

Cabinet Agenda

Tuesday, 7 May 2019 at 6.00 pm

Muriel Matters House, Breeds Place, Hastings, East Sussex, TN34 3UY

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Present: Councillors Chowney (Chair), Batsford, Beaney, Fitzgerald, Forward, Rogers, Lee, Patmore

167. APOLOGIES FOR ABSENCE

None Received

168. DECLARATION OF INTERESTS

<u>Councillor</u>	<u>Minute</u>	<u>Interest</u>
Rogers	170.	Personal- volunteer for snowflake
Beaney	173a.	Personal - Hastings Housing company director

169. MINUTES OF LAST MEETING ON 4 MARCH 2019

RESOLVED – that the minutes of the meeting held on 4th March 2019 be approved as a true record.

RESOLVED under rule 13.3 of the council’s constitution, the recommendations set out in minute number 171 were agreed without being called for discussion.

170. ROUGH SLEEPING UPDATE

Andrew Palmer, Assistant Director, Housing and Built Environment presented a report to advise Cabinet on trends in rough sleeping locally and update on the work of the council and its partners to address this issue.

Michael Courts, Strategic Housing and Projects Manager gave an update to the councillors around the rough sleeping in Hastings. He spoke about the range of activities that the council are undertaking to reduce the number of rough sleepers in the borough. The council is increasingly reliant on external funding to meet the increase in demand for homelessness services. Often the nature of the funding is that it is short term and has to be competitively bid for. This is resource intensive and can prevent effective long term planning. The Rough Sleeping Initiative is a joint project between Hastings and Eastbourne Councils and contains a multi-disciplinary team of health, mental health, social care, substance misuse and housing professionals working collaboratively to develop holistic support plans for each individual. It has been operating for 6 months so far and has been very successful. There is a new

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project the rapid rehousing pathway, the project is based on a supported lettings model, creating a dedicated team of support officers working with rough sleepers with low to medium level support needs and people at a high risk of rough sleeping to access and sustain accommodation.

Councillors discussed the service and gave thanks to the officers for all their hard work on this. They discussed how the home works service has been re-invigorated and how it tries to prevent people at risk from becoming rough sleepers. The funding is short term and officers are working hard daily to provide these services even though the projects future is uncertain with the nature of the funding. If these services were to be removed then there would be a crisis, and it is a service that takes time and trust.

Councillors asked questions around the supply of units for housing first and were told that working in partnership with Optivo, the largest landlords locally, they have created a memorandum with them that has flagged several units that will let the council know when they are vacant. The Council would hope to build on this in future and encourage other major landlords to participate in the scheme. Councillors spoke on how rough sleeping is a national problem and not just local, and that seaside towns in particular have seen an increase in rough sleeping. Many rough sleepers do not have a strong connection with the local area but come here because they have fond memories of childhood or other visits in happier periods of their life.

Officers explained that revised legislation covering single homelessness households had widened the Council's responsibilities and resulted in many more people being accommodated temporarily and for longer periods. Councillors discussed the problems in finding accommodation how some landlords will not accept guarantors. This might impact upon the council's ability to help rough sleepers find more permanent accommodation. It was recognised that a severe shortages of affordable housing in both the social and private stock was hampering efforts to move people on.

Councillor Batsford proposed approval of the recommendations of the Assistant Director's report. This was seconded by Councillor Rogers.

RESOLVED (Unanimously) that:

- 1. To endorse the actions outlined in the report aimed at helping to address the increasing trend in rough sleeping.**
- 2. To acknowledge progress mobilising the Hastings and Eastbourne Rough Sleeping Initiative in 2018/19 and to authorise expenditure of £824,843 to continue the programme of services in 2019/20.**
- 3. To authorise expenditure of £310,000 of funding awarded to the Hastings Borough Council-led Rapid Rehousing Pathway project. To grant an exemption to the council's Financial Rules under paragraph 21c of the Financial Operating Procedures, to enable the council to procure the service directly from Southdown Housing Association.**
- 4. That £10,000 is reallocated from the Flexible Homelessness Support Grant allocation to support temporary accommodation and rent in advance of deposits for people using the Rapid Rehousing Pathway.**

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5. To authorise expenditure of the from the reducing health inequalities programme, funded by Hastings and Rother Clinical Commissioning Group, including £20,000 worth of funding for a project working with rough sleepers.
6. To delegate authority to the Assistant Director, Housing and Built Environment in consultation with the Lead Member for Housing and Leisure Services, to finalise arrangements for the mobilisation and delivery, including entering into any contractual arrangements, of the Rough Sleeping Initiative, Rapid Rehousing Pathway and Clinical Commissioning Group funded activities.

Reasons for Recommendations:

The council has secured additional funding for projects to reduce rough sleeping.

171. MUSEUM COMMITTEE MINUTES - 11 MARCH 2019

Under rule 13.3, the recommendations of the report were agreed without being called for discussion.

172. NOTIFICATION OF ADDITIONAL URGENT ITEMS

173. URGENT ITEMS (IF ANY)

173.1 Temporary Accommodation Update

Andrew Palmer, Assistant Director, Housing and Built Environment presented a report to update Cabinet on progress in acquiring temporary accommodation units, using the capital budget set aside in October 2018. To seek delegated authority from Cabinet to mobilise the Accessing the Private Rented Sector, Flexible Homelessness Support Grant top-up and Homelessness Prevention Grant top up a project funded by the Ministry for Housing, Communities and Local

Andrew Palmer, Assistant Director, Housing and Built Environment spoke on the report to the councillors. The private rented sector has become more expensive and supply of accommodation in the social sector is increasingly limited. As a more households were being placed in temporary housing by the council and for longer periods, consequently costs had risen. Accommodating larger families in in B&B's is was particularly challenging and expensive. The council was taking a number of measures to relieve the pressure including directly purchasing housing specifically to meet this demand.

Michael Courts, Strategic Housing and Projects Manager added that the council has also secured more funding for a team of tenancy sustainment officers. This will help with people who are accessing mainstream housing services having a poor tenancy sustainment history. A key element of this project is accessing the private rented sector and improving access to accommodation as well as managing the temporary accommodation the council already owns more effectively.

Councillors agreed the importance of acquiring more homes for this purpose as it would save the council money as well as helping people to get their lives back on

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track. It is important to move people out of Temporary accommodation and into permanent accommodation. Councillors also asked if people were having difficulty find accommodation because landlords are selling their properties or just because there are fewer properties on the market.

Mr Palmer advised that there was a regular turnover of private stock as owners bought and sold portfolios Section 21 notices were a common reason for loss of accommodation; although not the only reason

Officers explained that the landlord guarantee scheme was being introduced to help people access private rented sector accommodation

Councillors raised the issue of some landlords refusing to accept guarantors and whether this would affect the council's efforts in finding people accommodation. They were told that the council has indications from some letting agencies that that they would be prepared to accept guarantees offered by the Council. Councillors discussed how the council is looking at wrap-around schemes to support beyond the guarantor and make landlords more willing to take on the risk of renting to these people. Councillors discussed how serviced accommodations (such as air B&B) are affecting the market and asked if the council had any figures around this. It was agreed that officers would take this away and further consider the matter...

Councillor Batsford proposed approval of the recommendations of the Assistant Director's report. This was seconded by Councillor Lee.

RESOLVED (Unanimous) that:

- 1. For Cabinet to acknowledge progress in acquiring temporary accommodation**
- 2. For Cabinet to authorise expenditure of £372,500 from the accessing the private rented sector grant**
- 3. For Cabinet to authorities expenditure of £225,000 from the Homelessness Prevention and Flexible Homelessness Support Grant top ups for the interventions set out in the report**
- 4. For Cabinet to delegate authority to the Assistant Director, Housing and Built Environment, in consultation the Lead Member for Housing and Leisure to mobilise the projects**

Reasons for Recommendations:

There has been a significant increase in the number of households living in temporary accommodation in Hastings, as well as the amount of time people spend living there. This trend has both a financial implications for the council and impacts the quality of life of people living in temporary accommodation

173.2 Commercial Property Purchases

RESOLVED that the public be excluded from the meeting during the, consideration of the items of business listed below because it is likely that if members of the public were present there would be disclosure to them of

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“exempt” information as defined in the paragraphs of schedule 12A to the Local Government Act 1972 referred to in the relevant report.

Peter Grace Assistant Director Financial Services and Revenues presented a report to consider the potential purchase of a commercial property

Reasons for Recommendations:

The site presents significant employment opportunities within Hastings and St Leonards and likewise a significant Business Rate income. Whilst there may be opportunities to redevelop the site in future years the need to retain the site for employment space is a priority, as is the need to retain Business Rate income. There may also be the opportunity to modernise and develop some of the building in the medium term providing the Council with the opportunity to drive greater economic regeneration.

Councillors did not propose the recommendations of the report

(The Chair declared the meeting closed at. 7.15 pm)

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Agenda Item 4



Report to: Cabinet

Date of Meeting: 7th May 2019

Report Title: Management Response to the Overview and Scrutiny Review on Single Use Plastics

Report By: Jane Hartnell
Director of Corporate Services and Governance

Purpose of Report

To respond to the recommendations made by the Overview and Scrutiny review team on Single Use Plastics

Recommendation(s)

- 1. That Cabinet thank the scrutiny review team for their report**
- 2. That Cabinet approve the responses to the review team recommendations as part of our broader commitment to tackling climate change**

Reasons for Recommendations

The Single Use Plastics Overview and Scrutiny review team have worked with officers to arrive at their recommendations and it is important that a considered response is given and situated in the context of our wider commitment to tackle climate change.

Introduction

1. As part of the 2018/19 overview and scrutiny annual work programme a review was undertaken into council work to date on phasing out single use plastics (SUP).
2. The [review team report](#) identifies the motion passed by Full Council in [April 2018](#), calling for 'phasing out the use of SUP within all Council buildings and services, with the aim of achieving zero use by the end of 2019,' as a key driver for their work.
3. The review team made 14 recommendations and this report considers how these can be potentially taken forward, subject to Cabinet approval.
4. The Council has recently further reiterated commitment to the wider agenda in which this scrutiny review is situated.
5. This commitment manifests through recent approval by full Council in late February 2019 of:
 - a. The 2019/20 [corporate plan](#) that includes 'tackling climate change' as one of its key programmes
 - b. A [motion](#) committing the Council to becoming carbon neutral and ensuring tackling climate change where possible underpins all that the council does.
6. These further commitments are highlighted as they set the context in which the response to the review team's 14 recommendations is considered.

Setting the context

7. The recent approval of the 2019/20 corporate plan and budget, highlight our ongoing financial challenges that continue to prompt difficult and unpalatable decisions on the extent to which the Council allocates resources to meet its must do and choose to do commitments.
8. Full Council approval of the motion and the corporate plan has formally confirmed that tackling climate change is a must do activity and the 14 recommendations made by the review team contribute to this commitment.
9. The challenge going forward will be to continue to balance use of resources to also meet other council commitments, while working to ensure that intentions in the motion are actioned and tackling climate change underpins all the Council does.
10. To achieve this, officers now need to take stock and review existing efforts to tackle climate change to date as a basis to arrive at a refreshed plan to best respond to those recent commitments made.
11. Such a plan will assist in reporting to Overview and Scrutiny and local people how the Council is doing against those commitments made in the motion and the corporate plan.

12. A parallel review of the other key commitments made in the corporate plan will likely be required so that where appropriate it is clear how Council aspirations to tackle climate change are embedded in all that the Council does and, can potentially be measured and performance monitored by Overview and Scrutiny in line with the intentions in the [motion](#).
13. Subject to Cabinet approval, the following responses to the 14 recommendations made by the Scrutiny review team will where appropriate be integrated within such a wider plan as this is developed and firmed up.

Management response

14. Each of the review team recommendations are considered in turn below.
15. The **first** recommendation made by the review team is **‘to review the Council’s sustainable procurement policy and actions to support reducing our purchase of SUP.**
16. This recommendation is supported, will be led by the Sustainability Manager and reviewed with appropriate colleagues during quarter 1, 2019 with a revised policy (if appropriate) drafted, approved and published by start of quarter 3, 2019.
17. The **second** recommendation is **‘explore how to reduce the use of plastic cutlery, food containers and cups for drinks e.g. re-usable stackable cups, at large scale events in the town. Investigate other local authorities sustainable events guide e.g. Brighton.’**
18. This recommendation is supported, the Sustainability Manager will liaise with services responsible for licencing and agreeing events, to scope and identify current practice and what is possible from a licencing and events agreement perspective during quarter 1, 2019.
19. If appropriate, working with communications colleagues, the Sustainability Manager will draft a sustainable events guide based on [Brighton’s model](#), seek approval and publish accordingly on the council’s website by close quarter 2, 2019.
20. The **third** recommendation is supported **‘carry out an audit of single use plastics in the Council’s operational buildings identifying which items are our own purchases or part of our contractors services e.g. office cleaning and create a single use plastics policy for the Council.’**
21. Again the proposal is that the Sustainability Manager will lead this work. There is a need to firstly agree a definition of SUP as a basis to draft a policy. This will be undertaken in quarter 1, 2019 and coincides with the first recommendation. Based on an agreed definition an audit will then be undertaken with business support colleagues.
22. Work for quarter 2, 2019 will require seeking approval for a SUP policy and work plan to then phase out/ replace SUP items used in HBC operational buildings where cost effective alternatives are available, building on the work of business support colleagues already underway.

23. Quarter 3 would potentially see an extension of the audit, and the Sustainability Manager will work with appropriate senior managers to identify which contractors to potentially engage in phasing out SUP where possible and cost effective to do so.
24. **Recommendation 4: 'The Business Improvement District – could initiatives be developed with the town centre BID to reduce the use of plastics in local businesses e.g. take away food containers such as polystyrene boxes & plastic straws'**
25. Currently there is not sufficient officer capacity to lead on the development of initiatives with the town centre BID. However it is understood that associated work is already underway by the BID. Appropriate officers will liaise with BID colleagues to ensure that associated work is complementary. As part of recommendation 2 & 3, appropriate officers could promote the SUP policy and prospective guide to the BID and local businesses once agreed/published, using existing communication channels. Councillors may also wish to assist in this regard once our policy and prospective guide is complete.
26. **Recommendation 5: 'Discussions were held around the viability of phasing out other SUP inside Council offices, to meet the 2019 commitment as part of the motion to Council. Further analysis and consideration of alternative options should be undertaken, by consulting with services across the council to clearly identify where SUP use is most significant, and how this might be achieved.'**
27. This recommendation will be supported through the work proposed above in relation to recommendations 1, 2 and 3.
28. **Recommendation 6: 'To review the Council's Environmental Policy to make sure it addresses current environmental pollution issues such as the use of SUP.'**
29. This is in part addressed through the work proposed for 1, 2, 3 and 5. The Sustainability Manager will lead work on reviewing the Environmental Policy in light of the SUP and climate neutrality motion to Council by end of quarter 2 and seek approval of any revisions of the Policy by end of quarter 3, 2019.
30. This work will coincide with work in developing, communicating and implementing an action plan as introduced in paragraph 10, which will have corresponding implications for our partnership working and place shaping.
31. **Recommendation 7: 'Find out what local businesses are doing and could do to support a 'plastics free Hastings' and explore the potential to create a 'green rating' for local businesses like 'scores on the doors.'**
32. At present it is suggested that this good idea is noted. There is insufficient officer capacity to engage with businesses specifically on this but should the idea of a 'green rating' be viable then there would certainly be a need to consult locally on the ramifications of this. It is therefore suggested that this form part of the broader work to sure up an action plan as introduced in paragraph 10.
33. If the Overview and Scrutiny committee form the panel requested by the motion...

“Establish an ongoing Climate Change working group (as a panel of the Overview and Scrutiny Committee), which will scrutinise the council’s policies and actions to make sure they take into account the climate change impact of everything we do.”

34. Then this panel will likely be interested in the refreshed plan identified in paragraph 10 and will want to take a view on where a ‘green rating/scores on the doors’ scheme proposed in recommendation 7 is prioritised in a refreshed plan.
35. **Recommendation 8: ‘Create a sustainable event guidance note for local events which provides advice about eliminating single use plastics at events.’**
36. Please see above response to recommendation 2 that also addresses this recommendation.
37. **Recommendation 9: ‘Find out more information about Newport Waste Savers Trust and how it is operated to see if there is anything that can be replicated in Hastings.’**
38. Learning about what works from elsewhere is certainly welcomed, however given points made relative to some of the above recommendations around staff capacity it is proposed that the Chair of the review team progress this with the lead councillor for waste and recycling to see what we can learn from the New Port Waste Savers Trust in the context of the Council’s new waste collection arrangements.
39. **Recommendation 10: ‘Promote the local refill project’**
40. While this is a good idea it would require further scoping as to the scale of such promotional activity and needs to potentially be prioritised relative to other key actions to arise from a refreshed action plan introduced in paragraph 10.
41. A light touch approach could make use of the council’s social media channels to encourage participation, perhaps by reposting/signposting to those in the voluntary and community sector that have already taken the lead on such [promotion](#). There may be complementary marketing opportunities relating to promotion of water fountains and potentially the White Rock fountain and water play project, should this funding bid be successful.
42. **Recommendation 11: ‘For councillors to research about the ‘Plastics Pact’ promoted by WRAP.’**
43. This will be for councillors to decide, prioritising this in relation to their other commitments as officers are doing, to plan how best they can deliver against commitments in the motion and the corporate plan. It is suggested that the chair of the review liaise with the lead councillor for waste and recycling to consider how this might best be done among councillors or if there is already some learning to be shared on this.
44. **Recommendation 12: ‘Can the Council promote and expand the water fountains available in town? Can these be highlighted on a tourist map?’**
45. See response to recommendation 10.

46. Recommendation 13: **‘Community beach cleans and neighbourhood litter picks – how else can the Council support these events?’**
47. Again (see response to Recommendation 10) there could be scope to use the Council’s social media channels to promote such important work done in the voluntary and community sector and build on community support to complement our new street cleansing team.
48. In terms of community beach cleans, the Council provides litter pickers and sacks and organises waste collection post community clear up, so there maybe scope to promote this contribution as part of broader town wide combined efforts.
49. Given the Council success in a FLAG Direct Service Organisation bid to tackle marine litter and provide specialised bins on the shingle beach, together with our new waste arrangements, there is now further scope to promote this alongside the invaluable beach cleans and neighbourhood litter picks done by local voluntary and community groups as a combined effort should this be desirable?
50. The review team report also mentions an emerging Energy Strategy. Once the council develops and agrees what is intended to be a town wide strategy then this can potentially serve as the umbrella under which all local collective efforts can potentially (subject to the buy in of local people) be recognised, connected and promoted.
51. This could form part of a wider communications plan associated with the refreshed plan highlighted in paragraph 10.
52. Recommendation 14: **Organise a visit to the Newhaven waste to energy facility**
53. It is suggested that the chair liaise with the lead councillor for waste and recycling to explore the feasibility of this. If appropriate this could be pursued through the Member Training and Development Group but would require a clear brief for the purpose of the visit and this would then need to be pitched against other councillor training and development commitments.

Conclusion

54. By way of conclusion, the review team in their report set their recommendations in the context of broader associated projects at the time of writing, namely:
- “...income generation plans for renewable energy, an emerging Energy Strategy for the town and its response to the IPCC climate change report calling for action to limit global temperature to 1.5°C, and the launch of our in-house street cleaning service and partnership with the new household waste contractor.”
55. In addition, these further commitments have been consolidated and extended through the recent full Council approval of the motion and the corporate plan introduced at the outset of this report from paragraph 5.
56. Fully and formally committed, it is now imperative that the Council carefully refresh and coordinate an associated plan of action to ‘tackle climate change’ as suggested in paragraph 10 to include priorities, timescales and resource allocation.

57. Should this be acceptable to Cabinet then there will be repercussions for the proposed activities, resources and timeframes suggested in order to respond to the review team recommendations set out above.

Timetable of proposed next steps

58. Please include a list of key actions and the scheduled dates for these:

Action	Key milestone	Due date (provisional)	Responsible
1. Review the Council's sustainable procurement policy (see paragraph 16)	Review commenced Policy revised and if required then approved.	Q1(April- June 2019) Start Q3 (Oct 2019)	Sustainability Manager
2. Review licencing and events procedures 3. Produce revised sustainable events guide (see paragraphs 18/19)	Review concluded. Guide produced if appropriate and approved accordingly.	September (2019)	Sustainability Manager
4. Audit of SUP in Council buildings (see paragraphs 21/22)	Initial audit complete. Procedure to address with contractors identified (if appropriate)	June 2019 October 2019	Sustainability Manager
5. Flag these review intentions with the BID to ensure work is joined up	BID contacted. BID plans relation to SUP clearly understood by HBC to support	TBD.	TBD.

and complementary where possible	action 6 below.		
6. Promote SUP Policy (see paragraph 25)	TBD	TBD	Sustainability Manager + communications colleagues with councillor input.
7. Tackling Climate Change action plan produced. (see paragraph 10)	Commitments in the appropriate motions incorporated. Breadth of whole council impact identified. Supplementary communication plans produced.	Q1 -2 2019	TBD.

Wards Affected

All.

Implications

Relevant project tools applied? Yes/**No**- to be applied subject to Cabinet approval.

Have you checked this report for plain English and readability? Yes/No

Climate change implications considered? **Yes**/No

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness

Crime and Fear of Crime (Section 17)

Risk Management

Environmental Issues

Economic/Financial Implications

Human Rights Act

Organisational Consequences

Local People's Views

Anti-Poverty

Additional Information

Hyperlinks to key documentation are inserted in the main body of the report.

Officer to Contact

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Agenda Item 5



Report to: Cabinet

Date of Meeting: 7 May 2019

Report Title: Hastings Wayfinding Project

Report By: Hannah Brookshaw, Regeneration Manager

Purpose of Report

To provide detail on the Hastings Wayfinding project and seek authority to proceed with it

Recommendation(s)

- 1. To delegate authority to the Director of Operational Services or his nominee and the Lead Member for Regeneration to proceed with delivery of the Hastings Wayfinding project**
- 2. To enter into an agreement with East Sussex County Council to deliver the Hastings Wayfinding project on their behalf.**

Reasons for Recommendations

The Hastings Wayfinding project is part of the wider Bexhill and Hastings Movement Access Programme, being led by East Sussex County Council (ESCC). ESCC have secured £9m of Local Growth Funding (LGF) to deliver an integrated package of highway, public realm and public transport improvements.

ESCC wish to delegate delivery of the Wayfinding project to Hastings Borough Council, all works must be completed by March 2021 to comply with the conditions of the LGF funding. This project has £200,000 allocated to it, which is fully funded by LGF. Up to £50,000 can be used to produce a strategy and enable officer resource to project manage the work.

Introduction

1. The Hastings Wayfinding project is part of the wider Bexhill and Hastings Movement and Access programme being delivered by East Sussex County Council, via £9m funding secured from Local Growth funding.
2. The Movement and Access programme will deliver an integrated package of cycling, walking and bus infrastructure, traffic management and public realm improvements, aimed at supporting economic growth and planned growth across Bexhill and Hastings.

Phase 1 of this programme will deliver improvements to junction capacity to reduce local congestion, increase the extent of the cycle network across the two towns to support greater connectivity between key destinations and support the growing appetite for cycling for everyday journeys.

3. East Sussex County Council ('ESCC') wishes to delegate delivery of the Wayfinding portion of this programme to Hastings Borough Council ('HBC') as we have ownership of, and maintenance for, wayfinding across the town; delivery is required to be completed by March 2021 to comply with the conditions of the funding.

Wayfinding project

4. Wayfinding forms one of the packages of work within the movement and access programme to support the effective movement and flow of pedestrians through the town centre, Old Town, seafront and other key locations. Effective wayfinding (signage such as finger posts/monoliths or digital signage) also supports the visitor economy, helping to direct and move visitors to key destinations in the borough, and to circulate around key attractions. Good wayfinding from public transport hubs, such as the railway stations and 'bus interchange points, will encourage greater use of public transport and reduce car congestion and pressure on car parks.
5. The Wayfinding project has been allocated £200,000 of LGF capital funding for its delivery. This will be delivered in two stages;
 - a. The production of a wayfinding strategy by the ESCC consultant Jacobs, to be directly managed by HBC officers.
 - b. Construction and delivery of new/ replacement wayfinding, as appropriate, this may be in the form of physical wayfinding and/or utilising digital technology
6. A portion of the £200,000 funding will be used as a salary contribution towards existing officer time to manage delivery of this project.
7. The current wayfinding in the town is of varying condition and styles, including finger posts and the more recent monoliths and is owned and maintained by HBC.
8. The scope of the strategy will consider;

- existing wayfinding provision including its location, condition and maintenance requirements and suitability
 - The requirement for new locations to meet the objectives of the movement and access programme, as well as existing and emerging locations and points of interest not currently part of the existing signage.
 - Sustainability of existing and new/replacement wayfinding, in terms of maintenance and ease of alterations/additions as new points of interest emerge or change
 - Consider opportunities for utilising digital technology for wayfinding as well as physical infrastructure
 - Design options, locations and detailed costings
9. The construction of new/replacement wayfinding will be procured via open tender; the installation may be subject to planning permission/ conservation area polices and/or other restrictions such as location of underground utilities or obstructions.
10. The ongoing ownership and maintenance of the wayfinding will continue to sit with HBC, the ongoing financial implications for maintenance/ alterations of new/replacement wayfinding will be carefully considered during the strategy stage of the project.
11. HBC will be required to report progress on this project to ESCC as part of the LGF grant funding arrangements. This reporting progress will be required at two stages:
1. Production of Wayfinding strategy
 2. Construction and delivery of new/replacement wayfinding
- We will not be required to progress to construction and delivery of new/replacement wayfinding if there is clear evidence that the implementation would not be viable (i.e. value for money, deliverability).
12. ESCC have asked HBC to manage the Wayfinding project on their behalf, as we have ownership and responsibility for it. Following advice from HBC's legal team, we are proposing to enter into a Memorandum of Understanding with ESCC to ensure the scope of this project and its parameters are clear for both parties.

Timetable of Next Steps

13. Please include a list of key actions and the scheduled dates for these:

Action	Key milestone	Due date (provisional)	Responsible
Commence work on strategy with	Project inception meeting	May 2019	Regeneration Manager

Jacobs			
Wayfinding strategy complete	Final report	September 2019	Regeneration Manager
Procurement for construction	Company appointed	Spring 2020	Regeneration Manager
Project completion	New/replacement wayfinding installed	End of 2020	Regeneration Manager

Wards Affected

All

Implications

Relevant project tools applied? Yes

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness

Accessibility of any new/replacement wayfinding will be considered as part of the strategy development. The potential introduction of digital wayfinding technology may provide a more inclusive infrastructure than current physical wayfinding

Risk Management

This will be considered as part of the strategy

Environmental Issues

The impact and location of any new/replacement wayfinding will be considered as part of the strategy

Economic/Financial Implications

This project is fully funded via LGF funding. The introduction of new/replacement wayfinding could help support tourism and other businesses by more effectively directing people around the town and to these businesses

Local People's Views

We will consult with the DESTI-SMART steering group, which includes, public, private and community organisations, as well as other relevant walking, cycling and transport organisations

Additional Information

none

Officer to Contact

Hannah Brookshaw
Regeneration Manager
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