase funding for road repairs, as the condition of roads in the County is still a concern. The Director of Communities, Economy and Transport outlined that the Council currently receives and bids for roads funding through the Highway Maintenance Challenge Fund and the Pinchpoint Fund. The Department for Transport (DfT) is consulting on a Highways sector deal which is proposing to extend highway maintenance funding to cover a five-year period, rather than the current year by year approach. This is to give more certainty over roads funding and aid investment decision making. It is not clear whether the sector deal will deliver more funding for road repairs, but there may be a one-off pothole fund next year.

29.5 The Chief Executive commented that the evidence shows ESCC road condition is improving by the sustained application of an asset management approach. There is still a large amount of investment needed to get roads up to standard, and this reflects a national issue, where the level of highway authority funding for road repairs needs to be addressed.

29.6 The Committee suggested allocating one-off funding of £75,000 for the installation of dropped kerbs, which would be visible, meet the criteria for one-off spending, and would benefit whole community. The additional funding combined with the existing capital budget of £50,000 per year, would enable the Council to address the back log of requests for dropped kerbs. The Committee also asked if the Council could use Community Infrastructure Levy (CIL) and Section 106 Planning agreement funding for dropped kerbs. The Assistant Director Operations outlined that wherever there is a development the Council will request funding for, or the provision of, dropped kerbs.

29.7 The Committee also suggested that some of the one-off funding could be used to improve the conditions pavements, particularly to reduce falls. Improving the condition of pavements could lead to savings in ASC spending by reducing falls and visits to hospital, especially for the elderly. The Committee considered that the condition of pavements is affecting many people and more spending in this area would be supported by the public. The Director of Communities, Economy and Transport outlined that the Council currently spends around £1.5million per year on maintaining pavements and could do more if the funding is increased.

29.8 The Chief Executive commented that East Sussex is at the leading edge of local authorities where the population is paying a high level of council tax whilst providing services for a relatively small number of people who are in receipt of CS and ASC services. Therefore, the visibility of expenditure is an important issue. The bulk of proposals for one-off funding reflect where there is financial pressure on the Council. If one-off funding for dropped kerbs and additional investment in pavements to prevent falls are areas of spending that the Place Scrutiny want to propose, then Officers can be asked to consider this, and it can be put forward to Cabinet.

29.9 The Committee commented that in considering the previous reports on the agenda, it was evident that the Council has made relatively modest savings in universal services such grass cutting and the HWRS Service which have had an impact on a large number of people. The Committee hopes that if austerity is ended and the Council's long-term funding improves, that the Council will be able to start spending on roads and other issues that have a high impact on residents.

29.10 The committee RESOLVED to:

- 1) request Cabinet to consider additional funding for dropped kerbs and pavements as part of the options for spending the one-off funding; and
- 2) request consideration is given to returning funding to universal services such as roads, waste and grass cutting should austerity measures end, and the Council receives adequate funding through the fairer funding review.

## 30 WORK PROGRAMME

30.1 The Committee reviewed the work programme to determine which items should be included in the Committee's future work programme.

Road Safety Correspondence Pilot

30.2 The Committee discussed the Road Safety correspondence pilot scheme which involves providing a standardised response to road safety enquiries from members of the public,

Councillors and MP's. Some Committee members outlined that ESCC Councillors should not be treated the same as members of the public and should be able to get a more detailed response. This point of view is supported by a number of Councillors across the Council. At the very least Councillors should have additional access to officers to discuss road safety enquiries.

30.3 The Assistant Director Operations responded that the pilot study is limited to correspondence, and all requests will continue to be assessed by officers in line with current policies. The purpose of the pilot is to trial a new approach to allow officer time to be focussed on other road safety issues and Councillors should provide feedback into the pilot study. The Lead Member for Transport and Environment encouraged Councillors to feed into the pilot study to have their comments heard and noted if they are unhappy with the pilot.

30.4 The Committee discussed whether it would be helpful to have a report on the outcome of the pilot. The Committee agreed to wait until the outcome of the pilot is known but reserved the right to call for a report if the position regarding Councillor's enquiries remains unchanged.

#### Potential Scrutiny Reviews - Climate Change

30.5 The Committee discussed undertaking a scrutiny review based on the draft terms of reference in appendix 2. The Committee agreed to proceed with a Scrutiny Review of becoming a Carbon Neutral Council. It was agreed that the Scrutiny Review Board will be comprised of Councillors John Barnes, Bob Bowdler, Martin Clarke, Pat Rodohan and Stephen Shing. The Review Board will be chaired by Councillor Martin Clarke.

#### Other Scrutiny topics

30.6 The Committee discussed the policies and procedures for removal of decorative lampposts and other street furniture of historic value. It was proposed that the Committee should undertake a scrutiny review of this topic.

30.7 The Committee agreed to have a short report at the next Place Scrutiny Committee meeting on the current policies and procedures, including consultation, for the removal or replacement of street furniture historic value, before deciding whether to proceed with a scrutiny review on this subject.

30.8 The Committee RESOLVED to amend the work programme in line with paragraphs 30.5 and 30.7 above.

The meeting ended at 12.05 pm.

Councillor Bob Bowdler (Chair)

# Agenda Item 5

<b>Report to:</b>	<b>Place Scrutiny Committee</b>
<b>Date of meeting:</b>	<b>18 March 2020</b>
<b>By:</b>	<b>Chief Executive</b>
<b>Title:</b>	<b>Reconciling Policy, Performance and Resources (RPPR)</b>
<b>Purpose:</b>	<b>To review scrutiny's input into the Reconciling Policy, Performance and Resources process for the financial year 2020/21 and to consider related items for inclusion in the committee's work programme.</b>

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## **RECOMMENDATIONS**

**The Committee is recommended to:**

- 1) Identify work for inclusion in the committee's work programme on services or issues that may inform the RPPR process in the future;**
  - 2) Review the committee's input into the RPPR process; and**
  - 3) Consider any changes or improvements to the process from a scrutiny perspective.**
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## **1 Background**

1.1 Reconciling Policy, Performance and Resources (RPPR - i.e. aligning the Council's budget setting process with service delivery plans) has established an effective and transparent business planning process.

1.2 Scrutiny committees actively engage in the process, firstly to allow them to bring the experience they have gained through their work to bear and, secondly, to help inform their future work programmes.

## **2 Reconciling Policy, Performance and Resources and scrutiny in East Sussex**

2.1 In September 2019 each scrutiny committee considered extracts from the *State of the County* report, and current Portfolio Plans. At the November scrutiny committee meetings, the committees considered the Council's proposed Medium Term Financial Plan (MTFP), savings proposals and the options for the use of one-off funding identified in the November 2019 Cabinet report. The committees were asked to comment on the options for the use of one-off funding; suggest other options for the use of this funding; and request further information if needed on the options or other aspects of the budget for consideration at the RPPR scrutiny boards.

2.2 The scrutiny committees established scrutiny boards to provide a more detailed input into the RPPR process. These met in December 2019 to consider the draft 2020/21 Portfolio Plans, options for the use of one-off funding and the impact of proposed savings. The boards:

- considered any amendments to the Portfolio Plans and how priorities were reflected against the proposed key areas of budget spend for the coming year;
- assessed the potential impact of proposed savings on services provided to East Sussex County Council customers;
- considered the options and priorities for the use of one-off funding for investment in services; and
- made comments and recommendations to Cabinet on the budget proposals for 2020/21.

2.3 Appendix 1 summarises the comments and recommendations made by the Place Scrutiny Committee RPPR Board to Cabinet and the response to them.

2.4 As set out in the revised MTFP, the Council has a forecast budget deficit of £9.3m by 2022/23. Consequently, there will be a requirement to make further savings unless this position is changed by the outcome of the Fairer Funding Review or any other changes in funding for local government.

2.5 The Committee is invited to consider what items of work it may wish to add to its work programme in order to understand the impact on, and options for, services where savings have been identified in the MTFP, or other areas which may inform the ongoing RPPR process. Future work could also include the evaluation of the projects and services in receipt of the one-off funding allocated in the 2020/21 budget setting process. A careful selection of topics will enable the Committee to be well positioned to comment on the impact of service changes and future service delivery and budget proposals.

### **3. Conclusion and reasons for recommendations**

3.1 The Committee is recommended to review its input into the RPPR process and incorporate work into its future work programme that is likely to inform the MTFP and future RPPR process.

**BECKY SHAW**  
**Chief Executive**

Contact Officer: Martin Jenks, Senior Democratic Services Adviser

Tel. No: 01273 481327

Email: [martin.jenks@eastsussex.gov.uk](mailto:martin.jenks@eastsussex.gov.uk)

#### LOCAL MEMBERS

All.

#### BACKGROUND DOCUMENTS

NONE

### **Place Scrutiny Committee's Comments on savings and use of additional funding**

The Place Scrutiny Committee RPPR Board discussed the comments it wished to make to Cabinet on the Portfolio Plans, MTFP Savings Plan and the priorities for the use of the one-off funding at its meeting on 17 December 2019.

The Board has some concerns about the impact of the savings planned for Trading Standards and the Library Service. For Trading Standards, the planned savings could reduce the capacity to work on Scams and to protect vulnerable people. If possible, this work should be protected as it contributes to keeping vulnerable people safe, particularly the elderly. For Libraries, the Board considered that it would be difficult to achieve the future savings of £0.528 million without having an impact on the provision of library services across the County.

#### **Priorities for the Use of One-off funding**

The Place RPPR Board acknowledges the pressures faced by Children's and Adult's social care services. However, in the light of the additional funding being made available by central Government for social care, the Board considers that it is important for some of the one-off funding to be spent on visible, universal services that are important to the wider community and meet the Council's objectives. The Board considered that some priority should be given to one-off investments that council tax payers will see as improving council services for them.

With the above factors in mind, the Place RPPR Board agreed to recommend to Cabinet the following one-off options as priorities:

<b>Priority</b>	<b>Comment</b>	<b>Response</b>
1	<p>Highways Works Programme Management (£2.000million in 2020/21) - The Place RPPR Board's first priority for the use of one-off funding is to spend £2 million on the Highways Works Programme Management. The Board recommends that the £2 million is spent on Highways infrastructure in the following areas:</p> <ul style="list-style-type: none"> <li>• Dropped Kerbs - £75,000 is spent on installing dropped kerbs to promote access for the whole community, particularly those with disabilities. The additional funding will enable the backlog of requests to be dealt with and has a wide social benefit.</li> <li>• Road markings – Additional funding for road markings (lining and signing) based on the initial findings of the Scrutiny Review, which will help promote road safety and road capacity across the County.</li> <li>• Maintenance of Pavements – Additional funding to repair pavements to reduce falls and promote walking as a sustainable way of getting around.</li> </ul>	<p><b>Ref H - CET Highways Works Programme Management</b> £1 million has been approved for spending in 2020/21 out of the £2million.</p> <p>This is a contribution towards the agreed basic need investment to be funded in the Capital Programme for Highways Works Programme Management in order to achieve agreed condition targets. This will fund works including dropped kerbs, lining and other areas of highways maintenance.</p> <p>Indications are that:</p> <ul style="list-style-type: none"> <li>• £75,000 will be spent on dropped kerbs thereby eliminating the backlog of requests;</li> <li>• £165,000 will be used to fund an additional road marking gang for a year; and</li> <li>• The remainder will be</li> </ul>

<b>Priority</b>	<b>Comment</b>	<b>Response</b>
	<ul style="list-style-type: none"> <li>Potholes – Additional expenditure to enhance the existing work to repair potholes which has a wide community benefit for road transport across the County.</li> </ul>	spent on patching and other areas of highways maintenance.
2	Economic Development (£1.000 million in 2020/21) - The Board's second priority is the £1million expenditure on Economic Development. Additional investment in this area would have benefits for the wider community by increasing employment opportunities for residents and promoting sustainable economic growth in East Sussex.	<b>Ref N - CET Economic Development - Not progressed.</b> The ambition is that this funding will be self-sustaining. Loan repayments being held in reserve to fund expenditure in future years and agreed through the RPPR process. Expenditure on these loans and grants will be included for the first three years of the programme in line with the MTFP period; the capital programme provides for £4.537m in this area,
	In addition to the above, the Board asks Cabinet to consider the impact of the future savings in Trading Standards and Library Service budgets, as the Board has concerns about size of the savings where it affects the capacity of Trading Standards to undertake work on scams to protect vulnerable people and the provision of the County's Library Service.	<b>Ref B - Libraries.</b> Part of the Libraries savings £0.288m out of £0.528m will be reprofiled in 2021/22. This will still deliver £0.240m of planned savings in 2021/22, to allow for a comprehensive review of the strategic library commissioning strategy and allow a phased approach to the review of options in respect of the Ropemaker Park lease.  <b>Ref C - Trading Standards.</b> The Trading Standards savings will be deferred by two years from 2020/21 to 2022/23. The agreement of the Brexit Withdrawal Bill and the negotiations of new trading arrangements will mean that businesses may need support in moving to a new regulatory framework and could mean additional responsibilities for council Trading Standards. It is therefore prudent to keep the small capacity we have until the implications of Brexit and new trading arrangements are clear.

# Agenda Item 6

**Report to:** Place Scrutiny Committee

**Date of meeting:** 18 March 2020

**By:** Chair of the Review Board

**Title:** Scrutiny Review of Road Markings

**Purpose:** To present the outcomes of the scrutiny review and make recommendations.

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**RECOMMENDATION:** That the Committee considers and endorses the report of the Review Board, and makes recommendations to Cabinet for comment, and County Council for approval.

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## 1. Background

1.1 The poor condition of some road markings on the County's roads has come to the attention of the Place Scrutiny Committee. Of particular concern is condition of road markings that are important for road safety such as pedestrian crossings, and the implications this may have for road safety. The Place Scrutiny Committee carried out an initial scoping exercise to explore the maintenance arrangements for road markings and potential lines of enquiry for a scrutiny review.

1.2 The Place Scrutiny Committee established a Scrutiny Review at its meeting on 18 September 2019 to examine this issue. The scope of the review includes:

- The types of road markings, how frequently they are renewed;
- the specifications for road markings and how they are applied;
- whether utility company reinstatement works are replacing road markings adequately;
- the road markings the Parking Team is responsible for (e.g. double yellow lines, parking bays etc.); and
- the role of the Road Safety Team regarding road markings.

1.3 The lines of enquiry which have been explored in this review are:

- Could the current system of prioritisation for routine maintenance work to refresh/renew road markings be improved?
- Why do some road markings appear to wear out more rapidly than expected?
- How frequently are parking enforcement road markings renewed and are there additional road markings that could be paid for from the parking budget?
- What do other local authorities spend on road markings and is the ESCC level of expenditure adequate?

1.3 The Review Board has examined evidence from key officers involved in the maintenance and provision of road markings. The challenge for the Board has been to develop recommendations that will bring about improvements, whilst taking into account the Council's current financial position.

1.4 The Review Board heard evidence that road markings are one of the most cost effective ways of promoting road safety and are also important for the efficient flow of traffic on the County's roads. Overall the Review Board finds that the Council's arrangements for the maintenance of road markings are able to deal with safety defects and the renewal of some road markings. However, under the current arrangements it has not been possible to keep up with the rate at which road markings are wearing out. The Board has made a number of recommendations which it believes will help improve the maintenance of road markings. It welcomes the approval of an additional £1million of one-off funding in 2022/21 for Highways infrastructure programmes through

the budget setting process, and the allocation of some of this funding for an additional road marking gang.

## **2. Summary**

2.1 The members of the Review Board are Councillors Godfrey Daniel (Chair), Stephen Shing and Barry Taylor.

2.2 The attached report (appendix 1) contains the findings and recommendations of the Review Board. Copies of evidence papers listed in the report and other support documentation are available on request from the contact officer.

2.3 The Committee is recommended to receive the Review Board's report for submission to Cabinet and County Council on 21 April 2020 and 12 May 2020 respectively.

## **3. Recommendations and conclusion**

3.1 The Committee is requested to consider and endorse the report of the Review Board for submission to Cabinet and Full Council.

**COUNCILLOR GODFREY DANIEL  
Chair of the Review Board**

Contact Officer: Martin Jenks  
Tel No. 01273 481327  
Email: [martin.jenks@eastsussex.gov.uk](mailto:martin.jenks@eastsussex.gov.uk)

LOCAL MEMBERS: All.

# Scrutiny Review of Road Markings

## Report by the Review Board:

Councillor Godfrey Daniel (Chair)

Councillor Stephen Shing

Councillor Barry Taylor

March 2019

Place Scrutiny Committee – 18 March 2020

Cabinet – 21 April 2020

Full Council – 12 May 2020

# **The report of the Scrutiny Review of Road Markings**

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## Recommendations

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2 The Review Board recommends that the requirement to inspect road markings as part of routine inspections and the categories of road markings important for road safety are included in regular reminders to Highway Stewards and customer service staff.	8
3 The Board recommends that the responsibilities of the utility companies and Highways England regarding road markings are made clear in the information provided on the East Sussex Highways web site.	8
4 The Review Board recommends that when considering the allocation of resources for highway maintenance and road transport schemes, increased priority is given to funding for road markings to reflect their contribution to road safety.	9
5 The Board recommends that the parking budget is recharged for all parking enforcement road marking renewal work with immediate effect, and the money used for additional highway road marking maintenance work.	10
6 The Review Board recommends that: <ul style="list-style-type: none"> <li data-bbox="223 1075 1271 1206">a) should any new Government funding become available for highway maintenance, consideration is given to using a portion of it to improve the condition of road markings in the County (if allowed by the conditions attached to the funding).</li> <li data-bbox="223 1217 1271 1316">b) priority is given to renewing road markings that are important for road safety, such as those listed in paragraph 19 of the report, when determining the use of the additional one-off funding in 2020/21.</li> <li data-bbox="223 1327 1224 1417">c) consideration is given to including the funding to improve and maintain road marking in the base budget for the core services in the Highways Infrastructure Maintenance contract from 2023 onwards when it is re-procured.</li> </ul>	11

## Introduction

1. The Place Scrutiny Committee has observed that road markings, and in particular those that relate to pedestrian crossings and road safety, are in some instances becoming worn out and less visible. This appears to be a consistent issue across the County and there are concerns that this will have an impact on road safety and the ability of the Council to enforce parking restrictions.

2. The Place Scrutiny Committee carried out some initial exploratory work on this issue and agreed to establish a Review Board at its meeting on 18 September 2019 to carry out a scrutiny review of road markings in the County. The Review Board identified the following lines of enquiry:

- Could the current system for routine maintenance work to refresh/renew road markings be improved?
- Why do some road markings appear to wear out more rapidly than expected?
- How frequently are parking enforcement road markings renewed and are there additional road markings that could be paid for from the parking budget?
- What do other local authorities spend on road markings and is the ESCC level of expenditure adequate?

3. The desired outcomes from the scrutiny review are to improve the maintenance of road markings, clarify the prioritisation process for renewals and reduce the number of service requests.



*Bethune Way, Hastings - before remarking.*



*Bethune Way, Hastings – after remarking.*

## **Background**

4. The County has over 1,550 miles of road markings, or lining, across the road network. Road markings are covered by specific Highway legislation and are treated as road signs for the purposes of legislation and guidance. The legislation and accompanying guidance detail the prescribed colour, size, location and use of all road signs so there is consistency across the country.

5. There is a requirement to provide signs and road markings for prohibitions such as "No Right Turn" and "No Entry", but there is no statutory requirement to provide other road markings, only guidance. However, the Council is expected to secure the "expeditious and safe movement of vehicles on the public highway" (Highways Act 1980).

6. Road markings provide a continual message to drivers about the use of the road and provide additional guidance (conspicuity) in poor driving conditions (e.g. in fog, heavy rain and at night time). Road markings help ensure the correct and safe use of the highway as they:

- separate opposing traffic;
- assist with road layout and traffic flow;
- ensure the best use of the road space available (e.g. by providing lane lines); and
- control where vehicles can park on the highway.

7. There are three teams within the Council who are involved in the specification, provision and maintenance of road markings. They are:

- Road Safety - The Road Safety Team are consulted on all new road schemes and they have input into all lining and road marking requirements. They specify road markings, including cats' eyes and road studs, and investigate all sites where there have been major collisions. The crash site investigation work can involve making recommendations for improvements including to the road markings.
- Highway Infrastructure Maintenance – This team is responsible for the maintenance and re-marking of all road markings and lines (excluding roads maintained by Highways England). This includes maintaining parking bays, disabled parking bays and yellow lines on behalf of the Parking Team.
- Parking – The Parking Team undertakes work to mark out all new parking bays and yellow lines in parts of the County where Civil Parking Enforcement (CPE) is in operation (Eastbourne, Hastings and Lewes). In the current non-CPE areas (Rother and Wealden) the Road Safety Team deal with requests for advisory disabled parking bays and access protection markings.

8. To give an illustration of the range and quantity of road markings that require maintenance, an extract is given below from Council's inventory system:

**1,332 miles of Longitudinal lines** (shown in green on the aerial photograph below)

*This category includes all white and yellow lines whether they are centre lines, edge of carriageway lines, broken/dashed lines (measured as the whole length of the marking, not each individual dash) or solid double lines (which are counted as a single measurement).*

**47 miles of Hatched lines** (shown in yellow)

*The length refers to length of hatched area and the not the individual lines.*

### **31,600 Special markings (show as purple dots)**

*Typically, these are 'Give Way' triangles, 'Give Way' dashed lines at junctions, directional arrows, text such as 'Slow' or 'No Right Turn', pedestrian crossings, parking bays and speed limit roundels.*



9. The Highways Team uses two techniques to apply road markings, hand laying and machine laying thermoplastic markings. It does not use pre-formed road markings, but they are sometimes used by utility companies for reinstatement work. Most of the work is done by hand laying, which is used for safety defects and renewal work in built up areas where there are lower road speeds. Machine laying is used for programmed work on higher speed 'A' and 'B' roads for centre line and edge markings, where it is more efficient and safer to use this technique and it reduces the amount of time the road must be closed whilst the work is completed.

## **Review Board Findings**

### ***Highway Road Markings***

#### **Maintenance of Road Markings**

10. The rate at which road markings wear out principally depends on the amount of the traffic the road receives. The durability of road markings may also be affected by the condition of the road surface when they are laid and whether wire brush type mechanical road sweeping is used (e.g. for weed control) which may damage markings. For principal 'A' roads that are heavily trafficked the road markings may need to be renewed every 1-2 years. For less heavily used roads, the road markings will need to be renewed every 5-7 years.

11. The Review Board examined the measures in place to ensure the methods and materials used for road markings meet the required specification and standards. The evidence seen by the Board provided assurance that work is being carried out correctly and is not contributing to rate of deterioration of road markings. There are some new materials and techniques being developed which may have the potential to improve the cost effectiveness or increase the life of road markings. The Board heard that there are cold plastic road marking materials, and 'peaked' extrusion techniques for centre lines and edge of carriageway markings which are currently being evaluated.

#### **Recommendation 1**

**The Review Board recommends that Officers continue to keep a watching brief on the development of new road marking materials and techniques and carry out trials to evaluate their effectiveness in reducing costs and increasing the durability of road markings.**

12. Highway Stewards report safety defects and advisories for road markings when carrying out regular inspections, in the same way that they do for potholes. If a road marking important for road safety is more than 50% faded, then it is reported as a safety defect. It was unclear whether the condition of road markings is being reported on in every inspection, and whether the categories of road markings important for road safety are widely understood. Consequently, Stewards have been reminded of the need to assess road markings alongside other priorities such as carriageway and pavement safety defects. Highway Stewards will also be asked to report any issues with road markings re-instated by utility companies as part of their routine inspections.

#### **Recommendation 2**

**The Review Board recommends that the requirement to inspect road markings as part of routine inspections and the categories of road markings important for road safety are included in regular reminders to Highway Stewards and customer service staff.**

13. Utility companies have a responsibility to replace road markings when carrying out re-instatement work. This can lead to the partial renewal of markings and the use of less durable materials. Although this is less than ideal, the Council does not have the powers to require more extensive works or the use of specific types of materials. Highways England are also responsible for the maintenance of some roads in the County and requests for road markings on these roads have to be referred to them for attention.

#### **Recommendation 3**

**The Board recommends that the responsibilities of the utility companies and Highways England regarding road markings are made clear in the information provided on the East Sussex Highways web site.**

14. The Review Board heard that a five-year rolling programme for renewing road markings was started at the beginning of the current Highways Maintenance contract in 2016. This was based on an estimate of the time that it would take to renew all the road markings in the County and was prioritised to tackle the worst areas first. However, there was insufficient information on the condition of road markings at that point in time to determine accurately the level of resources needed. Work is underway to better understand the condition of road markings using an analysis of the high definition video surveys of road condition.

15. The current Highways Maintenance contract uses a lump sum of £165,000 per year to pay for one road marking gang who are employed year-round to renew road markings. The work of the gang is prioritised, so it undertakes safety defect works first and then programmed work, which includes refreshing parking enforcement road markings and advisory markings such as disabled parking bays.

16. The inclusion of a sum of money in the core services part of the current Highways Infrastructure Maintenance contract for road markings is an improvement on the previous position. However, evidence provided to the Review Board indicates that in the light of experience, the current resources only provide the ability to deal with any safety defects and undertake some renewal work and is not enough to keep up with the rate of road marking renewals needed. The Review Board considers that with a better understanding of the condition of road markings and the level of resources needed, the funding allocated to road markings within the core services of the Highways Infrastructure Maintenance contract should be reviewed when contract is re-procured. The Place Scrutiny Committee will be involved in the re-procurement project for the Highways Infrastructure Maintenance contract and will be able to raise this point through the re-procurement project work.

## Road Safety

17. The Review Board heard that the level of maintenance of lining and road markings has been reduced over the years and road markings are not always performing their function as they should. This has been due to the financial pressures experienced by local authorities and where decisions have had to be made on the relative priorities for expenditure within the highways budget. Over the last five to ten years maintenance issues, such as bringing lining up to standard, have been raised more frequently when the Road Safety Team undertakes crash site investigation work.

18. The Board also heard that road markings are a relatively cost-effective measure for improving road safety (e.g. when compared with highway engineering schemes), and for informing and guiding drivers. In the Road Safety Manager's opinion, better condition road markings would have an impact on the number of crash sites.

19. As road markings are one of the most cost-effective measure in terms of promoting road safety, the Board considers it is important for the Council to find ways of improving the maintenance and condition of road markings, particularly those considered to be important for road safety (e.g. stop lines and give way signs; pedestrian crossings; edge of carriageway lines and centre line markings; and regulatory or prohibition markings).

### Recommendation 4

**The Review Board recommends that when considering the allocation of resources for highway maintenance and road transport schemes, increased priority is given to funding for road markings to reflect their contribution to road safety.**

## **Parking Enforcement Road Markings**

20. The Civil Enforcement Officers (CEO's) inspect and assess the condition of the road markings needed for parking enforcement whilst on their daily patrols and then report any that need renewing to the Highways Team. This is done using two categories, one for lines that are not enforceable which will be done as a priority, and the other where lines are fading and need renewing.

21. The work to renew the existing road markings used for parking enforcement is paid for and undertaken by the Highways Team and the highway revenue budget. The Parking Team make around six requests per month to renew parking enforcement road markings which equates to around 15% of the road marking gang's time. In addition, the highway budget is charged for the cost of suspending parking whilst the work is undertaken. In total around £24,000 a year is spent on renewing parking enforcement road markings in the three CPE areas.

22. The Review Board considers that it is logical and not unreasonable to recharge the parking enforcement road marking renewal work to the parking budget. The cost of renewing road markings necessary for parking enforcement is a legitimate operating cost of the CPE schemes and recharging the parking budget will release money for other road marking work. The Board is aware that this may reduce the funding available for other transport schemes from the parking budget but considers the benefits of well-maintained road markings to road safety outweigh this loss.

### **Recommendation 5**

**The Board recommends that the parking budget is recharged for all parking enforcement road marking renewal work with immediate effect, and the money used for additional highway road marking maintenance work.**

## **Finance and Funding**

23. The current revenue budget spending on road markings is £165,000 per year from the Highways Infrastructure Maintenance contract core service. This is supplemented by a machine laid programme of work which is paid for on top of the core service. Since the beginning of the current Highways Maintenance contract the following sums have been spent in addition to the core service.

- £492,363 in 2016/17 (Year 1 of the contact) due to use of an additional lining gang and extensive machine laid refresh programme of A roads.
- £62,097 in 2017/18 (Year 2) due to additional marking of A259 (Pevensey junction to Saltdean) and other parts of A roads not completed in Year 1.
- £66,000\* in 2019/20 (Year 4) \*approximate value of a machine laid programme instructed but not yet delivered.

24. An indication of the one-off costs to replace proportions of all the road markings in the County are shown below (this includes basic traffic management only).

100% of road markings	£2,225,806
90% of road markings	£2,003,225
80% of road markings	£1,780,645
70% of road markings	£1,558,064
60% of road markings	£1,335,483

25. The Board heard that in an ideal situation it would require an initial injection of one-off funding to bring all road markings up a maintainable standard, and then two road marking gangs plus a machine laid programme of work to keep them in good condition. The Review Board recognises that in the current financial climate it may not be possible to secure this level of resource, but considers funding for an additional gang is justified by the contribution to road safety and the efficient movement of traffic that well-maintained road markings provide.

26. The Board has reviewed the level of expenditure by other local authorities on road markings and notes that it is difficult to make direct comparisons due to differences in the character and composition of the road networks in other authority areas. Although expenditure on road markings per mile of carriageway appears to be at similar levels to East Sussex County Council, it is likely that road marking funding in other local authorities has been reduced due to the same budget pressures.

27. There are no sources of additional funding for road markings that the Council can bid for, and the Council cannot use the current one-off Department for Transport (DfT) pothole fund monies as this is ringfenced for pothole repairs.

28. An additional £1 million of one-off funding has been allocated for investment in highways infrastructure in 2020/21 via the Council's budget setting process. The Review Board understands that in response to the initial findings of this Review, an allocation has been made to fund an additional road marking gang for a year from this sum of money. The Board welcomes this additional funding and the recognition of the role road markings play in road safety and the efficient movement of traffic on the County's roads. This will also provide an opportunity to evaluate the impact of the addition of a second road marking gang on road marking condition.

29. It is likely that further funding for road markings will be needed in future years and the cost of an additional road marking gang is relatively modest at £165,000 per year, when compared with the cost of road safety engineering schemes. Based on the evidence examined by the Review Board it would appear reasonable to increase the resources allocated to the road marking if possible, given the benefits to road safety and improved traffic flow.

## **Recommendation 6**

**The Review Board recommends that:**

- a) should any new Government funding become available for highway maintenance, consideration is given to using a portion of it to improve the condition of road markings in the County (if allowed by the conditions attached to the funding).**
- b) priority is given to renewing road markings that are important for road safety, such as those listed in paragraph 19 of the report, when determining the use of the additional one-off funding in 2020/21.**
- c) consideration is given to including the funding to improve and maintain road marking in the base budget for the core services in the Highways Infrastructure Maintenance contract from 2023 onwards when it is re-procured.**

## **Conclusions**

30. Road markings are a very visible, relatively cheap and cost-effective way of supporting road safety and promoting traffic movement. The Review Board has examined the way in which road marking work is carried out and found that effective quality assurance systems are in place. However, based on the evidence the Review Board has seen, the current resources allocated to road marking maintenance are not enough to keep up with the rate at which road markings are wearing out and to keep them in good condition.

31. The Review Board has made a number of recommendations which it believes will improve the condition of road markings in the County, which are important for both road safety and getting the most out of the County's road network.

## **Appendix:**

### **Scope and terms of reference of the review**

The Review was established to consider and make recommendations on the following:

- a) Could the current system of prioritisation for routine maintenance work to refresh/renew road markings be improved?
- b) Why do some road markings appear to wear out more rapidly than expected?
- c) How frequently are parking enforcement road markings renewed and are there additional road markings that could be paid for from the parking budget?
- d) What do other local authorities spend on road markings and is the ESCC level of expenditure adequate?

The desired outcomes from the review are to improve the maintenance of road markings, clarify the prioritisation process for renewals and reduce the number of service requests.

### **Board Membership and project support**

Review Board Members: Councillors Godfrey Daniel (Chair), Stephen Shing, and Barry Taylor.

The Project Manager was Martin Jenks, Senior Democratic Services Adviser with additional support provided by Simon Bailey, Democratic Services Officer.

Dale Poore, Contract Manager Highway Infrastructure Services, provided ongoing support to the Board throughout the review.

### **Review Board meeting dates**

Scoping Board meeting:

4 September 2019

Review Board meetings:

6 December 2019

29 January 2020

18 February 2020

### **Witnesses providing evidence**

**The Board would like to thank all the witnesses who provided evidence in person:**

#### ESCC Officers

Karl Taylor, Assistant Director Operations

Dale Poore, Contract Manager Highway Infrastructure Services

Brian Banks, Team Manager - Road Safety

Daniel Clarke, Parking Team Manager

#### ESCC Councillors

Councillor Claire Dowling, Lead Member for Transport and Environment

## Evidence papers

Item	Date considered
Traffic Signs Manual Chapter 5 – Road Markings (2018). Department for Transport.	December 2019
Well-Managed Highway infrastructure – A Code of Practice (October 2016). UK Roads Liaison Group.	December 2019

Contact officer: Martin Jenks (Senior Democratic Services Adviser)

Telephone: 01273 481327

E-mail: [martin.jenks@eastsussex.gov.uk](mailto:martin.jenks@eastsussex.gov.uk)

# Agenda Item 7

<b>Report to:</b>	<b>Place Scrutiny Committee</b>
<b>Date of meeting:</b>	<b>18 March 2020</b>
<b>By:</b>	<b>Director of Communities, Economy &amp; Transport</b>
<b>Title:</b>	<b>Highway Services Re-procurement Project (HSRP)</b>
<b>Purpose:</b>	<b>To advise the Place Scrutiny Committee of the approach being taken in preparation for the re-procurement of the highways and infrastructure services contract; proposed governance arrangements; and Member engagement throughout the project</b>

**RECOMMENDATIONS:** The Place Scrutiny Committee is recommended to:

- 1. note the approach for the re-procurement of the HSRP as outlined in this report; and**
- 2. form a Scrutiny Reference Group to allow for effective Member engagement throughout the project as outlined in this report.**

## 1.0 Background

1.1 In December 2015 Cabinet awarded a third-generation outsourced contract for delivery of highway maintenance to Costain Ltd. Costain Ltd formed an unincorporated joint venture with Jacobs (formerly CH2M) to deliver highway services. The contract for Highways and Infrastructure Services (HIS) commenced on the 1 May 2016 and ends on 30 April 2023. The contract is for a fixed seven-year term, and by design no extension mechanism was included in the contract.

1.2 Although there are more than three years of the current contract remaining, the time is approaching to start to consider the arrangements for future highways service when the current contract finishes. The main purpose of this report and the project it kicks off, is to ensure new service arrangements are designed, approved and delivered ready to guarantee business continuity of highways maintenance from 1 May 2023 onwards.

1.3 Any future contractual arrangement will need to consider the medium-term financial outlook and how this can be factored into a contractual arrangement to allow the County Council sufficient flexibility, in the event that further savings are needed in the future and the uncertainties associated with budgets in general. This is an opportunity to build on the 2016 transformation, to further develop and implement a Highways Maintenance Service that reflects the future needs of the County Council and draws from industry best practice.

## 2. Project Governance

2.1 A Project Initiation Document (PID) has been drafted, defining the project, and establishing how the project will be managed and sets clear objectives and tangible deliverables.

2.2 The PID sets out the governance of the project. The project will be managed in accordance with established project management techniques and in the format of the HM Treasury Five Case Model for writing business cases. The project will be managed by a Project Manager who is responsible for the day to day management and overall delivery of the project.

2.3 An Officer Project Board will be formed and will be accountable for the successful outcome of the project (i.e. securing the next highways contract model). They will support and assist the Project Sponsor, who is the Assistant Director Operations, to collectively monitor and control the project's overall progress and act to escalate or resolve any risks or issues which arise in the course of the project. The Project Board will meet as required to review progress and consider issues raised by the Project Manager or Project Sponsor.

### **3 Key Milestones**

3.1 A preliminary project programme has been drafted indicating the following key activities:

- Establishment of Scrutiny Review Board: March 2020
- Develop Business Case & Procurement Strategy: Spring 2020 – Summer 2021
- Issue Tender Document: Summer 2021
- Award of Highways Contract: Autumn 2022
- Mobilisation: Winter 2022/23
- Start of new Highways Service: 1 May 2023

### **4. Member Engagement**

4.1 Member engagement was a key factor in the commissioning of the current highways contract and similarly will be crucial to the success of this project. Members of the Place Scrutiny Committee in conjunction with the Lead Member for Transport and Environment will inform the selection of the most appropriate service delivery model, and regular briefings over the next three years will enable the Place Scrutiny Committee to make informed recommendations to Cabinet.

### **5. Conclusion**

5.1 Work on the project has just commenced, with specific activities required from March 2020. The Place Scrutiny Committee is therefore asked to note the re-procurement of the future highway maintenance arrangements as outlined in this report and to consider the establishment of a Scrutiny Committee working group to help inform the project and take part in some of the key activities.

RUPERT CLUBB  
Director of Communities, Economy and Transport

Contact Officer: Phil McCorry  
Telephone Number: 07701 394461  
Email: phil.mccorry@eastsussex.gov.uk

LOCAL MEMBERS  
ALL

BACKGROUND DOCUMENTS  
None

# Agenda Item 8

<b>Report to:</b>	<b>Place Scrutiny Committee</b>
<b>Date of meeting:</b>	<b>18 March 2020</b>
<b>By:</b>	<b>Director of Communities, Economy and Transport</b>
<b>Title:</b>	<b>Report on Highways Historic Interest Street Furniture and Materials Policies and Procedures</b>
<b>Purpose:</b>	<b>To inform the Committee on current policies and procedures and proposals for future arrangements for the consideration and treatment highways street furniture and materials of historic interest.</b>

**RECOMMENDATIONS:** The Place Scrutiny Committee is recommended to:

- (1) consider the current policies and procedures; and
- (2) note and comment on the proposals for a new policy

## 1. Background Information

1.1. East Sussex has a wealth of attractive and historic towns and villages which contribute to the overall character and distinctiveness of the county. The County Council recognises the importance of these areas and the impact maintenance of the local highway network can have on the character of conservation areas and the street scene. However, its statutory duty of maintaining a safe and usable network must be the priority when considering maintenance against the available funding.

1.2. East Sussex highway policies have been developed with reference to national legislation and guidance on best practice. A list of these key documents can be found in Appendix 1.

1.3. Under the Planning (Listed Buildings and Conservation Areas) Act, some structures and the materials on some streets (e.g. some of the cobblestones in Rye), have been granted special status as listed buildings.

## 2. Current Policies

2.1. In April 2006, the Lead Member for Transport and Environment considered a report on a consultation with District and Borough Councils regarding maintenance of the public realm ([Lead Member report on Maintaining and Improving the Public Realm in East Sussex, April 2006](#)). It was agreed to:

- Continue to work with the District and Borough Councils to identify sources of extra funding.
- Identify pilot areas informed by Local Area Transport Schemes and District and Borough councils.
- Investigate the feasibility of repairs to historic assets within conservation areas with appropriate materials.

2.2. A pilot study was carried out on 18 streets to investigate the feasibility and costs of using traditional or sympathetic materials. The cost was estimated at around £30,000 per year for the 18 streets. The study also concluded that the cost of a sympathetic replacement policy for footways and street lighting in all conservation areas would be around £765,000 per year.

2.3. This was reported to the Lead Member in October 2007 ([Lead Member report on Maintaining and Improving the Public Realm in East Sussex, October 2007](#)). A policy decision was made to carry out sympathetic repairs on footways and street lighting in the 18 streets used in the pilot study only as these streets were considered to be of more than local importance.

2.4. As a result, the following policies were developed:

**Policy 7.3 Footway Materials (appendix 2)**

- The policy states that black bituminous materials will be used for footways except on the 18 streets of more than local importance used in the pilot study. On these streets, non-standard materials would be used. It also sets out the process for engaging with local Planning Authorities on works to other footways in Conservation Areas and that they will be given the opportunity to fund or source funding for non-standard materials.

### **Policy 10.1 Street Lighting (appendix 3)**

- The policy states that standard street lighting columns will be used except in the 18 streets of more than local importance where street lighting columns will be maintained in the current condition. Columns within designated conservation areas may be painted in an appropriate colour. In a similar way to the footway policy, the local Planning Authorities will be consulted and given the opportunity to make financial contributions for other non-standard columns.
- 2.5. Engagement with the Conservation Officers at the local Planning Authorities (District and Borough Councils and the South Downs National Park Authority) provides expert advice on local heritage assets and the environmental impact of schemes in their area.
- 2.6. Currently with exception of the 18 streets, consideration on maintenance of historic street furniture and materials are made based on safety and funding, but non-standard materials can be considered on a case by case basis if additional funding is available (either East Sussex County Council (ESCC) or a third party).
- 2.7. Where funding allows alternatives are considered. In the past this has included examples such as another local council taking over the responsibility for maintenance of decommissioned street lighting columns; funding embellishments to make new lighting columns look more traditional; moving historic assets from one area to another area where they are considered to have a more important contribution to the street scene.

### **3. Revised approach**

3.1. In 2018, meetings were held with all Conservation Officers to discuss the approach to highway works in Conservation Areas. Following feedback, a protocol was drawn up for future engagement. It clarifies how all teams within the Communities, Economy and Transport Department work with local Planning Authorities on highway related matters.

- 3.2 A copy of the Protocol on Highway Works in Conservation Areas is included in appendix 4
- This protocol details the processes for engagement with Planning Authority Conservation Officers about highway works.
  - Since 2018 we have been engaging with the Conservation Officers on proposed schemes for all highway works in all parts of the county, not just those on footways and street lights in Conservation Areas to provide an opportunity to highlight any area of local significant importance. This gives the Conservation Officers the opportunity to let ESCC know of any particular items of interest in these streets and to work with ESCC on options for affordable maintenance and look for additional funding if applicable.

3.3. Engagement does not occur directly with local interest groups or residents (e.g. Friends of Lewes), but the Conservation Officers often liaise with these groups where relevant. This ensures a joined up approach.

### **4. Supporting Information for Revision of Policies**

4.1. The current approach outlined above specifically focuses limited resources on the 18 pilot streets that were deemed to be of more than local importance in 2007. However, these may no longer represent the priorities of local communities and planning authorities, for example, Keere Street in Lewes a well-known historic street with cobbled material is not included within the 18 streets.

4.2. A review has recently been carried out on current policies and procedures. It has taken into consideration best practice recommendations and feedback from stakeholders including Conservation Officers and Highway teams.

4.3. All stakeholders support increased collaboration with interested parties working together to develop creative solutions to target those areas, and those assets, which will benefit most from limited funds.

4.4. It is recognised that not all assets on a given street will contribute equally to the character of an area or have the same priority in terms of conservation. It is also recognised that it is often the wider streetscape that determines the character of an area and that focusing all resources on a small number of streets may be detrimental.

4.5. Where resources are limited, it is considered that a more flexible policy would better meet the recommendations with maintenance decisions made on a case by case basis.

4.6. A new conservation policy is being drafted to set out the approach to management of all highway assets of particular historical interest as well as highway assets within the Conservation Areas. It will be submitted to the Lead Member for Transport and Environment on 20 May 2020. It includes:

- Preserving and re-using materials where appropriate.
- Considering the conservation value of all assets within conservation areas, not just street lights and footways.
- Making decisions on the materials used for all highway assets in Conservation Areas on a case by case basis instead of automatically focusing all resources on the 18 pilot study streets.
- Working more closely with local planning authorities regarding priorities.
- Using the Conservation Officer's local knowledge to help inform and to find solutions that make the best use of limited resources.
- Continuing to provide opportunities for local planning authorities and communities to provide additional funding for the use and subsequent maintenance of non-standard materials.

## 5. Conclusions and Recommendations

5.1. The County Council has policies and procedures in place, including a system for engagement, to ensure the preservation of historic assets where possible. However, ensuring the safety and use of the highway network is a statutory duty and must take priority where funding is limited.

5.2. The Scrutiny Committee is asked to note and comment on the proposals for a new policy which is intended to allow for a more holistic and flexible approach to conservation, targeting those areas and assets which will benefit most from limited funds and provide the opportunity to secure additional funding where applicable.

RUPERT CLUBB  
Director of Communities, Economy and Transport

Contact Officer: Stephanie Everest  
Tel. No. 01273 482644  
Email: [Stephanie.everest@eastsussex.gov.uk](mailto:Stephanie.everest@eastsussex.gov.uk)

### LOCAL MEMBERS

All

### BACKGROUND DOCUMENTS

None

## Appendix 1

### Guidance/Legislation

### Recommendations

<b>Well Managed Highway Infrastructure Code of Practice – 2016, UK Roads Liaison Group</b>	<p><b>RECOMMENDATION 33 – CONSISTENCY WITH CHARACTER</b></p> <p>Determination of materials, products and treatments for the highway network should take into account the character of the area as well as factoring in whole life costing and sustainability. The materials, products and treatments used for highway maintenance should meet requirements for effectiveness and durability.</p> <p><b>RECOMMENDATION 34 – HERITAGE ASSETS</b></p> <p>Authorities should identify a schedule of listed structures, ancient monuments and other relevant assets and work with relevant organisations to ensure that maintenance reflects planning requirements.</p>
<b>Streets for All, Advice for Highway and Public Realm Works in Historic Places, 2018</b>	<p>Encourages a coordinated approach by organisations and communities in order to maintain local distinctiveness.</p>
<b>The 1949 National Parks Act and the 1995 Environment Act</b>	<p>Parts of East Sussex fall within the South Downs National Park. The Act sets out the responsibilities and duties of all public organisations working in a National Park. The primary purposes of the National Park are to conserve and enhance the natural beauty, wildlife and cultural heritage of the area, and to promote opportunities for the understanding and enjoyment of the special qualities of the National Park by the public. Public bodies working in the National Park have a duty to have regard to these purposes.</p>
<b>The Planning (Listed Building and Conservation Areas) Act 1990</b>	<p>Requires each authority to compile a list of buildings of special interest, either historic or architectural. Listed building consent is required to demolish such a structure, or to alter or extend it in a manner affecting its architectural or historic interest.</p> <p>Some highways structures are listed including the cobbled surface of several streets within Rye town centre.</p> <p>The Act also provides for the protection of conservation areas that have special historical interest, but consent from the planning authority is not required for unlisted streets within Conservation Areas.</p>

## Appendix 2 – Footway Policy

### EAST SUSSEX COUNTY COUNCIL

#### LEAD MEMBER - TRANSPORT AND ENVIRONMENT POLICY SUMMARY

MAINTENANCE OF FOOTWAYS - MATERIALS	PS 7/3	
<p><u>Purpose of Policy</u> To make maximum use of the financial resources available.</p>		
<p><u>Specific Policies</u></p> <p>1. Footway maintenance shall be carried out in accordance with the standards as laid down in the Transport Asset Management Plan Maintenance Management Policy Documents. *</p> <p>2. The budget for the reconstruction of footways shall be based upon the use of blacktop materials.</p> <p>3. A three to five year reconstruction programme shall be drawn up so that its impact on conservation areas can be discussed with the local Planning Authorities.</p> <p>4. In conservation areas of more than local importance (see page 2), surface finishes other than black bituminous materials will generally be specified subject to</p> <p>(a) funds being available within the annual maintenance budget, or (b) the difference in whole life costing between the special surface and bituminous material being contributed by another source, e.g. District Council or Amenity Group or Local Residents.</p>		
<p>* See Policy statement PS 7/1.</p>		
<p><u>Supporting Statement</u></p> <p>Black bituminous material is by far the most economical form of footway surfacing. Special materials such as paving slabs, coloured concrete, paving bricks or blocks etc. are more costly to lay and maintain and are less capable of resisting the effects of vehicles mounting the footway.</p>		
References - Further Information	Date of Approval	
H&T Committee - 22 September 1981	Agenda Item 8.25	22.09.1981
H&T Committee - 13 December 1983	Agenda Item 6.27	13.12.1983
H&T Committee - 20 March 1984	Agenda Item 8.25	20.03.1984
T&E Committee - 03 June 1997	Agenda Item 11	03.06.1997
T&E Committee - 10 March 1998	Agenda Item 6	10.03.1998
Lead Member Meeting – 26 March 2007	Agenda Item 6	26.03.2007
Lead Member Meeting – 15 October 2007	Agenda Item 14	15.10.2007

12/07

**EAST SUSSEX COUNTY COUNCIL**

**LEAD MEMBER - TRANSPORT AND ENVIRONMENT**  
**POLICY SUMMARY**

**MAINTENANCE OF FOOTWAYS – MATERIALS – CONT'D**

**PS 7/3**

**Specific Policies (continued)**

5. The Local Planning Authority shall define which streets in their areas are in the conservation areas of more than local importance and shall submit schedules of these to the County Council's Transport and Environment Department for consideration.
6. The Local Planning Authority shall be notified of proposed footway reconstruction in conservation areas which cannot be specifically funded by the Highway Authority to determine if they would wish to meet the additional costs of using a different surfacing material and its subsequent maintenance.

**Conservation Areas of More than Local Importance**

The following conservation areas of more than local importance were agreed at the Lead Member Meeting of the 15 October 2007:

<b><u>Borough/District</u></b>	<b><u>Streets within Pilot Area</u></b>
Eastbourne	- Meads Street
Hastings	- Norman Road, East Ascent, Maze Hill & Kenilworth Road
Lewes	- Western Rd (Irelands Lane to High Street), High Street (Western Rd to Friars Walk).
Wealden	- High Street, Alfriston
Rother	- Citadel Area of Rye taken to be the following streets:-Watchbell Street, Church Square, Mermaid Street, Market Street, West Street, East Street, Conduit Hill, East Cliff, High Street & The Mint

12/07

## Appendix 3 – Street Lighting Policy

**EAST SUSSEX COUNTY COUNCIL  
LEAD MEMBER - TRANSPORT AND ENVIRONMENT  
POLICY SUMMARY**

PS 10/1	Street lighting
<p><b>Purpose of Policy</b></p> <p>East Sussex County Council (ESCC) recognises the vital role played by the local highway network.</p> <p>The purpose of this policy is to set out how the County Council will design, maintain and improve, where necessary, the standards of lighting throughout the County in the interests of road safety, to reduce the incidence of night crime and to enhance public safety and amenity.</p> <p>In carrying out this policy, ESCC will meet its statutory obligations and will also support the Council's Priorities, Local Transport Plan and Highway Service Outcomes.</p>	
<p><b>Policy Statement</b></p> <p><b>1. Design and Maintenance</b></p> <ul style="list-style-type: none"><li>1.1. Routine maintenance works will be carried out in accordance with the agreed standards, as specified in the current contract.</li><li>1.2. Design works will be carried out as laid down in the current issue of the British Standard Code of Practice for the design of Road Lighting [BS 5489] and in accordance with a locally developed lighting strategy.</li><li>1.3. New lighting columns should be positioned wherever feasible at the rear of the footway and at the boundary of properties, or in the adjacent grass strip a minimum of 0.8m back from the kerb face on roads of 30mph or less. A minimum distance from the kerb face of 1.5m should be used where this is feasible on roads with a higher speed limit. Care should be taken to ensure that the lighting column does not obstruct the free passage of the visually impaired, push chairs, wheel chairs etc.</li><li>1.4. Designs to be undertaken using equipment that has long term economic benefit. Designs should use a "white" light source (Colour Rendering Index &gt;60) for all new schemes. LED solutions should be considered if appropriate.</li></ul> <p><b>2. Conservation Areas</b></p> <ul style="list-style-type: none"><li>2.1. A three to five year street lighting renewal programme shall be prepared so that its impact on conservation areas may be discussed with local authorities.</li><li>2.2. All streets and areas, with the exception of the limited number of streets agreed as part of the Public Realm scheme, will be provided with standard functional lighting equipment. The street lighting in the Public Realm identified pilot streets will be maintained at the current standard (no further deterioration or improvement). In conservation areas street lighting columns will be painted in the appropriate local colour.</li><li>2.3. The local Planning Authority shall be notified of proposed street lighting works in conservation areas, or areas of more than local importance, which cannot be specially funded by the Highway Authority, to determine if they wish to meet the additional costs of installing equipment to a different specification and its subsequent maintenance.</li></ul> <p><b>3. Adoption of lighting on new developments</b></p> <ul style="list-style-type: none"><li>3.1. Any proposed scheme under Section 38 and 278 of the Highway Act 1980 should be reviewed and consideration given to the inclusion of street lighting in any agreement.</li><li>3.2. For each development where street lighting is to be provided, the standard should be agreed</li></ul>	

by the Street Lighting Manager or his representative, taking into account the requirements of the local planning authority and parish/town council, and should be in accordance with the current British Standard and East Sussex Highways design specification.

- 3.3. Any lighting system and/or powered apparatus adopted by the Highway Authority must be inspected for compliance and suitability, prior to adoption, and will be added to the inventory for maintenance when approved for adoption.

#### **4. Reduction in Street Lighting**

Street lighting will be provided to operate as appropriate and will be installed in accordance with local requirements. Where it is appropriate to reduce street lighting the following options will be considered.

- 4.1. Part-night street lighting - Lights turned off from midnight to 0530 hrs in residential streets.

After carrying out a site assessment we may install part-night lighting controls in streets in residential areas (switching lights off between midnight and 5.30 am).

Once the changes in street lighting are introduced we will monitor the sites in conjunction with the emergency services and parish/town councils. This is to ensure that the introduction of part night lighting does not have any unanticipated adverse impacts. This process will identify if any further changes need to be made to the lighting.

- 4.2 Partial Street Lighting – Alternate street lights left switched on between midnight and 0530 hrs on specific distributor routes/estate feeder roads.

After carrying out site assessments we may decide that instead of converting all units to part-night lighting we will leave specific units switched on all night on some of the more important local distributor roads or estate feeder roads. These units will generally be located at conflict points such as junctions or crossings or if the current street lights are already widely spaced along the street.

- 4.3. Dimming of street lights – Light output reduced on traffic routes when traffic flows are lighter.

After carrying out a site assessment we may dim most of our brightest (higher wattage) lights on main traffic routes. Dimming to 50% light output between 0000hrs and 0600hrs is generally the most appropriate, although this may vary at some locations.

Dimming will only be carried out when traffic flows are low, when a lower level of lighting will have the least affect on road safety. Lights will generally not be dimmed in areas with above-average crime rates, at busy junctions or in town centres.

- 4.4. Street lighting switch-off - A small number of lights in rural areas may be permanently switched off.

After carrying out a risk assessment, we may switch off some lights completely in rural areas or in other locations where there are no houses fronting onto the roads. Once switched off, the lights will be kept in place for approximately 3 years whilst monitoring is carried out to ensure there are no adverse impacts as a result of the changes.

**Supporting Information**

Highways Act, 1980

Well-managed Highway Infrastructure - A Code of Practice, UK Roads Liaison Group, 2016

British Standard Code of Practice for the design of Road Lighting [BS 5489]

Technical Report 22: Managing a Vital Asset: Lighting Supports, 2007, Institute of Lighting Professionals.

Public Realm Scheme pilot streets, Lead Member for Transport and Environment, 15 October 2007

**Version control**

Highways & Transportation Committee- 1/9/1976- Agenda Item 9

Highways & Transportation Committee 18/09/92 Agenda Item 9.2

Transport & Environment Lead Member- 27.02.12 Agenda Item 6

Lead Member for Transport & Environment – 16.10.2017 Agenda Item 5

**Date of last review:**

# Highway Works in Conservation Areas

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## **2. Background**

East Sussex County Council recognise the important contribution that the streetscape can make to the character and appearance of conservation areas. We appreciate that this contribution can vary across conservation areas and that different approaches may be appropriate in different areas.

Highway infrastructure such as signs and lines can affect the character of an area in addition to the materials used in the street. In some areas there are historic materials which are of interest in their own right. In other areas there are relatively modern materials (such as concrete paving slabs) which, in some cases, are considered to contribute to the aesthetic character of an area although they do not have conservation value themselves. In other areas, standard materials may best meet the practical and aesthetic requirements.

Although we recognise the importance of the visual character of streets within conservation areas, East Sussex County Council is unable to replace like for like on all streets within these areas due to limited funding.

It should be noted that in 2007 it was estimated that repairing like for like in conservation areas would cost 90% of the entire budget for footway maintenance for the whole county and 70% of the entire street lighting budget.

Ensuring the safety of our highway network is a statutory duty and must take priority where funding is limited.

This document sets out the County Council's aims in order to make the best use of available funding and ensure a coordinated approach to maintaining the character of conservation areas.

## **3. Statutory duties**

As a highway authority we have a statutory duty under section 41 of the **Highways Act, 1980** to keep the highway network available and safe for our customers.

Sections 61 and 62 of the **Environment Act, 1995** requires local authorities operating within the area of the National Parks to **have regard** to the purposes for which the National Park has been designated, namely:

*'(a) conserving and enhancing the natural beauty, wildlife and cultural heritage of the areas specified in the next following subsection; and*

*(b) promoting opportunities for the understanding and enjoyment of the special qualities of those areas by the public.*

*....if it appears that there is a conflict between those purposes, shall attach greater weight to the purpose of conserving and enhancing the natural beauty, wildlife and cultural heritage'*

The **National Park Authority** is required to

*'...seek to foster the economic and social well-being of local communities within the National Park, but without incurring significant expenditure in doing so, and shall for that purpose **co-operate** with local authorities and public bodies whose functions include the promotion of economic or social development within the area of the National Park.'*

The South Downs National Park Authority have produced a **best practice guide** to highway design, '**Roads in the South Downs National Park**', which sets out aspirations to preserve, enhance and reinforce the distinctive identity of the built and natural environment

*'Through case studies and examples, the Guide identifies key issues and common problems, aiming to bring together a widely dispersed knowledge base to make best use of limited resources in working towards the objectives of the National Park.'*

In response to these duties, aspirations and recommendations, this protocol establishes a method of engaging and working together with the National Park Authority as well as ensuring an understanding of local priorities so that best use of limited resources can be made.

#### **4. Enhancement Schemes e.g. town centre enhancements**

For enhancement schemes within conservation areas, the County Council's Strategic Economic Infrastructure Team will engage with the relevant Conservation Officers at an early stage in developing potential town centre enhancement projects. Further consultation will be carried out with Conservation Officers by Highways Teams as the design progresses.

We will ensure consideration is given to the long-term maintenance of any new projects and designs in Conservation Areas.

#### **5. Maintenance Programmes**

As part of our design process for large scale maintenance repairs, we will ensure that consideration of accessibility and minimisation of clutter is included in the design brief.

Our maintenance designs and proposed materials are considered according to their "Whole life Cost". It is not just the construction cost we assess but also the longevity of the materials and forecast maintenance cost.

Where District and Borough Councils have produced material design guides these will be shared with the Highways Design team so that preferred options can be assessed from the earliest stage of the design process.

Draft Maintenance programmes will be shared with the Conservation Officers for each area in order for feedback regarding any infrastructure or materials they deem sensitive and worthy of special consideration.

We will endeavour to approve requests that have a minimal cost and do not detract from functionality. Each case will be assessed collaboratively by all parties and on its individual merits, taking into consideration the wider context and will not establish a precedent for subsequent decisions.

In instances where the County Council are unable to fund non-standard materials, other Local Authorities will be given the opportunity to determine if they wish to meet the additional cost of materials and subsequent maintenance.

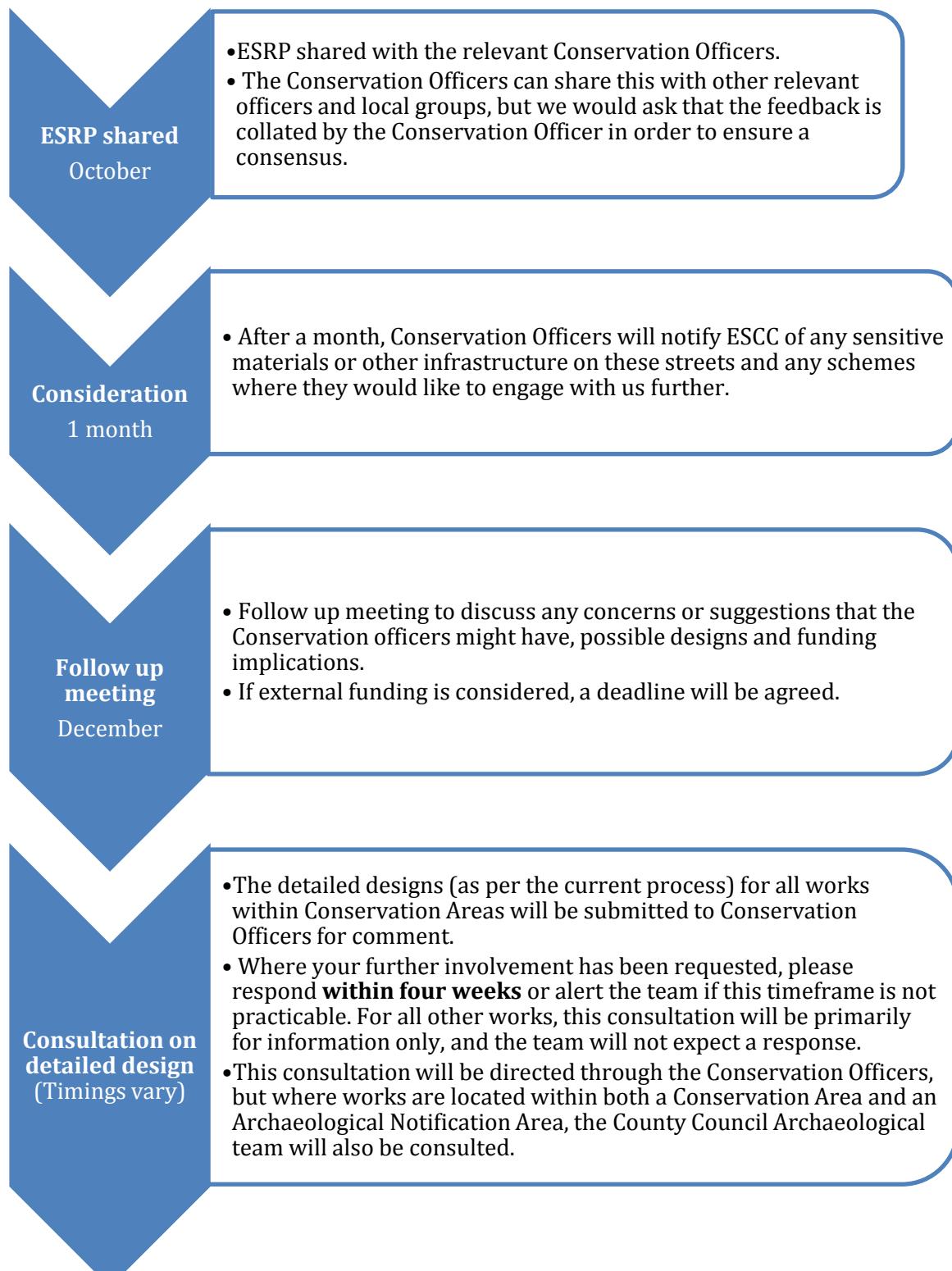
In some cases (where urgent repairs are not required for safety reasons), it may be possible for other Local Authorities, with support from the County Council if appropriate, to seek external funding.

Where external funding is being sought, we may be able to delay schemes in order to give sufficient time for the application process. A timeframe for this to take place will be provided.

## Process for engagement and discussion of proposed schemes

We will share our draft list of upcoming maintenance schemes (the ESRP) with Conservation Officers.

This is a list of maintenance need for the following service year (starting in May) that will be passed to the Highways Contractor for design and costing. It should be noted that not all schemes on this list will be carried out and others may be added.



## **6. Minor repairs**

We will preserve and reuse existing materials wherever possible. We will continue to improve our mapping system and carry out training with our repair teams to ensure they are fully aware of the importance of this, particularly within Conservation Areas.

Although minor repairs with modern materials can be more cost effective, we recognise that tarmac patching can look unsightly. Our Highway Stewards will note where there is excessive tarmac patching in Conservation areas so that they can be considered for future schemes where appropriate.

## **7. Highway Adoptions**

There are very few developments that take place in Conservation Areas that require significant off site highway works. Most simply require alterations to, or a new access installed. In these cases we will specify sympathetic materials to match, as closely as possible, the existing materials, where feasible.

For any larger sites (that may for example require a new section of footway) we again look to the developer to use like for like materials, as much as possible. In addition we contact the Local Councillors and Town/Parish Council for comment prior to works commencing, implementing any suggestions where we can. We will also secure a commuted sum to cover the increased future maintenance costs of non-standard materials

## **8. Road Safety**

Our Road Safety Team will contact the Conservation Officers regarding any proposed work to improve the safety of our highways within Conservation Areas. For example, new traffic calming schemes, pedestrian crossings, sign, lines style of bollards and posts etc. Although safety is our top priority, we will consider alternative suggestions where funding allows.

We will consider requests (such as a reduction in signage) from Conservation Officers where this does not compromise safety.

## **9. Yellow lines**

Primrose yellow lines of a reduced width (as permitted under the British Standard) will be used within Conservation Areas.

## **10. Street lighting columns**

In Conservation Areas, street lighting columns will be painted in an appropriate colour, if requested, to help them to blend in.

## **11. Enforcement**

Utility companies have six months to carry out permanent repairs to the highway. The Highway Enforcement Team will check on the quality of all repairs in Conservation Areas at the end of the six months and take enforcement action where necessary.

It should be noted that it is not always possible for the utility company to find an exact match for existing materials. They are also often not able to buy non-standard materials in small quantities. Where they cannot find an exact match, we will ask them to submit suitable alternatives to us for approval.

## **12. Material Stocks**

It is often not possible to buy small quantities of non-standard materials for use in minor repair work. Therefore maintaining stocks of non-standard materials can help to reduce the costs of maintenance and, in some cases, the time taken for permanent repairs to be made.

There is no capacity at the East Sussex Highway depots for stocks of materials. However if the District or Borough Councils can identify locations where materials can be stored these could potentially be used for:

- Minor repairs by highway teams and utility companies, which could potentially reduce patchiness.
- Storing materials removed from areas that are a lower priority for conservation to be reused in areas of higher importance.
- Potentially reducing the costs of larger scale repair schemes.

The fewer the different types of non-standard materials used in an area, the more cost effective they become. Creating a standard palette of materials to be used across an area is encouraged.

## **13. Communication**

Please continue to report faults via the Highway Contact Centre.

The Service Development Team within the East Sussex Highways Contracts Management Group will provide a central point of contact for policy matters related to this protocol.

Where you are contacted directly by a specific team such as the Road Safety Team or Design Team please continue to respond direct to that team.

We will ask for feedback from the Conservation Officers on a regular basis and work to improve our processes wherever we can.

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# Agenda Item 9

<b>Report to:</b>	<b>Place Scrutiny Committee</b>
<b>Date of meeting:</b>	<b>18 March 2020</b>
<b>By:</b>	<b>Assistant Chief Executive</b>
<b>Title:</b>	<b>Place Scrutiny Committee future work programme</b>
<b>Purpose:</b>	<b>To review and agree items for the Place Scrutiny Committee's future work programme.</b>

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**RECOMMENDATIONS:** The Place Scrutiny Committee is recommended to:

**1) Review and agree agenda items for the future Committee meetings, including items listed in the work programme in appendix 1;**

**2) Agree topics for Scrutiny Reviews to be included in the Committee's future work programme; and**

**3) Review upcoming items on East Sussex County Council's (ESCC) Forward Plan in appendix 2 to identify any issues that may require more detailed scrutiny.**

## **1 Background**

1.1 The work programme is an important tool in ensuring the correct focus and best use of the Committee's time in scrutinising topics that are of importance to the residents of East Sussex, and the efficient and effective working of the Council. It also provides clarity for those who may be requested to give evidence to the Committee on the issues under review, and the questions the Committee requires answers to.

1.2. Discussion of the work programme provides the Committee with the opportunity to examine topics that it may be of value to scrutinise, and to decide whether further scoping work is required. This provides a basis for deciding the best way of scrutinising a topic, the timescale, and who from the Committee will be involved in carrying out the review work. If there are a number of topics for review, the Committee can determine the priority of the work within the resources available to the Committee.

## **2 Work programme and future scrutiny reviews**

2.1 The Committee is asked to review the items in the work programme contained in appendix 1 of the report and agree the future agenda items and other scrutiny work of the Committee.

2.2 The Committee is asked to consider whether there are any potential topics for future scrutiny reviews, or agenda items for future meetings, that should be included in the work programme. This can include any topics or issues identified through the Committee's work on the Reconciling Policy, Performance and Resources (RPPR) process.

## **3 Forward Plan**

3.1 A copy of the Council's Forward Plan of executive decisions for the period 1 March 2020 to 30 June 2020 is included in appendix 2. The Committee is requested to review the forthcoming items on the Forward Plan to identify any issues that may require scrutiny work. The Forward Plan is revised and published on a monthly basis, and Committee members should regularly review the Forward Plan.

#### **4 Conclusion and reasons for recommendations**

4.1 The Place Scrutiny Committee is recommended to agree the agenda items and topics for scrutiny reviews to be included in the future work programme, as described in this report and appendices. The Committee is also recommended to review the Council's Forward Plan of decisions to identify any issues that may require more detailed scrutiny.

**PHILIP BAKER  
Assistant Chief Executive**

Contact Officer: Martin Jenks, Senior Democratic Service Adviser  
Tel. No. 01273 481327  
Email: [martin.jenks@eastsussex.gov.uk](mailto:martin.jenks@eastsussex.gov.uk)

**BACKGROUND DOCUMENTS**

None.

## Place Scrutiny Committee – Work Programme

<b>Current Scrutiny Reviews</b>		
<b>Title of Review</b>	<b>Detail</b>	<b>Proposed Completion Date</b>
Scrutiny Review of becoming a Carbon Neutral Council	<p>Following the declaration of a climate emergency by the Council, the Scrutiny Committee has agreed initially to undertake a scrutiny review of the actions needed for the Council to achieve carbon neutrality in its own operations. The work will examine the costs, benefits and timescales for the actions needed.</p> <p>The Review Board will also act as a reference group on the development of a ‘road map’ which will set out a clear plan of action to reduce the Council’s carbon emissions to achieve carbon neutrality.</p>	September 2020
<b>Initial Scoping Reviews</b>		
<b>Subject area for initial scoping</b>	<b>Detail</b>	<b>Proposed Dates</b>
To be agreed.		
<b>List of Suggested Potential Future Scrutiny Review Topics</b>		
<b>Suggested Topic</b>	<b>Detail</b>	
To be agreed.		

<b>Scrutiny Reference Groups</b>		
<b>Reference Group Title</b>	<b>Subject Area</b>	<b>Meetings Dates</b>
Archives and Records Service	The Committee has established a reference group to examine the work being undertaken to make savings to the service, including services provided at The Keep, and to provide digital access to archival material.	13 March 2020 and May 2020
Orbis Traded Services	To monitor the progress of work underway to expand traded services provided by the Orbis Partnership.	To be agreed
<b>Reports for Information</b>		
<b>Subject Area</b>	<b>Detail</b>	<b>Proposed Date</b>
To be agreed.		
<b>Training and Development</b>		
<b>Title of Training/Briefing</b>	<b>Detail</b>	<b>Proposed Date</b>
To be agreed.		
<b>Future Committee Agenda Items</b>		<b>Author</b>
<b>24 June 2020</b>		
Scrutiny Review of the Effectiveness of School Travel Plans	To receive the second update monitoring report on the implementation of the recommendations of the scrutiny review.	Assistant Director, Economy
Scrutiny Review of Road Repairs	To receive the first update monitoring report on the implementation of the recommendations of the scrutiny review.	Assistant Director, Operations

Work Programme	To consider items for inclusion in the Committee's work programme: <ul style="list-style-type: none"> <li>• Reports for future meetings</li> <li>• Scrutiny reviews and potential scrutiny reviews</li> <li>• Items from the Forward Plan</li> <li>• Reports for information</li> </ul>	Senior Democratic Services Adviser
<b>23 September 2020</b>		
Reconciling Policy, Performance and Resources (RPPR)	To start the Committee's work on the RPPR process for 2021/22, by reviewing Portfolio Plans and service based information.	Chief Executive / Senior Democratic Services Adviser
Work Programme	To consider items for inclusion in the Committee's work programme: <ul style="list-style-type: none"> <li>• Reports for future meetings</li> <li>• Scrutiny reviews and potential scrutiny reviews</li> <li>• Items from the Forward Plan</li> <li>• Reports for information</li> </ul>	Senior Democratic Services Adviser
<b>25 November 2020</b>		
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 2021/22.	Chief Executive / Senior Democratic Services Adviser
East Sussex Road Safety Programme	To receive progress report on the East Sussex Road Safety Programme including an update on the outcomes of Behavioural Change and Speed Management projects.	Head of Communities/Project Manager Road Safety
Scrutiny Review of Road Repairs	To receive the second update monitoring report on the implementation of the recommendations of the scrutiny review.	Assistant Director, Operations
Work Programme	To consider items for inclusion in the Committee's work programme: <ul style="list-style-type: none"> <li>• Reports for future meetings</li> <li>• Scrutiny reviews and potential scrutiny reviews</li> <li>• Items from the Forward Plan</li> <li>• Reports for information</li> </ul>	Senior Democratic Services Adviser

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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 55**
- 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](mailto: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) – 1 March 2020 TO 30 June 2020**

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 Nick Bennett – Lead Member for Resources

Councillor Bill Bentley – Lead Member for Communities and Safety

Councillor Rupert Simmons – Lead Member for Economy

Councillor Claire Dowling – 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~~

~~22 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
3 Mar 2020	Cabinet	Council Monitoring: Quarter 3 2019/20 To consider the Council Monitoring report for the third quarter of the financial year 2019/20.			Report, other documents may also be submitted	Jane Mackney 01273 482146
3 Mar 2020	Cabinet	Transport for the South East's Proposal to Government  Cabinet are recommended to agree East Sussex County Council's support for Transport for the South East's (TfSE)			Report, other documents may also be submitted	Jon Wheeler 01273 482212

		<p>Proposal to Government.</p> <p>As one of Transport for the South East's constituent authorities, it is important that the Council endorses the TfSE Proposal to Government.</p>				
9 Mar 2020	Lead Member for Education and Inclusion, Special Educational Needs and Disability	<p>Proposed Closure of Broad Oak Community Primary School</p> <p>To determine the statutory proposal to close Broad Oak Community Primary School on 31 August 2020.</p>	<b>KD</b>	Local Members	Report, other documents may also be submitted	Gary Langford 01273 481758
11 Mar 2020 <del>10</del> 2020	Lead Member for Resources	The Lead Member to consider the de-designation of children's centres – Ringmer Children's Centre	<b>KD</b>	Local Members	Report, other documents may also be submitted	Matthew Thomas 01273 337173
16 Mar 2020	Lead Member for Transport and Environment	<p>Capital Programme for Transport Improvements 2020/21</p> <p>To seek Lead Member approval, following consultation with local members and consideration by the cross-party member panel, of the list of transport schemes and associated expenditure included in the programme for design and/or delivery in 2020/21.</p>	<b>KD</b>	Draft programme to be circulated to all members for comment in mid-February. Cross party member panel to consider draft programme in early March 2020.	Report, other documents may also be submitted	Andrew Keer 01273 336682
16 Mar 2020	Lead Member for Transport and Environment	<p>Local Flood Risk Management Strategy delivery plan</p> <p>A report on progress made in delivering against the Local Flood Risk Management</p>	<b>KD</b>		Report, other documents may also be submitted	Nick Claxton, Ed Sheath 01273 481407,

		and to consider the next Delivery Plan, which will be for the period to the end of 2020/21				
16 Mar 2020	Lead Member for Transport and Environment	Revision of Waste and Minerals Local Plan  To seek approval to publish for an eight week consultation period the draft revised policies in the East Sussex, South Downs and Brighton & Hove Waste and Minerals Local Plan.			Report, other documents may also be submitted	Ed Sheath 01273 481632
16 Mar 2020 Page	Lead Member for Transport and Environment	Sussex Local Natural Capital Investment Strategy  To consider endorsement of the Strategy	P		Report, other documents may also be submitted	Andy Arnold 01273 481606
19 Mar 2020	Lead Member for Adult Social Care and Health	Notice of Motion: Unison Ethical Care Standards  A Notice of Motion to be considered calling on the County Council to sign up to the Unison Ethical Care Standards.			Report, other documents may also be submitted	Keith Hinkley 01273 481288
24 Mar 2020	Lead Member for Resources	14 Westfield Lane, Hastings  Reversal of decision to declare the asset surplus to operational requirements	KD	Local Members	Report, other documents may also be submitted	Graham Glenn 01273 336237
24 Mar 2020	Lead Member for Resources	Disposal of land acquired under the Bexhill to Hastings Link Road CPO – land north of Actons Farm	P	Local Members	Report, other documents may also be submitted	Zoe Tweed 01273 336104

24 Mar 2020	Leader and Lead Member for Strategic Management and Economic Development	Amendment to Scheme of Delegation in relation to Executive functions To consider changes to the Scheme of Delegation in light of the creation of the Regional Adoption Agency, Adoption South East			Report, other documents may also be submitted	Claire Lee 01273 335517
30 Mar 2020	Lead Member for Children and Families	Introduction of a Charging Policy for Children who are Accommodated at the request of their parents under Sec 20 of the Children Act (1989)  The Lead Member is asked to agree the introduction of a charging policy to require some parents who request that their children should become Looked After by ESCC to be financially assessed to determine whether they should contribute towards the costs of care. Certain exemptions to this process would apply meaning that there are circumstances in which such financial assessment would be waived.	<b>KD</b>		Report, other documents may also be submitted	Liz Rugg 01273 481274
21 Apr 2020	Lead Member for Resources	Annual write off of debts 2019/20  Annual report to request formal approval to write-off debts over a certain value.	<b>P</b>		Report, other documents may also be submitted	Janyce Danielczyk 01273 481893
21 Apr 2020	Cabinet	East Sussex Environment Strategy Endorsement of the Environment Strategy and action plan	<b>KD</b>		Report, other documents may also be submitted	Andy Arnold 01273 481606

21 Apr 2020	Cabinet	External Audit Plan 2019/20 The report sets out in detail the work to be carried out by the Council's External Auditors on the Council's accounts for financial year 2019/20.			Report, other documents may also be submitted	Ian Gutsell 01273 481399
21 Apr 2020	Cabinet	Internal Audit Strategy and Plan for 2020/21 Consideration of the Strategy and Plan for 2020/21			Report, other documents may also be submitted	Nigel Chilcott 01273 481447
21 Apr 2020  Paa	Cabinet	Scrutiny Review of Road Markings  To consider the report on the Scrutiny Review of Road Markings undertaken by the Place Scrutiny Committee.			Report, other documents may also be submitted	Martin Jenks 01273 481327
21 Apr 2020	Cabinet	The County Council's Climate Emergency plan  To report progress in addressing the Notice of Motion regarding the County Council's declaration of a climate emergency.	KD		Report, other documents may also be submitted	Andy Arnold 01273 481606
22 Apr 2020	Lead Member for Transport and Environment	Outcome of Phase 2 Eastbourne Town Centre Movement & Access Package consultation  To approve the Phase 2 consultation report for publication and progress to the detailed design and construction stage of the project	KD		Report, other documents may also be submitted	Tracey Vaks 01273 482123
20 May 2020	Lead Member for Transport and	Hastings Walking and Cycle Network - Queensway to Silverhill (western) Route		Local Members	Report, other documents may	Tracey Vaks 01273 482123

	Environment	To consider the results of the local consultation on the proposed pedestrian and cycle route in western Hastings and to recommend how the scheme will be taken forward	<b>KD</b>		also be submitted	
20 May 2020 P	Lead Member for Transport and Environment	Well Managed Highway Code of Practice update: Highway Maintenance and Consideration of Character  To consider a proposal for a new policy regarding the approach to the choice of materials used in the management of highway assets including those of particular conservation and historical interest			Report, other documents may also be submitted	Stephanie Everest 01273 482644
27 May 2020 Q	Lead Member for Economy	Scale Up East Sussex - evaluation and progress report  Report on the pilot, which will share evaluation of the programme and recommendations for future work	<b>KD</b>		Report, other documents may also be submitted	Ioni Sullivan 01273 482701
2 Jun 2020	Leader and Lead Member for Strategic Management and Economic Development	Local Growth Fund and Growing Places Fund financial statement - confirmed spend for 2019/20 and forecast for 2020/21  To agree and approve the Local Growth Fund and Growing Places Fund spend for 2019/20 and forecast for 2020/21			Report, other documents may also be submitted	Marwa Al-Qadi 01273 336439
23 Jun 2020	Cabinet	Ashdown Forest Trust Fund 2019/20  To consider the Ashdown Forest Trust			Report, other documents may also be submitted	Jill Fisher 01273 482542

		Income and Expenditure Account and Balance sheet for 2019/20.			
23 Jun 2020	Cabinet	<p>Council Monitoring: Quarter 4 2019/20 - End of Year</p> <p>To consider the Council Monitoring report for the fourth quarter of the financial year 2019/20 as part of the Council's Reconciling Policy, Performance and Resources (RPPR) budget monitoring process.</p>			Report, other documents may also be submitted Jane Mackney 01273 482146