



## LEAD MEMBER FOR TRANSPORT AND ENVIRONMENT

**DECISIONS** to be made by the Lead Member for Transport and Environment,  
Councillor Claire Dowling

**MONDAY, 17 JANUARY 2022 AT 10.00 AM**

**COUNCIL CHAMBER, COUNTY HALL, LEWES**

**++ THE MEETING WILL TAKE PLACE IN PERSON ++**

### **AGENDA**

1. Decisions made by the Lead Cabinet Member on 13 December 2021 (*Pages 3 - 8*)
2. Disclosure of Interests  
Disclosure by all Members present of personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.
3. Urgent items  
Notification of any items which the Lead Member considers urgent and proposes to take at the appropriate part of the agenda.
4. Petition calling on the County Council to reduce the speed of traffic in Jevington (*Pages 9 - 20*)  
Report by the Director of Communities, Economy and Transport
5. A259 Denmark Place/A2101 Albert Road, Hastings, pedestrian crossing improvements (*Pages 21 - 40*)  
Report by the Director of Communities, Economy and Transport
6. Viridor in East Sussex Community Fund (*Pages 41 - 64*)  
Report by the Director of Communities, Economy and Transport
7. Any urgent items previously notified under agenda item 3

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

7 January 2022

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## LEAD MEMBER FOR TRANSPORT AND ENVIRONMENT

DECISIONS made by the Lead Member for Transport and Environment, Councillor Claire Dowling, on 13 December 2021 at County Hall, Lewes

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Councillors Godfrey Daniel and Julia Hilton spoke on item 4 (see minute 30)

Councillor Stephen Shing spoke on items 6 and 7 (see minutes 32 and 33)

### 27. DECISIONS MADE BY THE LEAD CABINET MEMBER ON 22 NOVEMBER 2021

27.1 The Lead Member approved as a correct record the minutes of the meeting held on 22 November 2021.

### 28. DISCLOSURE OF INTERESTS

28.1 Councillor Godfrey Daniel declared a personal interest in Item 4, in that he is the President of the Hastings Welsh Society and knew the Lead Petitioner who is the Chair, but he did not consider this to be prejudicial.

### 29. REPORTS

29.1 Reports referred to in the minutes below are contained in the minute book.

### 30. PETITION FOR IMPROVED SAFETY MEASURES – ROBERTSON'S HILL, HASTINGS

30.1 The Lead Member considered a report by the Director of Communities, Economy and Transport.

30.2 Ms Ivora Alexander spoke in support of the petition's aims.

## DECISIONS

30.3 The Lead Member RESOLVED to advise the petitioners that a potential scheme to provide:

- A one-way system;
- A footway outside of Nos. 1-3 Robertson's Hill;
- Traffic calming measures including a 20mph speed limit, speed bumps, width restriction and/or a priority working system;

has been assessed through our approved High Level Sift process and is not a priority for the County Council at the present time; and consideration could be given to an application to the Community Match Initiative for local highway improvements.

## Reasons

30.4 Crash data supplied by Sussex Police for the period 01/10/2018 – 30/09/2021 shows that there have been no crashes resulting in personal injury within Robertson's Hill, with two slight injury crashes recorded at the junction with the A259. The County Council has a limited amount of funding to develop local transport improvements and we need to ensure that we target our resources to those schemes which will be of greatest benefit to our local communities. The proposal(s) did not meet the benchmark score to enable them to be taken forward.

## 31. PETITION TO ADDRESS ROAD SAFETY CONCERNS AT WHATLINGTON ROAD IN BATTLE

31.1 The Lead Member considered a report by the Director of Communities, Economy and Transport.

31.2 Mr Alan Covall spoke in support of the petition's aims.

## DECISIONS

31.3 The Lead Member RESOLVED to advise the petitioners that

(1) A potential scheme to reduce vehicle speeds and overtaking is not a priority for the County Council at the present time; and

(2) Petitioners and Battle Town Council may wish to consider taking a potential scheme forward through the Community Match Initiative. A Feasibility Study (at a cost of £500) would be required prior to a Community Match application.

#### Reasons

31.4 A request to install priority working build-outs/chicanes to reduce vehicle speeds on the straight section of Whatlington Road between Virgins Lane and the bends by Punchbowl Corner was made by Councillor Field in July 2021 and was assessed to determine if it was a priority to be funded through our Integrated Transport Programme. A potential scheme on this section of Whatlington Road was not identified as a priority for funding. The crash data supplied by Sussex Police for the most recent three-year period (up to 30/09/2021) does not show any recorded personal injury crashes on the section of Whatlington Road from Caldbec Hill to a point north of the bends at Punchbowl Corner (by a property called 'Olde Wayes').

#### 32. PETITION FOR THE INTRODUCTION OF A SPEED RESTRICTION FOR THE HAMLET OF MILTON STREET, LONG MAN

32.1 The Lead Member considered a report by the Director of Communities, Economy and Transport.

32.2 Mr Tyler Butterworth spoke in support of the petition's aims.

#### DECISIONS

32.3 The Lead Member RESOLVED to advise the petitioners that

(1) A 30mph speed limit in the hamlet of Milton Street does not meet the criteria requirements set out in approved policy PS05/02;

(2) The investigation of additional measures is not a priority for East Sussex County Council;

(3) The petitioners may wish to consider taking a potential scheme forward through the Community Match Initiative. A Feasibility Study (at a cost of £500) would be required prior to a Community Match application; and

(4) Contact will be made with National Highways with a request to improve signing at the junction of the A27/Milton Street as this falls within their jurisdiction.

## Reasons

32.4 At the present time, the County Council has very limited funding available for assessing lower speed limits and associated measures. The only resources currently available are being targeted at the 'A' and 'B' roads in the county with a crash rate above the county average. As Milton Street is a 'C' class road and in the absence of a recorded crash record in the most recent ten-year period, this would not be a priority for us to consider at the present time.

## 33. UPDATED LIBRARIES STRATEGIC COMMISSIONING STRATEGY 2022/23 TO 2027/28

33.1 The Lead Member considered a report by the Director of Communities, Economy and Transport.

## DECISIONS

33.2 The Lead Member RESOLVED to (1) Note the significant progress made in delivering and implementing new services including the new children and young people's offer to support literacy and numeracy, an enhanced modern eLibrary, and increased outreach work in our most disadvantaged communities.

(2) Note that following the extensive review and update of the evidence base, including the Needs Assessment (Appendix 4 of the report) and Accessibility Analysis (Appendix 5 of the report) the current Vision and 4 Strategic Outcomes remain relevant and correct for the medium-term focus for the Library and Information Service and so remain unchanged. In addition, this assessment has concluded that we should maintain our network of 17 public library buildings, which have around 1 million visits annually as well as continuing to host partners and their service offers.

(3) Agree the Updated Libraries Strategic Commissioning Strategy 2022/23 to 2027/2028 and implementation to ensure the Library and Information Service continues to support residents' needs.

(4) Agree the implementation of additional services to address the identified emerging needs, including the extension of homework and code clubs for children, the development of our Step into Reading service to help adults improve their reading and new services to help young people into employment including Job Pods. In addition, enhance access further to the Library and Information Service through removing reservations fees so that people can reserve books from across the whole catalogue and collect them at their local library, making the entire lending stock freely available to all residents (para.2.37 of the report).

## Reasons

33.3 The report and accompanying appendices describe in detail the excellent progress made to deliver the Libraries Strategic Commissioning Strategy 2018-2023. The offers outlined in the Libraries Strategic Commissioning Strategy 2022/23 to 2027/28 have been developed following a comprehensive review of the data. The Strategic Outcomes allow for some flexibility in developing offers which will meet the challenges that the community will face going forward, in this period of Covid-19 recovery.

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# Agenda Item 4

**Report to:** Lead Member for Transport and Environment

**Date of meeting:** 17 January 2022

**By:** Director of Communities, Economy and Transport

**Title:** Petition calling on the County Council to reduce the speed of traffic in Jevington

**Purpose:** To consider the petition calling on the County Council to place a speed hump just before the entrance of Green Lane, Jevington to help reduce the speed of traffic in Jevington

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**RECOMMENDATIONS:** The Lead Member is recommended to advise the petitioners that:

- (1) Speed humps or a traffic calming scheme in the Green Lane area of Jevington are not a priority for the County Council at the present time;**
  - (2) A traffic calming scheme in Jevington does not currently meet the benchmark score for consideration within a future capital programme, but they may wish to contact Willingdon and Jevington Parish Council to determine their interest in a community funded scheme through the Community Match initiative. A Feasibility Study (at a cost of £500) would be required prior to a Community Match application; and**
  - (3) The existing traffic signs on the approaches to Green Lane will be reviewed to identify whether any improvements would be appropriate.**
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## **1 Background Information**

1.1 At the County Council meeting on 23 July 2021, Councillor Stephen Shing presented a petition to the Chairman of the Council. The petition states: *“The small community of East Jevington on the C40 road has several Equine stable yards, and many horses use this area especially around Green Lane. Vehicles have been monitored by Willingdon Community Speed Watch Group travelling in excess of 55mph in this 30mph zone. The residents of the Parish of Willingdon and Jevington ask East Sussex County Council to place a speed hump just before the entrance of Green Lane to help reduce the speed of traffic before a very serious accident occurs”.*

1.2 A copy of the petition is available in the Members’ Room. Standing Orders provide that where the Chairman considers it appropriate, petitions are considered by the relevant Committee or Lead Member and a spokesperson for the petitioners is invited to address the Committee. The Chairman has referred this petition to the Lead Member for Transport and Environment.

## **2 Supporting Information**

2.1 The village of Jevington is situated on the C40 Jevington Road to the west of Eastbourne. A Location Plan is included in Appendix 1.

2.2 The more built-up part of Jevington is subject to a 30mph speed limit between a point 44-metres north of Green Lane and a point 160-metres south of Eastbourne Lane (a total distance of approximately 835-metres). The road width within the extent of the 30mph speed limit varies from between approximately 4.2-metres and 5.5-metres. The extent of the 30mph speed limit in Jevington is indicated in Appendix 2.

2.3 Green Lane is a non-maintained ancient highway/By-way open to all traffic. The sightlines at the Green Lane junction are restricted to the north by the front boundary wall of ‘Coopers’, and

to the south by the outbuilding of 'Water End'. The County Council does not have sufficient land in its control to improve the sightlines at the junction. There is a 1-metre wide 17-metres long footway on the western side of the C40 Jevington Road immediately to the south of the Green Lane junction. Photographs indicating the sightlines and footway at the junction are provided in Appendix 3.

2.4 A traffic survey carried out on the C40 near Green Lane recorded the average two-way traffic flow to be 2434 vehicles per day between 9 and 17 November 2021. The average speed of traffic was recorded at 25mph northbound and 25mph southbound, with 85<sup>th</sup> percentile speeds (the speed that 85% of drivers are travelling below) of 30mph northbound and 31mph southbound. The results of the traffic survey are summarised in Appendix 2, and a copy is included in Appendix 4.

2.5 There have not been any personal injury crashes reported to the Police within the 30mph speed limit on the C40 Jevington Road in the latest available five-years of data (1 November 2016 to 31 October 2021).

2.6 The construction of road (speed) humps on a public highway is controlled by national legislation and guidance issued by the Department for Transport. Road humps cannot be used in isolation, they can only be used as part of a wider traffic calming scheme. Road humps also require street lighting to be present. Traffic calming schemes are therefore very expensive.

2.7 The resources that are available for road safety are limited and priority must be given to locations with a history of personal injury crashes. As part of this year's Road Safety Programme for Local Safety Sites, the County Council has identified 59 locations where at least four personal injury crashes have occurred in the latest three-years. As the safety record within the extent of the 30mph speed limit at Jevington is very good, a road hump at Green Lane, as part of a wider traffic calming scheme in Jevington, is not an identified road safety priority for the County Council.

2.8 A traffic calming scheme on the C40 Jevington Road has been assessed using the High Level Sift process, to see whether it might be a priority for future consideration as part of the Capital Programme for Transport Improvements. However, it did not achieve the benchmark score required to enable a more detailed assessment to be taken forward.

2.9 Although traffic calming in the vicinity of Green Lane in Jevington is not a priority for the County Council, the petitioners may wish to contact Willingdon and Jevington Parish Council to determine their interest in a community funded scheme through the Community Match initiative. A Feasibility Study (at a cost of £500) would be required prior to a Community Match application.

2.10 During a site visit by the Road Safety Officer it was noted that there could be scope for improving the advanced traffic signing for this area. A full review will therefore be undertaken to identify whether improvements could be made to highlight to drivers the need to proceed with caution.

### **3 Conclusion and Reasons for Recommendations**

3.1 It is recommended that the Petitioners be advised that speed humps or a traffic calming scheme in the Green Lane area are not a priority for the County Council at the present time.

3.2 It is recommended that the Petitioners be advised that a traffic calming scheme in Jevington does not meet the benchmark score for consideration within a future capital

programme, but they may wish to contact Willingdon and Jevington Parish Council to determine their interest in a community funded scheme.

3.3 It is recommended that the Petitioners be advised that the existing signs near Green Lane will be reviewed to establish whether any improvements to the traffic signs would help advise drivers of the alignment of the road and risk of pedestrians and accompanied horses in the road ahead.

RUPERT CLUBB

Director of Communities, Economy and Transport

Contact Officer: Michael Higgs

Tel.No. 01273 482106

Email: [michael.higgs@eastsussex.gov.uk](mailto:michael.higgs@eastsussex.gov.uk)

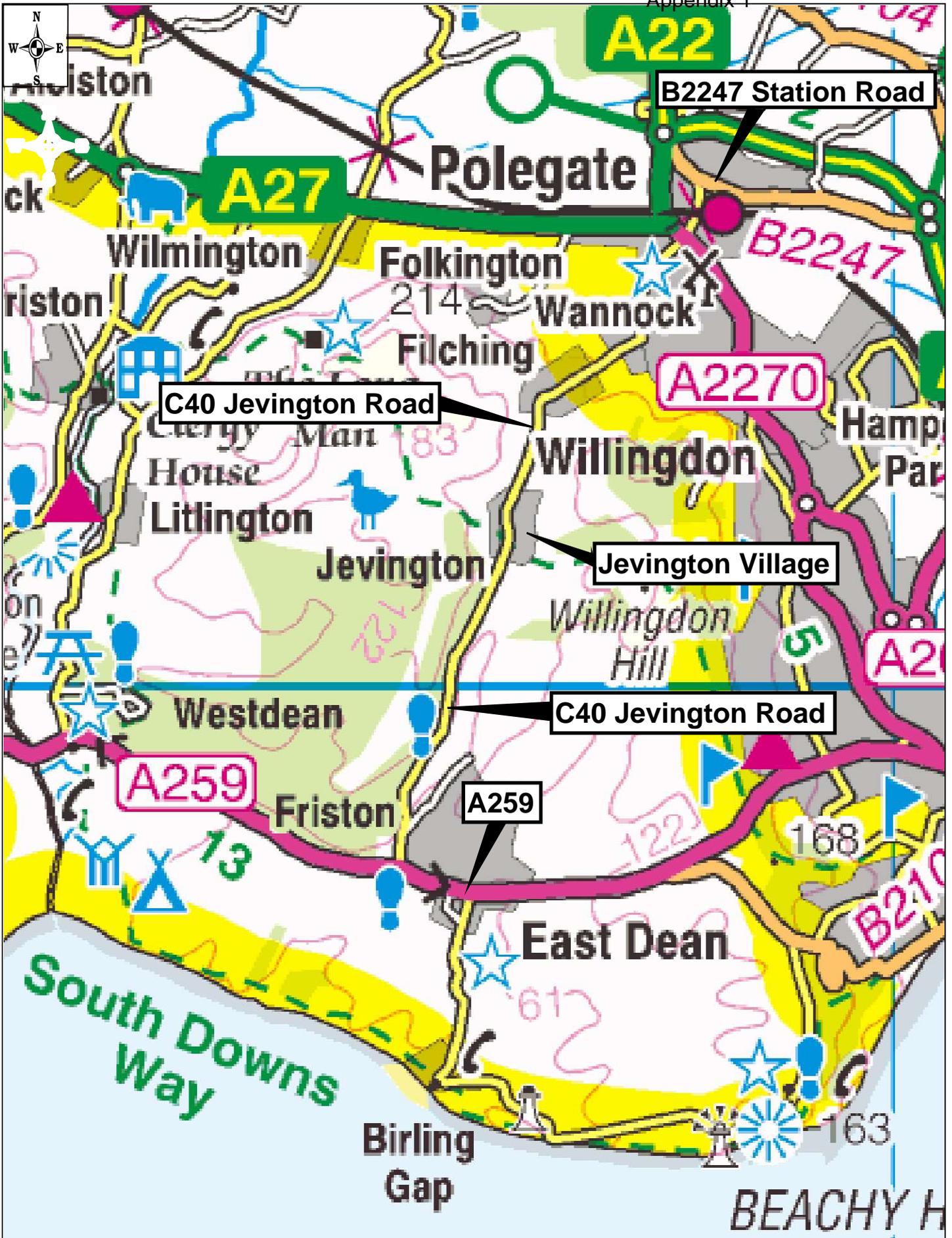
LOCAL MEMBER:

Councillor Stephen Shing

BACKGROUND DOCUMENTS:

None

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East Sussex  
County Council

**AccsMap version 6.1**      **Location Plan**

Appendix 1

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County Council.      Page 13

Licence No. 100019601. 2021

SCALE	1 : 50000
DATE	30/11/2021
DRAWING NO.	1
DRAWN BY	MJH
ORIGINAL SIZE	A4

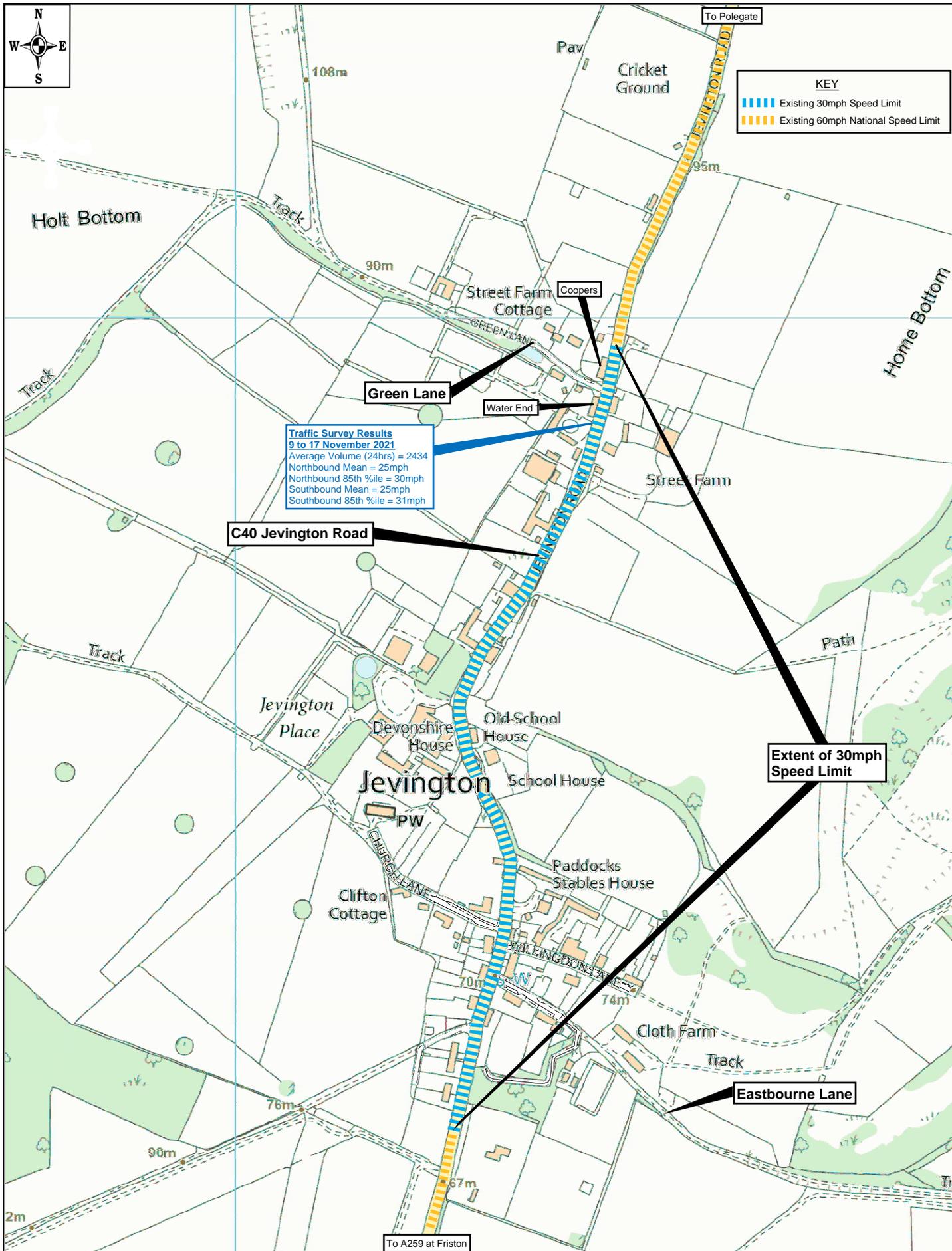




Photo 1 – Looking north from Green Lane



Photo 2 – Looking south from Green Lane

### Appendix 3



Photo 3 – Looking into Green Lane from Jevington Road



Photo 4 – Footway to the south of Green Lane

# Site Number: 00005920

## Jevington Road, Jevington, south of Green Lane

### Details

Site Reference: 00005920

Grid Reference: 556359,101899

Site Configuration:

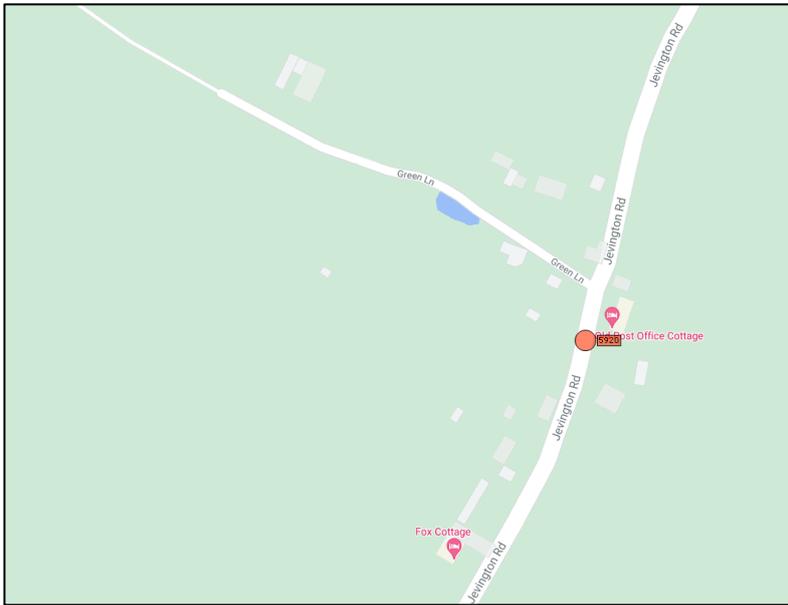
Interval: 60

Telemetry: No

### Channels

Channel 1: Southbound (South)

Channel 2: Northbound (North)



### Location



A5920 NB.jpg



A5920 SB.jpg

### Appendix 4

# Jevington Road, Jevington, south of Green Lane

Site Number: 00005920  
Speed Summary (All Days) Report

From 09/11/2021 To 17/11/2021

Site Reference: 00005920

No Filters Applied

Southbound

	Total Volume	85th Percentile	Mean Average	Standard Deviation	Bin 1 <5Mph	Bin 2 5-<10	Bin 3 10-<15	Bin 4 15-<20	Bin 5 20-<25	Bin 6 25-<30	Bin 7 30-<35	Bin 8 35-<40	Bin 9 40-<45	Bin 10 45-<50	Bin 11 50-<55	Bin 12 55-<60	Bin 13 =>60
00:00	6		31	6	0	0	0	0	0	3	1	1	1	0	0	0	0
01:00	3		32	9	0	0	0	0	0	1	1	1	0	0	0	0	0
02:00	1		33	6	0	0	0	0	0	0	0	1	0	0	0	0	0
03:00	1		31	2	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	2		31	7	0	0	0	0	0	0	0	1	0	0	0	0	0
05:00	5		33	5	0	0	0	0	0	1	1	2	0	0	0	0	0
06:00	12	34	29	6	0	0	0	1	1	4	4	2	0	0	0	0	0
07:00	44	33	26	7	0	0	3	8	6	15	9	3	0	0	0	0	0
08:00	67	32	25	6	0	1	3	12	14	21	14	1	0	0	0	0	0
09:00	71	30	24	7	0	2	6	8	17	27	9	1	0	0	0	0	0
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11:00	89	30	24	6	0	2	8	13	23	33	10	1	0	0	0	0	0
12:00	85	30	25	6	0	1	5	8	23	36	10	1	0	0	0	0	0
13:00	83	29	24	6	0	2	6	9	28	29	7	1	0	0	0	0	0
14:00	111	29	24	6	0	2	7	18	33	39	10	2	0	0	0	0	0
15:00	116	29	23	6	0	3	10	21	37	36	8	1	0	0	0	0	0
16:00	131	30	24	6	0	2	7	17	38	51	14	2	0	0	0	0	0
17:00	81	30	25	6	0	2	4	8	19	34	11	2	0	0	0	0	0
18:00	42	33	27	6	0	0	1	2	8	18	11	1	1	0	0	0	0
19:00	30	31	26	5	0	0	1	2	8	13	6	1	0	0	0	0	0
20:00	31	33	27	6	0	0	1	2	5	12	9	1	0	0	0	0	0
21:00	26	33	28	6	0	0	1	2	5	10	7	2	0	0	0	0	0
22:00	23	35	29	6	0	0	0	1	4	8	7	2	1	0	0	0	0
23:00	13	34	29	6	0	0	0	1	2	5	3	1	0	0	0	0	0
Total																	
12H(7-19)	998	30	24	6	0	19	65	135	266	371	122	17	3	0	0	0	0
16H(6-22)	1097	30	25	6	0	20	67	142	285	410	147	23	4	0	0	0	0
18H(6-24)	1133	31	25	6	0	20	67	143	290	423	157	27	5	1	0	0	0
24H(0-24)	1151	31	25	6	0	20	68	144	291	428	162	31	6	1	0	0	0
AM Peak	11:00		02:00	01:00	11:00	09:00	11:00	11:00	11:00	11:00	08:00	07:00	00:00	11:00	11:00	11:00	01:00
	89		33	9	0	2	8	13	23	33	14	3	1	0	0	0	0
PM Peak	16:00	22:00	22:00	23:00	23:00	15:00	15:00	15:00	16:00	16:00	16:00	22:00	22:00	22:00	23:00	23:00	23:00
	131	35	29	6	0	3	10	21	38	51	14	2	1	0	0	0	0

# Jevington Road, Jevington, south of Green Lane

From 09/11/2021 To 17/11/2021

Site Reference: 00005920

Site Number: 00005920  
Speed Summary (All Days) Report

No Filters Applied

Northbound

Page 19

	Total Volume	85th Percentile	Mean Average	Standard Deviation	Bin 1 <5Mph	Bin 2 5-<10	Bin 3 10-<15	Bin 4 15-<20	Bin 5 20-<25	Bin 6 25-<30	Bin 7 30-<35	Bin 8 35-<40	Bin 9 40-<45	Bin 10 45-<50	Bin 11 50-<55	Bin 12 55-<60	Bin 13 =>60
00:00	5		28	5	0	0	0	0	1	2	1	0	0	0	0	0	0
01:00	3		27	7	0	0	0	0	1	1	0	0	0	0	0	0	0
02:00	2		26	7	0	0	0	1	1	1	0	0	0	0	0	0	0
03:00	1		28	3	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	2		29	6	0	0	0	0	1	1	0	1	0	0	0	0	0
05:00	7		34	6	0	0	0	0	0	2	2	2	1	1	0	0	0
06:00	43	34	30	5	0	0	0	1	5	16	16	4	1	0	0	0	0
07:00	135	33	28	5	0	0	1	5	28	63	30	6	1	0	0	0	0
08:00	127	30	25	6	0	1	6	11	42	46	17	3	0	0	0	0	0
09:00	107	29	24	6	0	3	6	13	37	36	10	2	0	0	0	0	0
10:00	101	29	24	5	0	2	1	13	39	36	8	1	0	0	0	0	0
11:00	89	29	23	6	0	1	5	17	30	27	8	1	0	0	0	0	0
12:00	86	29	24	5	0	2	2	11	29	34	7	0	0	0	0	0	0
13:00	94	29	24	5	0	1	4	16	34	32	6	1	0	0	0	0	0
14:00	92	29	24	6	0	1	5	14	34	28	8	1	0	0	0	0	0
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18:00	39	31	26	5	0	0	1	2	11	16	6	1	1	0	0	0	0
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23:00	10	33	28	7	0	0	0	1	3	3	2	0	1	0	0	0	0
Total																	
12H(7-19)	1095	30	24	6	0	14	46	143	371	383	115	18	3	0	0	0	0
16H(6-22)	1233	30	25	6	0	15	46	151	403	435	146	29	6	0	0	0	0
18H(6-24)	1263	30	25	6	0	16	47	153	410	447	153	30	7	0	1	0	0
24H(0-24)	1283	30	25	6	0	16	47	154	413	454	157	33	8	1	1	0	0
AM Peak																	
07:00			05:00	02:00	11:00	09:00	09:00	11:00	08:00	07:00	07:00	07:00	06:00	05:00	07:00	11:00	11:00
135		34	7	0	3	6	17	42	63	30	6	1	1	0	0	0	
PM Peak																	
15:00	23:00	23:00	23:00	23:00	23:00	15:00	15:00	15:00	15:00	12:00	14:00	20:00	23:00	21:00	23:00	23:00	23:00
95	33	28	7	0	2	5	17	35	34	8	3	1	0	0	0	0	

Local Events Included & Include All Globals

Printed at: 13:23 on 16 November 2021

# Jevington Road, Jevington, south of Green Lane

From 09/11/2021 To 17/11/2021

Site Reference: 00005920

Site Number: 00005920  
Speed Summary (All Days) Report

No Filters Applied

All Channels

	Total Volume	85th Percentile	Mean Average	Standard Deviation	Bin 1 <5Mph	Bin 2 5-<10	Bin 3 10-<15	Bin 4 15-<20	Bin 5 20-<25	Bin 6 25-<30	Bin 7 30-<35	Bin 8 35-<40	Bin 9 40-<45	Bin 10 45-<50	Bin 11 50-<55	Bin 12 55-<60	Bin 13 =>60
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02:00	4		29	8	0	0	0	1	1	1	1	1	0	0	0	0	0
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04:00	4		30	7	0	0	0	0	1	1	1	1	0	0	0	0	0
05:00	12	39	34	6	0	0	0	0	1	3	3	4	1	1	0	0	0
06:00	55	35	30	5	0	0	0	2	6	21	20	6	1	0	0	0	0
07:00	179	33	27	6	0	1	4	13	34	78	39	9	1	0	0	0	0
08:00	193	31	25	6	0	2	9	23	56	67	31	4	1	0	0	0	0
09:00	178	30	24	6	0	5	12	21	54	63	19	3	1	0	0	0	0
10:00	179	29	24	5	0	3	6	24	59	68	17	2	0	0	0	0	0
11:00	178	29	24	6	0	3	13	30	52	60	18	2	0	0	0	0	0
12:00	171	29	24	6	0	3	8	20	51	70	17	1	0	0	0	0	0
13:00	177	29	24	6	0	3	10	26	62	61	12	2	0	0	0	0	0
14:00	202	29	24	6	0	3	12	32	67	67	18	3	0	0	0	0	0
15:00	211	29	23	6	0	5	15	38	72	62	15	3	0	0	0	0	0
16:00	204	29	24	6	0	4	13	30	67	70	17	2	0	0	0	0	0
17:00	140	30	25	6	0	2	7	16	41	53	17	2	1	0	0	0	0
18:00	81	32	27	6	0	1	2	5	20	34	17	2	1	0	0	0	0
19:00	61	32	26	6	0	1	1	5	17	23	11	3	1	0	0	0	0
20:00	69	33	27	6	0	1	1	5	14	28	15	4	0	0	0	0	0
21:00	52	33	27	6	0	0	1	4	13	19	10	3	1	0	0	0	0
22:00	43	34	29	6	0	0	1	2	8	16	12	3	1	0	0	0	0
23:00	23	34	29	7	0	0	0	1	5	8	6	2	1	0	0	0	0
Total																	
12H(7-19)	2093	30	24	6	0	33	110	278	637	755	237	36	6	1	0	0	0
16H(6-22)	2330	30	25	6	0	35	113	293	687	845	293	52	10	1	0	0	0
18H(6-24)	2396	30	25	6	0	36	114	296	700	869	310	56	12	1	1	0	0
24H(0-24)	2434	31	25	6	0	36	114	297	705	882	319	65	14	2	1	0	0
AM Peak																	
08:00	05:00	05:00	01:00	11:00	09:00	11:00	11:00	10:00	07:00	07:00	07:00	06:00	05:00	07:00	11:00	01:00	
193	39	34	9	0	5	13	30	59	78	39	9	1	1	0	0	0	
PM Peak																	
15:00	23:00	23:00	23:00	23:00	15:00	15:00	15:00	15:00	15:00	16:00	14:00	20:00	22:00	22:00	23:00	23:00	23:00
211	34	29	7	0	5	15	38	72	70	18	4	1	0	0	0	0	

**Report to:** Lead Member for Transport and Environment

**Date of Meeting:** 17 January 2022

**By:** Director of Communities, Economy and Transport

**Title:** A259 Denmark Place/A2101 Albert Road, Hastings, pedestrian crossing improvements.

**Purpose:** To consider responses to the stakeholder consultation & public information exercise and seek approval to progress the scheme to detailed design and construction.

---

**RECOMMENDATION:** The Lead Member is recommended to:

- (1) Note the responses to the stakeholder consultation and public information exercise on the proposed pedestrian crossing improvements set out in this report; and**
  - (2) Approve the proposed changes to the pedestrian crossing facilities at the junction of the A259 Denmark Place/A2101 Albert Road to improve accessibility to the seafront and encourage more active travel and progress the scheme to detailed design and construction**
- 

## **1. Background Information**

1.1 The Bexhill and Hastings Movement and Access Package (BHMAP) comprises a package of pedestrian, cycle and public transport improvement schemes across Bexhill, Hastings and St Leonards which is being funded by the Local Growth Fund, secured through the South East Local Enterprise Partnership (SELEP). The objectives of the BHMAP are to:

- Support economic growth by reducing traffic congestion and improving safety
- Support accessibility and enhance social inclusion with access to improved integrated public transport provision and infrastructure
- Improve health and wellbeing by supporting connectivity between key services, enabling an increase in cycling and walking for everyday journeys
- Support greater inward investment, particularly the growing cultural and tourism sectors within the town centres, by improving the physical environment and enhancing permeability
- Ensure integration of the programme with related key infrastructure projects being delivered to support future sustainable growth and smart mobility

1.2 A key element of the package is focussed on various improvements to movement and access between the rail station, the town centre and the seafront in Hastings; this includes the pedestrian connectivity across the A259 Denmark Place/A2101 Albert Road junction.

## **2. Detailed Information**

### **2.1 Existing junction layout**

2.1.1 The junction of the A259 Denmark Place/A2101 Albert Road is located on the seafront in Hastings and currently has one staggered signalised pedestrian crossing which is on the eastern side of Albert Road, across Denmark Place. There are no facilities for pedestrians crossing Albert Road although dropped kerbs are in place. There is a signal pole island in the middle of Albert Road, however the island is not wide enough to accommodate pedestrians with buggies or those pushing wheelchairs. There are no pedestrian crossing facilities on the western side of the junction.

## 2.2 Proposed layout

2.2.1 The proposed scheme is to change the existing staggered crossing on Denmark Place to the east of the junction to a straight-across crossing. New straight-across crossings would also be provided over Albert Road and over Denmark Place on the western side of the junction outside 'The Carlisle' public house. The footways on the northern side of the junction would be widened slightly to bring the crossings within the recommended maximum width for straight-across pedestrian crossings (15m). A plan of the proposals can be found in Appendix 1.

2.2.2 Traffic modelling has been undertaken to determine the impact of the proposal on traffic using the junction. This predicts that all arms of the junction will be within capacity during the weekday AM peak, interpeak and PM peak, and on Saturdays to 2028. In 2040 the modelling predicts that the junction will be slightly over capacity in the weekday AM peak and interpeak however the work is based on the worst-case scenario where the traffic signal sequencing is on a 96 second cycle and the pedestrian-only phase is called in every cycle. Traffic signal cycles can be extended to an upper threshold of 120 seconds which would provide more time for traffic although pedestrians would wait longer. In addition, as a worst-case scenario, the modelling assumes that only two vehicles which are turning right from Denmark Place westbound wait in front of the stop line. In some cycles, there may be three or four vehicles that wait to turn right in front of the stop line.

2.2.3 The construction cost of the scheme is estimated at £456,000. Preliminary and detailed design costs are estimated to be £111,000. Ongoing maintenance costs will be included in the Council's future maintenance programme.

## 2.3 Stakeholder consultation and public information on proposals

2.3.1 An initial stakeholder consultation was undertaken in June 2021 on the proposals to create a new staggered crossing on the western side of the Albert Road/Denmark Place junction to mirror the existing staggered crossing on the eastern side of the junction. Following feedback from stakeholders, the design was reviewed, and alterations were made which allowed straight-across crossings, as set out in section 2.2, to be accommodated within the design.

2.3.2 Details of the new proposal were sent to over 30 stakeholders by email on 6 September 2021. The stakeholders included the County Councillor for this area, Hastings Borough Councillors, County and Hastings Borough Council officers, the emergency services, the bus operator, walking, cycling and disability groups, transport and business groups and the Environment Agency. A list of stakeholders can be found in Appendix 2. The email to stakeholders can be found in Appendix 3.

2.3.3 Five stakeholder responses were received with no objections to the proposed scheme, however there were several requests for additional facilities or alternative aesthetic designs. This included a request for zebra crossings instead of the new signalised crossings, toucan crossings, a left-turn only lane eastbound on Denmark Place, colourful crossings and to soften car dominant aesthetics. Copies of the full correspondence received have been made available to the Lead Member and the Local Member.

2.3.4 In response to the initial stakeholder consultation the Local Member indicated he was very supportive of improvements to the pedestrian crossing facilities in this location.

2.3.5 The safest crossing type for this junction is a pedestrian phase within the signalised junction which will hold the traffic for pedestrians to cross the carriageway. There is no cycle route on the northern side of the seafront towards the town centre at present, however, the crossings have been designed to a width of 4m on all arms which will allow them to be upgraded to toucans at a later date if required. A left turn only filter lane into Albert Road would negatively affect traffic flows making the junction over capacity in the 2028 PM peak and significantly over capacity in all weekday time periods in 2040. Consideration will be given to the type of street furniture that will be implemented during the detailed design stage. More details on the comments received and the responses can be found in Appendix 4.

2.3.6 500 letters with plans advising of the proposed changes to the crossing facilities at the junction were hand delivered to residents and businesses in the surrounding area on 5 October 2021.

2.3.7 One response was received which was raised on behalf of the residents of a nearby block of flats. The response included queries on whether there would be any changes to the subway on Denmark Place, to the gardens outside the flats and whether the pedestrian crossings would be silent. The residents were advised that there would be no changes to the subway or the gardens outside the flats and that the crossings would be fitted with audibles (bleepers) to assist visually impaired pedestrians to cross safely. The audibles would only operate between 7am-10pm, and, to reduce disturbance to residents, would be set to the minimum volume. No further issues were raised. A copy of the public information letter advising of the proposed changes to the junction crossing facilities can be found in Appendix 5 and subsequent queries and responses in Appendix 6.

2.3.8 The proposals aim to improve accessibility to the seafront especially for more vulnerable user groups. The design of the scheme has considered equalities characteristics and an Equalities Impact Assessment (EQIA) has been carried out for the proposals. The EQIA was updated after the stakeholder engagement and public information exercises to ensure that any issues raised were addressed.

### **3. Conclusion and Reason for Recommendation**

3.1 Improvements to the pedestrian crossing facilities at the A259 Denmark Place/A2101 Albert Road junction in Hastings town centre will help to improve accessibility to the seafront and encourage more active travel. In turn, this will contribute towards the County Council's commitment of net zero carbon emissions by 2050 or earlier if possible, and the Government's decarbonising transport agenda.

3.2 No objections have been received following the stakeholder consultation and public information on the proposals although requests for additional provisions have been received which will be considered and incorporated where possible as part of the detailed design. It is therefore recommended that comments received from the stakeholder consultation and public information exercise are noted and that the proposed changes to the pedestrian crossing facilities at the A259 Denmark Place/A2101 Albert Road junction are approved and progressed to detailed design and construction.

RUPERT CLUBB  
Director of Communities, Economy and Transport

Contact Officer: Deborah Parker  
Tel No. 01273 336685  
Email: [deborah.parker@eastsussex.gov.uk](mailto:deborah.parker@eastsussex.gov.uk)

LOCAL MEMBERS  
Councillor Godfrey Daniel

### BACKGROUND DOCUMENTS

None

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List of Key Stakeholders

- 1 Road Safety Team - ESCC
- 2 Passenger transport group - ESCC
- 3 Parking Team - ESCC
- 4 Transport Development Control - ESCC
- 5 Asset Management - ESCC
- 6 County Ecologist - ESCC
- 7 ESCC Councillor - Castle and Braybrooke
- 8 Hasting Borough Councillor (1) - Castle Ward
- 9 Hasting Borough Councillor (2) - Castle Ward
- 10 Conservation Officer - Hastings Borough Council:
- 11 Regeneration Officer - Hastings Borough Council
- 12 Marketing and Major Projects Manager – Hastings Borough Council
- 13 District/Borough Equalities Officer – Hastings Borough Council
- 14 East Sussex Fire and Rescue (1)
- 15 East Sussex Fire and Rescue (2)
- 16 Sussex Police
- 17 South East Coast Ambulance Service
- 18 Stagecoach (for East Sussex):
- 19 Environment Agency
- 20 Road Haulage Association
- 21 Freight Transport Association
- 22 Hastings and Rother Disability Forum
- 23 HARTAG Hastings & Rother Transport Action Group
- 24 Hastings and Rother Voluntary Association for the Blind
- 25 Hastings Sustainable Transport Forum
- 26 Hastings Urban Bikes
- 27 Hastings Ramblers
- 28 Federation of Small Businesses
- 29 Chamber of Commerce
- 30 Living Streets

- 31 Love Hastings (BID)
- 32 Heart of Hastings

### Email to Key Stakeholders

As you may recall, East Sussex Highways in partnership with East Sussex County Council is proposing to improve pedestrian safety and access between the seafront and town centre by altering the current layout of the Albert Road / Denmark Place junction, Hastings.

The scheme is being funded using Local Growth Fund (LGF) monies secured through the South East Local Enterprise Partnership (SELEP). Following the feedback from our initial stakeholder consultation in June we have reviewed the design and are now proposing the following:

- \* New straight-across pedestrian crossings on the western side of Albert Road across Denmark Place and also across Albert Road. Removal of the staggered pedestrian crossing on the eastern side of Albert Road across Denmark Place and replacing this with a straight-across crossing.
- \* Kerb realignment.
- \* Associated signage, carriageway resurfacing and road markings work.
- \* New corduroy paving on the south eastern section to warn pedestrians of the presence of cyclists.

A plan of this scheme is shown below.

The proposals are designed to accommodate any potential future cycle improvements in this location and continue to use road markings and signs which comply with prescribed regulations. The use of colourful crossings has also been considered and, although not proposed at this time, these could be incorporated at a future date subject to careful design which takes into account accessibility requirements and wider proposals for the town.

We would be pleased to receive any comments or queries you may have about these proposals by Monday 27th September 2021.

Please respond to: Agya Kwarteng via

Email: [customerservicemanager@eastsussexhighways.com](mailto:customerservicemanager@eastsussexhighways.com) or telephone: 0345 60 80 193

Further to this stakeholder consultation and once the views received have been taken into consideration, we will inform the nearby residents and businesses of our intention to carry out this work. Should we receive any queries we will aim to resolve them before proceeding with construction, which at this stage is planned for mid-2022.

Thank you in advance for your assistance.

Yours sincerely

Agya Kwarteng

Stakeholder Engagement

East Sussex Highways

Telephone: 0345 60 80 193 Email: [customerservicemanager@eastsussexhighways.com](mailto:customerservicemanager@eastsussexhighways.com)

Attached - Plan of Scheme Albert Road junction with Denmark Place. (See Appendix 1).

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Stakeholder Feedback

	Comment	Response
1.	It is noted that it is proposed to retain the existing pedestrian guard rail (PGR), which we would fully support. Some of the PGR at this location may require some maintenance as it was noted that some sections are showing signs of age/wear.	The PGR is to be replaced and will follow the alignment of the new kerb lines. In addition, any PGR at this location which is showing signs of age/wear will be considered for replacement.
2.	The general condition of the carriageway is relatively poor, in particular at the crossing point on Albert Road	Series 700 drawings and specification will be prepared as part of the next phase of detailed design package highlighting the road pavement proposals. The proposal is to resurface the junction within the scheme extents.
3.	A number of traffic signs at this location are fixed to PGRs and must be retained. Some may require maintenance/replacement given the age of the signs (reflectivity may have diminished etc.)	All signage within the scheme extents will be investigated and provided during the detailed design stage.
4.	Northern side, to the west of Albert Road - query over adequate footway width to allow pedestrians to wait safely. It has been noted that there are a number of large concrete 'bollards' outside of the Carlisle Pub which reduces available space, particularly for those with pushchairs or using wheelchairs/mobility scooters. It would seem that these 'bollards' are potentially within the bounds of the public highway	The concrete bollards within the tactile paved area will be removed and replaced with upright reflective bollards of suitable material to prevent injury.
5.	No lighting specified on the plan - ensure area is adequately illuminated	Street lighting design will be undertaken as part of the detailed design stage.
6.	I can't foresee any issues for ecology and therefore have no comments to make.	Noted
7.	I recall this scheme was called into question by the Conservation Officer from HBC.	The Hastings Conservation Officer expressed a view during a site visit that he would prefer funding for this scheme to be used elsewhere in Hastings however the proposal is welcomed by other stakeholders and provides enhanced facilities for pedestrians thereby helping to encourage more sustainable travel.
8.	If, however, the project is to go ahead in some fashion I would also like to look at the way that the two Eastbound lanes on the seafront before reaching Harold Road effectively move down to one lane between Albert Road and	From the traffic modelling that has been undertaken, running a single lane eastbound on a 96 second cycle time will significantly affect traffic flows and is not recommended. With a 96 second cycle

	<p>the roundabout. It would be useful to have the left lane as a left filter only (into Albert Road) and widen the whole length of pavement outside the former Argos to prevent the current situation where there are sometimes two lanes of traffic queuing to get onto the roundabout, which can only cope with a single lane going around it.</p>	<p>time, the junction will be overcapacity in the following peaks:</p> <ul style="list-style-type: none"> <li>• 2028 PM, which will be slightly overcapacity, with Albert Road being the most overcapacity.</li> <li>• 2040 AM, which will be significantly overcapacity, with Denmark Place Eastbound performing the worst.</li> <li>• 2040 Interpeak, which will be significantly overcapacity, with Albert Road performing the worst.</li> <li>• 2040 PM which will be significantly overcapacity, with Denmark Place Westbound performing the worst.</li> </ul> <p>Slightly overcapacity means traffic will typically have to wait for the second green to clear the junction. Significantly overcapacity means traffic will typically have to wait for several greens to clear the junction. Queues lengths on Albert Road would extend back to Castle Hill Road and the Pelham Fountain roundabout in the PM peak in 2028 and all peaks by 2040.</p>
9.	<p>Can I see a study of how the introduction of signalised pedestrian crossings will be phased and what the modelled impact will be on traffic queues up Albert Road, as these are already problematic at the junction with Castle Hill.</p>	<p>The modelling for the design as currently shown predicts that the maximum queue lengths on Albert Road will typically be shorter than the Do Nothing, particularly in the PM peak which will have queues lengths about two thirds of the base. However maximum queue lengths will still extend back to the Castle Hill junction in all peak periods, but the duration the queue extends back to the Castle Hill will likely be less than in the do nothing, meaning traffic from Castle Hill should find it easier to enter onto Albert Road.</p>
10.	<p>Can I also ask if it is permissible for delivery drivers serving McDonalds to use the loading bay outside the old Argos? we are trying to find suitable alternatives to their current practice of parking in wellington Place.</p>	<p>The loading bay is currently open to all vehicles.</p>
11.	<p>But why not have both crossings as zebra crossings? Why make the active travellers, the sort of travellers you want, wait instead of the motorists? The change will eventually have to be complete - why invest in half the change of road use priority instead of the complete change?</p>	<p>The combination of zebra crossing with a signalised junction will not be permissible with the safe operation of the junction. The safest crossing type for this junction would be the introduction of a pedestrian phase within the signalised junction which will hold the traffic for pedestrians to cross the carriageway. Zebra crossings should be located away from conflict points which</p>

		will give drivers an adequate opportunity to appreciate the existence of a crossing and to brake safely.
12.	Guard rails are awful. They are ugly and they restrict and corral active travellers for the benefit of motorised travellers. A high curb might be one thing to prevent motorised vehicles from mounting the pavement but a barrier mainly and unfairly constrains the pavement users.	Historically, guardrail has existed around this junction which has restricted customers of the adjacent pub straying into the carriageway by mistake and other pedestrians crossing into the middle of this busy junction. The removal of the guardrail may lead to an increase in conflict between pedestrians and vehicles particularly at peak times when large crowds are gathered outside the pub and will direct pedestrians to a safe crossing location. There was a specific recommendation within the Road Safety Audit to retain the guard railing.
13.	Make sure also that the reflective bollards aren't hideous. If the criteria for choosing the bollard aesthetic is only about alerting a motorist driving at 30mph they'll actually be less effective than beautiful bollards which make the place look like a well-loved seaside resort that motorists must be respectful of.	The type of street furniture and footway surfacing will be discussed with HBC Conservation officer and ESCC Highways and maintenance department to source a product which fits in with the surrounding area.
14.	Can the proposed 'footway paving to match existing' be followed through over the crossings so that the active travellers have the continuous flow of surface rather than the motorists?	It is a signalised junction where priority is given to pedestrians and motorists at separate signal phases and as such having a continuous footway across the carriageway will give pedestrians the impression that they always have right of way over motorists. However, as part of the Town Deal proposals that HBC and other partners are working on, colourful crossings which reflect the ethos or theme of that bid could be considered as part of that work and be retrofitted subject to design, accessibility and safety considerations.
15.	And finally, the old ugly yellow grid box is still there. It would only take the same paint in a different pattern to transform the atmosphere of the place and for the Highways Authority to be seen to be doing something brave and exciting towards the spirit of Gear Change. You could even run a small competition for a legible but appropriate-to-seaside design.	Yellow box junctions are indicated by criss-cross yellow lines painted on the carriageway which are usually found at the junction of two or more roads. The yellow box keeps the junction clear for through-traffic to avoid traffic congestion. Legally, the purpose of a yellow box marking is to mark an area of carriageway conveying the prohibition that a person must not cause a vehicle to enter the box junction so that the vehicle has to stop within the box junction due to the presence of stationary vehicles. A vehicle waiting to turn right at

		a junction between two or more roads may stop within the box junction for so long as it is prevented from completing the right turn by oncoming vehicles or other vehicles which are stationary whilst waiting to complete a right turn. By keeping the junction moving, pollution and delays to both pedestrians and motorists can be reduced.
16.	If not a zebra crossing then at least lights that stop traffic pretty instantly for pedestrians. It's motorised traffic that should wait, not active travellers.	The traffic signals are set for a 96 second cycle which is generally considered acceptable for pedestrians.
17.	Keep the pub drinkers safe with planters for barriers rather than rails. Shield the pavement users from the poisonous blight of the cars and change the atmosphere of the place.	Noted. The type of street furniture to be implemented will be considered during the detailed design stage of the scheme.
18.	Any procurement of street furniture should be made through the eyes of pedestrians and cyclists.....not so harsh, not so neon, greener and nicer than just warning signs for drivers at speed.	Noted.
19.	Colourful crossings will be brilliant.	As part of the Town Deal proposals that HBC and other partners are working on, colourful crossings which reflect the ethos or theme of that bid could be considered as part of that work and be retrofitted subject to design, accessibility and safety considerations.
20.	I know the function of yellow box junctions...the challenge is to retain the box and its legibility to drivers at the same time as softening the car dominant aesthetics of the seafront	Noted.
21.	We support any relevant work to improve the unsatisfactory road crossing to the East side of this junction and make it a straight across crossing. Even more valuable will be the new crossing on the West side but we would strongly argue that this must be set up to include cyclists. This will then become a more direct means of connecting the Seafront to the Town Centre	The scope of this particular scheme is to improve pedestrian connectivity between the seafront and town centre. This involves converting the staggered crossing to non-staggered and providing formal crossing facilities over Albert Road. At this time there are no cycle routes proposed between the seafront and the town centre however the junction has been designed in such a way that the

<p>for cyclists who can use Pelham Street, which should then be marked with cycle stencils. It goes without saying that the removal of the restriction to cycling through the pedestrian precinct is long overdue and a marked and signed cycle route through it, making use of the service roads and a separate lined cycle way across the pavement either side of the Harold Place crossing should be adopted. We would have liked to see the funding for Town Centre junction improvements, and other capital program work, include the construction of the long overdue Seafront to Station Plaza Cycle route and cycle access to the pedestrian precinct.</p>	<p>crossings can easily be converted to toucans at a later date (4.0m wide crossing widths have been provided).</p> <p>The provision of cycle routes to the town centre and through the pedestrianised area will be a separate piece of work.</p>
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'Infotation' Letter

**East Sussex Highways**  
 The Broyle  
 Ringmer  
 East Sussex  
 BN8 5NP  
 Tel: 0345 60 80 193  
[www.eastsussexhighways.com](http://www.eastsussexhighways.com)

**Albert Road junction with Denmark Place proposed new junction design**

5th October 2021

Dear Sir/Madam,

East Sussex Highways in partnership with East Sussex County Council is proposing to improve pedestrian safety and access between the seafront and town centre by altering the current layout of the Albert Road / Denmark Place junction, Hastings.

The scheme is being funded using Local Growth Fund (LGF) monies secured through the South East Local Enterprise Partnership (SELEP). The scheme comprises of:

- New straight-across pedestrian crossings on the western side of Albert Road across Denmark Place and also across Albert Road.
- Removal of the staggered pedestrian crossing on the eastern side of Albert Road across Denmark Place and replacing this with a straight-across crossing.
- Kerb realignment.
- Associated signage, carriageway resurfacing and road markings work.
- New corduroy paving to warn pedestrians of the presence of cyclists on the promenade.

A plan of this scheme is shown overleaf. At this stage, construction is scheduled for mid-2022.

If you have any comments or require additional information about these proposals please respond to: Agya Kwarteng via

Email: [customerservicemanager@eastsussexhighways.com](mailto:customerservicemanager@eastsussexhighways.com) or telephone: 0345 60 80 193 by Wednesday 27<sup>th</sup> October 2021.

Yours sincerely

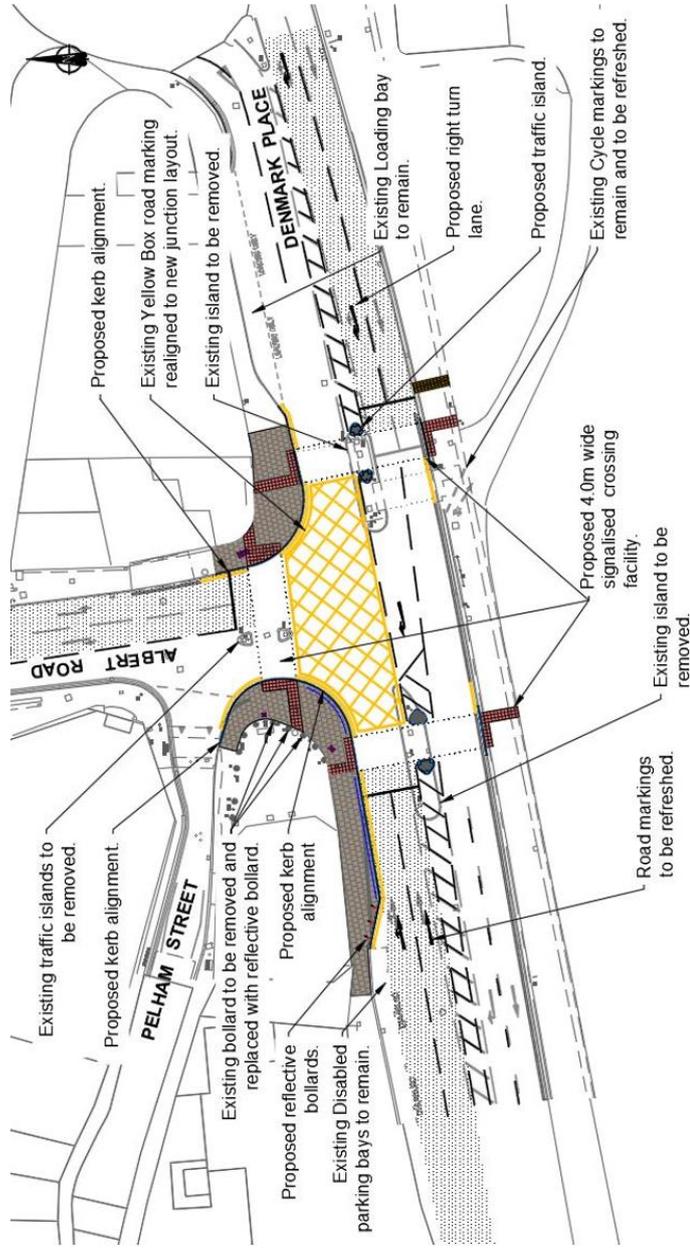
*Agya Kwarteng*

Agya Kwarteng  
 Stakeholder Engagement  
 East Sussex Highways

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**Plan of Scheme Albert Road junction with Denmark Place**



Legend	
	Proposed kerb to match existing.
	Proposed footway paving to match existing.
	Proposed guardrail.
	Proposed tactile paving in red colour.
	Proposed corduroy paving in buff colour.
	Proposed high friction surface.
	Proposed float finish concrete.
	Proposed bollard.

Public 'Infotation' Feedback

	Comment	Response
1.	Is the subway being closed?	No, it is not being closed.
2.	Is any of the subway being built over for the crossings?	No, it is not.
3.	Are the crossing lights silent? (Our flats are very close if the crossing beep at night).	Audibles (bleepers) will be provided for the pedestrian crossings in order to assist visually impaired pedestrians to cross safely. Audibles will only operate between 7am-10pm. In order to reduce noise, the audibles will be turned down to their minimum volume.
4.	Is our 'garden' area at the front of XXX House staying?	The garden area is unaffected by the works.

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**Report to:** Lead Member for Transport and Environment

**Date of meeting:** 17 January 2022

**By:** Director of Communities, Economy and Transport

**Title:** Viridor in East Sussex Community Fund

**Purpose:** To note information provided on the Viridor in East Sussex Community Fund and to agree the constitution of the Board that will assess the applications and award the funding.

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**RECOMMENDATIONS:** The Lead Member is recommended to:  
approve the constitution of the Viridor in East Sussex Board, which will assess applications to the Community Fund and award funding, as set out in paragraph 2.4 - 2.9 and appendix 3 of the report

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## 1 Background Information

1.1. Social value became a legal requirement through the Public Services Act in 2012. This requires suppliers to local authorities to offer wider benefits linked to their contract, called social value. Broadly these benefits can include supporting the local economy, the local environment and offering help to local community groups.

1.2. Social Value is part of the Council Plan, where we have a target to commit more than 10% of our spend with suppliers towards economic, social, and environmental value.

1.3. During the procurement of the processing and disposal of dry mixed recyclables for East Sussex County Council (ESCC), we asked bidders to submit a Social Value proposal that would be assessed based on the additional value they committed to delivering in the contract.

1.4. Viridor Waste Management Limited (now Limone Waste Limited) submitted a proposal to establish a Community Fund to provide funding to social enterprise, charities and the voluntary sector that would contribute towards reducing demand on services and improving resident experience.

1.5. The Community Fund is now established and has £45,000 available to award to successful applicants that demonstrate they can deliver benefit to the local community and meet the key objectives of the Fund, which focus on environmental sustainability, community involvement, local need, value for money and education.

## **2 Supporting Information**

### ***Governance of the Fund***

2.1. In consultation with us, Limone has produced documents that set out the governance and constitution of the Community Fund and can be found as appendices to this report, including the Funding Criteria, Application Form, and the Terms of Reference of the Board.

### ***Funding Criteria***

2.2. The Funding Criteria (appendix 1) provides information on who is eligible to apply, what the requirements are for project applications and how they will be assessed. Notably the document sets out the nine criteria that the applications will be scored against; a minimum of six of which must be met to be considered:

- Demonstrate local need in the geographic area
- Demonstrate community participation, partnership and benefit
- Demonstrate sustainability
- Demonstrate environmental benefit
- Demonstrate education, lifelong learning, and skills
- Demonstrate value for money
- Demonstrate social inclusion and breadth of engagement
- Demonstrate engagement with a variety of access points
- Projects that will offer a strong benefit for the local area through jobs, training, and skills

### ***Application Form***

2.3. The Application Form (appendix 2) gathers information on the applicant and the questions are structured around the funding criteria to ascertain whether an applicant is valid, and their application meets at least six of the nine principles. Once complete, the form is submitted to the Viridor in East Sussex e-mail address, which is managed by Limone.

### ***Viridor in East Sussex Fund Terms of Reference***

2.4. The Terms of Reference (appendix 3) set out the overall governance of the Community Fund, including the constitution of the Board that reviews the applications and decides which projects to provide funding to.

2.5. The Viridor in East Sussex Board will be established by Limone and will consist of two representatives from Limone management, a senior officer from ESCC, and an elected member from ESCC. The Board may also choose to elect one or more representatives from other interested groups. The Governance Committee has the delegated power to appoint councillors and officers to outside bodies such as the proposed Board. At its meeting on 25 January 2022 the Governance Committee will be asked to consider nominations, and it is recommended the Lead Member for Transport and Environment be considered by the Governance Committee as the appropriate nomination as the portfolio holder for waste operations. The Governance Committee will also be recommended to

consider the Waste Team Manager to sit as the other ESCC Board member. The Waste Team Manager is the Authorised Officer for the Limone contract and has been involved in the Community Fund since its inception and will therefore be well placed to sit on the Board and assess applications against the funding criteria. The East Sussex district and borough councils were asked at a meeting of the Waste Resource Strategy Group whether they wanted to provide a representative for the Board and they declined.

2.6. The final decision on the make-up of the Board rests with the 4 core members, being the Limone and ESCC representatives. The maximum size of the Board will be limited to 7 members; non-core members being referred to as the panel members. The core members will elect a chairperson for the Board on either an annual basis or on a rotational basis.

2.7. Limone will provide an administrator to the Board whose role will be to assist in the production and distribution of agendas, minutes, and other supporting information to assist the Board. The administrator will also review new applications against the agreed funding criteria to ensure that only qualifying applications are put forward for consideration at the Board meetings.

2.8. Meetings will be held quarterly at the Crayford MRF offices or at an alternative venue as might be agreed from time to time, as well as virtually. Most of the time allocated to meetings will be spent considering applications for funding. Once a short list of applications has been determined, the Board will be asked to vote on those schemes they consider will have the most benefit to the local community and meet the key objectives of the Fund. Once an application has been determined, the administrator will inform the applicant of the outcome and, for those applications that have been successful, process the supporting paperwork.

2.9. An update on those projects that have received funding from the Board will be provided at each meeting. Details will be provided on matters such as planned start date, progress made and estimated completion dates on those projects supported.

### **3 Conclusion and Reasons for Recommendations**

3.1. Limone is committed to Social Value and, during the procurement process of the processing and disposal of dry mixed recyclables contract, proposed a Community Fund. The value is £15,000 per year for local projects that deliver benefits to the local community. It has taken some time to agree and prepare the administration for the fund. We are in year three of the contract and now have a total fund of £45,000 available to award to successful applicants.

3.2. Since the fund went live and was advertised on 21 September 2021, we have had five applications that are waiting to be assessed by the Board. It is hoped that the Board can be assembled, and a meeting can be organised early in 2022.

3.3. In consultation with ESCC, Limone has produced documents that set out the governance and constitution of the Community Fund. Lead Member for Transport and Environment is asked to note the information provided on the Viridor in East Sussex Community Fund and to approve the constitution of the Board that will assess the applications and award the funding.

3.4. If the Lead Member agrees the proposals set out in this report the Governance Committee will consider appointments to the Board.

RUPERT CLUBB  
Director of Communities, Economy and Transport

Contact Officer: Laura Tafa  
Tel. No. 07919 298462  
Email: [laura.tafa@eastsussex.gov.uk](mailto:laura.tafa@eastsussex.gov.uk)

LOCAL MEMBERS

None

BACKGROUND DOCUMENTS

None



# Viridor in East Sussex Fund

## FUNDING CRITERIA





## THE PANEL

Applications that meet the criteria of the Fund are reviewed quarterly by the Viridor in East Sussex Board, including representation from East Sussex County Council (ESCC), Districts and Boroughs within ESCC and Viridor.

The panel will follow the Fund's criteria to award the Fund monies to schemes and projects where it can deliver the best results for the benefit of the qualifying communities.

Once a short list of applications has been determined the Panel will be asked to vote on those schemes they consider will have the most benefit to the local community and meet the **key objectives of the Fund**, which focus on:

- **Environmental sustainability**
- **Community involvement**
- **Local need**
- **Value for money**
- **Education**

A quorum of at least four members of the funding panel must be present for any funding decision to be made.

Fundamental to this success is the accountability of the VIESF Board in ensuring equality of treatment for all sectors of the community. The Chair of the Panel will rotate on an annual basis.

Board members are advised not to discuss any decisions made at quarterly meetings before the administrator has officially notified the applicant of the outcome of the meeting. To do so may cause embarrassment, not least if the applicant learns of the decision through a third party.

Meetings must take place with the Chair in attendance as it will be the Chair who has the casting vote in the event of a split decision.

The Board must declare any interest they may have in any application which is presented at a meeting. Where such a declaration is made, the member concerned will be invited to speak in connection with the application, but will be asked to refrain from voting when the funding decision is made.

Board members are prohibited from being involved in specific applications, but any organisation they represent may still submit applications.



**LOCAL NEED**



**COMMUNITY INVOLVEMENT**



**EDUCATION**



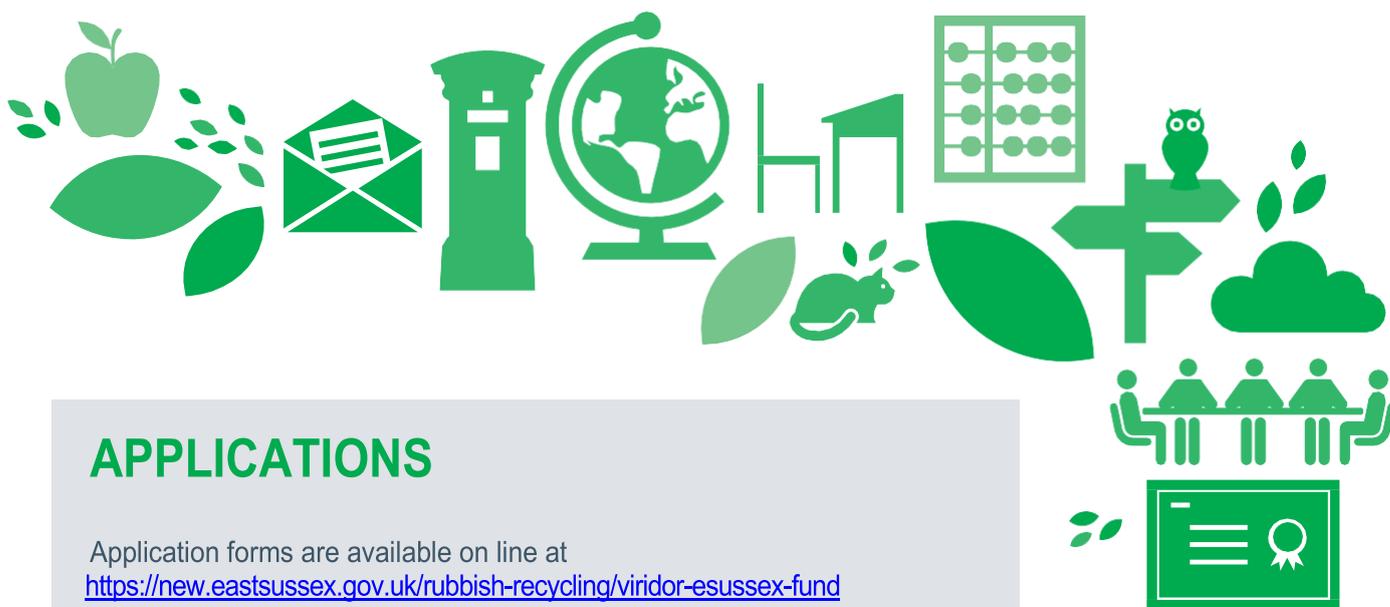
**VALUE FOR MONEY**

## ADMINISTRATION

Board meetings will be held quarterly towards the first week of the respective month.

The closing date for applications will be 1 month before the panel meeting and applications will be circulated to the panel within 2 weeks of the meeting.

Once an application has been determined, the administrator will also be responsible for informing the applicant of the outcome and, for those applications that have been successful, processing the supporting paperwork ensuring that agreed authorisation procedures are followed to facilitate successful transfer of monies to the applicants account.



## APPLICATIONS

Application forms are available on line at <https://new.eastsussex.gov.uk/rubbish-recycling/viridor-esussex-fund>

Completed forms should be returned by email to [viridoreastsussex@viridor.co.uk](mailto:viridoreastsussex@viridor.co.uk)

## ELIGIBLE APPLICANTS

Any organisation or group, which is properly constituted, not-for-profit and not controlled by a local authority can apply for funding.

The number of applications that one project can make over a given period will be restricted to one per application per year.

## REQUIREMENTS FOR PROJECT APPLICATIONS

A project needs to be located within the administrative area of East Sussex County Council.

Funding will *not* be provided for any of the following:

- Staffing costs
- Running costs of a project
- Project where a statutory duty applies: for example services run or provided by the local council
- Maintenance costs for buildings or facilities
- Individuals seeking sponsorship to further pursue or develop in a sport, profession or skill.
- Individuals seeking donations for charitable events such as fun runs, sky dives etc.

All applications will initially be assessed by the Administrator to ensure they are not excluded by any of these requirements. Ineligible or non-compliant applications will be returned to applicants with feedback.



## FUNDING CRITERIA

All projects that meet the initial application requirements (as identified on page 4) will then be scored on the 9 factors identified below. Applications will need to score a minimum of 6 points from the 9 points below to be eligible for funding.

- 1 DEMONSTRATE LOCAL NEED IN THE GEOGRAPHIC AREA
- 2 DEMONSTRATE COMMUNITY PARTICIPATION, PARTNERSHIP AND BENEFIT
- 3 DEMONSTRATE SUSTAINABILITY
- 4 DEMONSTRATE ENVIRONMENTAL BENEFIT
- 5 DEMONSTRATE EDUCATION, LIFE LONG LEARNING AND SKILLS
- 6 DEMONSTRATE VALUE FOR MONEY
- 7 DEMONSTRATE SOCIAL INCLUSION AND BREADTH OF ENGAGEMENT
- 8 DEMONSTRATE ENGAGEMENT WITH A VARIETY OF ACCESS POINTS
- 9 PROJECTS THAT WILL OFFER A STRONG BENEFIT FOR THE LOCAL AREA THROUGH JOBS, TRAINING AND SKILLS.

## ACKNOWLEDGEMENT AND PUBLICITY

Successful projects will be required to give a timely report or update detailing how the funds were spent and outcomes delivered from the funding. A feedback form will be sent to successful applicants and time frames provided for the feedback.

Projects will be expected to provide photographs, or relevant permissions and access for Viridor’s photographer to obtain photos, to be used to demonstrate the community benefit from the donation. These pictures may be used in Viridor and/or East Sussex County Council’s publicity and Corporate Social Responsibility (CSR) materials including newsletters, website, social media and more formal CSR reporting.





## APPLICATION FORM

PLEASE COMPLETE ALL SECTIONS OF THIS FORM

Organisation name

Registered charity number (if applicable)

Contact name

Position

Postal address

Daytime telephone number

Email address

Website address

Secondary contact name

Secondary contact daytime phone number

Secondary contact email address

Provide an overview of your project and a brief history of the organisation and clearly explain what particular aspect(s) of the project the possible donation will fund. Please send photos where possible to support your project.



# Viridor in East Sussex Fund

Is the project located within East Sussex County administrative area?

Postcode:

1. Explain why you believe there is a genuine local need for this project.

---

2. Explain the community participation, partnerships and community benefit involved within this project.

---



# Viridor in East Sussex Fund

3. Demonstrate the sustainability of this project. Please also provide details of funding streams that the project already receives (if relevant).

---

**Would you be requesting the donation as:**

One total amount   
Instalments



# Viridor in East Sussex Fund

4. Explain if the project offers environmental benefit to the communities it serves.

---

5. Explain how the project offers education, life-long learning and skills for the communities it serves.

---



# Viridor in East Sussex Fund

6. Explain how this project offers value for money for the funder and an itemised breakdown for proposed costs.

---

7. Demonstrate how this project offers social inclusion and breadth of engagement across the community.

---



# Viridor in East Sussex Fund

8. Explain how communities can access this project and get involved.

---

## AMOUNT REQUESTED

---

## PAYEE (IN CASE OF POSITIVE OUTCOME)

---

Has this project received a donation from the Viridor in East Sussex Fund within the last twelve months?

---

If yes, please provide details:

---

Email this form to: [viridoreastsussex@viridor.co.uk](mailto:viridoreastsussex@viridor.co.uk)

**Viridor in East Sussex (ViES) Fund  
Terms of Reference**

# **1. INTRODUCTION**

## **1.1. Viridor in East Sussex Fund**

1.1.1 A requirement within the Provision for the processing and disposal of dry mixed recyclables for East Sussex County Council procurement Q62 Social Value Charter, which forms part of the Contract, is that Viridor Waste Management establishes a social fund. Viridor have proposed the setup of a Fund to support environmental projects, local education or employment and local arts and culture. To achieve this, the Viridor in East Sussex Fund will be established on the basis set out below.

## **1.2. ViES Fund Contributions**

1.2.1 The sums available to be allocated to successful projects that meet the qualifying criteria consist of the following:

Annual contribution from the Viridor Group of - £15,000 (Fifteen thousand pounds) and shall constitute the “ Fund”

1.2.2 The Fund shall be paid into an interest bearing bank account opened by Viridor which shall only be used for ViES Trust Purposes (the “ViES Account”).

## **1.3. ViES Board**

1.3.1 The Trust will be administered by the ViES Board (the “Board”). This Board will be established by Viridor and will consist as a minimum of the following representations:-

- 2 representative from Viridor management ;
- 1 senior officer from East Sussex County Council (ESCC);
- 1 elected member;

In addition the Board may elect:

- 1 or more representatives from other interested groups

1.3.2 The objectives of the Board will be weighted towards environmental projects but shall also accept applications from schemes to promote local arts and culture as well as sport and wellbeing. The Fund shall present significant opportunities to reinvest within East Sussex and also offer the community a path for engagement with the Project.

1.3.3 The final decision on the make-up of the Board rests with the 4 core members, being the Viridor and ESCC representatives (the “Core Members”). The maximum size of the Board will be limited to 7 members (the Panel Members)

## **2.0. Governance of the ViES Board**

### **2.1 Governance**

2.1.1 Good governance is acknowledged to be essential for the success of any organisation and that includes the ViES Board. Panel Members play a vital role in serving their communities, bringing commitment as well as skills and experience to the meetings. Fundamental to this success is the accountability of Panel Members in ensuring equality of treatment for all applications.

### **2.2. Membership of the ViES Board**

2.2.1 The Core Members will collectively invite applications (on-line and/or through other advertisement).

2.2.2 In the event that consensus cannot be reached, the Chair (as appointed by the core members) shall have the casting vote.

### **2.3. Removal and Replacement of Members of the ViES Board**

2.3.1 If a member of the Board decides to resign, they are requested to advise the Chair of the Board in writing providing a minimum of one month's notice. Where appropriate the resigning member may recommend a successor to represent the same stakeholder group and the details of the successor should be provided to the Chair in advance of the next meeting.

2.3.2 If a successor is not recommended, then East Sussex County Council will appoint replacement representatives for its members and Viridor Waste Management Limited will appoint replacement representatives for its members.

2.3.3 Members of the Board are expected to conduct related business in a professional and courteous manner and to have consideration for the opinions of views of their fellow Board Members and other stakeholders at all times. Board Members will be expected to be impartial and to consider each application on its merits.

2.3.4 Where the behaviour of a Board Member, is deemed to be in conflict with the Board's objectives this will be debated at the next Board meeting allowing the views of all parties to be heard. Ultimately if a satisfactory outcome cannot be achieved, the continued membership of the individual on the Board may have to be decided by vote.

2.3.5 In the event that a vote is not conclusive, the Chair shall have the casting vote.

### **2.4. Appointment of a Chairman**

- 2.4.1 The Core members will elect a chairperson for the Board on either an annual basis or on a rotational basis.

## **2.5. Administration Team**

- 2.5.1 The Board will require an administrator/s whose role will be to assist in the production, collation and distribution of Agendas, Minutes and other supporting information to assist the Board. The administrator will also review new applications against the agreed funding criteria to ensure that only qualifying applications are put forward for consideration at the Board meetings.
- 2.5.2 Once an application has been determined, the administrator will also be responsible for informing the applicant of the outcome and, for those applications that have been successful, processing the supporting paperwork (including a grant agreement referencing measurable outcomes) ensuring that agreed authorisation procedures are followed to facilitate successful transfer of monies to the applicants account.
- 2.5.3 It is envisaged the administration support will initially be undertaken by Viridor Waste Management Ltd. The administrator will work on a part time basis on matters relating to the Board with the remainder of their time spent on administration relating to the VWML/ESCC Recycling Contract. If or as the administration grows over time it may be necessary to review arrangements and employ administration support on a full time basis if required for which ViES would contribute up to a maximum of 50% of the administrators salary.
- 2.5.4 If the role becomes full time the Core Members of the Board will agree the Job Role for the administrator outlining roles and responsibility.

## **3. ViES Board Meetings**

### **3.1. Locations and Frequency**

- 3.1.1 Meetings will be held quarterly at the Crayford MRF offices or at an alternative venue as might be agreed from time to time.
- 3.1.2 7 days in advance of the meeting an Agenda will be compiled and circulated to all attendees outlining the order and structure of the forthcoming meeting.
- 3.1.3 The meetings will be the forum at which all matters relating to the Board are debated and agreed. The meetings will be overseen by the elected Chair.

### **3.2. Review of Terms of Reference, Membership and Other Administration Matters**

- 3.2.1 It is envisaged that as the Board becomes established changes may be required to the way the scheme is run and administered. To achieve this, it will be a requirement of the Board to regularly review the scheme and to consider any improvements that can be made to ensure the scheme runs more efficiently and maximises the benefits for funding opportunities.

- 3.2.2 Any changes that are considered will be decided by means of a vote with the Chair's vote being the casting vote in the event of a split decision.

### **3.3. Consideration of Applications for Funding**

- 3.3.1 The majority of time allocated to meetings will be spent considering applications for funding.
- 3.3.2 All applications placed before the Board for consideration at quarterly meetings will have already have been assessed and met the key criteria for qualifying. Ineligible or non-compliant applications will have already been declined at this stage.
- 3.3.3 Once a short list of applications has been determined the Board will be asked to vote on those schemes they consider will have the most benefit to the local community and meet the key objectives of the scheme.
- 3.3.4 It is during these discussions that the Board will need to consider each application in advance of a vote to accept a request for financial support of a project.

### **3.4. Update on Existing Projects**

- 3.4.1 An update on those projects that have received funding from the Board will be provided at each meeting. Details will be provided on matters such as planned start date, progress made, estimated completion dates, formal openings etc., on those projects supported. The final detail of the content on the project updates will be decided by the Board.
- 3.4.2 It is proposed that as a condition of funding, there is a requirement for a brief project progress report to be submitted by the applicant to the Board for discussion at each meeting.

### **3.5. Quorum**

- 3.5.1 A quorum of all the Core Members of the Board must be present for any funding decision to be made.
- 3.5.2 Meetings must take place with the Chair in attendance as it will be the Chair who has the casting vote in the event of split decision.

## **4. APPLICATIONS**

### **4.1. Initial Qualification Criteria**

- 4.1.1 The Board will be required to agree, set and review clear criteria against which applications for funding can be assessed. The criteria will allow applications to go through a "stage gate" approach so that only those applications that meet the qualifying criteria will put forward for consideration by the Board at the next quarterly meeting. The details of the qualifying criteria will be agreed by the Board but could include, but not limited to:

- Financial Cap on the funding of any one project
- Limit on the number of projects supported in any one year
- Evidence of additional funding secured (for larger projects)

4.1.2 Once the application qualifying criteria is agreed by the Board it will form part of the “application pack” which will be sent out to applicants that wish to apply for funding. Additional information that will need to be provided might include:

- Brief history of the organisation and project seeking support
- Contact details for queries relating to the bid
- How the applicant envisages that the project will meet the ViES aims namely; supporting local environmental and community beneficial projects with an emphasis on value for money, proven need and sustainability.
- How the project will demonstrate value for money

4.1.3 The specific details and content of the “application pack” and additional information required to support an application will be agreed by the Board.

4.1.4 This initial stage of review does not check the merits of a project; only that it meets the criteria for funding as agreed by the Board and thus can proceed to the next stage, namely review of eligible applications.

## **4.2. Eligible Applications**

4.2.1 Only those applications that meet the set qualifying criteria will be put forward for review by the Board at the quarterly meeting.

4.2.2 A meeting pack will be sent out to all Board members a week before the quarterly meeting. The administrator will ensure that the pack includes a précis of each application for consideration. At the quarterly meeting, the Board will review the new applications for consideration discussing the merits of each and deciding which projects to support.

4.2.3 Board members are encouraged to contribute any knowledge they have of or about the applications or projects at the meeting, particularly in terms of the benefit of the project to the local environment and/or community. Board members must declare any interest they may have in any application which is presented at a meeting. Where such a declaration is made, the member concerned will be invited to speak in connection with the application.

4.2.4 Once all applications have been reviewed, Board Members will be asked to vote on those schemes they consider should be supported by the Board. The decision to award funds should be by consensus and in the event of a split decision the Chair’s vote will be the casting vote provided that prior to any award of Funds the Board must obtain written confirmation from VPL that sufficient funds are available in the Fund to meet the funding of any intended award. (“VWML Confirmation of Funding”)

### **4.3. Approved Applications**

- 4.3.1 Applicants will be notified of the decisions made by the Board following the quarterly meeting. If an application is successful and subject to VWML issuing the VWML Confirmation of Funding to the Board, an offer letter, and “funding pack” will be sent out to the applicant. The content of the “funding pack” will be agreed and regularly reviewed by the Board working together with VWML and ESCC to ensure that all necessary financial regulations have been complied with and all procedures are secure and auditable.
- 4.3.2 Where an application has not been successful, the applicant will be advised in writing of the Board decision.
- 4.3.3 Board members will be advised **not** to discuss any decisions made at the quarterly meetings at all as meetings should be confidential. This has potential to cause embarrassment to the Board, not least if the applicant learns of the decision through a third party.
- 4.3.4 Once projects are approved by the Board, the amount allocated is the maximum amount that will be provided. Applications for additional funding to cover shortfalls will not be accepted by the Board.
- 4.3.5 Applications will not be accepted for funds required as an extension to existing projects.

### **4.4. Transfer of Funds**

- 4.4.1 Payments for projects will be paid on completion of works and on receipt of a Payment Request Form (format of form to be agreed by the Board) with a copy of the relevant invoice attached. No payment will be made against quotations, or for work which was started before the date of confirmation of funding from Board.
- 4.4.2 All projects that are approved for funding must be started within 12 months of receipt of the offer letter, or the application will have to be remade.
- 4.4.3 Following approval of a project by the Board the Core Members including the Chairman will all sign an Authorisation Form outlining details of the project, the approved sum and the anticipated payment date.
- 4.4.4 The completed Authorisation Form will be sent to VWML’s accounts department who will, ensure that the funds are allocated to the specific project and will provide an update on the balance of ongoing funds available for new projects.
- 4.4.5 Once a project is completed and the Payment Request Form and relevant invoice is received by VWML’s accounts department, VWML shall arrange for the payment of the approved money from the ViES Account into the applicants account and the project funding will be deemed closed.

### **4.5. Acknowledgement and Publicity**

- 4.5.1 All projects will be required to recognise the contributions received from the Board in material and publicity associated with the project.
- 4.5.2 The further remit of the Board will be to give consideration to how the scheme can be promoted and gain recognition for the work supported. This may include providing a plaque for projects to display, showing that the project was supported by the Board.
- 4.5.3 Consideration could also be given to making members of the Board aware of events held by projects in the area at which their attendance might increase awareness of the Board and could lead to an application for funding.

#### **4.6. Dissemination of Information**

All organisations will be required to make freely available any information and all research findings from projects, as set out in the grant application form.