



High Street Improvements Scheme – Hurstpierpoint, West Sussex

Feasibility Study - Consultant's Brief

December 2011

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1. Purpose of the Brief:

Hurstpierpoint & Sayers Common Parish Council (HP&SCPC) intend to appoint experienced and professional highway and traffic consultants to undertake a feasibility study and prepare proposals for the High Street, Hurstpierpoint. This Brief sets out the requirements of the Study and the basis on which the consultants shall be appointed. It is being sent to a shortlist of preferred consultants to enable them to make a submission for consideration by HP&SCPC.

This project is being undertaken by HP&SCPC with the cooperation of the Highway Authority, West Sussex County Council (WSCC). The client for this Study will be HP&SCPC.

2. Scope of work:

The consultant shall investigate the existing traffic and pedestrian movements in the High Street, Hurstpierpoint, to assess the areas of conflict and safety concerns, and to prepare a scheme to ameliorate the conflicts. The Scheme, which may include options, shall be presented in the form of scale plans and 3D sketches, to enable the public to interpret the proposals. The Scheme shall be prepared to a standard which meets prevailing highway and traffic standards, and would be acceptable to the Highway Authority (West Sussex County Council). Approximate estimates of cost for the implementation shall be prepared.

3. Background and Previous studies

In preparing the proposals the consultant shall take account of previous work and surveys, as follows:

- (1) Hurst 2000: introduction of 'pinch point' at eastern end of High Street, to enable one-way priority working.
- (2) Hurstpierpoint Community Partnership: Transportation Plan (2008)

4. Key issues

The High Street is the B2116 running east-west between Hassocks and Albourne, but it is thought that much of the traffic is locally generated. The section of concern runs between the junction with South Avenue to the east, and the mini-roundabout on Cuckfield Road to the west. The Street is characterised by a varied width highway, and varied width footway, with some parts having no footway. There are limited-time parking bays and double and single 'yellow lines'. There is a priority working section at the eastern end.

Problems occur with:

- HGV unloading at times throughout the day, preventing 2-way working.
- Short-stay illegal parking on single- and double yellow-lines, preventing 2-way working, and creating obscured forward-visibility for moving traffic, causing gridlock.
- Vehicles jumping the priority working, causing gridlock.
- Vehicles trying to work 2-way, causing near-miss situations with pedestrians, and sometimes mounting the footways.
- Traffic conflicts between large vehicles (buses and HGVs) causing gridlock.
- Drivers become frustrated because they experience gridlock and do not know how long they will be held-up. They see other drivers parking and driving without consideration, and anger sets in, often resulting in poor driving.
- The parking control and policing arrangements are inadequate and it is presumed will not improve.
- Narrow footways causing pedestrians to step onto roadway when passing one another.

Reference is made to the APPENDIX: Plan of High Street - conflict points

The Parish Council has earmarked a budget of £130,000 to be spent over the next three years, to include feasibility, consultation and legal processes, design, and implementation. However, it is acknowledged that this figure will be reviewed once the feasibility stage is complete.



The priority arrangement (in a quiet moment)



Illegal parking causing conflicts



Narrow and non-existent footways

5. Design solutions:

The primary objective of the improvements shall be to improve pedestrian safety as much as reduce traffic congestion. It is not necessarily intended that traffic shall flow more quickly through the High Street, only that the process of stopping, waiting, and then proceeding is less frenetic and more managed.

It is accepted that the High Street is an 18th century layout and there will not be a perfect solution to the current conflicts. Any solution will be a compromise. However, an improvements Scheme should address the following:

- Reduce risks to pedestrians on the footways by appropriate widening and the use of barriers and margins.
- Limit the opportunities for illegal and inconsiderate parking, possibly by the use of 'build-outs' to restrict the road width. (Note the comment above about inadequate parking controls)
- Manage the flow of traffic in each direction, by appropriate use of priority or traffic-light controlled working.
- Limit the opportunities for rapid vehicle speed when priority is available.

- Provide opportunities in the layout for the introduction of street furniture and architecture to make the Street a more pleasant environment for pedestrians and shoppers.
- Create and enhance opportunities for loading/unloading and short-term parking for shoppers. Maintain the existing disabled parking bay.

6. The Highway Authority (WSCC)

West Sussex County Council (WSCC) are working with HP&SCPC to bring about the required improvements to the High Street. WSCC will over see the work of the consultant to ensure that proposals are consistent with their objectives and standards, and will be closely engaged with the Parish Council at the implementation stage.

7. The consultant's task and programme – Feasibility Study

The consultant shall undertake the following tasks, subject to ongoing review with the Client:

| | Task | Form of activity | Programme date |
|----|---|--|----------------|
| 1 | Initial briefing from Client, start of project | Meeting | 21 Feb 2012 |
| 2 | Review existing studies and data | | |
| 3 | Desk-top and on-site surveys to supplement existing | | |
| 4 | Prepare mathematical model for traffic flow prediction. Build-in projected flow growth for period to year 2031. | | |
| 5 | Consider solutions to traffic and pedestrian conflicts, based on traffic-lights, priority-flow, widened footways, 'build-outs', and other arrangements. Test solutions on the mathematical model. | | |
| 6 | Consult the Highway Authority to obtain appropriate data and confirmation of compliance with their standards. | | |
| 7 | Consult the Client on key issues; together explore possible outcomes; update client on progress | Meeting | 17 April 2012 |
| 8 | Consider the introduction of temporary trial layout (temporary kerbs and build-outs, traffic lights) to assess likely success of solution. Prepare proposals for Client. | | |
| 8a | If the temporary trial in task 8 proceeds: monitor and appraise the trial and prepare data. | | |
| 9 | Prepare preferred solution, with minor options if appropriate, in the form of scale plans and 3D sketches to enable the proposal to be understood by the public. | Drawings in paper and electronic form; written text. Consultant should also consider the possibility of a partial, lower-cost, scheme which could be introduced in the interim. | |

| | | | |
|----|--|--|-----------------|
| 10 | Consult the Client on key issues; together explore possible outcomes; update client on progress | Meeting | 3 July 2012 |
| 11 | Prepare cost estimates for the build. | | |
| 12 | Prepare proposals in written text, supported by mathematical evidence where appropriate, and cost estimates. | Feasibility Study comprising written report and drawings, in paper copy (3 sets) and electronic. PLEASE NOTE: Construction drawings and specifications are not required at this stage, but will form part of the implementation phase of the project. | |
| 13 | Present proposals to the Client | Meeting | 9 October 2012 |
| 14 | Prepare public exhibition (to run for 3 weeks from 29 October 2012) | Consultant should allow for not less than 10 nr A1-size boards showing existing layout and proposed solutions, in the form of coloured sketches | 29 October 2012 |
| | | | |

NOTE Task 8 and 8a: If Task 8 results in the introduction of a trial solution then an agreed period of delay, to commission, monitor and appraise the trial will be introduced to the programme.

8. Basis of appointment of consultant

The Parish Council (HP&SCPC) shall be the Client and appoint the consultant. HP&SCPC shall appoint a Selection Panel of Members who shall consider the submissions of consultants and make a recommendation to the Council.

Consultants interested in participating in this project shall submit a written dossier to:

The Clerk to the Council
Hurstpierpoint & Sayers Common Parish Council
Parish Office
Trinity Road
Hurstpierpoint
WEST SUSSEX BN6 9UY

No later than 11.00 a.m. Tuesday 31 January 2012.

The dossier, which shall be in paper and electronic form, shall comprise:

- (1) **The Company:** a description of the Company, its number of employees, annual turnover, location of offices, (this can be in the form of a published brochure, if available)
- (2) **Similar work:** examples (no more than three) of similar work to that required for this Study, indicating client, year of study, issues and outcomes. (No more than 3 x 300 words)
- (3) **Project team:** names and brief CV's of the teamleader and any other key player. Location of office where work will be undertaken.
- (4) **Approach:** A brief appraisal (no more than 900 words) of how the Company would approach the Feasibility Study and any suggestions of where this Brief might be altered (where relevant).

(5) Price: The Company shall provide:

- a) A fixed price (excluding VAT) for undertaking the Feasibility Study, assuming that the temporary trial is NOT included (Task 8a).
- b) A fixed price (excluding VAT) for undertaking task 8a if the Client agrees that this should proceed. Please note that the cost of the physical engineering works is NOT to be included.
- c) A day-rate price (excluding VAT) for 7.5 hours work for the Teamleader and each person named in the Project Team. In the event that the Client commissions additional work, then the price shall be calculated using these day-rates. Please note that all prices should include for all disbursements, travel, printing and all associated costs connected with the delivery of the Feasibility Study.

The appointed Company shall be selected on a combination of the following:

- (1) The Company: its stability, experience of similar work and record of delivery
- (2) The Project Team: The experience, professional qualifications and aptitude of the Teamleader, and the experience and relevant professional qualifications of other members of the Project Team.
- (3) The price. (The Client is not obliged to accept the lowest price, but will look for best value.)
- (4) Interview and presentation: The Client will interview the Company before confirming the appointment.

Terms and conditions of appointment:

The successful Company shall be appointed by the Client under terms generally in accordance with the Association of Consulting Engineers (UK) ACE Agreement 2 – 2009 – Second edition.

Stephen Hoyles
CLERK TO THE COUNCIL
21 December 2011

APPENDIX: Plan of High Street - conflict points

