



## LEAD MEMBER FOR TRANSPORT AND ENVIRONMENT

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

**MONDAY, 16 MARCH 2026 AT 10.00 AM**

**COMMITTEE ROOM, COUNTY HALL, LEWES**

### **AGENDA**

1. Decisions made by the Lead Cabinet Member on 16 February 2026 (*Pages 3 - 6*)
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. Programme of Transport Improvements 2026/27 (*Pages 7 - 28*)  
Report by the Director of Communities, Economy and Transport
5. East Sussex and Brighton and Hove Record Office Collections Policies (*Pages 29 - 54*)  
Report by the Director of Communities, Economy and Transport
6. Eastbourne Town Centre Phase 2A Experimental Traffic Regulation Orders (*Pages 55 - 58*)  
Report by the Director of Communities, Economy and Transport
7. Any urgent items previously notified under agenda item 3

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

6 March 2026

Contact Sophie Webb, Governance and Democracy Manager,  
01273 337495  
Email: [sophie.webb@eastsussex.gov.uk](mailto:sophie.webb@eastsussex.gov.uk)

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## LEAD MEMBER FOR TRANSPORT AND ENVIRONMENT

DECISIONS made by the Lead Member for Transport and Environment, Councillor Claire Dowling, on 16 February 2026 at Committee Room, County Hall, Lewes

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Councillors Adeniji and Denis spoke on item 4 (see minute 47)

Councillors Denis and Hilton spoke on item 5 (see minute 48)

Councillors Denis, Hilton, Redstone and Wright spoke on item 7 (see minute 50)

### 43. DECISIONS MADE BY THE LEAD CABINET MEMBER ON 19 JANUARY 2026

43.1 The Lead Member approved as a correct record the minutes of the meeting held on 19 January 2026.

### 44. DISCLOSURE OF INTERESTS

44.1 There were none.

### 45. URGENT ITEMS

45.1 There were none.

### 46. REPORTS

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

#### 47. PETITION: IMPROVED ROAD SAFETY MEASURES AROUND CHYNGTON PRIMARY SCHOOL

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

47.2 Councillor Becky Francomb, the Lead Petitioner for the petition calling on the County Council to improve road safety measures around Chyngton Primary School spoke to highlight safety concerns for pedestrians crossing near the junctions with Hillside Avenue and Walmer Road, enquired about potential match funding which could be available to take forward a road safety scheme and emphasised the local support for a School Streets scheme, requesting that the County Council prioritises Chyngton Primary School along with other schools who meet the criteria and have previously expressed an interest in implementing a School Streets scheme.

#### DECISIONS

47.3 The Lead Member RESOLVED to advise petitioners that:

(1) a potential scheme to install a new zebra crossing on Hillside Avenue, has been assessed through the approved Local Transport Plan 4 prioritisation process but has not met the benchmark score to be considered for detailed appraisal and possible inclusion for funding within the Capital Programme;

(2) a new School Street Scheme assessment framework is currently under review and once this is finalised, Chyngton Primary School will be assessed alongside all other schools for a School Street Scheme; and

(3) once an assessment for all schools has been completed through the approved School Streets Scheme assessment framework, officers will share the outcome for Chyngton Primary School with the Lead Petitioner and Local Member.

#### REASONS

47.4 The County Council has considered a petition calling on the Council for the installation of a zebra crossing on Hillside Avenue and the request has been assessed through the approved prioritisation process and has not met the necessary benchmark score to be considered for detailed appraisal and possible inclusion for funding within the Capital Programme.

47.5 The School Streets schemes assessment framework is still being tested and reviewed ahead of finalisation. Chyngton Primary School will be assessed against the new School Streets Scheme assessment framework when it has been finalised. The result of the assessment will be shared with the Lead Petitioner.

#### 48. EAST SUSSEX AND BRIGHTON & HOVE LOCAL NATURE RECOVERY STRATEGY

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

## DECISIONS

48.2 The Lead Member RESOLVED to:

(1) approve the pre-publication version of the East Sussex and Brighton and Hove Local Nature Recovery Strategy as set out at Appendices 1 to 4 of the report;

(2) approve that the Local Nature Recovery Strategy is provided to neighbouring and supporting authorities, in accordance with Regulations 13 and 14 of The Environment (Local Nature Recovery Strategies) (Procedure) Regulations 2023 (the Regulations); and

(3) delegate authority to the Director of Communities, Economy and Transport to fulfil the requirements of Regulations 15 to 19, of The Environment (Local Nature Recovery Strategies) (Procedure) Regulations 2023, to ensure that the final version of the Local Nature Recovery Strategy is duly published.

## REASONS

48.3 The production and implementation of Local Nature Recovery Strategies across the whole of England represents a key element of the Environment Act. The County Council has a statutory responsibility for producing a Local Nature Recovery Strategy for East Sussex and Brighton and Hove. Following extensive engagement and consultation through a wide range of stakeholders and the public, a pre-publication version of the Local Nature Recovery Strategy has now been prepared.

## 49. COMMUNITY MATCH SCHEMES

49.1 The Lead Member considered a report by the Director of Communities, Economy and Transport together with written comments from Councillor Bennett, the Local Member for the Ripe and Chalvington Community Match scheme.

## DECISIONS

49.2 The Lead Member RESOLVED to:

(1) agree that £60,000 of match funding is allocated towards the Ripe and Chalvington Community Match signing and lining scheme and traffic calming features for detailed design work and construction in 2026/27;

(2) agree that £15,000 of match funding is allocated towards the Wivelsfield Community Match signing and lining scheme for detailed design work and construction in 2025/26; and

(3) delegate authority to the Director of Communities, Economy and Transport to approve the 50% match funding contribution for the schemes in resolutions 1 and 2, up to a maximum contribution of £60,000 per scheme once the design and construction costs are known.

## REASONS

49.3 The Community Match programme provided the opportunity for town or parish councils, local resident groups and organisations to secure match funding to enable local priority

schemes to be delivered which otherwise would not come forward using County Council funding alone through the capital programme of local transport improvements.

## 50. PROPOSED ALLOCATION OF BUS GRANT REVENUE APPORTIONMENT

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

### DECISIONS

50.2 The Lead Member RESOLVED to:

(1) approve the proposed indicative allocation of Bus Grant revenue funding 2026/27 to 2028/29 set out in Table 5 of the report;

(2) delegate authority to the Director of Communities, Economy and Transport to implement and make future changes to the Bus Grant Allocations, including amending bus service provision as necessary in accordance with the available funds in the revenue budget and future ticketing opportunities noting that delegated fare revisions will have regard to the key decision process; and

(3) note that a separate proposal for remaining capital Bus Grant allocations will be presented to the Lead Member for approval at a decision-making meeting in March 2026 to meet the latest Department for Transport (DfT) requirements for consolidated local transport funding.

### REASONS

50.3 The Bus Service Improvement Plan (BSIP) funding has delivered strong passenger growth putting East Sussex County Council as an authority in the top 10 in the last 2 years for passenger numbers (when comparing to pre-Covid passenger numbers).

50.4 East Sussex County Council has been awarded £16,561,590 revenue funding over 3 years by the Department for Transport. The proposed allocations as set out in the report build upon the strengths of the BSIP1 and BSIP2 delivery, which continue to deliver East Sussex County Council's strategy and ambitions for bus services, with over 90% funding proposed to be allocated to bus service provision, in line with the funding available.

**Report to:** Lead Member for Transport and Environment  
**Date of meeting:** 16 March 2026  
**By:** Director of Communities, Economy and Transport  
**Title:** Programme of Transport Improvements 2026/27  
**Purpose:** To seek approval for the proposed allocation of funds to a specific programme of transport improvements for 2026/27

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

- (1) agree the draft programme of transport improvements for 2026/27 set out in Appendix 2 to this report;
  - (2) agree the allocation of County Council funding, development contributions, active travel funding, Bus Grant, Local Growth Fund and Town Deal monies towards specific improvements identified in the 2026/27 programme set out in Appendix 2;
  - (3) note that the 2026/27 programme of transport improvements will be included in the initial Sussex and Brighton Mayoral Combined County Authority (MCCA) Local Transport Delivery Plan submitted to Government in March 2026, and the more detailed delivery plan for the period up to 2029/30 to be submitted in September 2026; and
  - (4) agree the proposed allocation of the bus grant capital allocation up to 2029/30 as set out in Tables 1 and 2 in section 2 of the report which will also feed into the Sussex & Brighton MCCA Local Transport Delivery Plan.
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## 1. Background Information

1.1 The programme for transport improvements sets out the proposed programme of local and major transport schemes to be developed and delivered in various locations across the county in 2026/27. The programme is funded from several sources including consolidated transport funding (capital and revenue) received by the County Council from Government towards integrated transport schemes, development contributions and government's Local Growth funding previously secured from the former South East Local Enterprise Partnership (SELEP). A copy of the draft programme for 2026/27 is included in Appendix 2.

## 2. Supporting Information

2.1 The East Sussex Local Transport Plan (LTP4) covering the period 2024 to 2050 was adopted by the County Council on 8 October 2024. The LTP4 sets the strategy and policy framework for transport in the county for the next 25 years, and its adoption followed an extensive consultation and engagement process over a two-year period which helped shape the final Plan.

2.2 The LTP4's vision is for 'an inclusive transport system that connects people and places, is decarbonised, safer, resilient, and supports the natural environment, communities, and businesses to be healthy, thrive and prosper'. This will be achieved through an increased emphasis on 'planning for people and places'.

2.3 This means that there will be a focus on enabling and encouraging integrated journeys and reducing the need to travel through land-use and planning policies. These will include encouraging and enabling inclusive and sustainable travel modes (walking, wheeling, cycling and public transport), adopting vehicles with cleaner fuels alongside the utilisation of emerging transport technologies that will help to achieve the Council's and the Council's partners' net-zero ambitions.

2.4 The LTP4 Strategy is supported by an Investment Plan. This sets out the County Council's and the Council's partners' ambitions for delivering the policies and investment priorities to achieve the vision and objectives of LTP4. This includes identified schemes and the types of schemes that the County Council and key partners wish to deliver, subject to funding being secured.

2.5 Whilst there are various schemes in the 2026/27 programme of transport improvements that support the delivery of LTP4 and its principles of ‘planning for people and places’, there are several legacy schemes which are reflective of the previous LTP3 and its priorities which will need to continue through their development and delivery cycle to construction.

2.6 The introduction of a revised scheme request assessment approved by the Lead Member for Transport and Environment in September 2025 will mean new schemes included in the programme of transport improvements will closely align with delivering the objectives of LTP4.

#### Draft 2026/27 programme of transport improvements

2.7 Several funding sources - capital and revenue/resource - are available to the County Council towards the delivery of transport improvements in East Sussex for 2026/27. Detailed information on these is set out in Appendix 1.

#### Consolidated Transport Funding

2.8 The Government has announced consolidated revenue/resource and capital funding for transport for the period between 2026/27 and 2029/30. This brings together various funding grant sources that the County Council previously received annually and now provides longer term certainty of funding, enabling more effective medium-term planning of the development and delivery of transport improvements in the county. The capital grant allocations have been reflected in the Council’s capital programme that was approved by the County Council on 10 February 2026.

2.9 The programme will be funded from the following 2026/27 consolidated transport grant funding allocations from Government:

- Capital: local transport grant, active travel, bus grant - £3,958,000
- Revenue: local transport capacity and capability and active travel - £683,000

2.10 The 2026/27 allocations above have been used to inform the development of the 2026/27 programme of transport improvements as set out in Appendix 2.

#### Other grant funding sources

2.11 In addition to the consolidated transport grant funding set out in section 2.9 above, there are a number of other existing funding sources that are available to support the development and delivery of transport improvements in East Sussex in 2026/27.

##### *Bus Service Improvement Plan (BSIP) – existing bus priority schemes*

2.12 Using £8,645,196 of funding slippage from 2025/26, bus priority schemes will be taken forward in 2026/27 on the A259 Seaside and St Anthony’s Avenue, Eastbourne; Eastbourne Station (Upperton Road and Station Parade); and A259 Denton Corner, Newhaven.

##### *Bus Service Improvement Plan (BSIP) – Bus Grant capital funding 2026/27 to 2029/30*

2.13 East Sussex County Council’s (ESCC) bus strategy is set out in the East Sussex Bus Service Improvement Plans (BSIP1 and BSIP 2) and the delivery is set out in the East Sussex County Council Bus Service Improvement Delivery plan 2025.

2.14 On 5 December 2025, ESCC was awarded a total of £17,305,288 of Bus Grant capital funding (as set out in Table 1) over 4 years from the Department for Transport (DfT), for [future bus grant funding](#). This report seeks to allocate funds based on the strengths of the BSIP1 and BSIP2 delivery, which will focus on continuing to deliver key successes and to continue to deliver ESCC’s strategy and ambitions for bus services in the county. A breakdown of allocations can be found at Appendix 3.

Table 1: East Sussex County Council Bus Grant

	<b>Total</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>2029/30</b>
Capital	<b>£17,305,288</b>	£4,199,698	£4,284,114	£4,368,530	£4,452,946

2.15 The proposed allocations of the bus grant capital allocations are shown in Table 2. A key element of the proposed new allocation is to continue the delivery of Bus Priority schemes in the county, (with 68% of the funding being allocated), both through physical provision in the form of bus lanes and through the provision of bus priority at traffic light controlled junctions, as well as continued improvements to bus stop infrastructure and Real Time Information (RTI) provision. The bus grant capital funding is expected to deliver:

- Bus Priority (physical bus lanes): 1 to 2 bus lanes including previously developed schemes – such as Peacehaven/Telscombe – and/or new pipeline schemes
- Traffic Light Priority at up to 40 Junctions;
- 150+ RTI displays - a combination of external powered and battery and internal screens;
- Bus Stop Infrastructure improvements at over 1,250 bus stops
  - from small scale improvements such as bus stop clearways and raised kerbs to the provision of lighting, CCTV and bus shelters.

Table 2: Proposed Indicative Allocation of Capital Bus Grant

<b>Scheme</b>	<b>Allocation</b>	
Bus Priority	£7,805,288	45%
Traffic Light Priority (TLP)	£4,000,000	23%
Bus Stop Infrastructure	£3,500,000	20%
RTI	£2,000,000	12%
<b>Total</b>	<b>£17,305,288</b>	

Note: these are **indicative** allocations. Percentages are rounded to the nearest whole number.

*Active Travel – capital funding*

2.16 Active travel capital funding slippage of £1,103,715 from 2025/26 will enable the continued development and/or delivery in 2026/27 of wider school measures associated with the 3 existing school street schemes (Southover Primary, Lewes; Langney Primary, Eastbourne; All Saints Primary, Sidley); and Memorial roundabout active travel improvements in Eastbourne.

*Local Growth Fund and Town Deal*

2.17 £2.87m of Local Growth Fund, plus £0.27m in development contributions and £0.236m from the local transport grant, will fund finalising the detailed design and construction of Station Approach, Hastings to be delivered in 2026/27, and Bexhill Cycle Route A across 2026/27 and 2027/28.

2.18 £1.720m of Local Growth Fund will fund finalising the detailed design and construction of the Eastbourne Town Centre to Seafront cycle route and the Horsey Way Cycle Route Phase 1B schemes which will commence in 2026/27, with the Town Centre to Station cycle route continuing into early 2027/28.

### *Schemes to be funded from development contributions*

2.19 External funding in the form of development contributions will continue to be used, as appropriate, to increase the level of funding available to implement transport improvements in the county. There are constraints on how this funding may be applied, as it can only be used on specific schemes in specific geographical areas and some contributions are time limited.

2.20 The total amount of external funding from development contributions (s106 contributions and Community Infrastructure Levy) will amount to £6,277,000 in 2026/27. The vast majority of this, via Community Infrastructure Levy from Wealden, is to deliver the Ersham Road/Diplocks Way/South Road roundabout scheme.

2.21 Officers are continuing to programme the use of existing held s106 contributions across future financial years to support the delivery of transport schemes around the specifics of the funding's user provision. Likewise, as funding bidding rounds are opened, the Council continues to bid for Community Infrastructure funding via the charging authorities (all the borough and district councils except Hastings and the South Downs National Park Authority) to enable the delivery of local and major transport schemes in the respective areas.

### *Road Safety*

2.22 Within the local transport grant element of the programme, there is a separate allocation for road safety measures to fund the implementation of engineering schemes at specific sites identified as having a high crash record. The number of specific sites identified has reduced over the years and the latest approach combines a mix of site specific and route-based interventions.

2.23 As part of the Strategic Casualty Reduction Programme, targeted engineering measures will continue to be introduced in response to problems identified through the ongoing analysis of crash data. Road safety engineering work is focussed on low-cost traffic management measures (e.g. improvements to signing and lining) and targeted engineering works at identified sites and high-risk sections of A and B roads where crashes have occurred.

2.24 Funding allocations for 2026/27 of £315,900 to the Casualty Reduction Programme and £112,800 to the Speed Management Interventions Programme have been made in the overall programme.

### *Consultation on draft 2026/27 programme*

2.25 The draft programme and briefing note was circulated by email to all Councillors on 13 February 2026 for review and comment. It was requested that any comments about the programme be reported back through their spokesperson for Transport and Environment. These comments were considered at the cross-party Member Panel consisting of Councillors Daniel, Holt, Redstone, Stephen Shing and Wright on 25 February 2026. Following consideration of the comments and responses provided by officers, the Panel endorsed the draft programme.

### *Submission of Local Transport Delivery Plan*

2.26 The Government's introduction of consolidated transport funding requires local transport authorities to produce and publish a Local Transport Delivery Plan. This plan must outline, at a high level, the schemes the authority intends to prioritise using this funding along with their expected costs.

2.27 In addition to the consolidated funding streams outlined above, the Local Transport Delivery Plan must also set how the authority will use other funding streams including highways maintenance, bus grant revenue, and other bus grant capital funding for measures such as bus stop upgrades, real-time passenger information, and traffic light priority.

2.28 A detailed plan for 2026/27, plus a high-level plan for 2027/28 to 2029/30, must be submitted to Government by 20 March 2026. A full detailed plan for the period up to 2029/30 is required by 18 September 2026. Because East Sussex is part of the Devolution Priority Programme, a single joint plan covering the Sussex and Brighton Mayoral Combined County Authority (MCCA) area must be submitted on both deadlines and signed off by the MCCA's Section 73 officer. The content of the

2026/27 programme of transport improvements, as well as the bus grant capital allocations over the next four years, will feed into the initial submission of the Local Transport Delivery Plan to Government, via the MCCA, in March 2026.

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

3.1 The draft programme of local transport improvements for 2026/27 represents a balanced programme of improvements which supports the key objectives of both the previous Local Transport Plan (LTP3), and the recently adopted Plan (LTP4) and its principles of 'planning for people and places'.

3.2 Whilst there are various schemes in the 2026/27 programme of transport improvements that support the delivery of LTP4 and its principles of 'planning for people and places', there are several legacy schemes which are reflective of the previous LTP3 and its priorities which will need to continue through to construction. The introduction of a revised scheme request assessment approved by the Lead Member for Transport and Environment in September 2025 will mean new schemes included in the programme of transport improvements will closely align with delivering the objectives of LTP4.

3.3 The draft programme was considered and endorsed by the cross-party Member Panel on 25 February 2026. It is therefore recommended that the consolidated funding received by the County Council from Government towards integrated transport schemes, development contributions, active travel funding, Town Deal funding and Local Growth Fund monies for the Eastbourne and South Wealden Walking and Cycling Package and Hastings and Bexhill Movement and Access Package identified to support the capital programme for local transport improvements for 2026/27 be allocated to the respective schemes as set out in Appendix 2.

3.4 The Lead Member is also recommended to note that the 2026/27 programme will feed into the initial Sussex and Brighton Mayoral Combined County Authority (MCCA) Local Transport Delivery Plan that will be submitted to Government on 20 March 2026, as well as the final detailed delivery plan for 2026/27 to 2029/30 submitted to Government in September 2026. As part of the Local Transport Delivery Plan, the Lead Member is also recommended to approve the proposed allocation of the Bus Grant capital funding for the period up to 2029/30 as set out in Tables 1 and 2 in section 2 of the report.

#### **RUPERT CLUBB**

Director of Communities, Economy and Transport

Contact Officer: Andrew Keer

Tel. No. 07876 878370

Email: [andrew.keer@eastsussex.gov.uk](mailto:andrew.keer@eastsussex.gov.uk)

#### **LOCAL MEMBERS**

All

#### **BACKGROUND DOCUMENTS**

None

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## APPENDIX 1

### 1. Policy Context - Local Transport Plan 4 and other policy documents

#### 1.1 Local Transport Plan 4

- 1.1.1 The East Sussex Local Transport Plan (LTP4) covering the period 2024 to 2050 was adopted by the County Council on 8 October 2024. The LTP4 sets the strategy and policy framework for transport in the county for the next 25 years.
- 1.1.2 The LTP4's vision is for 'an inclusive transport system that connects people and places, is decarbonised, safer, resilient, and supports the natural environment, communities, and businesses to be healthy, thrive and prosper'. This will be achieved through an increased emphasis on 'planning for people and places'.
- 1.1.3 This means that there will be a focus on enabling and encouraging integrated journeys and reducing the need to travel, through land-use and planning policies, focussed on encouraging and enabling inclusive and sustainable travel modes (walking, wheeling, cycling and public transport), adopting vehicles with cleaner fuels alongside the utilisation of emerging transport technologies will help to achieve the Council's and the Council's partners' net-zero ambitions.
- 1.1.4 The LTP4 Strategy is supported by an Investment Plan. This sets out the County Council's and the Council's partners' ambitions for delivering the policies and investment priorities to achieve the vision and objectives of LTP4. This includes identified schemes and the types of schemes that the County Council and key partners wish to deliver, subject to funding being secured.
- 1.1.5 Whilst there are various schemes in the 2026/27 programme of transport improvements that support the delivery of LTP4 and its principles of 'planning for people and places', there are several legacy schemes which is reflective of the previous LTP3 and its priorities which will continue through their development cycle through to construction. The introduction of the revised scheme request assessment approved by the Lead Member for Transport and Environment in September 2025 will meet new schemes included in the programme of transport improvements will closely align with delivering the objectives of LTP4.

#### 1.2 Other Policy Documents

- 1.2.1 In addition, the programme of transport improvements will collectively support the delivery of:
- the County's [Economic Prosperity Strategy](#), approved by the County Council in October 2024, which sets out our plans to support sustainable economic growth in the county;
  - The current East Sussex Local Cycling and Walking Infrastructure Plan was approved by the County Council in September 2021 sets out our future ambitions for increasing levels of cycling and walking in the county, in line with ambitions set out in the Department for Transport's Cycling & Walking 'Gear Change' Strategy (August 2020). As one of the modal strategies supporting the East Sussex LTP4, the East Sussex LCWIP is currently being refreshed and updated ahead of a public consultation in Spring 2026;
  - The County Council's Bus Service Improvement Plan (BSIP) 2 submitted to Government in summer 2024 continues to set out our plans for achieving the objectives of the Government's Bus Back Better Strategy through capital investment in bus priority measures to improve journey time reliability and revenue funding to support services;
  - our Environment Strategy 2020 and Climate Emergency Plan 2023 - 2025, which has set a target of achieving carbon neutrality from its activities as soon as possible and in any

event by 2050, as well as the Government’s Decarbonisation of Transport Strategy with the aim that half of all journeys in towns and cities will be cycled or walked by 2030;

- the East Sussex Whole System Healthy Weight Plan 2021 - 2026, contributing to developing an inclusive environment where active travel is integral and a realistic option for everyday journeys; and
- the emerging Integrated Transport Strategy (expected Spring 2026) will set the high-level direction for how transport should be designed, built and operated in England over the next 10 years. Emphasis will be on putting people’s needs first and empowering local leaders to deliver integrated transport solutions to meet the needs of their local communities.

## 2. Funding for Transport Improvements

### 2.1 Consolidated Transport Funding and development of Sussex & Brighton Local Transport Delivery Plan

2.1.1 Several funding sources – capital and revenue/resource – are available to the County Council towards the delivery of transport improvements in East Sussex for 2026/27.

#### Consolidated Transport Funding

2.1.2 The Government has announced consolidated revenue/resource and capital funding for the period between 2026/27 and 2029/30. This brings together various funding grant sources that the County Council previously received annually and now provides longer term certainty of funding, enabling more effective medium-term planning of the development and delivery of transport improvements in the county. The capital grant funding allocations have been reflected in the Council’s capital programme which was considered at County Council on 10 February 2026.

2.1.3 In summary, East Sussex will receive the following capital and revenue/resource grant funding for local transport, active travel and bus service improvement plan (capital) related activities over the next three (revenue/resource) / four years (capital):

*Table 1 – Transport Consolidated Funding (capital 2026/27 to 2029/30)*

Source	2026/27	2027/28	2028/29	2029/30	TOTAL
<b>Local Transport Grant</b>	£3,175,000	£4,598,000	£6,300,000	£8,003,000	£22,076,000
<b>Active Travel</b>	£683,000	£684,000	£683,000	£684,000	£2,734,000
<b>Bus Service Improvement Plan (new bus priority measures)</b>	£100,000	£684,114	£1,718,530	£4,302,946	£6,805,590
<b>TOTAL</b>	<b>£3,958,000</b>	<b>£5,966,114</b>	<b>£8,701,530</b>	<b>£12,989,946</b>	<b>£31,615,590</b>

*Table 2 – Transport Consolidated Funding (revenue/resource (2026/27 to 2028/29)*

Source	2026/27	2027/28	2028/29	2029/30	TOTAL
<b>Local Transport Capacity and Capability</b>	£469,000	£469,000	£469,000	N/A	£1,407,000
<b>Active Travel</b>	£214,000	£215,000	£214,000	N/A	£643,000

2.1.4 The 2026/27 allocations above have been used to inform the development of the 2026/27 programme of transport improvements.

- 2.1.5 In future financial years, it is expected that this consolidated funding will come through to East Sussex via Sussex and Brighton Mayoral Combined County Authority (MCCA) rather than directly from Government.

#### 2026/27 Consolidated Funding capital allocations

- 2.1.6 The local transport grant, active travel and bus priority element within the wider bus service improvement plan capital allocation will be used to continue the development and delivery of existing local transport schemes and major projects within the 2026/27 programme. Where appropriate, and funding allows, we have included new high priority schemes into the programme which have been identified using the updated scheme request appraisal framework that was approved by Lead Member for Transport & Environment in September 2025.

#### 2026/27 Consolidated Funding revenue allocations

- 2.1.7 The local transport and active travel revenue/resource funding will be used to bring in additional capacity to support the delivery of local transport and major projects over the next three years as well as continue the development of pipeline corridor studies as well as school street schemes and active travel scheme designs. In addition, an element of the 2026/27 local transport capacity and capability funding allocation will be used to contribute towards Transport for the South East (TfSE).

#### Sussex & Brighton Local Transport Delivery Plan

- 2.1.8 In announcing the consolidated transport funding in late 2025, the Government also requested that local transport authorities would be required to develop and publish a local transport delivery plan.
- 2.1.9 The Local Transport Delivery Plan is required to set out at a high level - grouping by similar modes/type/scale - the schemes and projects that the local transport authority plan to prioritise in their area with the consolidated funding, including details of their expected costs.
- 2.1.10 Alongside the funding allocations above, the Local Transport Delivery Plan will also need to set out how we plan to utilise the following:
- highways maintenance baseline and incentive funding;
  - bus service improvement plan revenue/resource funding<sup>1</sup>; and
  - bus service improvement plan capital funding (indicative allocations up to 2029/30 are shown at Appendix 3) for:
    - bus stop improvements,
    - real time passenger information and
    - traffic light priority.
- 2.1.11 A detailed Local Transport Delivery Plan for 2026/27, with a high-level plan for 2027/28 to 2029/30, is required to be submitted to Government by 20 March 2026. A detailed plan up to 2029/30 will subsequently need to be submitted by 18 September 2026.
- 2.1.12 Given that East Sussex is within the Devolution Priority Programme, one Local Transport Delivery Plan covering the Sussex and Brighton Mayoral Combined County Authority geography area will need to be submitted to Government in both March and September 2026. This will need to be signed off by the Sussex and Brighton MCCA s73 officer. Officers are currently

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<sup>1</sup> Allocation of the Bus Service Improvement Plan revenue/resource funding considered at Lead Member for Transport & Environment decision making meeting on 16 February 2026 ([LMTE 16 Feb 2026 - Bus Revenue Allocation Report.](#))

working with West Sussex and Brighton & Hove to co-ordinate and develop the Sussex and Brighton Local Transport Delivery Plan.

## **2.2 Other grant funding sources**

2.2.1 In addition to the consolidated transport grant funding set out in section 3.1 above, a number of other existing funding sources that are available to support the development and delivery of transport improvements in East Sussex in 2026/27.

### Bus Service Improvement Plan – existing bus priority schemes

2.2.2 There has been slippage of £8,645,196 of Bus Service Improvement Plan capital funding from 2025/26 into 2026/27 for the delivery of existing identified bus priority measures in the County. Following the delivery of traffic signal (virtual) bus priority around Newhaven Ring Road in 2025/26, the funding will be used to deliver the following bus priority schemes next financial year:

- A259 Seaside/St Anthonys Avenue, Eastbourne
- Eastbourne Station (Upperton Road/Station Parade)
- A259 Denton Corner, Newhaven

2.2.3 As highlighted in Table 2, there is capital allocation of £100,000 from the 2026/27 Bus Service Improvement Plan consolidated funding. This will be used for the early assessment / development of pipeline bus priority schemes.

### Active Travel – capital funding

2.2.4 In recent years, the County Council has received active travel revenue and capital funding allocations towards delivery of active travel. This has, for example, enabled us to fund the development of active travel schemes in the county, contribute towards pedestrian related schemes in town centre (e.g. Eastbourne) as well as deliver the first set of sign-only school street schemes.

2.2.5 There is slippage of £1,103,715 of active travel capital funding which has been allocated in the 2026/27 programme towards continuing the development and/or delivery of schemes previously funded using the active travel funding received by the County Council. This includes the delivery of:

- wider school measures associated to the three existing school street schemes (Southover Primary; Langney Primary, Eastbourne; All Saints Primary, Sidley); and
- Memorial roundabout active travel improvements, Eastbourne.

## Local Growth Fund and Town Deal

- 2.2.6 Through the former South East Local Enterprise Partnership, the County Council was successful in secured over £64m of Local Growth funding (LGF) to fund transport projects in East Sussex to drive economic growth.
- 2.2.7 This included funding awarded for the delivery of the following packages of local transport improvements (walking, cycling, public transport infrastructure and localised junction improvements) which will support housing and employment growth in the growth corridors around Eastbourne/South Wealden and Bexhill/Hastings:
- Hastings and Bexhill Movement and Access Package (this comprises previous allocations for the junction improvement and walking/cycling packages); and
  - Eastbourne and South Wealden Walking and Cycling Package.
- 2.2.8 These packages of local transport improvements have been developed and delivered in a phased approach over previous years. A number of these schemes have also agreed extensions for delivery behind the initial local growth deal period of end March 2021.
- 2.2.9 With the transfer of the former LEP responsibilities to upper tier local authorities from April 2024, the County Council is now the Accountable Body for legacy SELEP projects in East Sussex. Project Change Requests from this date onwards relating to the LGF, or other SELEP legacy programmes, are now managed through East Sussex Local Growth Assurance Framework.
- 2.2.10 Table 3 below sets out the remaining LGF funding available.

*Table 3 - LGF Package Funding*

<b>LGF Package</b>	<b>Remaining budget (end 2025/26)</b>	<b>2026/27</b>	<b>2027/28</b>	<b>Remaining LGF (contingency)</b>
<b>Hastings and Bexhill Movement &amp; Access Package</b>	£2,870,000	£2,350,724	£99,937	£419,339
<b>Eastbourne &amp; South Wealden Walking &amp; Cycling Package</b>	£1,720,000	£1,400,000	£320,000	

### *Hastings and Bexhill Movement and Access LGF Package*

- 2.2.11 Since receiving £9 million of Local Growth Fund (LGF) in 2018, East Sussex County Council has made substantial progress delivering the Hastings and Bexhill Movement and Access Package (HBMAP), which includes improvements for walking, cycling, bus infrastructure, traffic management, and public spaces.
- 2.2.12 A 2022 review showed that remaining scheme costs had risen significantly due to external factors such as the rise in construction and global material costs during the-pandemic, exceeding the remaining available LGF funding. As a result, work on HBMAP was paused in 2023 while a business case review was undertaken. This review - completed with consultants and stakeholders - led to a revised package of schemes being approved by the SELEP Accountability Board in September 2023.

2.2.13 In January 2024, the Lead Member approved construction of this revised package of schemes:

- Albert Road, Hastings (completed March 2025);
- Hastings Station Approach; and
- Bexhill Cycle Route A

2.2.14 To deliver the remaining two schemes, £2.87m LGF funding, plus £0.27m in development contributions and £0.236m from the local transport grant, will fund finalising the detailed design and construction. Station Approach will be delivered in 2026/27, and Bexhill Cycle Route A across 2026/27 and 2027/28. At present, a proportion of the LGF remains unallocated however this forms part of necessary contingency funding should there be any cost over-runs of the two remaining schemes.

#### *Eastbourne and South Wealden Walking and Cycling LGF Package*

2.2.15 Over the past 3–4 years, good progress has been made in developing the £6.6m Eastbourne and South Wealden Walking and Cycling Package (ESWWCP). However, similarly to other packages, significant construction cost inflation meant the remaining schemes could no longer be delivered within the original Local Growth Fund allocation. As a result, a revised package was endorsed by Team East Sussex in January 2024.

2.2.16 In September 2024, the Leader and Lead Member approved this revised package, which includes:

- Eastbourne Cycle Parking Phase 2 (completed Spring 2025)
- Eastbourne Town Centre to Seafront Cycle Route
- Horsey Way Cycle Route Phase 1b

2.2.17 The remaining £1.720m of Local Growth Fund will fund finalising the detailed design and construction of both schemes which will commence in 2026/27, with the Town Centre to Station cycle route continuing into early 2027/28.

#### *Hailsham Polegate Eastbourne Movement & Access Package*

2.2.18 The above scheme comprising the Polegate High Street/Wannock Road/A2270 junction improvement and Eastbourne Road bus lane was formerly part of the LGF programme. The scheme continues to be developed utilising local transport grant funding.

#### *Hastings Town Deal*

2.2.19 The County Council successfully secured Hastings Town Deal funding to support the delivery of the Hastings Town Centre Green Connections scheme. Construction of this scheme is due to commence during 2026/27 (£5.5m forecast Town Deal expenditure) and continue into 2027/28 (£3m forecast expenditure).

### **2.3 Schemes to be funded from Development Contributions**

2.3.1 The use of external funding in the form of development contributions will continue to be used, as appropriate, to increase the level of funding available to implement transport improvements in the county. There are constraints on how this funding may be applied, as it can only be used on specific schemes in specific geographical areas and some contributions are time limited.

2.3.2 As shown in Appendix 1, the total amount of external funding from development contributions (s106 contributions and Community Infrastructure Levy) will amount to £6,277,000 in 2026/27. The vast majority of this, via Community Infrastructure Levy from Wealden, is to deliver the Ersham Road/Diplocks Way/South Road roundabout scheme.

2.3.3 We are continuing to programme the use of existing held s106 contributions across future financial years to support the delivery of transport schemes around the specifics of the funding's user provision. Likewise, we continue to bid for Community Infrastructure funding via the charging authorities (all the borough/district councils except Hastings, and the South Downs National Park Authority) as funding bidding rounds are opened.

## 2.4 Road Safety

2.4.4 Within the local transport grant element of the programme, there is a separate allocation for road safety measures to fund the implementation of engineering schemes at specific sites identified as having a high crash record. The number of specific sites identified has reduced over the years and the latest approach combines a mix of site specific and route-based interventions.

2.4.5 As part of the Strategic Casualty Reduction Programme, targeted engineering measures will continue to be introduced in response to problems identified through the ongoing analysis of crash data. Our road safety engineering work is focussed on low-cost traffic management measures (e.g. improvements to signing and lining) and targeted engineering works at identified sites and high-risk sections of our A and B roads where crashes have occurred.

2.4.2 The following allocations have been made in the programme for road safety:

- *Casualty Reduction Programme* - £315,900 (includes slippage from 2025/26)

This funding is for targeted enhancements to identified sites and routes where road safety issues have been identified but no specific site or causation factor may be evident. Precedence will be given to those sites of highest priority that have the potential to positively impact casualty reduction. The funding may be used in conjunction with other funding, if available, to maximise this impact.

- *Speed Management Interventions* - £112,800 (includes slippage from 2025/26)

This funding is part of the £500,000 programme to take forward the priority list of sixteen sites announced in December 2024 following the completion of the review of speed limits across the county's A and B-class road network. The review assessed whether the existing speed limits are appropriate and identified areas where they could be reduced or made more effective. Seven of the sixteen sites have now been either completed or awaiting completion with our contractors, with a further three sites being prepared for quotes. Consultations for the remaining starts is due to start in March 2026.

## 3 2026/27 Programme

3.1 The draft programme of Transport Improvements for 2026/27 is set out in Appendix 2 and gives information on:

- scheme location
- scheme title
- the type of scheme;

- the indicative level of expenditure planned in 2026/27 for scheme development and/or construction cross individual/multiple funding stream(s);
- which stage(s) (i.e. feasibility, preliminary design, detailed design, pre-construction, construction and post-construction) would be completed or commenced in 2026/27.

3.2. A number of factors have been considered in determining which schemes should be included in the draft programme for 2026/27. These factors include:

- the need to continue the design and delivery of committed projects from previous years' programmes;
- the contribution that each scheme will make towards achieving the objectives of LTP4 and the Council Plan;
- the funding available and limitations on the use of that funding (e.g. have schemes been identified in agreed business cases by external funding providers or in the user provision for the use of development contributions); and
- the need to ensure a good balance of schemes of different types and of different sizes to ensure the deliverability of the overall programme.

Andrew Keer, Infrastructure Planning and Place Team  
February 2026



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**EAST SUSSEX COUNTY COUNCIL PROGRAMME of TRANSPORT IMPROVEMENTS 2026/27**

	Key to Scheme Type
Cycling	CY
Walking	WA
Traffic Management	TM
Bus Infrastructure	BI
Pedestrian Crossing	PC
Local Road Scheme	RD
Traffic Calming	TC
Local Safety Scheme	LS
Bus Priority	BL

	Key to Stages Commenced
Feasibility	F
Preliminary Design	P
Detailed Design	D
Pre Construction	Pr C
Construction	C
Post Construction	Po C

			Programme 2026-27 (Year 4)								Stages to be commenced						
Location	Title	Principal Scheme Type	Capital				Revenue				Total Funding	F	P	D	Pr C	C	Po C
			Local Transport Grant	Active Travel Capital	BSIP Capital	DC's/CIL	LGF / LU / Town Deal	MRN / Other Govt funding	Local Transport Capacity / Capability Revenue	Active Travel Revenue							

**PROGRAMME COSTS**

Staff Recharges (IPP/MPG) - including Road Safety Audit costs	£ 675,000							£ 208,000		£ 883,000						
Programme Management - East Sussex Highways	£ 170,000									£ 170,000						

**LOCAL TRANSPORT SCHEMES**

Eastbourne and South Wealden Walking and Cycling Package			Local Transport Grant	Active Travel Capital	BSIP Capital	DC's/CIL	LGF / LU / Town Deal	MRN / Other Govt funding	Local Transport Capacity / Capability Revenue	Active Travel Revenue	Total Funding	F	P	D	Pr C	C	Po C
Eastbourne	Eastbourne Walking and Cycle Network - Horsey Way cycle route phase 1b (Cavendish Place to Ringwood Road) (LGF)	CY					£ 1,200,000				£ 1,200,000					•	•
Eastbourne	Eastbourne / South Wealden cycling and walking improvements - Eastbourne Town Centre (station to seafront) cycle route (LGF)	CY					£ 200,000				£ 200,000					•	
			£ -	£ -	£ -	£ -	£ 1,400,000	£ -	£ -	£ -	£ 1,400,000						

Hailsham, Polegate and Eastbourne Movement and Access Corridor package			Local Transport Grant	Active Travel Capital	BSIP Capital	DC's/CIL	LGF / LU / Town Deal	MRN / Other Govt funding	Local Transport Capacity / Capability Revenue	Active Travel Revenue	Total Funding	F	P	D	Pr C	C	Po C
Polegate	Polegate: A2270 Wannock Rd/Polegate High Street Junction Improvements	TM	£ 100,000								£ 100,000				•	•	
Polegate	Polegate: Eastbourne Road Bus Lane (Broad Road to Huggetts Lane)	TM	£ 100,000								£ 100,000				•	•	
			£ 200,000	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 200,000						

			Programme 2026-27 (Year 4)								Stages to be commenced						
			Capital					Revenue			Total Funding						
Location	Title	Principal Scheme Type	Local Transport Grant	Active Travel Capital	BSIP Capital	DC's/CIL	LGF / LU / Town Deal	MRN / Other Govt funding	Local Transport Capacity / Capability Revenue	Active Travel Revenue		F	P	D	Pr C	C	Po C
<b>Local Transport Grant (LTG) - Local Transport Schemes</b>			<b>Local Transport Grant</b>	<b>Active Travel Capital</b>	<b>BSIP Capital</b>	<b>DC's/CIL</b>	<b>LGF / LU / Town Deal</b>	<b>MRN / Other Govt funding</b>	<b>Local Transport Capacity / Capability Revenue</b>	<b>Active Travel Revenue</b>	<b>Total Funding</b>	<b>F</b>	<b>P</b>	<b>D</b>	<b>Pr C</b>	<b>C</b>	<b>Po C</b>
Battle	Battle: Battle Hill pedestrian crossing	PC	£ 300,000			£ 130,000					£ 430,000			•	•	•	
Bexhill	Bexhill: Sea Road pedestrian crossing near junction with Endwell Road	PC	£ 210,000								£ 210,000					•	
Ditchling	Ditchling traffic management options	TM	£ 50,000								£ 50,000	•	•				
Eastbourne	Eastbourne Walking and Cycle Network - seafront cycle feasibility study	CY	£ 80,000								£ 80,000		•				
Hailsham	Hailsham: Ersham Road/Diplocks Way/South Road junction	TM				£ 5,000,000					£ 5,000,000				•	•	•
Hailsham	Movement and Access Strategy for Hailsham and Hellingly (MASHH2)	TM	£ 80,000								£ 80,000		•				
Hastings	Post Queensway Road Study (NEW)	TM	£ 60,000								£ 60,000	•	•				
Hastings	Hastings: A259 Bus Priority - Phase 2 (Glyne Gap)	BI	£ 100,000								£ 100,000				•	•	•
Hastings	Hastings: The Ridge Bus Stops - Phase 2	BI				£ 500,000					£ 500,000					•	•
Lewes	Lewes: Cycle Route 90 (Phase 1 - A26 Cliffe Industrial Estate crossing)	CY	£ 100,000								£ 100,000			•			
Lewes	Lewes: Cycle Route 90 (Phase 2 - Cliffe High St to Cliffe Industrial Estate)	CY	£ 50,000								£ 50,000			•			
Newhaven	Newhaven: Avis Road traffic management (30mph limit)	TM	£ 30,000								£ 30,000					•	•
Polegate	Polegate: High Street pedestrian improvements and 20mph zone	WA/CY/TM	£ 130,000								£ 130,000			•			
Uckfield	Uckfield Movement and Access study (based upon previous studies)	WA/CY	£ 60,000								£ 60,000		•				
Wadhurst	Wadhurst: High Street pedestrian improvements	TM				£ 60,000					£ 60,000					•	
Wealden	Seven Sisters Country Park pedestrian crossing facility	RD/WA/CY/BI/PC	£ 80,000								£ 80,000		•	•			
Lewes	Newhaven: Lewes Road/C7 pedestrian study (NEW)	WA/LS	£ 50,000								£ 50,000	•	•				
Countywide	Road Safety Strategic Casualty Reduction Programme	RS	£ 315,900								£ 315,900	•	•	•	•	•	•
Countywide	Road Safety Speed Management Interventions	RS	£ 112,800								£ 112,800	•	•	•	•	•	•
Countywide	Dropped kerb and tactile paving programme	RS	£ 50,000								£ 50,000	•	•	•	•	•	•
Countywide	Post construction scheme monitoring		£ 25,000								£ 25,000						•
			<b>£ 1,883,700</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 5,690,000</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 7,548,700</b>						

			Programme 2026-27 (Year 4)								Stages to be commenced					
Location	Title	Principal Scheme Type	Capital					Revenue		Total Funding	F	P	D	Pr C	C	Po C
			Local Transport Grant	Active Travel Capital	BSIP Capital	DC's/CIL	LGF / LU / Town Deal	MRN / Other Govt funding	Local Transport Capacity / Capability Revenue							

Active Travel Funding Programme			Local Transport Grant	Active Travel Capital	BSIP Capital	DC's/CIL	LGF / LU / Town Deal	MRN / Other Govt funding	Local Transport Capacity / Capability	Active Travel Revenue	Total Funding	F	P	D	Pr C	C	Po C
South Coast	Peacehaven and Telscombe Active Travel Programme			£ 161,000						£ 54,400	£ 215,400			•			
Countywide	School Streets - wider measures (Southover CE Primary, Langney Primary, All Saints CE Primary)			£ 530,000		£ 10,000					£ 540,000		•	•	•	•	
Countywide	School Streets - signage only schemes (development)									£ 60,000	£ 60,000	•	•	•			
Countywide	Active Travel Pipeline schemes - East Sussex Local Cycling & Walking Infrastructure Plan									£ 100,000	£ 100,000	•					
			£ -	£ 691,000	£ -	£ 10,000	£ -	£ -	£ -	£ 214,400	£ 915,400						

**MAJOR PROJECTS PROGRAMME**

Hastings and Bexhill Movement and Access Package			Local Transport Grant	Active Travel Capital	BSIP Capital	DC's/CIL	LGF / LU / Town Deal	MRN / Other Govt funding	Local Transport Capacity / Capability	Active Travel Revenue	Total Funding	F	P	D	Pr C	C	Po C
Bexhill	Bexhill Walking & Cycling Route A: Sidley to Bexhill Town Centre (LGF)	CY/WA				£ 270,000	£ 1,073,746				£ 1,343,746			•	•	•	
Hastings	Hastings: Station Approach/Havelock Road/Devonshire Road junction improvement (MARS Station to Seafront) (LGF)	TM					£ 1,276,978				£ 1,276,978				•	•	•
			£ -	£ -	£ -	£ 270,000	£ 2,350,724	£ -	£ -	£ -	£ 2,620,724						

BSIP Bus Priority			Local Transport Grant	Active Travel Capital	BSIP Capital	DC's/CIL	LGF / LU / Town Deal	MRN / Other Govt funding	Local Transport Capacity / Capability	Active Travel Revenue	Total Funding	F	P	D	Pr C	C	Po C
Newhaven	A259 Denton Corner (Phase 1)	BL			£ 4,037,768						£ 4,037,768					•	•
Eastbourne	Eastbourne Station (Upperton Rd/Station Parade)	BL			£ 1,834,246						£ 1,834,246					•	•
Eastbourne	Seaside/St Anthonys Avenue	BL			£ 2,773,182						£ 2,773,182					•	•
Countywide	Pipeline bus priority scheme(s)	BL			£ 100,000						£ 100,000	•					
			£ -	£ -	£ 8,745,196	£ -	£ -	£ -	£ -	£ -	£ 8,745,196						



**APPENDIX 3****Bus Service Improvement Plan (indicative capital allocations 2026/27 to 2029/30)**

<b>Source</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>2029/30</b>	<b>TOTAL</b>
<b>Traffic Light Priority</b>	£3,000,000	£900,000	£50,000	£50,000	£4,000,000
<b>Bus Stop Infrastructure</b>	£1,000,000	£1,900,000	£550,000	£50,000	£3,500,000
<b>Real Time Passenger Information</b>	£100,000	£800,000	£1,050,000	£50,000	£2,000,000
<b>Bus Priority Measures</b>	£100,000	£684,114	£2,718,530	£4,302,946	£7,805,288
<b>TOTAL</b>	<b>£4,199,698</b>	<b>£4,284,114</b>	<b>£4,368,530</b>	<b>£4,452,946</b>	<b>£17,305,288</b>

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<b>Report to:</b>	<b>Lead Member for Transport and Environment</b>
<b>Date of meeting:</b>	<b>16 March 2026</b>
<b>By:</b>	<b>Director of Communities, Economy and Transport</b>
<b>Title:</b>	<b>East Sussex and Brighton and Hove Record Office Collections Policies</b>
<b>Purpose:</b>	<b>To seek approval for a suite of policies relating to East Sussex and Brighton and Hove Record Office collections</b>

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

- (1) approve the East Sussex and Brighton and Hove Record Office Collections Development Policy, as set out in Appendix 1;**
  - (2) approve the East Sussex and Brighton and Hove Record Office Selection, Appraisal and Disposal Policy as set out in Appendix 2; and**
  - (3) approve the East Sussex and Brighton and Hove Record Office Collections Information Statement as set out in Appendix 3.**
- 

## **1 Background Information**

1.1. East Sussex and Brighton and Hove Record Office collects and preserves archival material relating to the administration of, and to past and present life in, East Sussex and Brighton and Hove. The records are stored at The Keep and are made available to the public by a variety of means for private and professional research.

1.2. The management and funding of the Keep is through a partnership between East Sussex County Council, Brighton & Hove City Council and the University of Sussex.

1.3. The work of East Sussex and Brighton and Hove Record Office is underpinned by legislation and overseen by The National Archives. The Keep is licensed as a 'Place of Deposit' to hold public records by The National Archives.

1.4. The current system of accreditation for archive services ('Accreditation'), was introduced in 2016 and is managed by The National Archives. The Keep first achieved Accredited Archive status in 2017. All Places of Deposit are required to achieve and maintain Accredited Archive status.

1.5. Accreditation has a range of requirements, which include the existence of service policies approved at an appropriate level. Many of the policies to which East Sussex and Brighton and Hove Record Office works are agreed through the governance framework of The Keep. However, because the collections held by each partner at The Keep (East Sussex County Council, Brighton & Hove City Council and the University of Sussex), ('The Keep Partners') remain the responsibility of the relevant partner, certain policies relating to the management of those collections held by East Sussex and Brighton and Hove Record Office need to be approved through the County Council's processes.

1.6. The current policies were previously approved by the Lead Member for Communities and Safety on 25 May 2016. A review of these policies is required to share current approved working practices with customers and staff. This review is also required for the East Sussex and Brighton and Hove Record Office to demonstrate adherence to current best practice and national standards, and to maintain Accredited Archive status. Accreditation is a requirement for East

Sussex and Brighton and Hove Record Office's ongoing appointment by The National Archive as a Place of Deposit for public records, and to preserve stakeholder confidence in the record office's archival practices.

The policies have been updated to make them clearer, easier to follow, and more in line with how the service works today. The amendments to the policies are set out below:

#### 1.6.1 All appendices:

- Dates updated.
- Policy layout brought up to the current template.
- Language rewritten to be clear, concise and easy to understand.

#### 1.6.2 Collections Development Policy (Appendix 1)

- Information updated to reflect how policies are reviewed under the current governance structure.
- Sections on geographical coverage and scope of collections simplified and combined.
- Acquisition of archives section simplified.
- Approach to acquiring non-statutory records clarified.
- Areas for development refreshed in line with the current collections development plan.

#### 1.6.3 Selection, Appraisal and Disposal Policy (Appendix 2)

- Explanations of Selection, Appraisal and Disposal simplified for clarity.

#### 1.6.4 Collections Information Statement (Appendix 3)

- Information added about the handling of digital accessions.
- Priorities updated to reflect a focus on statutory duties.

## 2 Supporting Information

2.1 The policies will be published on The Keep's website ([www.thekeep.info](http://www.thekeep.info)) to inform customers and staff about how the archive currently decides which records to accept, and to share approved practices for appraisal and selection of records for permanent preservation. The policies are transparent and accountable, in keeping with East Sussex County Council customer values.

2.2 The Collections Development Policy (Appendix 1) describes what, why and how East Sussex and Brighton and Hove Record Office acquires archives and considers the strengths and gaps in its collections to inform its priorities for collecting in future.

2.3 The Selection, Appraisal and Disposal Policy (Appendix 2) describes in more detail the principles underpinning decisions about which records to retain permanently as archives.

2.4 The Collections Information Statement (Appendix 3) sets out the principles for documenting East Sussex and Brighton and Hove Record Office's archive holdings, including information about ownership and rights, and establishes its priorities for cataloguing the archives

in order to provide public access.

2.5 The three policies have been drafted according to guidelines issued by the National Archive.

2.6 The Keep is appointed by the National Archive as a Place of Deposit for Public Records under Section 4(1) of the Public Records Act (1958). The National Archive uses the Archive Service Accreditation Standard (Guidance - Archives sector) to ensure that Places of Deposit are maintaining suitable arrangements for the preservation of records and access to them.

2.7 These three policies are a requirement to maintain Archive Service Accreditation and appointment as a Place of Deposit for Public Records.

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

3.1. The Lead Member is recommended to approve the three policies, as set out in Appendices 1 – 3. The policies are required for East Sussex and Brighton and Hove Record Office to share agreed working practices with customers and staff, demonstrate adherence to national standards for archival best practice, and to maintain Accredited Archive status and appointment as a Place of Deposit for public records.

#### **RUPERT CLUBB**

Director of Communities, Economy and Transport

Contact Officer: Anna Goddard

Tel. No. 07734 301730

Email: [anna.goddard@eastsussex.gov.uk](mailto:anna.goddard@eastsussex.gov.uk)

#### LOCAL MEMBERS

All

#### BACKGROUND DOCUMENTS

The National Archives Accreditation Scheme at [Archive Service Accreditation Standard](#)

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# East Sussex and Brighton and Hove Record Office Collections Development Policy



**Date:** March 2026

## Document summary

This document explains why East Sussex and Brighton and Hove Record Office collects archives, what it collects and how it does so. It also identifies areas for development in the Record Office's holdings in order to set priorities for the future.

## Enquiries

The Keep, 01273 482349 or [thekeep@eastsussex.gov.uk](mailto:thekeep@eastsussex.gov.uk)

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# East Sussex and Brighton and Hove Record Office Collections Development Policy

## Key points

- The role of the East Sussex and Brighton and Hove Record Office is to locate, acquire, collect and preserve archival material relating to past and present life in the administrative county of East Sussex and the City of Brighton and Hove, and to make that material available to the public. It is based at The Keep, which is run in partnership with Brighton & Hove City Council and the University of Sussex.
- The Keep is an Accredited Archive service and conforms to guidelines set out in The National Archives Accreditation Standard.
- This policy is essential to support the role and aims of East Sussex and Brighton and Hove Record Office, and explains why East Sussex and Brighton and Hove Record Office collects archival material, what it collects and how it does so. This policy takes into account the recommendations of The National Archives for collections development, and current government policy on archives.

### 1. Name of Archive Service

- 1.1. East Sussex and Brighton and Hove Record Office.

### 2. Relationship with Brighton & Hove City Council and The Keep Board

- 2.1. East Sussex and Brighton and Hove Record Office is part of the Communities Division of the Communities, Economy and Transport Department of ESCC.
- 2.2. East Sussex and Brighton and Hove Record Office provides an archive service to Brighton & Hove City Council, a unitary authority formed on 1 April 1997, under a Service Level Agreement dated August 2013, which has a term of twenty (20) years.
- 2.3. Relevant policies and procedures are reviewed by representatives of the three partners of The Keep - East Sussex County Council, Brighton & Hove City Council and the University of Sussex - at the Keep Management Team. Any changes affecting the management of The Keep are approved by the Keep Board.

### 3. Legislation

- 3.1 East Sussex and Brighton and Hove Record Office holds the archives of East Sussex and Brighton & Hove in line with the following regulations:
  - 3.1.1 S.224 of the Local Government Act 1972, whereby East Sussex and Brighton and Hove Record Office fulfils East Sussex County Council's responsibility for making proper arrangements for documents belonging to or in its custody.
  - 3.1.2 The Local Government (Records) Act 1962 whereby East Sussex County Council was constituted an 'archive authority' with powers to make provision for the inspection and copying of documents, to prepare finding aids, publish records, hold exhibitions, stage lectures, purchase and accept gifts and deposits of records including those of other local authorities, and 'do all such things as appear to it necessary or expedient for enabling adequate use to be made of records under its control'.

3.1.3 S.4(1) of the Public Records Act 1958, whereby, as an appointed place of deposit, East Sussex and Brighton and Hove Record Office accepts the deposit of defined categories of public record of a local character on behalf of the Lord Chancellor.

3.1.4 The Manorial Document Rules of 1959 and the Tithe (Copies of Apportionment) Rules of 1960, whereby East Sussex and Brighton and Hove Record Office accepts custody of, respectively, manorial and tithe documents under the charge and superintendence of the Master of the Rolls.

3.1.5 In addition, East Sussex and Brighton and Hove Record Office exercises the powers of East Sussex County Council in respect of the records of Parish Councils under s.226(1)(b), (4) and (5) of the Local Government Act 1972.

3.1.6 An instrument dated 24 December 1954, as amended by further instrument dated 29 March 1974, whereby the Bishop of Chichester established a diocesan record office at East Sussex and Brighton and Hove Record Office to serve as a place of deposit for registers and records of ecclesiastical parishes located within the administrative county of East Sussex and the City of Brighton & Hove. Such records are currently held under the provisions of the Parochial Registers and Records Measure 1978.

3.1.7 East Sussex and Brighton and Hove Record Office is committed to ensuring it complies with the General Data Protection Regulation (GDPR).

## 4 Scope

- 4.1 East Sussex and Brighton and Hove Record Office seeks to collect archives that relate to any geographical part of the administrative county of East Sussex and the unitary authority of Brighton & Hove as constituted on 1 April 1997.
- 4.2 East Sussex and Brighton and Hove Record Office may consider accepting any archives that record or illustrate the administration, life and development of East Sussex or Brighton & Hove throughout history.
- 4.3 In keeping with good archival practice, East Sussex and Brighton and Hove Record Office will aim not to split archives which contain elements relating to other geographical areas. However, we will only accept such archives when the majority of papers relate to East Sussex or Brighton & Hove.
- 4.4 There are certain classes of records that East Sussex and Brighton and Hove Record Office will not consider taking unless there are extraordinary reasons for their acceptance. These include personal papers which are mainly research notes; collections of appointments of office diaries; low-level accounting records including receipt and account books, especially where audited annual accounts exist; and archives in any format where the depositor wishes to impose a lengthy closure period for reasons other than Data Protection. We will also not accept Oral History recordings unless we consider them to be of significant historical value and they have been recorded and documented in line with Oral History Society guidance.
- 4.5 East Sussex and Brighton and Hove Record Office's collecting focus is the statutory records of Local Authorities and parishes. As such, we will only consider accepting collections from external sources if they are of historical or cultural value. Material

offered that comes from funded projects will be considered provided the cost of East Sussex and Brighton and Hove Record Office time to catalogue and preserve the material, including packaging and/or processing costs, has been included in the project funding bid.

## **5 Acquisition of Archives**

- 5.1 Archival material passes into the custody of East Sussex and Brighton and Hove Record Office in a number of ways.
  - 5.1.1 East Sussex County Council and Brighton & Hove City Council.
  - 5.1.2 Central Government under the Public Records Act and other statutes (see paragraph 3.1.3-3.1.5 above).
  - 5.1.3 The established church under the Parochial Registers and Records Measure (see paragraph 3.1.6 above).
  - 5.1.4 District and Parish Councils and statutory bodies such as water authorities, the Sussex Police and Crime Commissioner and East Sussex Fire Authority.
  - 5.1.5 Organisations, businesses, or individuals (subject to 4.5 above).
  - 5.1.6 More information regarding the make up of existing holdings can be found in the Collections Information Statement.
- 5.2 East Sussex and Brighton and Hove Record Office will not accept unsolicited deposits of archive material. Accessions will only be accepted by prior arrangement and following an assessment of the material being offered, in accordance with this policy and related documents. All potential depositors should read the information available and then contact [EBHRO@eastsussex.gov.uk](mailto:EBHRO@eastsussex.gov.uk) in the first instance.
- 5.3 When accepting archives, East Sussex and Brighton and Hove Record Office will establish ownership of the material and any separate intellectual property rights. We will also agree restrictions on access arising from legislation or the wishes of the donor/depositor. We will encourage people to donate their records to East Sussex and Brighton and Hove Record Office rather than depositing. We will adhere to the guidelines for dealing with new accessions set out in the Collections Information Statement.
- 5.4 The acquisition of non-statutory deposits will only be considered if records are first appraised as having archival value by an archivist, and will be subject to East Sussex and Brighton and Hove Record Office having sufficient resources available to catalogue, care for, store, and make accessible the records.
- 5.5 All depositors of large or complex accessions that are accepted are encouraged to provide an item or box list at the time of transfer. East Sussex and Brighton and Hove Record Office reserves the right to refuse the acquisition of such collections without finding aids if they would otherwise be inaccessible and difficult to catalogue.
- 5.6 Depositors of accessions of any size must remove supplementary material from the records (such as, but not limited to, plastic wallets) that will increase the time required for cataloguing to take place. East Sussex and Brighton and Hove Record Office reserves the right to return records transferred to the Record Office if such supplementary items are not removed before transfer.

- 5.7 Agreement to take records (physical or digital) may be subject to charges for cataloguing, preservation, processing, packaging and storage.
- 5.8 East Sussex and Brighton and Hove Record Office continues a policy of purchasing archives to place or keep them in the public domain. Such purchases are funded entirely from external grants and external funding, particularly from the Friends of The Keep Archive (FoTKA). East Sussex and Brighton and Hove Record Office reserves the right to make the final decision on the acceptance of purchases.
- 5.9 East Sussex and Brighton and Hove Record Office will appraise and assess archive holdings in accordance with this and related documents before, during and after acquisition.

## **6 Formats of Archives**

- 6.1. East Sussex and Brighton and Hove Record Office will consider accepting archives in a wide range of formats including paper, parchment, digital (including digital audio-visual material), microform, and visual media (including photographs, glass negatives, slides and transparencies).
- 6.2. Format and transfer of digital records will be discussed with depositors prior to acceptance. See the East Sussex and Brighton and Hove Record Office Digital Preservation Policy.
- 6.3. East Sussex and Brighton and Hove Record Office does not accept archive film (for example reel-to-reel, cinefilm) forming part of a donation or deposit. We will not accept material on VHS, DVD or CD if we cannot extract the data or provide access to it.
- 6.4. Books, newspapers, pamphlets and journals will be added to the reference collection at The Keep if they form part of an existing archive or are considered to have enough local relevance.
- 6.5. East Sussex and Brighton and Hove Record Office will consider accepting copies of documents held in other repositories if they relate closely to its existing holdings and are otherwise not readily accessible.
- 6.6. Museum objects and artefacts will not normally be accepted. Potential depositors should instead contact an appropriate museum service. Artefacts which form part of an archive, such as elements of uniforms, may be accepted. Textiles will generally not be accepted.
- 6.7. East Sussex and Brighton and Hove Record Office may accept artistic material under two circumstances: when it forms part of an artist's archive, or when it forms a record of now-vanished elements of the landscape. East Sussex and Brighton and Hove Record Office will never compete with galleries or museums to acquire such material.
- 6.8. Archives offered to East Sussex and Brighton and Hove Record Office in poor physical condition are unlikely to be accepted unless the donor/depositor agrees to cover the costs of conservation, to be agreed on a case-by-case basis, and only if resources are available to carry out the conservation work.

## **7 Areas for development in the collections**

### **7.1 Current strengths**

7.1.1 East Sussex and Brighton and Hove Record Office has an excellent relationship with the East Sussex County Council Record Centre (for modern records) and a well-established, streamlined process for transfer of records of archival value at the end of their retention period.

7.1.2 East Sussex County Council has embedded a detailed retention schedule for the management of these records, and has a robust process for approval of changes to this retention schedule.

7.1.3 East Sussex and Brighton and Hove Record Office works with ESCC departments to update the retention schedule where records that are appraised as not having archival value are being regularly offered to the archive.

7.1.4 The Record Office has established relationships with District, Borough and Parish Councils to increase the transfer of statutory records from these organisations.

7.1.5 Archivists have worked with the East Sussex County Council Childrens Services department to increase awareness of and deposits to the archive service amongst Secondary Schools.

7.1.6 East Sussex and Brighton and Hove Record Office has developed clear processes for accepting and accessioning offers of non-statutory records within the resources available, including supporting community projects that work to develop collections and collections information within the scope of the Collections Development Policy.

7.1.7 The Record office has established relationships with several local community organisations in support of 7.1.6 above.

7.1.8 The Keep Public Engagement Group produces an annual Communications and Engagement plan to ensure that engagement activity is carried out making best use of available resources.

7.1.9 East Sussex and Brighton and Hove Record Office has an established volunteer programme enabling further community engagement with the sector, and collections development activity.

7.1.10 The Record Office is responsive to The National Archive in its capacity as a Place of Deposit for public records, and has an established process for regular transfer of Coroner's Records from East Sussex and Brighton & Hove to the archive.

7.1.11 East Sussex and Brighton and Hove Record Office does not have a cataloguing backlog. Less than 1% of the archive's holdings (current accessions) are unlisted.

### **7.2 Areas for development**

7.2.1 East Sussex and Brighton and Hove Record Office will develop and implement an internal communications programme to increase awareness of what records the archive holds on behalf of Council departments, and how these can be a useful resource for wider Council staff.

7.2.2 The Record Office will continue to work with District, Borough and Parish Councils to ensure regular transfers of records that are made accessible to the public (subject to relevant legislation).

7.2.3 The Record Office will continue to address representation of, and support improvements to existing catalogues of marginalised and underrepresented communities through its accessions policy and project work.

7.2.4 East Sussex and Brighton and Hove Record Office has acquired Preservica for digital preservation and will continue to increase the assets held on the system, making them accessible via the online Universal Access platform where practicable.

7.2.5 The Record Office will continue to improve access to collections through cataloguing new accessions in a timely manner, improving finding aids for customers, enabling access to records no longer in copyright, and improving access to unorderable items through its Conservation Development Plan.

7.2.6 Senior staff from the East Sussex and Brighton and Hove Record Office will continue to attend local, regional and national groups and meetings to keep up to date on the developing Mayoral Combined Authority for Sussex, and on plans for Local Government Reorganisation, and their potential impact on the archive.

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# East Sussex and Brighton and Hove Record Office Selection, Appraisal and Disposal Policy



Date: March 2026

## Document summary

This document sets out the policies by which East Sussex and Brighton and Hove Record Office makes decisions about which records to retain permanently as archives.

## Enquiries

The Keep, 01273 482349 or [thekeep@eastsussex.gov.uk](mailto:thekeep@eastsussex.gov.uk)

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# East Sussex and Brighton and Hove Record Office Selection, Appraisal and Disposal Policy

## Key points

- This policy has been drawn up in accordance with best practice as defined by The National Archives. It operates in conjunction with the East Sussex and Brighton and Hove Record Office Collections Development Policy, and should be read alongside East Sussex County Council's and The Keep's other service policies and plans. It is supported by in-house appraisal guidelines.

## 1. Definitions

- 1.1. **Selection** is the process by which archive groups or series within those groups are assigned criteria for retention or disposal. This is done by means of a Retention Schedule.
- 1.2. **Appraisal** is the process by which records of potential historical value are identified and separated from material not deemed worthy of permanent preservation as archives.
- 1.3. **Disposal** can result either from the application of a Retention Schedule, appraisal at the point of accession or from the retrospective appraisal of existing holdings. Records selected for disposal are either returned to the depositor, offered to another suitable repository or destroyed confidentially.

## 2. Policy aims

- 2.1 To ensure that selection, appraisal and disposal practice is informed by current legislation relating to the keeping of records.
- 2.2 To ensure that selection, appraisal and disposal practice supports the aims of East Sussex and Brighton and Hove Record Office as laid out in the Collections Development Policy.
- 2.3 To ensure that East Sussex County Council and Brighton and Hove City Council efficiently manage the preservation of archives which serve the administrative needs of the authorities and provide an historical record of their past activities in line with the resources available to do so.
- 2.4 To assist archivists in selecting records of the highest value in terms of their evidential, administrative or historical value.
- 2.5 To assist users of the service by directing their attention to material of high evidential value.
- 2.6 To assist East Sussex and Brighton and Hove Record Office in managing its

available storage capacity and financial resources.

- 2.7 To promote objective, structured and open decision-making about appraisal and disposal.

### **3. Regulatory guidelines**

- 3.1 This policy is based on the Appraisal Values set out in Appendix 2 of The National Archives Appraisal Policy (2012) and the regulatory framework and principles for deaccessioning and disposal set out in The National Archives' Deaccessioning and Disposal, guidance for archives (2015).

### **4. Selection**

- 4.1. East Sussex and Brighton and Hove Record Office's selection criteria for records is set out in section 4 (Scope) of the Collections Development Policy.
- 4.2. Records from ESCC will be selected in line with the current Records Retention Schedule. Records will principally come from the Record Centre, but departments may contact East Sussex and Brighton and Hove Record Office directly regarding their records that may be stored elsewhere.
- 4.3. Other than East Sussex County Council, there are three distinct types of official record which pass to East Sussex and Brighton and Hove Record Office:
  - 4.3.1. As the appointed Local Place of Deposit for Public Records under s.4(1) of the Public Records Act 1958, East Sussex and Brighton and Hove Record Office accepts the deposit of defined categories of public record.
  - 4.3.2. East Sussex and Brighton and Hove Record Office provides an archive service for Brighton & Hove City Council, which however undertakes its own Records Management.
  - 4.3.3. The District, Borough and Parish Councils of East Sussex will make use of East Sussex and Brighton and Hove Record Office as a place of deposit for their archives.
- 4.4. It is the responsibility of each Local Authority body (of all tiers) to offer their records to East Sussex and Brighton and Hove Record Office for appraisal.
- 4.5. When approached by potential depositors of private records and other non-statutory (or discretionary) material, East Sussex and Brighton and Hove Record Office will review the resources available to catalogue such records as part of the selection process. East Sussex and Brighton and Hove Record Office reserves the right to return to the potential depositor or destroy confidentially any material not selected for permanent preservation, including ephemera and duplicates.
- 4.6. Non-statutory deposits will only be selected for preservation if they are found to be of significant historical value. Agreement to take the records may be subject to the payment of charges to cover cataloguing, preservation (if required), packaging, and storage.

## 5. Appraisal

- 5.1 East Sussex and Brighton and Hove Record Office's method of appraisal is based on decisions to retain, destroy or sample records at series level (or above) rather than assessing individual documents. This is the most appropriate approach given the available resources. Functional analysis identifies the functions of organisations and is used to select series of records of high informational value for permanent preservation.
- 5.2 There will be occasions when this method is inappropriate, for example records of individuals or small organisations. It will also be appropriate on occasions to make a more detailed check to separate out duplicate, ephemeral or non-archival records. Archivists should use their professional judgment at all times.
- 5.3 Archivists must be aware of current archival legislation and any other statutory provisions with a bearing on record keeping. East Sussex and Brighton and Hove Record Office will ensure that staff training includes awareness of legislative changes and developments.
- 5.4 The appraisal of records created by East Sussex County Council is governed by a Retention Schedule tailored to the output, in both paper and electronic format, of all sections within each department of the authority.
- 5.5 In the retention schedule, records are identified as:
  - 5.5.1 **Transfer to archive:** records preselected for permanent preservation that can be transferred to the archive as soon as their current administrative life has expired.
  - 5.5.2 **Offer to archive:** records that *may* have historical value so will be considered for permanent preservation by an archivist at East Sussex and Brighton and Hove Record Office after a period of retention at the Record Centre which is determined by the retention schedule. Any records not selected for permanent preservation as archives will be confidentially destroyed.
  - 5.5.3 **Destruction:** records held at the Record Centre before being confidentially destroyed in accordance with their retention schedule.

## 6. Re-appraisal, Retrospective appraisal and Deaccessioning

- 6.1. Appraisal of records is carried out before deposit and on accessioning according to the Collections Development Policy. As much selection as possible takes place at the point of deposit, either by leaving unwanted elements in the hands of the depositor, or destroying obviously ephemeral material immediately. Although smaller accessions may be fully catalogued at the point of receipt, larger or more complex accessions may be added to the collections development plan for full or more detailed cataloguing at a later date. It is usually the case that on cataloguing a collection, it becomes apparent that further appraisal is needed.

- 6.2. Such re-appraisal, or retrospective appraisal, of collections will be carried out by East Sussex and Brighton and Hove Record Office in accordance with the regulatory framework and principles for deaccessioning and disposal set out in The National Archives' Deaccessioning and Disposal, guidance for archives (2015).
- 6.3. Appraisal decisions and disposal methods will be documented to leave an audit trail and retained as a permanent record in the collection deposit file, or Accession record in CALM.

## **7. Disposal of collections**

- 7.1 East Sussex and Brighton and Hove Record Office reserves the right to refuse, return or recommend the destruction of any material not deemed to be appropriate for permanent preservation. Such decisions will be made in accordance with the Collections Development Policy.
- 7.2 East Sussex and Brighton and Hove Record Office may also, with the agreement of the depositor, transfer material to other more appropriate repositories.
- 7.3 East Sussex County Council accepts the principle that collections in its ownership selected for permanent preservation will not be sold.

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# East Sussex and Brighton and Hove Record Office Collections Information Statement



Date: March 2026

## Document summary

This document lays out how East Sussex and Brighton and Hove Record Office will document its archive holdings and how the collections we hold are processed, as well as establishing priorities for cataloguing.

## Enquiries

The Keep, 01273 482349 or [EBHRO@eastsussex.gov.uk](mailto:EBHRO@eastsussex.gov.uk)

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## East Sussex and Brighton and Hove Record Office Collections Information Statement

### Key points

- This statement should be read in conjunction with the East Sussex and Brighton and Hove Record Office Collections Development Policy.
- Maintaining accurate documentation of our archival holdings is a fundamental element of the work of East Sussex and Brighton and Hove Record Office. This information forms two parts: information regarding acquisitions, and the information contained in the catalogue. Both are collected and stored using specialist archive software.
- East Sussex and Brighton and Hove Record Office recognises that good documentation of its holdings, through accessioning and cataloguing, is fundamental to collections management, and to relationships with our donors, depositors and users.
- East Sussex and Brighton and Hove Record Office works towards meeting international standards and principles governing the creation of catalogues of archives. It is committed to working with partners to adopt and employ agreed standards of documentation which ensure maximum interoperability and sharing of metadata.
- An internal staff working group regularly reviews all operational work with regards to maintaining collections information. Procedural documentation for accessioning and cataloguing is maintained by archive staff.

### 1. Categories of Acquisitions

1.1 All documents at East Sussex and Brighton and Hove Record Office can be allocated to one of six categories, based on the basis on which they are received. Categories 1-5 are statutory. The power granted by the Local Government (Records) Act 1962, on which the power to accept documents in category 6 depends, is discretionary.

- 1 **Public Records - Public Records Act 1958** (includes records of HM Coroners, the County Court, health authorities and hospitals, magistrates' courts and Quarter sessions).
- 2 **Parish Records - Parochial Registers and Records Measure 1978**
- 3 **Local government and statutory bodies - Local Government Act 1972** (Borough and District Councils, Brighton and Hove City Council, East Sussex County Council - including records which are council property, schools, Parish and Town Councils, river, waste and sewerage authorities, Sussex Police Authority, and other public authorities).
- 4 **Manorial Records - Manorial Documents Rules 1926**
- 5 **Tithe Records - Tithe Rules 1963**
- 6 **Estate, family, community - Local Government (Records) Act 1962** (includes charities, clubs/societies/associations, estate and family archives, business records, non-Church of England religions (non-conformist), private schools (non-East Sussex County Council/Brighton & Hove City Council), solicitors records and property title deeds).

There is a degree of overlap between categories 4 and 6.

- 1.2 Documents acquired by gift or purchase, and which consequently become the property of ESCC rather than of a third-party depositor, will then be deemed to form part of Category 3.

## **2. Accessioning**

- 2.1 Recording the provenance of material donated to East Sussex and Brighton and Hove Record Office is a crucial part of our activities. Using the Accession component of the CALM cataloguing software, we record details of every accession, distinguishing gifts, purchases, bequests and deposits on loan. We include a preliminary indication of the scope, content and creation dates of the material, its legal status and any restrictions on custody or access. Deposits received under the Parochial Registers and Records Measure 1978, Public Records Act 1958 and Manorial Document Rules 1926 are distinguished in this system.
- 2.2 The CALM accessions database holds details of all accessions since ACC 8001, received on 2 November 1999. Between 1991 and 1999 similar data is held in annual MS Word files; before 1991 it is contained in the office's paper accession registers. In addition, the CALM database includes all deposits which remain listed under their ACC number, a further 1170 accessions.
- 2.3 Hard copy accession registers began to be maintained in 1950, continued in parallel to the CALM database from 1999, and since 2013 have remained in use to house forms of agreement to our Terms and Conditions for the Acceptance of Archives (Depositor form).
- 2.4 Signed copies of the Terms form are now scanned and saved to the network, and physical copies are filed in the Archivists' office.
- 2.5 All new accessions are allocated an Accession Reference Number: ACC. This number is determined as the next available number on the Current Accessions spreadsheet, where basic information about the accession is recorded.
- 2.6 Prior to 2012, transfers of records of East Sussex County Council from East Sussex County Council Record Centre were not assigned accession numbers, but since that time such records have been allocated ACC numbers for the purposes of maintaining accurate accession records, statistics and physical control.
- 2.7 On receipt of deposits/donations from private depositors (principally Category 6 material), a copy of the Depositor's form, outlining the Terms and Conditions for the Acceptance of Archives, will be signed by the depositor/donor and the receiving archivist. A copy will be held internally, as above and in accordance with the General Data Protection Regulation, and a copy will be given to the depositor/donor. The 'ACC' number will be shared with depositors/donors.
- 2.8 Integral to the accessioning process is the management of information relating to the source of the material. This is held in the same formats as set out at 2.2-3 above. Contact names and addresses of pre-1999 depositors are held in the paper accession registers, in an index to those registers, and in the office's filing system.

2.9 Details of the sources of accessions are not available to the public, and we will not share the personal details of depositors with third parties without consent. Old paper lists may contain personal data, but these documents are not publicly accessible.

### **3. Digital accessions**

3.1 In 2023 East Sussex and Brighton and Hove Record Office acquired Preservica to manage its collections of digitised material and born digital deposits.

3.2 Digital accessions are processed in the same way as physical accessions, are given an ACC reference number and are recorded in the accessions database in CALM.

3.3 Digital deposits are usually transferred via Preservica's Submissions Tool (this is preferable for East Sussex County Council), or file sharing sites such as WeTransfer. East Sussex County Council does not permit the use of external hard drives or USB sticks on East Sussex County Council networked terminals.

3.4 East Sussex and Brighton and Hove Record Office will keep two copies of digital files, maintaining the East Sussex County Council drive 'Team Data' > 'Scanned Docs' as back-up for files that are ingested into Preservica.

3.5 East Sussex and Brighton and Hove Record Office's Digital Collections Policy and other working documents can be found on the network, and where relevant are published online.

### **4. Terms and Conditions for the acceptance of archives**

4.1 Standard terms of deposit have been used by East Sussex and Brighton and Hove Record Office since 1997. They can be adjusted in certain aspects by negotiation.

4.2 Terms and Conditions for the Acceptance of Archives (otherwise known as the 'Depositors form') are signed by anyone depositing or donating archives to East Sussex and Brighton and Hove Record Office. As of late 2024, this form includes provisions for digital deposits and donations, and covers public access provision for the material. These signed forms are retained as part of the official record of accession (see 2.3-2.4 above). Forms can be accepted via email.

### **5. Donors, depositors and purchases**

5.1 Material from private individuals, societies, groups, clubs, businesses, families and others that generally constitute a 'Category 6' accession, with either be Deposited (Loaned) or Donated (Gifted) to East Sussex and Brighton and Hove Record Office. Deposited collections will remain the property of the Depositor, whilst a Donated collection (a 'Gift') will become the property of East Sussex and Brighton and Hove Record Office on accession.

5.2 'Depositor' is an interchangeable term used by East Sussex and Brighton and Hove Record Office to refer to any individual, group or organisation from whom we

acquire material. The term 'Donor' however, will only apply to those who have Donated/Gifted their material to East Sussex and Brighton and Hove Record Office.

- 5.3 Every encouragement is given to private owners to donate, rather than deposit, their material.
- 5.4 We seek to acquire all relevant information regarding a collection that owners can supply. In the case of deposits, we stress that transfer to East Sussex and Brighton and Hove Record Office is a two-way process, and that changes in ownership, whether brought about by inheritance or sale, need to be communicated to us if we are to maintain an accurate record of our holdings.
- 5.5 In the context of East Sussex County Council's statutory responsibilities, deposited or donated material may be accepted but may also incur charges for processing and storage (see Collections Development Policy).
- 5.6 Documents received from other former record-keeping institutions, chiefly the Sussex Archaeological Society and Hastings Museum, are accessioned as from their original depositors with the immediate transferor regarded as an intermediary, other than in cases where it can be demonstrated that ownership has passed to the transferor.
- 5.7 In order to retain archives in the public domain, East Sussex and Brighton and Hove Record Office has a purchase policy made possible by the generosity of the Friends of East Sussex Record Office, now (since 2014) the Friends of The Keep Archive (FoTKA). FoTKA will be asked to contribute to any necessary conservation costs arising from such purchases.

## **6. Cataloguing**

- 6.1 Cataloguing the material within East Sussex and Brighton and Hove Record Office's custody is essential to enable staff to manage the material effectively and to facilitate public access.
- 6.2 All new cataloguing conforms to current professional standards, namely the principles and mandatory elements of the General International Standard of Archival Description (ISAD(G)), and the requirements of East Sussex and Brighton and Hove Record Office's CALM database and online catalogue. East Sussex and Brighton and Hove Record Office maintains current Cataloguing Guidelines and a Style Guide, both of which are made available to staff and volunteers cataloguing collections.
- 6.3 Born digital material is also catalogued into CALM following the same standards as physical records.
- 6.4 Older catalogues may not meet current standards. Work will continue, largely with volunteer support, to enhance these descriptions.
- 6.5 Cataloguing is carried out either directly in the CALM database or by means of imports from Excel spreadsheets. Once the documents have been 'homed' in the repository, the catalogue(s) are uploaded via Orangeleaf's CollectionsBase to The Keep's online catalogue on the website, which is shared with other partners in The Keep.

- 6.6 Hard copy catalogues are no longer produced, but those which exist, along with some card indexes, will be retained for public use until demand for them no longer exists. These can be found in the Reference Room at The Keep.
- 6.7 Less than 1% of East Sussex and Brighton and Hove Record Office's holdings are unlisted, awaiting cataloguing.
- 6.8 East Sussex and Brighton and Hove Record Office aims to catalogue in detail to file level to improve accessibility to our holdings through our online catalogue and make best use of frontline resources. Where appropriate, we use volunteers to catalogue discretionary (non-statutory) accessions, or to help us to create more detailed catalogue entries of any existing collection through item level descriptions (for example, the names of witnesses and the probate values of wills, or listing individual photographs in an album).

## **7. Priorities**

- 7.1 East Sussex and Brighton and Hove Record Office works within the scope of its statutory duties and the resources available to deliver them. Priority is given to the acquisition and processing of statutory and non-discretionary material, Categories 1-5 in 1.1 above.
- 7.2 Several factors will be considered when prioritising accessions for cataloguing:
  - 7.1.1 Accession Category: Priority will be given to Categories 1-5.
  - 7.1.2 If the accession is likely to be in immediate demand by the public.
  - 7.1.3 If the accession is a grant-aided purchase for which the funder requires a full catalogue.
  - 7.1.4 If the age, language or technical content of the material are sufficiently difficult to make a detailed description by an archivist necessary for its future use by the public.
- 7.3 Considerations which might argue against prioritising material for cataloguing include:
  - 7.3.1 How long the documents are closed for public inspection.
  - 7.3.2 If the documents are unfit for production and require conservation.

## **8. Publicising new accessions and existing holdings**

- 8.1 Information about new accessions is shared with users in the following ways:
  - 8.1.1 Between 1978 and 2014 the county archivist's *Annual Report* included lists of accessions. These are catalogued and held in hard copy.
  - 8.1.2 Annual accession reports (where public records have been acquired) are supplied to The National Archives, and relevant material notified to the Manorial Documents Register.
  - 8.1.3 Noteworthy accessions, some purchases, and noteworthy collections that have recently been made accessible, are publicised in The Keep newsletter ('Keeping Up') which is sent to subscribers. The Keep also operates Instagram, X and Facebook accounts to publicise our collections and services.

8.1.4 Catalogued collections are searchable on our website. Since 2024, East Sussex and Brighton and Hove Record Office has been making digital material accessible via the online portal Universal Access. Additions to this are publicised as above and linked to their catalogue entry online.

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

**Date of meeting:** 16 March 2026

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

**Title:** Eastbourne Town Centre Phase 2A Experimental Traffic Regulation Orders

**Purpose:** To consider the use of Experimental Traffic Regulation Orders for Eastbourne Town Centre Movement and Access Package Phase 2a Terminus Road (Cornfield Road to Langney Road)

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

- 1) note the previous development work that has been undertaken in relation to the Eastbourne Town Centre Movement and Access Package 2a, Terminus Road (Cornfield Road to Langney Road); and
  - 2) agree that Experimental Traffic Regulation Orders are advertised post construction in relation to vehicular access and timings within the Eastbourne Town Centre Movement and Access Package Phase 2a project.
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## 1 Background

1.1 East Sussex County Council received £8m from the South East Local Enterprise Partnership (SELEP) Local Growth Fund towards the Eastbourne Town Centre Movement and Access Package. £5m funded Phase 1 (Terminus Road, Cornfield Road, Gildredge Road, to support the Beacon shopping centre extension), completed in 2020/21. After SELEP approved a further business case in February 2019, £3m was allocated towards the completion of Phase 2a (Terminus Road: Bankers Corner, Bolton Road, Langney Road).

1.2 The Phase 2a scheme seeks to:

- Deliver improvements which support and complement changes made in Phase 1 and Phase 2b of the Eastbourne Town Centre Movement and Access Package.
- Improve pedestrian safety and accessibility (ease of movement for vulnerable users, parents or carers with pushchairs etc) by reallocating road space in the section of Terminus Road between Banker's Corner and M&S/Millets to pedestrians.
- Continue the pedestrian spinal route on Terminus Road through the primary retail area of Eastbourne town centre to the seafront.
- Improve the public realm within the town centre by upgrading street furniture and signage.

1.3 A public consultation was undertaken between November and December 2019 on the principal design of the overall Phase 2a scheme. This involved consultation with local residents, businesses, taxi operators and bus operators. The outcomes of the public consultation and next steps were collated and a report was presented to the [Lead Member in April 2020](#) where it was resolved to proceed to detailed design and construction stages.

1.4 The detailed design for Eastbourne Town Centre Movement and Access Package Phase 2a was approved on [19 July 2021 by the Lead Member for Transport and Environment](#) with construction scheduled for 2025/26 after revised plans and final approvals were provided by the [Lead Member for Transport and Environment in November 2024](#).

1.5 The scheme began construction in September 2025 and is currently scheduled to be completed by August 2026. Experimental Traffic Regulation Orders (ETROs) and Traffic Regulation Orders (TROs) will be needed for the scheme's operation, with public consultations held before any permanent changes.

## 2. Supporting information

### Experimental Traffic Regulation Orders

2.1 To ensure that the scheme can function as designed once construction is complete, it is necessary to implement the associated Traffic Regulation Orders (TRO) and Experimental Traffic Regulation Orders (ETRO) within Bankers' Corner, Bolton Road and Langney Road.

2.2 Under the ETRO proposals, officers would advertise hours in connection to loading and unloading on Terminus Road, between Bankers' Corner, Bolton Road and Langney Road, once further stakeholder engagement has been undertaken.

2.3 As part of the regulatory process for an ETRO, notice must be given about the proposed changes, followed by a period in which the measures are put in place and monitored. During this time, feedback and representations can be submitted, and these will be reviewed throughout the minimum six-month period from when the restrictions begin. Any objections raised will be carefully considered and may lead to updates or amendments to the order, which would then be determined by the County Council's Planning Committee.

2.4 This process would allow for more flexibility to review and adapt the timings and restrictions based on qualitative feedback from the public and key stakeholders. As part of the ETRO, officers would monitor and evaluate how the proposed changes under the ETRO are received and this would be documented through the formation of an evaluation plan.

### Traffic Regulation Orders

2.5 An initial informal consultation on the proposed TRO associated with the Phase 2a scheme was carried out between 6 January 2025 to 26 January 2025 with Eastbourne Borough Council, County Councillors, and statutory consultees, including the emergency services and local bus operators.

2.6 On 4 April 2025, the County Council gave notice under the relevant sections of the Road Traffic Regulation Act 1984 (as amended), that it was proposing to make a TRO. A copy of the advertised Notice was placed at 17 locations in the vicinity of Terminus Road, copies of the proposals were also placed on the County Council's Consultation website [Eastbourne Phase 2a formal Traffic Regulation Order advertisement - East Sussex - Citizen Space](#). In addition, the Public Notice was advertised in the local newspaper (The Eastbourne Herald). Statutory Consultees were also contacted again to make them aware of the formal consultation. The formal period for representations ended on 25 April 2025.

2.7 The Phase 2a TRO proposals are as follows:

- Changes to Prohibition of Waiting At Any Time in Bolton Road, Lismore Road, Terminus Road, Langney Road.
- Changes to No Waiting At Any Time Except Taxis in Bolton Road, Langney Road

- Changes to Goods Vehicles Loading Only bays in Bolton Road, Langney Road, Terminus Road
- Changes to / Introduction of Disabled Persons Parking Places in Langney Road, Terminus Road, Lismore Road, Tideswell Road
- Removal of Pay and Display Parking Places, Monday to Saturday, 8am-6pm, maximum stay 20min, no return within 1 hour in Langney Road
- Changes to Permit Holders or Pay and Display Parking Places, Monday to Saturday, 8am-6pm, maximum stay 2 hours no return within 1 hour in Tideswell Road
- Introduction of Loading Bay, maximum stay 20min, in Langney Road
- Removal of One-Way Traffic in Bolton Road between Terminus Road and Lismore Road and Langney Road between Susans Road and Terminus Road
- Removal of No Right Turn in the following roads into Lismore Road from Bolton Road and into Langney Road from Susans Road
- Introduction of No Right Turn in the following road into Bolton Road from Lismore Road

2.8 A report outlining the objections received in relation to the TRO was presented to the County Council's [Planning Committee on Wednesday, 16th July 2025](#). The Committee resolved to not uphold objections to the draft order (not including the loading and unloading hours as it was proposed that an ETRO could be used to explore and test these proposals) and recommend to the Director of Communities, Economy and Transport that the TRO be made in part, excluding the restrictions that are proposed to be introduced on an experimental basis.

### Delivery Programme and Construction

2.9 All necessary preliminary and detailed designs, (RIBA stages 3 and 4) have been completed. Construction of the scheme commenced in September 2025, with final and post-construction works due to complete by August 2026, based on no risks being realised.

2.10 To support these timescales officers are seeking agreement to pilot the hours of access under an ETRO following the completion of construction, allowing assessment of optimal timings for local traders and residents. The ETRO will operate for at least 6 months, during which feedback will be collected to determine the suitability of the proposed access hours.

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

3.1 The Eastbourne Town Centre Movement and Access Package: Phase 2a scheme, has received substantial SELEP LGF funding to enhance pedestrian safety and accessibility in Eastbourne's town centre. The County Council is acting as the project deliverer for the scheme, which must be delivered by August 2026.

3.2 Based on continued stakeholder engagement and feedback received and to ensure the County Council meets its statutory duties for consultation on Traffic Regulation Orders, the Lead Member is recommended to agree that the Experimental Traffic Regulation Order is advertised on completion of construction in relation to vehicular access and timings on the scheme.

3.3 Following the outcomes of the ETRO consultation a further report detailing any unresolved objections will be presented to the County Council's Planning Committee for their consideration.

**RUPERT CLUBB**  
**Director of Communities, Economy and Transport**

Contact Officer: Emma Oakman  
 Email: [majorprojectsandgrowth@eastsussex.gov.uk](mailto:majorprojectsandgrowth@eastsussex.gov.uk)

LOCAL MEMBERS

Councillors Stephen Holt and Brett Wright

BACKGROUND DOCUMENTS

None