

HIGHWAYS AND TRANSPORT COMMITTEE



Tuesday, 03 October 2023

Democratic and Members' Services
Emma Duncan
Service Director: Legal and Governance

10:00

New Shire Hall
Alconbury Weald
Huntingdon
PE28 4YE

Red Kite Room
New Shire Hall, Alconbury Weald, Huntingdon, PE28 4YE

AGENDA

Open to Public and Press

CONSTITUTIONAL MATTERS

- 1. Apologies for absence and declarations of interest**

*Guidance on declaring interests is available at
<http://tinyurl.com/ccc-conduct-code>*

- 2. Minutes & Action Log - 4th July 2023** **5 - 18**

- 3. Petitions and Public Questions**

KEY DECISIONS

- 4. Street Lighting Energy Savings** **19 - 26**

- 5. Local 20mph Process Delivery Programme** **27 - 40**

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7.	Soham to Wicken Non-Motorised User Route	101 - 108

INFORMATION AND MONITORING

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10.	Committee Agenda Plan, Training Plan and Appointments to Outside Bodies, Internal Advisory Groups and Panels	161 - 162

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The Highways and Transport Committee comprises the following members:

Councillor Alex Beckett (Chair) Councillor Neil Shailer (Vice-Chair) Councillor Gerri Bird
Councillor Piers Coutts Councillor Claire Daunton Councillor Douglas Dew Councillor
Lorna Dupre Councillor Janet French Councillor Ian Gardener Councillor Anne Hay
Councillor Simon King Councillor Peter McDonald Councillor Mac McGuire Councillor
Brian Milnes and Councillor Alan Sharp

Clerk Name:	Daniel Snowdon
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Highways and Transport Committee: Minutes

Date: 4 July 2023

Time: 10:00am to 1.27pm

Present: Councillors Alex Beckett (Chair), Neil Shailer (Vice-Chair), Gerri Bird, Piers Coutts, Claire Daunton, Lorna Dupré, Jan French, Ian Gardener, Neil Gough, Anne Hay, Bill Hunt, Simon King, Alan Sharp, Alison Whelan, and Graham Wilson

Venue: New Shire Hall, Alconbury Weald, Huntingdon, PE28 4YE

149. Apologies for Absence and Declarations of Interest

Apologies were received from Councillor Dew (Councillor Graham Wilson substituting), Councillor McGuire (substituted by Councillor Hunt), and Councillor Milnes (Councillor Whelan substituting)

There were no declarations of interest.

150. Minutes – 25 April 2023 and Action Log

The minutes of the meeting held on 25 April 2023 were agreed as a correct record.

The action log was noted.

151. Petitions and Public Questions

There was one public question (attached at Appendix A) and no petitions.

152. Improving Transport and Connectivity for Cambridgeshire

The Committee received a report that presented the current strategic objectives of the Council and its partners including the Cambridgeshire and Peterborough Combined Authority (CPCA) and the Greater Cambridge Partnership (GCP). It also provided the Committee with the outcome of the Making Connections consultation undertaken by the GCP. The presenting officer highlighted the (CPCA's) Bus Service Improvement Plan and the use of innovative technology for improving transport connectivity in Cambridgeshire. Members noted that in relation to paragraph 2.2 of the report, the matter would be considered by the CPCA Board in November 2023.

During discussion of the report, Members raised the following points:

- Questioned why the report was being presented to the Committee at this stage, The presenting officer explained that the report recognised the multiple work streams and various delivery bodies and organisations that were involved in the overarching theme of improving transport connectivity and the report attempted to present it with greater clarity.
- Noted that the Bus Service Improvement Plan would be presented to the Cambridgeshire and Peterborough Combined Authority's Transport and Infrastructure Committee prior to it being considered by the Board.
- Noted that 1,061 responses to the Making Connections consultation originated from East Cambridgeshire.
- Commented that questions within the consultation were leading, for example, whether people wanted improved or cheaper bus services and expressed concern that the response was used to push forward a congestion charge.
- Drew attention to the 57% of respondents that expressed opposition to the Sustainable Travel Zone (STV) in the consultation and only 34% indicated they were in favour of the STV.
- Commented that the ambition to increase patronage on the bus network was absent within the report and needed to be expressed more clearly as it was a vital part of the proposals. However, it was clarified that this clearly part of the overall bus improvement plan.
- Drew attention to the focus of the report that appeared to be based mainly on South Cambridgeshire and Cambridge city. Officers explained that there was a significant body of work being undertaken by the Cambridgeshire and Peterborough Combined Authority that related to Fenland, Huntingdonshire, and East Cambridgeshire. The work of the Greater Cambridge Partnership focussed on greater Cambridge area but the paper outlined the benefits and issues for the whole County area.
- Expressed concern with the level of communication from the Cambridgeshire and Peterborough Combined Authority regarding the termination of bus routes in the Fenland area. –
- Commented that it was due to the ability of private bus companies to terminate routes with such short notice that it was imperative the Bus Service Improvement Plan was moved forward to provide stability for communities and so that people could be encouraged on to public transport. The strongest support for the proposals came from older and younger people. It was essential that the needs of younger people be listened to as their ability to access education was dependent on reliable public transport provision. Public transport was also vital for the elderly in accessing services and support.
- Commented that it was unclear as to why the report was being brought forward. The Local Transport and Connectivity Plan had not yet been approved by the

Combined Authority and the Bus Service Improvement Plan had led to little improvement. The potential changes to the Sustainable Travel Zone, to remove Addenbrooke's Hospital from the scope of the scheme were welcome, however, the potential list of exemptions would likely prove difficult and costly to administer.

- Emphasised the importance of rail connectivity that was not given sufficient weight within the report. Commenting further, the work being undertaken to lobby Network Rail and the Government on the re-opening of the Wisbech to March line should have been mentioned in the report.
- Commented that there should have been a greater emphasis on cycleways for rural areas within the report. The condition of roads was not conducive to cycling and there were no measures proposed to improve cycling provision on rural routes.
- Drew attention to the TING demand responsive transport trial operating in Huntingdonshire. Although welcome, it needed more buses, as the current 4 were insufficient to meet demand.
- Commented that the report represented a piece of the strategic picture and that it was important to see the umbrella programme from the Combined Authority. The Bus Service Improvement Plan and franchising was integral to the approach. Rail connectivity was also an important part of this. Park and Ride improvements were quick wins, in particular welcoming the introduction of electric buses, but Cambridge centric. The Making Connections consultation did not have all the answers and proposals had and would continue to evolve considerably. It was welcome that alternative funding streams such as work placed parking levies were being assessed. Attention was also drawn to home to school transport that was a key consideration.
- Drew attention to the cost implications of Demand Responsive Transport that was a particularly expensive solution and needed substantial passenger numbers to be cost effective. There was also a need for the service to be better advertised. In particular, when the provider changed, travellers were unaware that they needed to download a new app.
- Highlighted the importance of the dial-a-ride service in Cambridge that was a vital element of community transport.
- Highlighted residents that were not able to drive or have access to a car in rural areas that were particularly poorly services by buses and were therefore isolated.

It was resolved to:

- a) Note the overall current strategic objectives of the Council and its partners for the improvement of transport and connectivity for the County as outlined at 1.1
- b) Note the current activities on the implementation of the Bus Strategy, and the relationship between the City Deal Programme and the Bus Reform Model

being advanced by the Cambridgeshire and Peterborough Combined Authority (CPCA)

- c) Note the results of the Greater Cambridge Partnership (GCP) Making Connections consultation as set out in Appendix of the report
- d) Note that, subject to identification of a preferred option, any future decision will require the development of an Outline Business Case (OBC) that would be considered by Full Council in October 2023.

153. Procurement of Civil Parking Enforcement Services

The Committee received a report that sought authorisation to commence procurement of Civil Parking Enforcement Services (CPE) and delegate the authority to award the contract following a full procurement process to ensure a high-quality service at the best achievable cost. The report also requested the Committee considered an extension of the existing enforcement services contract for an additional year to facilitate the procurement process.

Currently the contract environment is challenging and we need to review and look at the options for the future and make sure that we future proof.

During discussion of the report, Members:

- Questioned how the procurement would affect the current Civil Parking Enforcement Process. It was explained that consideration was being incorporated for the developing Civil Parking Enforcement Process.
- Noted that the Council was at the latter end of the current contract and the option would provide flexibility for the Council.
- Expressed disappointment that proposals for Civil Parking Enforcement in Fenland were still not progressing.
- Expressed concern about Enforcement Officers that were not penalising drivers following committing parking offenses. The presenting officer encouraged Councillors to contact him with details for the matter to be taken forward.

It was resolved to:

- a) Delegate the authority to extend the existing contract within the current contract terms and conditions to the Executive Director of Place & Sustainability in consultation with the Chair and Vice of the Committee, if and as required to meet operational demands from 01 August 2024 for a period of up to a year; and
- b) Note a report will be prepared in due course on the options for future procurement and seeking a decision on a preferred approach.

154. Local Highway Improvements Programme 2023/24

Members received a report that informed them of the outcome of the Local Highway Improvement (LHI) member panels and officer scoring of the Complex and Non-complex LHI applications for 23/24 and to approve the prioritised lists for delivery.

The Committee received a public question and contribution from local Member, Councillor Alex Bulat attached at Appendix A.

During discussion of the report, Members raised the following points:

- Noted that the form of feedback on unsuccessful schemes would be discussed at the Member Working Group meeting, however, due to the number of unsuccessful applications, it may not be possible to provide detailed feedback on every occasion.
- Noted that the moderated scoring could be shared with members if they wished.
- Commented that communities were deeply invested in the process as they could shape the highways, they use daily. There had been few applications from East Cambridgeshire, however, a significant increase in the numbers from South Cambridgeshire and Cambridge city and that it was important to understand the reasons. It was suggested that bid failure was a key reason with Parish Council's and communities putting forward well-developed and funded proposals that were not successful and then losing motivation. Communication on a small number of proposed schemes had been poor and there were some issues that had arisen as a result of the revised process that had not occurred before and needed to be addressed, specifically relating to weight limit applications.
- Noted that although there were several vacancies within the projects team, the posts were currently filled by interim employees. Work on non-complex schemes had begun and been assigned to the design teams, which was much faster than under the old LHI process.
- Sought clarity regarding the cost of speed reduction measures. Officers explained that it represented an average across the county and was designed to manage expectations around costs and preventing further funding having to be found. It was intended for the website to be updated and a price banding system to better inform applicants.
- Commented that the Council needed to take a more wholistic view of schemes and assess their impact on neighbouring villages.
- Drew attention to East Cambridgeshire that had the smallest budget, but the largest underspend and emphasised the importance of all areas were funded equitably. Officers explained that funding was based upon census data.
- Highlighted the significant inflationary pressures that were affecting the highways service that would likely result in a circa 25% reduction in spending power. Parish Councils did not fully understand the impact of inflation and therefore there was a likelihood that there would be a high failure rate for good schemes.

It was resolved to:

- a) Note the prioritised lists as attached for the 23/24 programme, and delegate authority to approve these to the Executive Director of Place & Sustainability in consultation with Chair and Vice-Chair, following a review of the moderated officer scoring for those applications in the Non-complex process by the LHI Member Working Group (MWG).
- b) Delegate authority to the Executive Director of Place & Sustainability in consultation with Chair and Vice-Chair to remove schemes that prove to be undeliverable and add new schemes in their place as outlined in the report.

155. Speed Strategy

Members were presented the speed strategy for Cambridgeshire County Council. The report sought the endorsement of the Vision Zero Speed Management Strategy. It also outlined the County Council's approach to the integration of speed buffer zones.

During discussion of the report individual Members:

- Welcomed the report and commented that speed buffer zones had been proven to be effective in reducing speeds through villages and highlighted the positivity which they had been received by Parish Councils.
- Noted that there was a significant body of evidence that demonstrated the effectiveness of speed buffer zones in reducing the severity of injuries. Commenting further, a member requested that, given the funding pressures on the Council, demonstrable evidence of a reduction in the number of killed and seriously injured would be beneficial.
- Expressed disappointment that the Police would not enforce 20mph zones, however, noted that they were generally self-enforcing through design.
- Highlighted the nature of many Cambridgeshire roads that were long, straight, and flat that saw significant speeding and serious accidents as a result. It was therefore essential that the Vision Zero was communicated widely to improve safety on such roads. The use of such roads by cyclists was noted as there were no cycle paths.

It was resolved to:

- a) To endorse the Vision Zero Speed Management Strategy
- b) To note the process to progress Speed Buffer Zones in Cambridgeshire, in response to the County Council motion of July 2022.

- c) To delegate authority to make amendments to the Local Highway Improvements scoring criteria, to better accommodate buffer zones, to the Executive Director of Place and Sustainability, taking account of comments from the cross-party Members Working Group

156. Road Safety Programme 2023/24

The Committee received a report that presented the Road Safety Programme for 2023/24. Attention was drawn to the section of the report that provided updates on specific schemes, namely the Wheatsheaf Crossroads, Puddock Road and the Swaffham Heath Crossroads.

It was resolved to:

- a) To approve the capital programme of Safety schemes for 2023/24 outlined in Appendix A of the report
- b) To note the schemes being delivered by the Greater Cambridge Partnership as set out in Appendix B

157. Integrated Transport Block Funding Allocation 2023/24 – Update on Funding Allocations for Delivering Transport Strategy Aims

The Committee received a report that presented an update on the funding allocations for delivering transport strategy aims.

During discussion, Members:

- Drew attention to the link to the schemes within the ITB and the lack of provision of active travel schemes and questioned whether a more integrated approach could be implemented.
- Sought greater clarity regarding the 20mph schemes and a new round of applications and the proposed timescales. **ACTION**
- In response to concern expressed regarding the number of 20mph scheme applications from the Fenland area, it was explained that for Chatteris, the only proposal was for the entire town and that was too extensive and not appropriate.
- Sought an update regarding the proposed Bridge Street pedestrian crossing in Chatteris that did not appear in the list and expressed concern that the scheme had been discontinued and Chatteris Town Council had not been informed. **ACTION**
- Emphasised the importance of ensuring that 20mph schemes were properly implemented with proper signage and roundels painted on the highway.

- Sought assurance that projects would move from the design phase to implementation expressing a desire that money was not wasted on feasibility studies that would not be implemented. Officers reminded the Committee that a report would be presented at a future meeting that would demonstrate how projects progressed from proposal to potential delivery.
- Noted that that unsuccessful 20mph scheme applications would not be removed from the list and the process for which would be set out within a report planned for the October 2023 meeting of the Committee.
- Questioned the degree to which town and district councils were consulted on schemes. Officers explained that all schemes came forward from the Local Cycling and Walking Infrastructure Plans (LCWIP) and other strategies that had been agreed by the Committee. It was confirmed that town and district councils were consulted on these strategies.
- Suggested that the various plans and strategies were difficult for parishes to navigate and the process would benefit from work to make them more user friendly and accessible.

It was resolved to:

- a) Consider and approve the re-allocation of available Delivering Transport Strategy Aims funding for 2023/2024.
- b) Delegated authority to re-allocate DTSA Funding in 2023/24 to the Executive Director Place and Sustainability, in consultation with the Chair and Vice Chair, where the total re-allocation is £500,000 or less.

158. Highways and Transport Service Transformation Plan

The Committee received a report that presented the Highways and Transport Service Transformation Plan. Introducing the report, the presenting officer highlighted the improvement work to date and the programme of future actions. The report addressed the motion to Council from May 2023 regarding highway maintenance.

During discussion, Members raised the following points:

- Sought greater clarity on how information for Councillors would be improved for their divisions. Officers explained that the re-structure of the service would have a positive impact, where Local Highways Officers would receive greater management and support. They would also be supported through the procurement of a new asset management system that would enable much improved information to be provided and the development of a more proactive system through which maintenance was undertaken and publicised.
- Noted that the latest Highway Service update circulated to all Councillors would provide details of the new Highways Maintenance structure.

- Noted that the new asset management system was currently in the middle of the procurement process, with a provider due to be recruited in August 2023. Implementation of the system would be undertaken in a modular approach with the system fully functional by the end of 2024.
- Welcomed the inclusion of a Key Performance Indicator (KPI) within the performance report relating the number of defects that had to be reattended due to fault or failure of the repair.
- Emphasised the impact of the 2022/23 winter on the highway network that caused severe issues on the network.
- Noted that a presentation would be provided by Gaist that would demonstrate the technology and how it was being used together with plans to achieve maximum benefit from it.
- Highlighted the need for improved communication relating to street works and signage when undertaking maintenance.

It was resolved to:

- a) To note, review and endorse the approach outlined in this report to transform and improve the Highways Service and the Highways Improvement Action Plan at Appendix 1 of the report.
- b) To note the responses to the Motion to Full Council regarding Highway Maintenance as outlined as paragraph 1.12 in the report.

159. Finance Monitoring Report – Outturn 2022/23

The Committee received the Finance Outturn report for 2022/23. The Committee noted the accuracy of the revenue variance forecast and the end year position was a £400k overspend. There was also a £1m slippage on the capital programme.

During discussion of the report, Members:

- Questioned the overspend relating to Civil Parking Enforcement. Officers explained that the main reason for the overspend was the residual impact of the COVID-19 pandemic. Funding had been received from government to offset the impact from the pandemic, however, it was held centrally in order that the budgetary pressures were visible.

It was resolved to:

Note and comment on the report.

160. Finance Monitoring Report – May 2023

The Committee received the May 2023 iteration of the Finance Monitoring Report. There were no reported variances and Members noted the review of inflationary assumptions that had been reviewed, the result of which proposed a budget reset for those areas.

During discussion Members:

- Noted that vacancies would not be reported through the Finance Monitoring Report to maintain consistency across Policy and Service Committees. It was proposed that they would, however, be reported through the quarterly performance monitoring report. **ACTION**
- Noted that one small element of the highways budget had not had inflation applied correctly and therefore would be presented to Strategy and Resources Committee following re-profiling.

It was resolved to:

- a) Endorse the revenue budget re-set adjustments to Strategy & Resources Committee for approval
- b) Endorse the carry forwards / re-profiling / funding changes to the Capital Programme to Strategy & Resources for approval
- c) Review and comment on the report.

161. Highways and Transport Committee Agenda Plan and Appointments to Outside Bodies and Internal Advisory Groups and Panels

The Committee received a report that presented the Committee agenda Plan together with the appointments to outside bodies and internal advisory groups and panels. Members noted the following changes to the respective group places:

Transport Strategy Huntingdonshire Member Working Group – Councillor Ian Gardener

Twenty MPH Member Working Group – Councillor Ian Gardener

East Cambridgeshire Local Highway Improvement Panel – Councillors Bill Hunt and Alan Sharp

A Member sought an update regarding the Wisbech Access Forum. **ACTION**

Performance Reporting was added to the agenda plan for October.

The Committee noted its Agenda Plan and appointments to Outside Bodies and Internal Advisory Groups.

Chair

Highways and Transport Committee Minutes - Action log

This is the updated action log as at 25th September 2023 and captures the actions arising from the most recent Highways and Transport Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

Highways and Transport Committee minutes of 7th March 2023

137.	Highways Operating Standards	Jon Munslow	Member briefing to be organised on Gaist on how it is being used to undertake asset condition surveys.	Presentation completed to members	Complete
138.	Highways Capital Maintenance Programme	Jon Munslow	Briefing on safety and remedial works on soil affected roads to be arranged for members	Presentation completed to members.	Complete

Highways and Transport Committee minutes of 4th July 2023

157.	Integrated Transport Block Funding Allocation 2023/24 – Update on Funding Allocations for Delivering Transport Strategy Aims	Josh Rutherford	The Committee sought details of the timetable for the next round of 20mph applications	Report on the October Committee	Complete
157.	Integrated Transport Block Funding Allocation 2023/24 – Update on Funding Allocations for Delivering Transport Strategy Aims	Cat Rutangye	Provide Councillor Hay with the status of the pedestrian crossing proposed for Bridge Street, Chatteris.	Officer contacted Cllr Hay to discuss crossing in Chatteris.	Complete

Street Lighting Energy Savings

To: Highways and Transport

Meeting Date: 3rd October 2023

From: Frank Jordan, Executive Director of Place and Sustainability

Electoral division(s): All

Key Decision: Yes

Forward Plan ref: 2023/077

Outcome: The purpose of the report is to update the Committee on progress of the Street Lighting LED Implementation, approved as part of the business planning process for 23/24, reference B/R.6.221. The Committee is asked to agree to delegate authority to the award of contract and proceed with the implementation of the project.

Recommendation: That the Committee:

- a) notes the update report and the progress made with the Street Lighting LED implementation.
- b) Delegate authority to enter into contract via the Street Lighting PFI Contract with Connect Roads Cambridgeshire to the Executive Director of Place and Sustainability in consultation with the s151 officer and the Chair and Vice Chair of the Committee, to implement the project.

Officer contact:
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1. Background

- 1.1 Street lighting energy price increases have been dramatic over the past 18 months, with prices doubling, effective from October 2022, and a further 20% increase forecast for October 2023. This business case was submitted to this Committee on 4th Oct 2022, 6th December 2022 and was approved at Full Council on 7th February 2023.
- 1.2 With energy prices increasing by 100% in October 2022, the Council's energy spend for street lighting will reach an annual cost of around £4.6m, therefore, any interventions for reducing energy consumption by a significant percentage will have a considerable impact on future budget demands and will insulate the council from further price increases.
- 1.3 To achieve savings in revenue budgets, this proposal reduces both energy and maintenance costs for street lighting assets. A number of options were explored to reduce the energy used by our streetlighting stock, engaging with key stakeholders, the Council's preferred option is for replacement to Light Emitting Diode lanterns (LED over a two-year programme. The primary focus of this business case is to reduce ongoing costs for the authority by reducing energy consumption and maintenance activities and therefore costs to the Council whilst maintaining the current lighting service standards.
- 1.4 The business case forecast a saving of £2.6m by FY26/27 based on current energy rates and forecasts at the time, however with a payback on investment of circa. 6 years, this saving will be determined by energy costs that are currently unknown in the future. This is dependent on the actual energy prices, the forecast is only predicted at this stage which could result in a £1.65m saving in FY 26/27, however this cannot be confirm until the energy costs are confirmed. The figures are impacted by fluctuations in energy costs with current forecasts being slightly lower than anticipated with a reduction of 5.27% forecast for FY24/25, payback is still estimated between 6-8 years.
- 1.5 These figures are impacted by fluctuations in energy costs with current forecasts being slightly lower than anticipated with a reduction of 5.27% forecast for FY24/25, payback is still estimated to be between 6-8 years.
- 1.6 Additional benefits will be delivered including a significant reduction in carbon over 20 years, aligned to the percentage cost saving, improved lighting quality and reduced maintenance costs long term.

2. Main Issues

- 2.1 The current lighting assets consume considerably more energy than modern LED lanterns. A programme of replacements would be to replace 47516 existing luminaires with energy efficient LED's. This would reduce the overall energy consumption per year by more than half.
- 2.2 This project requires a £13.2m investment spread over two years and offers a payback on this investment in under six years based on current electricity prices, this aims to mitigate the impact of rising energy prices on the street lighting revenue budget. At current energy rates the project will deliver a £2.4m annual saving by FY26/27 however applying historical inflation would see this figure rise to £3.3m by FY28/29 accelerating the payback. Energy rates are in a state a flux at present with forecasts changing significantly on a regular basis.

If significant reductions in energy prices occurred the payback period would be increased, but our absolute spend on energy would also reduce.

2.3 The current energy spend is in the region of £4.6m per annum. Design processes to identify the programme and the contract negotiations are progressing on track.

2.4 There are a number of risks associated with this project, we are required to negotiate a deed of variation (DOV) with the PFI providers, requiring legal, contractual and commercial process during 2023 to enable this project to progress. A further two years will then be used to conduct the replacement programme with approx. 48k assets being replaced in a programme designed to generate maximum benefit, completion target date of end of March 2026.

2.5 Project Risks

Risk	Impact	Mitigation	Risk rating
Variable energy rates	Biggest unknown, as rates have fluctuated greatly over recent years, and future rates are not within our control. Confidence levels of future energy rates are low, due to the unpredictability of inflation. The energy consumption will go down by approx. 50%, the margin of savings is dictated by the energy rates.	Tracking rates and develop programme to optimise savings	High
Deed of Variation (DOV) on the SL PFI Contract.	Stakeholder delays could affect programme timescales	Previous project lessons learnt and learning from others. Regular communication with stakeholders.	Medium
Commercial/ contract delays	The Authority will not make any payment until the Deed of Variation is executed. Supply of LEDs may affect the programme completion and cost of the project, and therefore achieving the indicative savings targets. Officers to continue to sustain project momentum by effective communication.	Updates to Capital Programme Board, on budget profiling	Medium
Installation delay	Connect Roads to agree to a programme of works (signed up to in the Deed of Variation). Energy savings to be returned to the Authority by the programme completion date regardless of whether the installation works are in reality complete. Supply of materials due to unexpected world events.	Supply check are being undertaken and communication with suppliers in the market.	Low

- 2.6 To award the work through the Street Lighting PFI contract, the Deed of Variation process, needs to be followed. Advice has been sought from Legal and Procurement regarding the proposed direct award and have confirmed that this complies with the Public Contract Regulation 2015, Reg. 72(1)(b). A benchmarking exercise has been conducted which demonstrated that current indicative costs were 15% lower than the costs in 2018, when the last LED programme were rolled out. Also, the current costs are 280% lower than a recent competitors price locally.
- 2.7 There will also be added value by retaining the columns within the PFI contract whilst carrying out the work, saves procuring new contract, management costs and unnecessary charges to the Council, as well as a consistent level of service.

3. Alignment with corporate priorities

3.1 Environment and Sustainability

The following bullet points set out details of implications identified by officers:

- This project is proactive, contributing to moving forward the net zero target for Cambridgeshire County Council towards 2030, by reducing the service's demands on energy consumption.

3.2 Health and Care

The following bullet points set out details of implications identified by officers:

- Contributes to the wellbeing of local communities by ensuring the street lighting service can be financially sustained and avoid reducing lighting levels, which these groups and service providers need to perform at their optimum levels.

3.3 Places and Communities

The following bullet points set out details of implications identified by officers:

- Creating 'Places' that support communities to live low carbon, resource efficient lifestyles, by lighting the streets at night offers people more sustainable and economically viable sustainable transport options.

3.4 Children and Young People

- Support our children and young people in care to achieve the best possible outcomes and ensure that our care leavers are able to access the support they need as they move into adult life.

3.5 Transport

The following bullet points set out details of implications identified by officers:

- Encourage more residents to make use of active and sustainable travel options, by keeping the lights in light.

4. Significant Implications

4.1 Resource Implications

The following bullet points set out details of significant implications identified by officers:

- Additional capital investment has been approved to deliver this project along with the additional staff resources required.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

The report above sets out details of significant implications in 2.6.

4.3 Statutory, Legal and Risk Implications

The report above sets out details of significant implications in 2.6. The risks on project implementation are low, however due to the fluctuations in energy prices this is a high risk as it is unknown, in terms of delivering the savings.

4.3.1 There is no legal requirement for local authorities to provide street lighting, but the Council has a duty to maintain street lights that are installed on adopted highways. The Council has a duty to the highway users and must ensure it can demonstrate it has systems and programmes in place to ensure the safety of all highway lighting equipment.

4.3.2 The following legislation governs the Council's provision of street lighting:

- The Highways Act 1980 empowers local authorities to light roads but does not place a duty to do so;
- The Council has a duty of care to road users and has an obligation to light obstacles on the highway;
- The Council has a statutory duty under the Highways Act 1980 to ensure the safety of the highway and this includes any lighting equipment placed on the highway;
- The Electricity at Work Regulations impose a duty on owners and operators of electrical equipment to ensure its safety.

4.3.3 The LED replacement project will be undertaken during the contract period of the PFI Contract, the PFI contractor would be required to maintain such lighting for the duration of the PFI Contract. There have been discussions with the PFI contractor with respect to maintenance savings which shall be addressed by a formal contract variation.

4.4 Equality and Diversity Implications

There are no significant implications within this category. A full EQIA has been undertaken as part of the business planning process.

4.5 Engagement and Communications Implications

There are no significant implications within this category. The business case has already been to H&T Committee and Communications Team are engaged on this project.

4.6 Localism and Local Member Involvement

There are no significant implications within this category.

4.7 Public Health Implications

There are no significant implications within this category. By keeping lights in light, encourages health and wellbeing activities to continue, with no reduction in current service levels.

4.8 Environment and Climate Change Implications on Priority Areas):

4.8.1 Implication 1: Energy efficient, low carbon buildings.

Positive Status:

Explanation: Reduction in carbon footprint, reduction in energy demands to maintain current service levels. Decreases energy use for the Council.

4.8.2 Implication 2: Low carbon transport.

Positive Status:

Explanation: Reduces the dependency on use / reliance on the private car during the hours of darkness and encourages use of cleaner modes of transport.

4.8.3 Implication 3: Green spaces, peatland, afforestation, habitats and land management.

Neutral Status:

Explanation: N/A

4.8.4 Implication 4: Waste Management and Tackling Plastic Pollution.

Neutral Status:

Explanation: Although we will look to recycle waste components from this project wherever possible.

4.8.5 Implication 5: Water use, availability and management:

Neutral Status:

Explanation: N/A

4.8.6 Implication 6: Air Pollution.

Positive Status:

Explanation: By reducing the dependency on motorised vehicles allowing sustainable travel choices may have a positive impact on the air quality, at least will be no worse than current levels.

4.8.7 Implication 7: Resilience of our services and infrastructure and supporting vulnerable people to cope with climate change.

Positive Status:

Explanation: By reducing energy consumption and costs, current levels of service can be maintained and therefore ensure current choices will still be available. Less reliance on energy will have an impact on the supply and outputs from delivering the service.

Have the resource implications been cleared by Finance - Yes

Name of Financial Officer: Sarah Heywood

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the Head of Procurement - Yes

Name of Officer: Clare Ellis

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or LGSS Law- Yes
Name of Legal Officer: Emma Duncan and Stephen Randall – Pathfinder Legal Services.

Have the equality and diversity implications been cleared by your Service Contact- Yes
Name of Officer: Jeremy Smith

Have any engagement and communication implications been cleared by Communications Yes
Name of Officer: Sarah Silk

Have any localism and Local Member involvement issues been cleared by your Service Contact? Yes
Name of Officer: David Allatt

Have any Public Health implications been cleared by Public Health - Yes
Name of Officer: Iain Green

If a key decision, have any Environment and Climate Change implications been cleared by the Climate Change Officer - Yes
Name of Officer: Emily Bolton

5. Source documents

5.1 Source documents

None

Local 20mph Process Delivery Programme

To: Highways & Transport

Meeting Date: 3rd October 2023

From: Frank Jordan, Executive Director of Place & Sustainability

Electoral division(s): All

Key decision: Yes

Forward Plan ref: 2023/079

Outcome: To inform the committee of the outcome of the 20mph prioritisation process and agree the prioritised 20mph applications for the 23/24 20mph delivery programme.

Recommendation: The Committee is recommended to

a) Approve the delivery of the 20mph programme as identified in the prioritised list attached to this report as Appendix A.

b) Delegate authority to the Executive Director Place & Sustainability, in consultation with Chair and Vice Chair of Highways & Transport committee to add and remove individual projects from the 20mph delivery programme as required.

Officer contact:

Name: Joshua Rutherford
Post: Group Manager Design & Delivery
Email: Joshua.rutherford@cambridgeshire.gov.uk
Tel: 01353 650578

1. Background

- 1.1 The 20mph initiative provides the opportunity for local community groups, including Parish and Town Councils to apply for funding to implement a 20mph speed limit within their respective area. The schemes are community driven, giving local people influence over setting speed limits within their local area. The cost of the scheme will be entirely met by the County Council.
- 1.2 The County Council originally identified £450,000 from existing capital funding streams to contribute to this process over three budget years; starting in 2022/23, intending to seek further external funding to supplement the amount allocated when the opportunity arose, and once the level of community interest had been established. The first tranche of 20mph projects funded from this allocation have now been successfully delivered on site.
- 1.3 A successful bid to the Cambridgeshire and Peterborough Combined Authority (CPCA), resulted in the award of funding towards 20mph projects countywide from the Transforming Cities Fund (TCF). This has seen those larger population areas across the county who are interested in having a 20mph receive funding via this grant, and these 20mph areas will be implemented in quarter 4 of 23/24 financial year.
- 1.4 The bid for TCF funding has also resulted in a redistribution of funding previously set aside for larger individual 20mph projects such as the Ely City project. This has increased the planned budget allocation for 20mph projects delivered through this programme in 23/24 from £150,000 to £350,000 and has meant that some of the applications received through this 20mph application process will now be funded and delivered via the TCF programme instead.
- 1.5 A new process for scoring and prioritising 20mph applications was approved at Highways & Transport committee on 12th July 2022, following a cross-party Member Working Group (MWG) review. Section 2 of this report outlines the processes undertaken to identify the prioritised list of schemes.
- 1.6 This is the first year of the process, and 88 applications were received countywide. Of these 20 have been prioritised for delivery and are identified in this report. As these figures highlight, the process is popular and oversubscribed. A high-level breakdown as follows details the applications received per district area across the county –

District -	Total number of applications -
Huntingdonshire	22
Cambridge City	6
South Cambridgeshire	45
East Cambridgeshire	10
Fenland	5

2. Main Issues

- 2.1 Interested parties were invited to submit their 20mph applications earlier this year to be considered for funding in the 23/24 delivery round. The application window opened at the end of February and ran to 30th April 2023. More details regarding the application process and timeline can be found on our website - [20mph Funding - Cambridgeshire County Council](#).
- 2.2 Once the application deadline had passed all applications received were scored and prioritised by officers. Scoring was undertaken initially individually, and then as a group using the 20mph prioritisation matrix previously approved by the committee. Moderation sessions were then undertaken as a group before a final score for each application was given to ensure consistency.
- 2.3 Once the officer scoring and moderation sessions had been completed, the draft prioritised list was discussed further at a meeting of the cross-party 20mph MWG on 26th July 2023. The officer scoring was scrutinised by members at this meeting prior to being provisionally agreed, subject to formal approval at the October Highways and Transport committee meeting.
- 2.4 The finalised scores and rankings can be seen in detail in Appendix A. It should be noted that 20 projects only from the list have been identified for delivery due to the amount of funding available. Of the £350,000 allocated, it is proposed that £348,000 is allocated to the 20 projects identified. Where applications have received an identical score, they have been further prioritised based on the comparative size of the population of the applicants. This methodology was agreed by the 20mph MWG. The rationale behind this is that a comparatively greater amount of people will be impacted by the reduced speed limit, and this will maximise the impact of the new 20mph limit in that population area. A high-level breakdown of the prioritised 20mph projects per district area is as follows:

District -	Total number of successful vs total applications -
Huntingdonshire	5 / 22
Cambridge City	0 / 6
South Cambridgeshire	12 / 45
East Cambridgeshire	3 / 10
Fenland	0 / 5

- 2.5 Unlike other funding processes, such as the Local Highway Improvement Initiative, those applicants who have not received funding for the 23/24 round will remain on the ranked list for the 24/25 funding round and beyond. The intention being to work down the list until all the projects on it are delivered. There will also be further opportunities for new applications to be made, and the intention is to reopen the application window early in 2024 for the 24/25 round. This provides an opportunity for existing applicants to amend their applications based on officer scoring feedback, or changes locally, as well as for new applicants to come forward. The 23/24 delivery list would then be re-ranked, to include any new or revised applications, and re-prioritised for the 24/25 delivery round.

- 2.6 Should any applications prioritised for delivery subsequently prove to be unfeasible, or the actual cost of delivery be less than forecast, the next application (s) on the priority list, (currently sitting below the red line) would be progressed using the now available funding if these are identified before the end of November 2023. This deadline is imposed to ensure current projects do not overrun into the next 20mph programme. If schemes are discontinued after this date, then the money will roll into the next programme funding round.
- 2.7 All estimated scheme costs incorporate the estimated cost of time spent by officers designing, managing, and delivering each project. It is expected that the cost to deliver each project will become more certain once design work has been completed. Currently, those costs identified in Appendix A should therefore be treated as indicative only.
- 2.9 Delivery of the 23/24 20mph programme is expected to commence on site late in quarter 4 of this budget year. The schemes will be delivered sequentially as part of a rolling programme, which will go into the 24/25 budget year. This means that delivery will commence once the weather starts to improve following the winter period.
- 2.8 The application window proposed for the next 20mph application round will be as follows: -
- Application window opens – Monday 15th January 2024
 - Application window closes - Friday 15th March 2024 at 5pm
 - Prioritisation process undertaken - April to June 2024
 - Report to committee including prioritised list for approval - TBC 2024
- 2.9 In order to help applicants when completing the 20mph application form, our website will shortly be updated to include some of this year's highest scoring submissions. Within the 20mph programme update at the bottom of the page, individuals can also view the delivery progress of those projects which have already received funding via with this, or the TCF process - [20mph Funding - Cambridgeshire County Council](#)

3. Alignment with ambitions

- 3.1 Net zero carbon emissions for Cambridgeshire by 2045, and our communities and natural environment are supported to adapt and thrive as the climate changes.

It is expected that implementing these 20mph zones will have a positive contribution in supporting net zero by 2045 by encouraging more people to use walk and cycle for shorter journeys within their communities, instead of using motorised transport.

- 3.2 Travel across the county is safer and more environmentally sustainable.

It is expected that implementing these 20mph zones will have a positive contribution to safety and sustainability in the county by promoting the use of non-motorised forms of transport as lower speed limits are shown to encourage more people to walk and cycle as they feel safer.

3.3 Health inequalities are reduced.

It is expected that implementing these 20mph zones will have a positive contribution to reducing healthy inequalities in the county by promoting active travel, especially for local journeys as lower speed limits are shown to encourage more people to walk and cycle as they feel safer.

3.4 People enjoy healthy, safe, and independent lives through timely support that is most suited to their needs.

There are no significant implications for this ambition.

3.5 Helping people out of poverty and income inequality.

There are no significant implications for this ambition.

3.6 Places and communities prosper because they have a resilient and inclusive economy, access to good quality public services and social justice is prioritised.

There are no significant implications for this ambition.

3.7 Children and young people have opportunities to thrive.

There are no significant implications for this ambition.

4. Significant Implications

4.1 Resource Implications

This report identifies the criteria used for scoring and ranking the 20mph schemes and proposes how to allocate the £350K of funding available.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications within this category as the 20mph programme will be delivered via the existing highway term services contract procured in 2017, with all work being within scope of said contract.

4.3 Statutory, Legal and Risk Implications

Traffic Regulation Orders (TRO's) will be required to make the new 20mph limits legally enforceable. These will be progressed by the authority using the existing agreed statutory process in place to do so, and any objections to the TRO will be determined via the delegated decision process. The TRO's will then be sealed upon completion of this process.

4.4 Equality and Diversity Implication

The officer led scoring adopts a consistent approach, prioritising proposals countywide within existing budgets. Many of the schemes will improve road safety for vulnerable users such as the young, elderly and disability groups. The 20mph process empowers community groups to have an influence on setting speeds in their own communities and gives local people a real influence over bringing forward improvements that benefit them. The new approach to prioritisation and delivery has also been reviewed through the councils Equality Impact Assessment (EQIA) process reference CCC4281138081.

4.5 Engagement and Communications Implications

There are no significant implications within this category and further engagement and consultation will take place on each project as it is developed, in conjunction with the applicant.

4.6 Localism and Local Member Involvement

The 20mph process gives local people a real influence over speed limits in their community. The Council will work closely with the successful applicants and local community to help deliver the improvements that have been identified. The Local Member will be a key part of this process and will be involved throughout the development and delivery of each scheme.

4.7 Public Health Implications

Most schemes aim to improve road safety, which may subsequently contribute to reducing the risk of accident injuries on the network. It is expected that the schemes, once installed will help promote and encourage Active Travel.

4.8 Climate Change and Environment Implications on Priority Areas:

4.8.1 Implication 1: Energy efficient, low carbon buildings.

Positive/neutral/negative Status: **Neutral**

Explanation: No positive or negative impacts identified for works listed in the report.

4.8.2 Implication 2: Low carbon transport.

Positive/neutral/negative Status: **Positive**

Explanation: It is likely that the suggested improvements will contribute positively to this through the increased use of non-motorised forms of transport for local trips.

4.8.3 Implication 3: Green spaces, peatland, afforestation, habitats, and land management.

Positive/neutral/negative Status: **Neutral**

Explanation: No positive or negative impacts identified for works listed in the report.

- 4.8.4 Implication 4: Waste Management and Tackling Plastic Pollution.
Positive/neutral/negative Status: **Negative**
Explanation: Some projects will generate waste from shallow excavations to install new posts, although comparative to other programmes this is minimal due to the type of scheme being installed.
- 4.8.5 Implication 5: Water use, availability, and management:
Positive/neutral/negative Status: **Neutral**
Explanation: No positive or negative impacts identified for works listed in the report.
- 4.8.6 Implication 6: Air Pollution.
Positive/neutral/negative Status: **Positive**
Explanation: It is likely that the suggested improvements will contribute positively to increased use of non-motorised transport for local trips, whilst numerous studies have flagged decreased particulates and air pollution levels when vehicle speeds are lower.
- 4.8.7 Implication 7: Resilience of our services and infrastructure and supporting vulnerable people to cope with climate change.
Positive/neutral/negative Status: **Neutral**
Explanation: No positive or negative impacts identified for works listed in the report.

Have the resource implications been cleared by Finance?

Yes

Name of Financial Officer: Sarah Heywood

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the Head of Procurement and Commercial?

Yes

Name of Officer: Clare Ellis

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or Pathfinder Legal?

Yes

Name of Legal Officer: Stephen Randall

Have the equality and diversity implications been cleared by your EqlA Super User?

Yes

Name of Officer: David Allatt

Have any engagement and communication implications been cleared by Communications?

Yes

Name of Officer: Sarah Silk

Have any localism and Local Member involvement issues been cleared by your Service Contact?

Yes

Name of Officer: David Allatt

Have any Public Health implications been cleared by Public Health?

Yes

Name of Officer: Iain Green

If a Key decision, have any Climate Change and Environment implications been cleared by the Climate Change Officer?

Yes

Name of Officer: Emily Bolton

5. Source documents

5.1 Source documents

Traffic Management Update Report – July 2022

[Council and committee meetings - Cambridgeshire County Council > Meetings \(cmis.uk.com\)](#)

[Document.ashx \(cmis.uk.com\)](#)

Appendix A – Prioritised list of 20mph schemes

Ranking table for 2023 / 2024 20mph Initiative Applications -										Officer Comments
Total Budget					£	350,000.00				
Cumulative CCC Total					£	348,000.00				
Application Reference Number	Applicant Name	District Area	Parish/Ward	Population	Road Name(s) / Location	Estimated Project Cost (£)	Cummulative Cost Total (£)	Application Score (Moderation)	Ranking	Were in the 20mph process and removed as now being picked up by TCF -
70	Beth Fleetwood	South	Cottenham	6224	Villagewide	£ 27,000.00	£ 27,000.00	35	1	<div>-Histon & Impington</div> <div>-St Ives</div> <div>-Cambridge Romsey Coldhams Lane</div> <div>-Cambridge Orchard Park</div> <div>-Cambridge Kings Hedges (from Milton rd to Kirkwood rd)</div> <div>-Cambridge Queen Ediths Fendon Road</div> <div>-Huntingdon Hartford The Spinney and The Hollow</div> <div>-Huntingdon St Marys Street</div> <div>-Huntingdon Desborough Road</div> <div>-Huntingdon American Lane</div> <div>-Huntingdon Owl Way and Eagle Way</div> <div>-Huntingdon Stukeley Meadows</div>
65	Christopher Loughlan	South	Fulbourn	5045	Majority of village	£ 18,000.00	£ 45,000.00	34	2	
81	Whittlesford Parish Council	South	Whittlesford	1637	Villagewide	£ 18,000.00	£ 63,000.00	32	3	
85	Girton Parish Council	South	Girton	4886	Extend the current 20mph zone to remainder of village.	£ 5,000.00	£ 68,000.00	31	4	
44	Meldreth Parish Council	South	Meldreth	2029	Majority of village	£ 18,000.00	£ 86,000.00	31	5	
75	Orwell Parish Council	South	Orwell	1046	Villagewide	£ 18,000.00	£ 104,000.00	31	6	
72	Gt Wilbraham Parish Council	South	Gt Wilbraham	669	Villagewide	£ 18,000.00	£ 122,000.00	31	7	Amount funded per area -
83	Willingham Parish Council	South	Willingham	4100	Villagewide	£ 18,000.00	£ 140,000.00	30	8	South - 12 / 45
84	Fowlmere Parish Council	South	Fowlmere	1400	Majority of village	£ 5,000.00	£ 145,000.00	30	9	East - 3 / 10
14	Upwood and The Raveleys Parish Council	Hunts	Upwood and The Raveleys	1278	Parishwide on all eligible 30mph roads	£ 18,000.00	£ 163,000.00	29	10	Fenland - 0 / 5
31	Oakington & Westwick Parish Council	South	Oakington & Westwick	1569	Extend the current 20 mph zone to include Westwick.	£ 5,000.00	£ 168,000.00	27	11	Hunts - 5 / 22
79	Paula Harper (PC)	South	Gt Abington	900	High Street and Linton Road.	£ 18,000.00	£ 186,000.00	27	12	City - 0 / 6
76	Wicken Parish Council	East	Wicken	861	Villagewide	£ 18,000.00	£ 204,000.00	27	13	
35	Kerry Rew	Hunts	Elton	649	Majority of village	£ 18,000.00	£ 222,000.00	27	14	
60	Linton Parish Council	South	Linton	4668	Villagewide	£ 27,000.00	£ 249,000.00	26	15	
64	Nick Garrad	Hunts	Houghton and Wyton	2050	Villagewide	£ 18,000.00	£ 267,000.00	26	16	
66	Cllr Paul Webb	East	Burwell	6384	Villagewide	£ 27,000.00	£ 294,000.00	25	17	

32	Hilton Parish Council	Hunts	Hilton	1042	Villagewide	£ 18,000.00	£ 312,000.00	25	18	
67	Gt Staughton Parish Council	Hunts	Gt Staughton	882	Majority of village	£ 18,000.00	£ 330,000.00	25	19	
87	Kim Quince (PC)	South	Harlton	579	Villagewide	£ 18,000.00	£ 348,000.00	25	20	
49	West Wratting Parish Council	South	West Wratting	489	Villagewide			25	21	Note, these ones miss out due to lower populations that those that scored the same above the red line
59	Easton Parish Council	Hunts	Easton	171	Villagewide			25	22	
57	Elm Parish Council	Fenland	Elm	4300	Villagewide			24	23	
26	Lt Paxton Parish Council	Hunts	Lt Paxton	4023	Villagewide			24	24	
17	Gt Paxton Parish Council	Hunts	Gt Paxton	1007	Majority of village			24	25	
80	Rampton Parish Council	South	Rampton	410	Villagewide			24	26	
45	Horningsea Parish Council	South	Horningsea	336	Majority of Village			24	27	
73	Michael Hurcombe (PC)	Hunts	Old Hurst	257	Majority of village			24	28	
30	Fiona Naughton	South	Madingley	208	Villagewide			24	29	
27	Malcolm Bird	South	Steeple Morden	1118	Majority of village			23	30	
5	Witchford Parish Council	East	Witchford	2287	Majority of village			22	31	
43	Foxton Parish Council	South	Foxton	1276	Villagewide			22	32	
37	Cllr Simone Taylor	Hunts	Eynesbury	33517	Majority of village			21	33	
10	Cllr Delamare-Lyon	South	Longstanton	3050	Villagewide			21	34	
53	Swavesey Parish Council	South	Swavesey	2603	Through whole residential area of Swavesey.			21	35	
47	Laurence Kelly (PC)	South	Caxton	616	Ermine Street, Gransden Road and St Peters Road)			21	36	
68	Stow Cum Quy Parish Council	South	Stow Cum Quy	530	Majority of village			21	37	
38	Cllr Simon Foulds	Hunts	Brington and Molesworth	347	Villagewide			21	38	

36	Liz Dean (Pampisford PC)	South	Pampisford	264	Majority of village			21	39	
58	Paul Wheeler	South	Kingston	150	Church Lane, The Green and Bourn Road.			21	40	
74	Wicken Parish Council	East	Wicken	60	Villagewide (for hamlet of Upware)			21	41	
46	Bar Hill Parish Council	South	Bar Hill	4007	All the residential roads off Saxon Way/Crafts Way			20	42	
22	Kimbolton and Stonely Parish Council	Hunts	Kimbolton and Stonely	3000	Kimbolton and Stonely Villagewide			20	43	
78	Jack Bolton (PC)	Hunts	Gt and Lt Gidding	330	Majority of village			20	44	
51	Barbara Webb (PC)	South	Bartlow	84	Villagewide			20	45	
48	Eugene Smith (PC)	Hunts	Perry	1882	Villagewide			19	46	
40	Abbots Ripton Parish Council	Hunts	Abbots Ripton	242	Villagewide			19	47	
63	Croxton Parish Council	South	Croxton	165	North end of Abbotsley Road. The entire length of High Street.			19	48	
11	Milton Parish Council	South	Milton	4679	Majority of village			18	49	
88	Thriplow and Heathfield Parish Council	South	Thriplow and Heathfield	1,160	Villagewide			18	50	
77	Graham Yorke (Elloe Bank RA)	Fenland	Gorefield	17	From Harolds Bridge to the Bridleway at Elloe Bank			18	51	
20	Isleham Parish Council	East	Isleham	2441	Beck Road, Church Street, Pound Lane / Prickwillow Road. Mill Street from the junction with Fordham Road.			17	52	
61	Fen Ditton Parish Council	South	Fen Ditton	727	Villagewide and for the 40mph buffer zone on High Ditch Road to be reduced to 30mph.			17	53	
71	Cllr Alex Bulat	Cambridge	Abbey	500	Barnwell Road (by the Galfrid School entrance)			17	54	
39	Sutton Parish Council	East	Sutton	4058	The Row, Painters Lane, West Lodge Lane, and Mepal Road.			16	55	
34	Graveley Parish Council	South	Graveley	167	Parish wide in Graveley village from the entrances to the village on Papworth Road, Offord Road and Toseland Road.			16	56	
50	Nick Wright	South	Connington	155	Majority of village			16	57	
29	Elsworth Parish Council	South	Elsworth	657	Villagewide. Whole area presently covered by the 30 mph limit			15	58	
21	Cllr Stephen Aldersley	South	Dry Drayton	649	Majority of village.			15	59	

9	Chippenham Parish Council	East	Chippenham	600	New Street			15	60	
15	Mark Logan	South	Hildersham	214	Length of the High St which runs through the village.			15	61	
86	Cllr Ingrid Flaubert	Cambridge	Trumpington	73,394	Minor Road between Grantchester and Trumpington.			14	62	
13	Eltisley Parish Council	South	Eltisley	...	On the East side of The Green outside of The Cade.			14	63	
28	Hinxton Parish Council	South	Hinxton	311	Current 30mph signs and zone to be changed to 20mph. North End, High St, Hunts Lane, Mill Lane and Duxford Road			14	64	
12	Alan Melton	South	Caldecote	1900	Highfields Road, Caldecote. Particularly approaches to the Primary School.			13	65	
42	Cllr Rosamund Rhodes-Kemp	South	Barrington	1053 (2023), 1580 (by 2024)	Haslingfield Road			13	66	
6	Jane Dawe	East	Stuntney	300	Soham Road and Lower Road			11	67	
33	Dharmesh Parmar	South	Knapwell	100	High Street from CB23 4NR to CB23 4NP			11	68	
7	Toby Brittain	East	Wilburton	...	Villagewide			10	69	
8	Gorefield Parish Council	Fenland	Gorefield	1184	Along the High Road through the village outside where the primary school is.			10	70	
2	Cristian ILIE	South	Sawston	8000	Falkner Road			9	71	
4	Arwen Greenlaw	Cambridge	Trumpington	10,000+	Majority of Village			8	72	
25	Belinda Westwood	South	Waterbeach	5500	Villagewide			7	73	
23	Wimblington and Stonea Parish Council	Fenland	Wimblington and Stonea	480	Introduced in the circular route of Thomas Eaton School.			6	74	
1	Christopher Eldred	South	Waterbeach	780	High Street and Greenside			5	75	
24	Alan Melton	Fenland	Manea	2300	From Pump Corner to Wisbech Road junction			5	76	

Civil Parking Enforcement Policy

To: Highways and Transport Committee

Meeting Date: 3rd October 2023

From: Frank Jordan, Executive Director of Place and Sustainability

Electoral division(s): All

Key decision: Yes

Forward Plan ref: 2023/010

Outcome: The Committee is recommended to approve the Civil Parking Enforcement Policy for consultation and delegate authority to the Executive Director of Place and Sustainability to approve the policy following consultation. If approved this would provide a Policy to support parking enforcement consistently across all districts with Civil Parking Enforcement.

Recommendation: The Committee is recommended to:

a) Approve the updated the Civil Parking Enforcement Policy for consultation, as set out in Appendix 1.

b) Delegate authority to the Executive Director of Place and Sustainability in consultation with the Chair and Vice Chair of the Highways and Transport Committee to make minor amendments to the Civil Parking Enforcement Policy following the consultation and in future.

Officer contact:

Name: David Allatt

Post: Assistant Director, Transport Strategy and Network Management

Email: David.Allatt@Cambridgeshire.gov.uk

Tel: 07411 962132

1. Background

- 1.1 The County Council has been operating Civil Parking Enforcement and decriminalised Bus Lane Camera Enforcement in Cambridge City since 2004. Civil Parking Enforcement enables local authorities to effectively manage and enforce on and off-street parking, which in turn ensures the highway network operates effectively. By preventing inconsiderate and obstructive parking, access for all who use the highway is improved, local businesses are supported and the Council's overarching environmental objective to reduce congestion and improve air quality strengthened.
- 1.2 There is a statutory requirement for the County Council to have an appropriate Corporate Enforcement Policy in respect of the regulatory services that it provides. This overarching policy defines the Council's role and details its responsibilities, approach, and powers.
- 1.3 The report seeks the Committee's approval of the County Council's updated Civil Parking Enforcement Policy (The Policy). This service-specific policy would replace the existing Enforcement Manual and aims to provide a single policy which will support enforcement consistency, transparency, and clarity across those Districts where enforcement has been decriminalised.
- 1.4 It is to be noted that applications for Civil Parking Enforcement are currently being progressed for South Cambridgeshire District Council, Fenland District Council and Huntingdonshire District Council, as updated at Committee on 7th March 2023. The County Council is supporting these authorities with the required assessments and application.

2. Main Issues

- 2.1 A review of the existing Enforcement Manual (2015) has considered changes in national legislation and guidance and incorporated local and national good practices.
- 2.2 The Policy builds on the basic enforcement practices seen in the Enforcement Manual. It expands those practices to incorporate a more diverse inventory of discretionary and highway parking along with additional guidance and policy surrounding enforcement principles and requirements, mitigation, and the life cycle of a Penalty Charge Notice. These changes are set out in appendix 2.
- 2.3 The revised policy formalises the approach for the delivery of on-street and Council owned off-street parking enforcement. It focuses on quality of service, operational protocols and demonstrates consistency in enforcing parking controls such as yellow lines and defined parking bays for example disabled parking bay.
- 2.4 The objective of this policy is to support the underlying mechanisms for enforcement and notice processing as set out in national legislation. To ensure the County Council's principles and approach to enforcement and notice processing are clear and transparent and that all aspects from the issuing of a Penalty Charge Notice to dealing with and subsequent challenges or appeals, are delivered in a timely, fair and consistent manner.
- 2.5 The advice contained within this document aims to both assist the public in understanding how parking is enforced and supports the Council and their contracted employees when

undertaking Civil Parking Enforcement. This Policy is not intended to replace or replicate national guidance but to complement it.

- 2.6 The document may be subject to review, variation, and amendment if parking patterns and/or other circumstances change.
- 2.7 The adoption of the County Council enforcement and operational policies will form part of any Agency Agreements with those Districts which choose to pursue Civil Parking Enforcement. It is acknowledged that there may be circumstances where local amendments to the policies may be necessary. The County Council, in consultation with the Districts, will ensure that there is the necessary flexibility in place to support Civil Parking Enforcement across the Districts.
- 2.8 The aim of enforcement is to promote compliance with highway regulations as our ambition is for motorists to be compliant with local parking restrictions. This outcome is supported through the adoption of both clear, legally enforceable parking controls and a local policy for enforcement to be transparent and consistent. Adoption of this policy will ensure that the Council has a clear statement on the rules applying to parking enforcement and operational practices.

3. Alignment with ambitions

- 3.1 Net zero carbon emissions for Cambridgeshire by 2045, and our communities and natural environment are supported to adapt and thrive as the climate changes.

The Policy supports the effective management and enforcement of on and off-street parking areas which in turn supports/encourages a move towards more sustainable and low carbon transport options and by helping to keep traffic moving, reduces vehicle emissions.

- 3.2 Travel across the county is safer and more environmentally sustainable.

There are no significant implications for this ambition at this stage as currently Civil Parking Enforcement has only been adopted in Cambridge, though wider roll out is anticipated to prevent inconsiderate and obstructive parking to support achievement of Council's overarching environmental objective to reduce congestion and improve air quality.

- 3.3 Health inequalities are reduced.

The Policy supports the effective management and enforcement of on- and off-street parking areas. By addressing inconsiderate and obstructive parking, access for all who use the highway and those that use pavements will be improved. In addition, a highway network which operates effectively will reduce congestion and improve air quality.

- 3.4 People enjoy healthy, safe, and independent lives through timely support that is most suited to their needs.

There are no significant implications for this ambition.

- 3.5 Helping people out of poverty and income inequality.
There are no significant implications for this ambition.
- 3.6 Places and communities prosper because they have a resilient and inclusive economy, access to good quality public services and social justice is prioritised.

The Policy supports the effective management and enforcement of on and off-street parking areas which aims to protect neighbourhood safety and amenity against inconsiderate and obstructive parking which in turn helps to improve alternative transport choices for both residents and visitors.

- 3.7 Children and young people have opportunities to thrive.
There are no significant implications for this ambition.

4. Significant Implications

- 4.1 Resource Implications
There are no significant implications within this category.
- 4.2 Procurement/Contractual/Council Contract Procedure Rules Implications
There are no significant implications within this category.
- 4.3 Statutory, Legal and Risk Implications
The Council must comply with the legislative guidance on Civil Parking Enforcement and the policy aims to provide clarity and application for the county of Cambridgeshire. The Council is compliant with the statutory requirements and the Policy assists both officers and members of the public. There are not statutory, legal or risk concerns identified with the Policy proposed.
- 4.4 Equality and Diversity Implications
The Policy covers the Council's approach to civil parking enforcement as set out in legislation and statutory guidance. There are no equalities implications which have been identified through the development of the Policy.
- 4.5 Engagement and Communications Implications
There are no significant implications within this category. A Members briefing session was held on the new policy document. The revised document will be uploaded onto the Council website.
- 4.6 Localism and Local Member Involvement
If approved, the approval of minor amendments to the Policy will be delegated to the Executive Director Place and Sustainability, in consultation with the Chair and Vice Chair of the Highways and Transport Committee.
- 4.7 Public Health Implications
The Policy supports the effective management and enforcement of on- and off-street parking areas which in turn aims to improve access for all who use the highway and those that use pavements, support the economic growth of market towns, reduce congestion, improve air quality and encourage the use of more sustainable modes of transport.

4.8 Climate Change and Environment Implications on Priority Areas

4.8.1 Implication 1: Energy efficient, low carbon buildings.

neutral/negative Status: Neutral

Explanation:

4.8.2 Implication 2: Low carbon transport.

Positive/neutral/negative Status: Positive

Explanation: The Policy supports to effective management and enforcement of on and off-street parking areas which in turn supports/encourages a move towards more sustainable and low carbon transport options.

4.8.3 Implication 3: Green spaces, peatland, afforestation, habitats and land management.

Positive/neutral/negative Status: Neutral

Explanation:

4.8.4 Implication 4: Waste Management and Tackling Plastic Pollution.

Positive/neutral/negative Status: Neutral

Explanation:

4.8.5 Implication 5: Water use, availability and management:

Positive/neutral/negative Status: Neutral

Explanation:

4.8.6 Implication 6: Air Pollution.

Positive/neutral/negative Status: Positive

Explanation: The Policy supports to effective management and enforcement of on and off-street parking areas by addressing inconsiderate and obstructive parking will helps to keep traffic moving and reduces vehicle emissions

4.8.7 Implication 7: Resilience of our services and infrastructure, and supporting vulnerable people to cope with climate change.

Positive/neutral/negative Status: Neutral

Explanation:

Have the resource implications been cleared by Finance? Yes

Name of Financial Officer: Sarah Heywood

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the Head of Procurement and Commercial? Yes

Name of Officer: Clare Ellis

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or Pathfinder Legal? Yes

Name of Legal Officer: Emma Duncan

Have the equality and diversity implications been cleared by your EqIA Super User?

Yes

Name of Officer: David Allatt

Have any engagement and communication implications been cleared by Communications?
Yes

Name of Officer: Sarah Silk

Have any localism and Local Member involvement issues been cleared by your Service Contact? Yes

Name of Officer: David Allatt

Have any Public Health implications been cleared by Public Health?
Yes

Name of Officer: Iain Green

If a Key decision, have any Climate Change and Environment implications been cleared by the Climate Change Officer?

Yes

Name of Officer: Emily Bolton

5. Source documents

5.1 Source documents

- Guidance Manual for the Cambridge Parking Scheme – Enforcement
- Road Traffic Regulation Act (1984)
- Road Traffic Act (1991)
- Traffic Management Act (2004)
- The Civil Enforcement of Parking Contraventions (England) General (Amendment) Regulations 2015
- The Civil Enforcement of Parking Contraventions (England) General (Amendment No. 2) Regulations 2015
- Civil Enforcement of Parking (England) Representations and Appeals Regulations 2022
- Statutory guidance for local authorities in England on civil enforcement of parking contraventions
- The Highway Code

5.2 Location

- [County TMA Enforcement Manual - May 2015 \(cambridgeshire.gov.uk\)](https://www.cambridgeshire.gov.uk)
- <https://www.legislation.gov.uk/>
- [Statutory guidance for local authorities in England on civil enforcement of parking contraventions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/statutory-guidance-for-local-authorities-in-england-on-civil-enforcement-of-parking-contraventions)
- [The Highway Code - Road markings - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/the-highway-code)

Appendix 1 – Civil Parking Enforcement Policy

Appendix 2 – Policy Additions

Appendix 3 – Equality Impact Assessment

Appendix 1 – Civil Parking Enforcement Policy

Appendix 2 –Policy Additions

Below is a list of the key additions to the policy. These changes build on the basic enforcement practices seen in the Enforcement Manual, incorporates current practices, national legalisation and reflects the Council's approach to enforcement.

Body Worn Cameras	Bus Stops	Caravans & Trailers
Clamping & Removal	Complaints	Controlled Parking Zone
Dispensation	Doctor/Medical Parking	Double Parking
Drivers in Vehicles	Dropped Kerb Crossing	Electric Vehicle Charging
Limited waiting Bays	Loading Bays	Mitigation
Pedestrian Crossing	Pedestrian Zone	Public Assistance
Representation, Appeals & PCN Progression	Taxi & Private Hire	Requests for Enforcement
School & School Zigzags	Vehicle Drive Away	Tradesperson
Trunk Roads		Warning notices

Appendix 3 – Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT - CCC515846118

Which service and directorate are you submitting this for (this may not be your service and directorate):

Directorate	Service	Team
Highways & Transport - Trans, Strat & Dev	Traffic Management	Traffic

Your name: Nicola Gardner

Your job title: Parking Policy Manager

Your directorate, service and team:

Directorate	Service	Team
Highways & Transport - Trans, Strat & Dev	Traffic Management	Traffic

Your phone: 01223 727912

Your email: Nicola.Gardner@Cambridgeshire.gov.uk

Proposal being assessed: Civil Parking Enforcement Policy

Business plan proposal number:

Key service delivery objectives and outcomes: Objective: The objective of the Civil Parking Enforcement Policy is to support the underlying mechanisms for enforcement and notice processing as set out in legislation and to help ensure the highway network operates effectively. By preventing inconsiderate and obstructive parking, access for all who use the highway is improved, local economies and business are supported and the Council's overarching environmental objective to reduce congestion and improve air quality strengthened. This service-specific policy aims to provide a single Countywide policy which will support enforcement consistency, transparency, and clarity across those Districts where enforcement has been decentralised. Outcome: To ensure the County Council's principles and approach to enforcement and notice processing are clear and transparent and that all aspects from the issuing of a penalty charge notice to dealing with and subsequent challenges or appeals, are delivered in a timely, fair and consistent manner.

What is the proposal: A review of the existing Enforcement Manual which was last reviewed in 2015 has been undertaken. This review has considered changes in relevant legislation and guidance and the revised policy formalises the approach for the delivery of on- street and Council owned off-street parking enforcement. It focuses on quality of service, operational protocols and demonstrates consistency in enforcing parking controls.

What information did you use to assess who would be affected by this proposal?: This document formalises the underlying mechanisms for enforcement and notice processing as set out in legislation. No changes to that mechanism or parking restrictions are being proposed.

Are there any gaps in the information you used to assess who would be affected by this proposal?: No

Does the proposal cover: All service users/customers/service provision in specific areas/for specific categories of user

Which particular employee groups/service user groups will be affected by this proposal?:

The advice contained within this document aims to both assist the public in understanding how parking is enforced and supports the council and their contracted employees when undertaking Civil Parking Enforcement (CPE). The Civil Parking Enforcement Policy supports the effective management and enforcement of on and off-street parking areas which in turn aims to improve traffic flow, reduced congestion and air pollution as well as improving access to local amenities for those with a blue badge and greater parking opportunities particularly close to local facilities.

Does the proposal relate to the equality objectives set by the Council's Single Equality Strategy?: Yes

Will people with particular protected characteristics or people experiencing socio-economic inequalities be over/under represented in affected groups: Don't know

Does the proposal relate to services that have been identified as being important to people with particular protected characteristics/who are experiencing socio-economic inequalities?: Yes

Does the proposal relate to an area with known inequalities?: Don't know

What is the significance of the impact on affected persons?: The proposal does not change legislation or parking controls that are already in place, nor access to parking provisions.

Category of the work being planned: Policy

Is it foreseeable that people from any protected characteristic group(s) or people experiencing socio-economic inequalities will be impacted by the implementation of this proposal (including during the change management process)?: No

Age: The proposal formalises the approach for the delivery of on- street and Council owned off-street parking enforcement. This does not change legislation or parking controls that are already in place, nor access to parking provisions.

Disability: As per 'Age' above. And for those who hold a valid blue badge, greater opportunities particularly close to local facilities.

Gender reassignment:

As per 'Age' above

Marriage and civil partnership: As per 'Age' above

Pregnancy and maternity: As per 'Age' above

Race: As per 'Age' above

Religion or belief (including no belief): As per 'Age' above



Cambridgeshire County Council

Civil Parking Enforcement Policy And Operational Guidance

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DRAFT

1. Introduction

Civil Parking Enforcement (CPE) means that the enforcement of the majority of on-street parking restrictions is now the responsibility of local authorities rather than the Police. This is in addition to the responsibility for the council operated off-street car parks.

This policy document replaces the Cambridgeshire County Council (the County Council) and Cambridge City Council Guidance Manual for the Cambridge Parking Scheme Enforcement. It applies to the areas within the Civil Enforcement Area (CEA) and Special Enforcement Area (SEA), which includes on-street restrictions within Cambridge City and across South Cambridgeshire.

It is anticipated that on-street parking responsibilities across the District of South Cambridgeshire will be transferred to the local authority, in this case the County Council in December 2023 and therefore the policy will apply to that area from the date of the designation Order.

The advice contained within this document is intended to assist the public in understanding how parking is enforced, support the Councils and their contracted employees and promote good working practices when undertaking CPE. It aims to provide clarity, consistency and transparency within the parking enforcement process and compliance with the aspirations of the Traffic Penalty Tribunal and the Local Government Ombudsman.

This document is not intended to replace or replicate national guidance but to complement it.

The document may be subject to review, variation, and amendment if parking patterns, and other circumstances, change.

Parking restrictions placed on private property are outside the Council's jurisdiction and the scope of its enforcement operation. Any query concerning such parking restrictions should usually be referred to the relevant landlord or owner.

2. General Note

This policy is designed to outline the circumstances when enforcement action will take place and the reasoning behind this. It covers both on- and off-street enforcement activities and for ease of use, is arranged in alphabetical order.

A good parking enforcement regime is one that uses quality-based standards that the public understands, and which are enforced fairly, accurately and expeditiously. It is the aim of the County Council to increase compliance with parking restrictions through clear, well designed, legal and enforceable parking controls. In this way CPE can contribute to the effective delivery of the council's wider transport strategies and objectives. Importantly, CPE will not be viewed in isolation or as a way of raising revenue.

Illegal or inconsiderate parking can have serious consequences, including:

- congestion and air quality problems.
- blocked access for emergency vehicles, buses and deliveries.
- obstructions for cyclists and pedestrians, especially mobility or visually impaired.
- reduced turnover on time-limited spaces, affecting shops and other businesses.

- hazards for all road users caused by reduced visibility.

The prime aim of the parking enforcement activity is to support the following objectives:

- The efficient movement of traffic.
- The integration of traffic management and parking enforcement.
- The combination of on- and off-street parking enforcement.
- Rapid response to changing priorities, local factors and demands for parking.

Enforcement of all parking restrictions on the public highway and in Council owned car parks will be carried out by the Civil Enforcement Officers (CEOs) appointed by the County Council and notice processing will be undertaken by the County Council Notice Processing Team.

Car parks managed by private companies who are solely responsible for any enforcement arrangements in these car parks, and individual District Councils who enforce their own car parks, may use different guidelines.

3 Legislation

The legal provisions governing parking enforcement include:

- **Road Traffic Regulation Act 1984:** conferred a duty on local authorities to ensure the expeditious, convenient and safe movement of traffic and the provision of suitable and adequate parking facilities as far as is practicable. Gives local authorities power to make Traffic Regulation Orders.
- **Traffic Management Act 2004:** was introduced to further secure the safe and expeditious movement of traffic, including pedestrians, on the local road network, and replaced some of the provisions contained within the Road Traffic Regulation Act. Under the Traffic Management Act, a framework was set up to allow highway authorities to introduce and operate a system of Civil Parking Enforcement (CPE). It also allowed for the appointment of CEOs for the enforcement of parking restrictions and bus lanes.
- **Highways Act 1980:** covers statutory obligations and legal powers of the Highway Authority in relation to the highway.
- **The Civil Enforcement of Parking Contraventions (England) General (Amendment) Regulations 2015, The Civil Enforcement of Parking Contraventions (England) General (Amendment No.2) Regulations 2015 and The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) (England) Regulations 2022, The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022 and The Civil Enforcement Officers (Wearing of Uniforms) (England) Regulations 2007:** provides for the civil enforcement of parking contraventions in England (including Greater London) in accordance with Part 6 of the Traffic Management Act 2004.

3.1 Traffic Regulation Orders

The Road Traffic Regulation Act 1984 conferred a duty on local authorities to ensure the expeditious, convenient and safe movement of traffic and the provision of suitable and adequate parking facilities as far as is practicable. In recognition of this duty, it has provided the current legislation to control waiting and loading and to provide suitable parking places where needed to allow this to be

achieved. This is undertaken by the use of legal documents to introduce parking restrictions. (Traffic Regulation Orders (TROs)).

These restrictions are denoted by road markings and/or signage which must comply with the current legislation - The Traffic Signs Regulations and General Directions (TSRGD) published by the Department for Transport (DfT).

Most restrictions are supported by TROs, but there are some instances where TSRGD does not require a traffic sign to have a TRO to make it enforceable. Examples of these are bus stop clearways and zig-zag areas (controlled zones) associated with pedestrian crossings.

4. How to Park

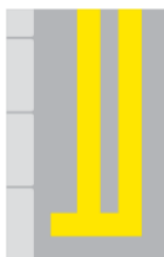
Parking incorrectly, such as on double and single yellow lines, in a bus lane, across cycle lanes or in residents' parking bays, even for a few minutes, can cause inconvenience and even danger to other road users and pedestrians.

The County Council hopes that motorists will be encouraged to park safely and legally. This will therefore reduce the inconvenience and danger placed upon safe parkers and road users every day.

Following these simple rules will help you to park in a way that doesn't cause inconvenience to other members of the public:

- Always check the lines on the road and, where applicable, the signs by the side of the road.
- Always make sure you have parked within the bay markings.
- Make sure that none of your vehicle's wheels are resting on yellow line(s) when operational.
- Do not assume that by parking behind yellow lines you are not parking in contravention of a traffic regulation order. Areas where you think you may legally park may in fact be part of the highway and, if so, will be enforced as such.
- In pay and display car parks always make sure you read the signs.
- In pay and display car parks always make sure you purchase the appropriate ticket in accordance with the instructions on the signs and/or ticket machine.
- In pay and display car parks always make sure you clearly display your ticket unless a cashless parking session has been purchased.
- Do not stay longer than is permitted by the signs or by the ticket you have purchased.
- Do not park on dropped kerbs outside private properties unless with owners' consent.
- Do not park on dropped kerbs crossings/tactile pavement or accessing to the carriageway/footway.
- Do not park on footways.
- Do not park on pedestrian crossings or the white zigzags markings near to the crossing.
- Do not park on 'School Keep Clear' markings or the yellow zigzag markings near to schools.

The following are some of the common restrictions you will see and a reminder of what they mean:



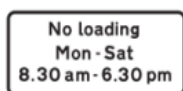
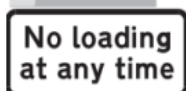
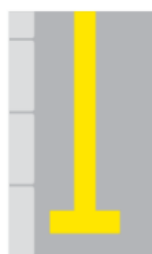
Double yellow lines

along the edge of the road mean no waiting at any time. However, you may stop while passengers get into or out of the vehicle and to load and unload, **unless** there are also loading restrictions. There is no requirement to erect a sign for a permanent double yellow line restriction.



Single Yellow Lines

along the edge of the road mean you cannot wait during the days/times shown on the adjacent sign. However, you may stop while passengers get into or out of the vehicle and to load and unload, unless there are also loading restrictions.



Loading Restrictions

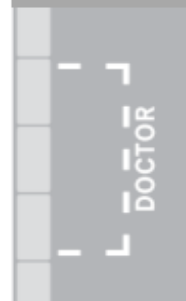
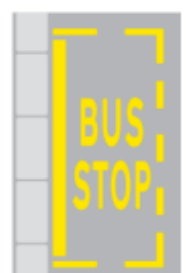
are shown by yellow lines on the kerb or at the edge of the carriageway. They indicate that loading or unloading is prohibited during the days/times shown on the signs. Double yellow lines on the kerb mean no loading or unloading at any time.



Limited Waiting Bays

are shown by bay markings and signs that indicate the maximum amount of time that you may park in the bay. Please take note of the 'No Return' information displayed on the sign. This means that you are not permitted to return to the limited waiting bay within the time specified. CEOs will log all vehicles parked in limited waiting bays to ensure that they do not return to the bay within the specified timescale. Vehicles returning to the bay within the specified timescale will be issued with a Penalty Charge Notice (PCN).





Bus Lanes

You must not drive or stop in a bus lane during its period of operation. Taxis and cycles are usually allowed to use bus lanes, and other vehicles may also be permitted to use them.

Loading Bays

are white 'bays' marked with the words 'Loading only' and a sign with the white on blue 'trolley' symbol. A sign will show the times when the bay can be used and whether loading and unloading is restricted to certain types of vehicles. Vehicles may not park here if they are not loading or unloading.

Bus Stop Clearways

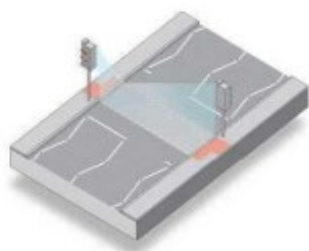
You must not stop in a bus stop clearway during its period of operation. The period of operation will be shown on the adjoining signs.

Taxi Ranks

You must not stop in a taxi rank during its period of operation. The period of operation will be shown on the adjoining signage.

Parking Bays for Specific Use

You must not park in parking spaces reserved for specific users such as Doctors, Blue Badge holders or residents, unless you are entitled to do so. Signs will indicate who is allowed to park and when the restrictions are in operation.



Pedestrian Crossing Zig-Zags

You must not stop on a pedestrian crossing or in the area covered by the zigzag markings. These markings are installed specifically to maintain pedestrian safety.



School Keep Clear Keep

entrances outside schools must be kept clear of stationary vehicles, even if picking up or setting down children. These apply at all times unless upright signs alongside show other days/times.

For more information on road marking visit: [The Highway Code - Road markings - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/the-highway-code-road-markings)

Always use the current version of the Highway Code. The Highway Code can be viewed online: [The Highway Code, road safety and vehicle rules - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/the-highway-code-road-safety-and-vehicle-rules)

5. Enforcement

5.1 Enforcement

Enforcement activity will comply with the following principles:

- Fairness in applying the legislation and securing compliance.
- Focusing enforcement action where necessary.
- Consistency of approach.
- Transparency about what enforcement action is taken and why.
- Recognition that an effective relationship between all areas of the enforcement operation is needed.

The County Council has the power to enforce parking penalties under the Traffic Management Act 2004. The penalties are issued by way of a 'penalty charge notice' (PCN). These parking penalties are not treated as criminal offences.

5.2 Abusive, Threatening or Violent Behaviour

Abusive behaviour to any Parking Services and Contractor's staff, either in person or on the telephone, will not be tolerated. Abusive individuals will be advised that the behaviour is unacceptable, and the conversation will be terminated if the abuse continues. A register will be kept of persistent offenders who are intimidating or abusive to staff/Contractors.

CEOs who experience this type of behaviour will make a full record in their handheld device or pocketbook directly quoting what is said. Recordings may also be made using the officers body worn camera. Procedures exist which ensure that suitable lines of communication are available to summon assistance as required in the event of threatening or intimidating behaviour.

The County Council will support the Contractor in the prosecution of individuals who display this type of behaviour towards CEOs in the performance of their duties and will enlist the support of the local police to prosecute in the event of an assault on County Council or Contractor employees.

5.3 Bank/Public Holidays

Enforcement action on bank and public holidays will depend on the type of parking restriction and whether it is on-street or in car parks.

On-street Parking

Only the on-street restrictions listed below will be subject to PCN enforcement on bank and public holidays:

- Double Yellow Line & Double/Single kerb markings
- Disabled bays
- Bus stops
- Taxi Ranks
- Textured dropped kerbs, more generally known as 'dropped kerbs'

On-street parking charges, such as pay & display and permit parking, do not apply on bank holidays.

Off-street Car Parks

Parking charges in off-street car parks, such as Grand Arcade, Queen Anne and the Grafton Centre are chargeable. It is the driver's responsibility to check signs and tariff boards or pay & display machines for tariff rates. PCNs will be issued for non-compliance.

Further details on these car parks can be found at: [Parking - Cambridge City Council](#)

The County Council appreciates that the Christmas period must be treated sensitively and is a time when there may be additional loading/unloading and overnight parking requirements. Therefore, no enforcement will take place on Christmas Day.

5.4 Body Worn Cameras

CEOs wear body worn video cameras to record any interaction with members of the public. This is for the security of our staff and those with whom they have any interaction.

5.5 Car Parks

There are various regulations relating to car parks and these may vary depending on the car park concerned. A PCN may be issued to vehicles parking outside of the marked areas, parked in a disabled bay without displaying a valid Blue Badge, failing to display the appropriate pay and display ticket, failing to purchase a valid cashless parking session, overstaying the time purchased or parked in an electric charging place according to the relevant contravention code.

As the above is not an exhaustive list of possible contravention, it is the driver's responsibility to check the signs located within the car park.

When a car park uses pay and display machines, the regulations relating to the purchasing and displaying tickets are the same as those for on-street pay and display bays.

5.6 Civil Enforcement Officers (CEOs)

CEOs are the patrolling officers responsible for issuing PCNs to vehicles considered to be parked in contravention of a local traffic order.

They enforce parking restrictions both on-street and off-street in council-operated car parks. CEOs wear a uniform containing the logo of the County Council. Their hours of operation and patrols are flexible to address the parking issues which vary across Cambridge City and South Cambridgeshire.

CEOs are expected to carry out their work openly, fairly, and reasonably and to comply with all relevant laws and codes of conduct. CEOs are expected to be familiar with the on- and off-street parking arrangements in the enforcement area, permit information, Council policies and any other information necessary to enable them to carry out this function.

CEOs can:

- Serve PCNs on vehicles that do not comply with parking regulations.
- Advise drivers if they are in the vehicle that they are contravening a restriction and if they continue to park, they may receive a PCN.
- Issue warning notices (this is under strict management control and only for clear auditable specific purposes)
- Inspect and confiscate Blue Badges in the event of the badge being mis-used or in the case of a counterfeit blue badge.
- Report any problems with signs, lines and ticket machines, or any other matters requiring the Council's attention that they observe in the course of their duties.

If a CEO is approached by a member of the public about the issue of a PCN the CEO will:

- Explain why the PCN was issued, pointing out the information available at the time, including information on controls, lines, and signs as applicable.
- Explain that they have no authority to cancel the PCN.
- Explain that the driver may write to the County Council and that the Council will consider the issue of the Notice and whether it should be cancelled.
- Indicate that if the driver writes to the County Council within 14 days, the right to pay the discounted amount will be preserved for Regulation 9 issued PCNs.
- Be prepared to explain the PCN processing stages in brief detail if required to do so.
- Record details of the conversation in the handheld device or pocketbook.

CEOs must not:

- Offer an opinion on the regulations or the parking enforcement regime and the way in which it operates.
- Comment on the quality of the lines and signs or the functionality of any equipment.
- Indicate that the PCNs should have not been issued.
- Comment on any difficulties other motorists may experience in the area.
- Indicate that a PCN is likely (or not) to be cancelled, as under DfT guidance, this discretion remains the responsibility of authorised Council officers only.
- Become involved in a debate regarding a PCN.
- Under any circumstances, accept monies or other gifts offered by any person, nor may they solicit such gifts.

All conversations between CEOs and members of the public, when the issue of a PCN is involved, must be recorded in the CEO's handheld device or pocketbook.

CPE has only been introduced in South Cambridgeshire from December 2023, some motorists may not have received parking tickets when parked illegally, CEOs may receive complaints from motorists that "have always parked there and never been issued with a ticket". In these circumstances, the motorist will be advised that:

- The restriction has not changed.
- The restriction is now being enforced.
- A motorist has previously parked there and never received a ticket does not mean that it is permissible to park there, nor does it mean that the ticket should not have been issued.
- The ticket was correctly issued and any further complaint should be referred to the enforcing authority, in writing, at the address shown on the back of the PCN.

Although CEOs are there primarily to issue PCNs, they often act as the 'eyes and ears' for the County Council across a range of services including reporting defects to signs and lines, graffiti, over hanging foliage and building materials left in the road or on the footway.

Uniform

CEOs are required to wear uniforms when exercising prescribed functions in accordance with the appropriate guidance. The uniforms must be readily distinguishable from those worn by the police and will include the following:

- Clear identification that the wearer is a CEO.
- Clear identification of the enforcement authority on whose behalf the CEO is acting.
- A personalised number to identify the CEO, which may contain letters as well as numbers.

5.7 Civil Parking Enforcement Officers Handheld Devices and Pocket book

CEOs may maintain a separate pocketbook in which they note details of daily occurrences. Where used, these books are kept in addition to any details entered into their handheld devices and will be made available to the adjudicators in the event of a PCN being challenged through the independent adjudication process to assist the investigation of any challenge or representation received by the County Council.

As a minimum, recorded entries are to be made under the following circumstances:

- Whenever there is any verbal or visual contact with the driver of the vehicle a summary of the conversation should be recorded together with a brief description of the driver.
- Whenever there is any verbal contact with a vehicle's passenger or other member of the public a summary of the conversation should be recorded.
- Whenever a vehicle is driven off whilst a PCN is being issued.
- Whenever there is any verbal abuse or threatening behaviour (whether or not a PCN was actually served).
- Whenever a note or notice has been left on the vehicle. The exact wording of the message should be recorded, and a photograph of the note taken if possible.
- Whenever a vehicle appears to be in an abandoned or vandalised state a description should be noted, and a photograph should be taken.
- Whenever there appear to be suspicious circumstances associated with the vehicle or its location.

5.8 Contravention Codes and Descriptions

The contravention codes and descriptions are detailed in appendix 1. PCN contraventions are a standard system of digit-based codes used throughout the country. These appear on each PCN together with a description of the offence.

Suffixes should be used with the codes where appropriate.

Some codes are valid only in London at present and not all the remaining codes will be used in Cambridgeshire.

5.9 Complaints

The Council complaints procedure does not apply to challenges or representations against PCNs. The driver or the registered keeper of the vehicle can appeal the PCN within the appropriate timescales as outlined on the relevant statutory notice. See Appealing Parking Penalty Charge Notice (PCN) section for further information.

Allegations that a CEO has made an error while issuing a PCN will be investigated under the standard challenge/representation procedure, and a written response will be sent.

However, any allegation of misconduct or rudeness by enforcement staff against a member of the public or specific complaints around processes will be logged, investigated, and responded to by Parking Services Contract Monitoring Team.

5.10 Grace Period

This is slightly different from an observation period, in that they serve a different purpose, primarily one of offering fairness in enforcement activity. A 10-minute grace period applies in the following instances:

- At the start of controlled hours when an on-street bay reverts from being uncontrolled to controlled
- Upon expiry of a paid-for session of parking on or off the street

- Upon expiry of a permitted 'free' period of parking (e.g. a maximum stay) on or off the street.

A grace period allows a driver a few minutes to obtain a pay and display ticket, purchase a cashless parking session, permit or return to their vehicle and can avoid allegations of unfairness and claims that PCNs are served prematurely. It also allows for any slight discrepancy in the time shown on the CEO's hand-held device and the time shown on the pay and display machine.

Grace periods do not apply where a vehicle is parked:

- anywhere outside of a parking bay, for example on yellow lines, loading bans, bus stop/stand clearways etc.
- in a permitted parking bay without permission, without a permit or without having made payment (beyond the first 10 minutes of control).

5.11 Hours of Enforcement

Enforcement will be carried out during the hours of control, which vary according to the restriction. Relevant signs or information boards in each location will provide details of the hours of enforcement in each location.

Drivers should check appropriate signs and road markings before parking/waiting.

5.12 Observation Period

When a vehicle is parked in contravention of the regulations, and depending upon the type of restriction, the CEO will observe the vehicle for minimum set period before issuing a PCN. This casual observation period is primarily designed to ensure that the vehicle is not engaged in an exempt activity, such as loading or unloading.

The details of the vehicle will be entered into the CEO's handheld device when first seen and the handheld device will prevent issue of the PCN if an observation period is required. The CEOs will be able to continue with their patrols, as long as the contravening vehicle is kept in view, and then return to the contravening vehicle. The observation time and the PCN issue time will appear on the face of the PCN itself and will be recorded by the enforcement software system.

On-street observation periods vary between nil and 10 minutes, depending on the vehicle and type of restriction, and are set out in Appendix B.

Off-street observation periods vary and may be specified in the local off-street parking order.

5.13 Serving a Penalty Charge Notice (PCN)

A PCN can be served under:

- **Regulation 9 of The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022**, PCNs are affixed to a vehicle within a sealed plastic carrier or handed to the person appearing to be in charge of the vehicle.

- **Regulation 10** The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022, the Council may serve a PCN by post in the following circumstances:
 - If a CEO was prevented by some person from serving a PCN under Regulation 9. For example, the person who appears to be in charge of the vehicle is abusive or prevents service indirectly through intimidation or directly through threats or physical force.
 - If a CEO had started to issue the PCN but did not have enough time to serve it before the vehicle was driven away. For example, the CEO had begun to issue the PCN, they had completed their observation and had either started to write the PCN or input data into the handheld device, and the vehicle was driven away before the CEO had finished issuing and/or serving it.

There is no legal obligation on the CEO to serve a PCN, and there may be occasions when it is appropriate to take other action, e.g., asking the driver to move. The details of a PCN are laid down in legislation and guidance.

Evidence

In order to serve a PCN, a CEO needs to have reasonable cause to believe that a contravention has occurred. The reasonable cause is a consolidation of different types of primary evidence which are referred to as contemporaneous notes, meaning that they are taken at the time.

Examples of primary evidence:

- The signs and lines and their position in relation to the vehicle.
- Details of tyre valve positions and from which side they are on.
- The location of the vehicle.
- The position of the vehicle.
- That no exemptions are taking place.
- No payment has been made where applicable.
- That any statutory observations have been made.

Examples of supporting evidence:

- Details of observations and what type.
- Details of the number of photographs taken.
- Details of any other PCNs that may be present on the vehicle.
- Description of the person who appeared to be in charge of the vehicle.
- Evidence that the CEO has checked all windows and foot-wells of the vehicle.
- Details of any notes/permits/tickets/dispensations/Blue Badges displayed on the vehicle.
- Details of any conversation had with the driver, passengers, or any other person with the vehicle or a record that the vehicle was unattended, and the driver was not seen by the CEO.

Photographs

When a CEO issues a PCN to a vehicle, at least three digital photographs of the contravention must be taken. More may be taken, if necessary. These photographs should show:

- The windscreen of the vehicle (showing whether there are any permits/badges displayed).
- A close-up of any badge/permit that is expired or incorrectly displayed, so that the details may be seen from the photograph.
- The immediate surrounding area in which the vehicle is parked, with signs and lines (where applicable), sufficient to identify that the contravention has occurred.
- The plate (if any) defining the parking space.
- The PCN attached to the windscreen of the vehicle showing the Vehicle Registration Mark (VRM).

Ideally, each sequence of photographs should begin and end with a photograph of the vehicle number plate.

Vehicle Description

When issuing a PCN the CEO will note the make, colour, and registration number of the vehicle, which will appear on the PCN. The CEO may also note other details such as the positions of tyre valves, which will form part of the supporting records.

5.14 Duplicate Penalty Charge Notices (PCNs)

If a vehicle is parked in contravention for more than one day, and has already received one PCN, a second PCN will be issued the following day. Subsequent PCNs should not be issued within a 24-hour period. The County Council may issue up to 3 PCNs where a vehicle has not moved. After 3 PCNs have been issued, the Council may look to take further actions against a vehicle such as removal, relocation or reporting to other authorities as an abandoned vehicle.

5.15 Public Assistance

CEOs should be always helpful and courteous to the public and be prepared to answer questions, offer advice, and give directional instructions when requested. All CEO must understand the importance of their actions and the way they speak to members of the public and the reflection this has on the image of the County Council in the eyes of the public.

5.16 Requests for Enforcement

From time to time, members of the public may approach CEOs to request the enforcement of a particular restriction.

Where a CEO is approached whilst patrolling an area, providing that the request relates to a neighboring road or the same road and will normally not involve them leaving their allocated beat, the CEO should generally comply with the request.

If the request will mean that the CEO will have to travel a considerable distance or leave their beat for a significant period of time, then they will note the request and ensure that this issue is addressed as soon as possible.

Requests for enforcement can be made to the councils Parking Control Team by email at: parkingcontrol@cambridgeshire.gov.uk or by calling 01223 727915 between 9am and 5pm, Monday to Thursday and Friday 9am to 4.30pm.

5.17 Signs and Lines (Missing, Obscured or Broken)

Before any PCN is served, the CEO must be satisfied that the required lines and signs are present and are not incomplete or obscured.

Where a restriction must be signed and the sign is missing, a PCN may not be issued. The CEO will report the defect at the end of the shift for remedial action to be taken.

Where a line on the highway is substantially obscured or missing, the same action as for missing signs (above) will be taken. However, if there are small lengths of yellow lines missing (less than the length of a car), the CEO will serve a PCN, and report the defective section.

If lines on the road are obscured by snow or leaves and are not visible or a vehicle windscreen covered by snow or frost, a PCN should not be issued. A PCN should only be issued if the lines are clear and the restriction is such that even if the vehicle was displaying a permit or a blue badge, it would not be permitted to park.

5.18 Warning Notices

Warning Notices are not normally issued, other than, for example, a lead-in period for new resident parking scheme, where CPE is being introduced for the first time, or if a new contravention code is introduced.

Notices may occasionally be used to advise a driver that is parked in contravention of the restrictions and that a PCN could have been issued. For instance, where there is a valid permit on the back-office system, but it is not displayed.

Further information and guidance regarding the issue of warning notices will be determined locally and there may be other circumstances in which the use of a warning notice is considered appropriate.

6. Discretionary Parking

6.1 Discretionary Parking

There is no automatic exemption for the majority of vehicles to park in contravention of the regulation. However, CEO's will take into account exemptions and other circumstances as detailed below, and where necessary give advice on the most convenient and sensible parking arrangements.

If a CEO is not able to satisfy themselves that one of the required circumstances are met, a PCN may be issued if the vehicle is parked in contravention. Any person receiving a PCN in these circumstances will need to provide supporting evidence for consideration via the normal route of appeal. Where the supporting evidence confirms that the criteria for a dispensation can be met, the PCN will be cancelled.

6.2 Diplomatic Vehicles

PCNs will be served in the normal manner to vehicles parked in contravention and displaying diplomat plates (usually in the format of three numbers, followed by 'X' or 'D' and another three numbers).

PCNs issued to 'D' and 'X' plate vehicles will not be sent a Notice to Owner. Should the driver decide to make payment, it will be accepted.

6.3 Emergency Vehicles

Police, fire and ambulance vehicles are exempt from the regulations providing they are liveried and are being used in connection with official duties.

A PCN should not be issued to these vehicles unless it is obvious that the driver is not engaged on official duties. If a PCN is issued, full notes must be made to ensure that the ticket is enforceable.

6.4 Loading/Unloading Guidelines

Except where a loading ban is indicated by time plates and/or yellow kerb markings, vehicles may wait on single or double yellow lines for the purpose of loading and unloading, if it is impractical to conduct these activities elsewhere.

Loading and unloading activity should be continuous and vehicles should not be left unattended other than for the purpose of loading/unloading. Vehicles must be parked near to the premises being serviced (but not necessarily directly adjacent) and it must be reasonably necessary to park there for the activity to be carried out.

Where loading and unloading is not prohibited a CEO will apply a 5-minute observation time (10 minutes for a commercial vehicle) in order to ascertain whether or not loading/unloading is taking place. If during these periods no activity is noted, the CEO will assume the vehicle is not involved in any loading or unloading activity and a PCN may be served.

Loading/unloading may be allowed for commercial purposes (in the case of deliveries and collections, the goods involved do not have to be heavy or bulky), or if the items being loaded or unloaded are not easily portable. Loading/unloading may also be allowed for private individuals when collecting heavy or bulky items that have already been purchased or when moving such items that are already in their possession. However, it cannot be allowed for shopping activities except for a pre-arranged collection.

If a PCN is issued and the driver returns and claims to be loading or unloading, the CEO should advise the driver to write to the Council at the address or website shown on the back of the PCN

and include evidence of the loading or unloading (invoice, delivery note, sales bill, receipt, witness statement etc).

Loading and unloading is permitted:

- In permitted parking bays including pay and display and resident only parking bays.
- On single or double yellow lines.
- In loading bays.
- In limited waiting bays.

Loading and unloading is not permitted:

- At bus stops, taxi ranks, on clearways where stopping is prohibited, in doctor/hospital/ambulance bays.
- Where time plates and/or kerb markings indicate loading restrictions.
- On school zigzag markings.
- In suspended bays.

6.5 Royal Mail Vehicles

Vehicles belonging to the Royal Mail and other companies engaged in the delivery of postal packets (to or from post boxes and business premises), are exempt from enforcement and may load or unload where others are not permitted. However, CEOs will issue a PCN if they believe that such vehicles are not actively engaged in delivery.

6.6 Tradespersons

There is no automatic exemption for the vehicles of trades people. However, CEOs will exercise discretion where trades people require continued access to equipment permanently located in their vehicle, or for safety reasons their vehicle must be near where they are working. Such trades people will include but not limited to;

- Window cleaners with water pumps located in their vehicle.
- Drain cleaning companies where the removal of effluent that can be a danger to public health.

Other trades people such as Scaffolders are generally exempt from parking restrictions whilst loading and unloading equipment from the vehicle. In all other circumstances, a permit/dispensation must be obtained.

CEOs will issue a PCN to vehicles that are not engaged in actively loading/unloading or work that is covered by a permit/dispensation.

Trades Persons wishing to park for an extended period should contact the Parking Services Team by email at: parkingcontrol@cambridgeshire.gov.uk. Parking is not permitted until the exemption has been approved.

Emergency call-outs

An emergency is considered to last as long as it takes to make the premises safe (for example, to turn off the mains supply). After this has been done, any vehicle should be moved to a permitted parking place before any subsequent repairs are undertaken.

If a PCN is issued to the vehicle, the driver should make a challenge to the authority providing evidence that the emergency was legitimate. Evidence should show detailed information, including the date and time of the emergency. If this cannot be provided, the PCN will not be cancelled.

PCNs will not be cancelled for parking on loading restrictions, bus stops, bus stop clearways, disabled bays, taxi ranks, zigzag lines and for parking dangerously or inconsiderately.

6.7 Glaziers

For safety reasons, and the transportation of glass, glazier's vehicles will often need to be parked close to the premises on which they are working.

In cases where glazier's vehicles are parked adjacent to the premises, CEOs will observe if the glass is of an appropriate size, which would warrant adjacent parking. Glaziers will be exempt from the regulations in these cases whilst the window is made safe/secure. Otherwise, the vehicle should be parked in an appropriate parking place in line with the restrictions in place.

In most cases, it is reasonable to assume that a waiver or a suspension should be obtained, particularly for all day pre-planned jobs, e.g. replacement windows.

6.8 Hazardous Chemicals/Substances

The delivery or collection of toxic or dangerous substances will be given careful consideration. If a PCN is issued for a parking contravention it can be established from the CEO's notes whether loading was taking place. If loading activity was not taking place the PCN will be enforced. There is no reason, in this case, to differentiate between toxic and non-toxic deliveries as it is the driver's responsibility to ensure that the vehicle is moved immediately after the loading / unloading activity is complete.

Ideally if there are serious Health and Safety concerns the enforcement authority should be notified prior to the delivery.

If a PCN is issued for contravention of a loading restriction, the CEO's notes will help determine whether loading was taking place. If so, consideration will be given to the cancellation of the PCN in view of the Health & Safety of the public. Any such representation should be accompanied by documentary evidence showing the nature of the goods being delivered.

6.9 Weddings and Funerals

The council recognises that funerals and wedding are important events and are sensitive issues. Vehicles actively involved in a funeral or wedding are given due consideration, and PCNs are not issued for example to the official hearse and cortege vehicles or an official car transporting the bride and groom. However, such vehicles must not park on loading restrictions, bus stops, zigzag lines.

Vehicles belonging to other mourners or wedding guests should seek alternative legal parking. CEOs should exercise discretion where it is clear that a funeral or wedding is taking place and should be prepared to give advice where necessary on the best parking arrangements.

Providing there are no safety or congestion issues, a PCN should not usually be issued to any essential funeral or wedding vehicles. It may be necessary to ask some vehicles to move on some occasions to avoid obstructions and a PCN should only be issued where a request for a vehicle to move is ignored.

CEOs should always make enquiries at the undertakers if a vehicle is adjacent to the business, and they suspect that the vehicle is being used as a hearse.

Vehicles can stop in order to allow people to board or alight. However, the driver should remain with the vehicle while this takes place.

It should be noted that if the Council is advised of a wedding or funeral in advance, arrangements may be made to suspend bays.

Requests can be made to the Councils Parking Service Team by email at: parkingcontrol@cambridgeshire.gov.uk

6.10 Work carried out on the Highway/Statutory undertakings

There is a general exemption for liveried vehicles being used in the essential service of gas, electricity, telecommunications, water companies or other utility companies or their chosen contractor. A PCN will not be served in the following circumstances:

- If the vehicle is being used in connection with the undertaking of a statutory duty.
- If the vehicle is being used in connection with an emergency situation (e.g. water leak, gas escape etc.).

If the CEO witnesses no activity, then a PCN may be issued.

The company will often arrange for a suspension if works are to be carried out, but this is not always possible, especially in an emergency situation.

If the vehicle is being used to deal with an emergency, it must be moved once the emergency has been dealt with, and the vehicle is not exempt for normal routine activities, such as inspections or servicing.

CEOs will also serve a PCN where it is not obvious that the vehicle is being used in connection with work taking place on the highway.

Statutory undertaker vehicles often display signs stating that emergency works are being undertaken. This is not in itself an indication that the vehicle is exempt.

6.11 County/City Council Vehicles

Preferential treatment will not be given to council vehicles, or to Council employees using their own vehicles for business purposes. If the driver is seen and claims to be a Council employee, this will be noted by the CEO, but will not prevent the service of a PCN if the vehicle is contravening parking restrictions. Emergency situations will be dealt with according to the circumstances.

7. Parking on the Highway

7.1 Abandoned Vehicles

Where a vehicle remains parked, in a restricted area, for a period during which 3 or more PCNs are issued for the same contravention and the PCNs are not removed, the vehicle, will be treated as potentially abandoned and will be dealt by Cambridge City under the provisions of Refuse Disposal (Amenity).

Criteria used to identify Abandoned Vehicles:

- Untaxed
- General poor condition.
- No evidence of movement.
- Multiple PCNs attached to vehicle.

Whilst the vehicle is being dealt with as potentially abandoned, no further PCNs will be issued. Issued PCNs will however be enforced against the registered keeper of the vehicle in the normal way.

PCNs will not be issued to any vehicle displaying an official Police 'aware' notice, or a Council-issued abandoned vehicle notice.

7.2 Breakdowns

Drivers whose vehicles break down should make every effort to ensure that the vehicle is parked legally or move it as soon as practicable.

Unless a CEO see a visible sign of a breakdown, a PCN will be issued to the vehicle if it is parked in contravention. The CEO will have no discretion in considering notes in the windscreen to the effect that the vehicle has "broken down" but must record full details of all such notes in the hand-held device and take relevant photographs.

If there is visible evidence of breakdown (e.g. a flat tyre, smoke coming from the engine), unless the driver is with the vehicle a PCN should be issued and details recorded on the handheld device. The CEO must take photographs of the vehicle, showing the evidence of breakdown.

If the driver is present with the vehicle, then the CEO will speak to the driver to establish whether the vehicle can be moved. If not, the CEO may allow a reasonable time for it to be removed. The CEO will inform their supervisor who will in turn take the appropriate action to inform all CEOs on duty for that day.

In cases of genuine breakdown, the motorist will be able to make a written appeal to the council and provide evidence to confirm the breakdown and that the breakdown was unavoidable. Where possible the driver should remain with the vehicle, arrangement should be made to remove the vehicle within 24 hours.

Breakdown Organisations

Vehicles being used in conjunction with the repair or recovery of broken-down vehicles will be exempt from the regulations as long as they can be seen to be actively involved in such. Breakdown vehicles parked for long periods with no activity observed are subject to the same restrictions as ordinary vehicles.

7.3 Bus Stops

The prevention of obstruction to public transport plays an important part in helping to improve journey reliability. Parking in bus stops can disrupt services and add to traffic congestion and will be enforced accordingly.

Bus stops can either be restricted or unrestricted. A restricted bus stop will show yellow lines and a time plate showing the hours of operation and an unrestricted bus stop will not have a time plate but may show advisory road markings.

It is an offence for any vehicle other than a bus or hackney carriage to stop, wait or load on a Bus Stop. Offending vehicles will be issued with a Penalty Charge Notice. No observation time is given, and a PCN is issued immediately.

However, if the vehicle driver is present, the driver will be asked to move immediately and a PCN will only be issued if the request is ignored.

7.4 Caravans and Trailers

A caravan or trailer is not classed as a motorised vehicle unless it is attached to a vehicle. As a result, it is not possible for a CEOs to issue a PCN in these situations.

Caravans/trailers stored on the highway or public land constitutes an obstruction of the highway under section 137 of the Highways Act 1980. If a caravan or trailer is observed causing a nuisance then contact the Council's Highways department by e-mail at: highways@cambridgeshire.gov.uk

7.5 Clamping and Removal

The Council has the powers to clamp and subsequently remove vehicles parking in contravention of parking restriction.

Whilst the Council does not undertake widespread clamping and removal, it will act against persistent evader vehicles. This is a vehicle where three or more PCNs that have not been paid, represented or appealed against within the statutory time limit.

7.6 Coaches

Coaches should not be parked in loading-restricted areas or where it is dangerous to park including double yellow lines and double kerb markings. When necessary, a CEO will advise the driver on the best location to stop.

7.7 Controlled Parking Zones

A controlled parking zone (CPZ) is an area where all on-street parking is controlled.

Main routes into a CPZ are identified by a sign explaining that a driver is entering a CPZ and giving details of the times that restrictions are in force. During the hours of operation, parking restrictions are different from those that apply at other times. Yellow lines/kerb markings are used in conjunction with signage and do not have to have time plates, as they are deemed to run for the same duration as specified on the CPZ sign on entering the zone. There are no additional signs on other roads within the zone. The sign controlling the entrance to the zone always takes precedence over local signs.

Most resident parking scheme take the form of CPZs.

7.8 Cycle Tracks/Lanes

Cycle lanes are located within the carriageway and can either be mandatory or advisory.

Mandatory cycle lanes are separated from the main carriageway by solid white lines and supported by appropriate blue and white signage. The mandatory cycle lane traffic Order bans driving, waiting and loading in the cycle lane and therefore, no yellow lines are necessary.

Advisory cycle lanes are marked within the carriageway by broken white lines. Motorists are advised not to drive or park in cycle tracks, but it is not an offence to do so. Parking in an advisory cycle lane is not a parking contravention for which a PCN will be issued, unless the cycle lane is covered by a parking restriction (e.g. yellow lines).

7.9 Disabled Bays

The Council provide statutory disabled bays which are marked and/or signed with a TRO in place. Drivers who park in statutory disabled bays, without displaying a valid blue badge will be issued with PCN. Unless otherwise indicated, these bays operate 24 hours a day, 7 days a week.

7.10 Disabled and Blue Badge Parking

People with mobility problems can be issued with blue disabled badges. In Cambridgeshire these can be obtained from the County Council subject to application criteria.

Blue badges issued by any other local authority (including other countries in Europe and beyond) are also valid.

More information regarding blue badges in the European union can be found at: <https://www.gov.uk/government/publications/blue-badge-using-it-in-the-eu/using-a-blue-badge-in-the-european-union>

Blue badges are issued to either a disabled driver or a disabled passenger. They should only be displayed when the vehicle is being used for the benefit of disabled person the blue badge was issued to. It is not permitted to use the badge for any other purpose e.g. shopping for the disabled person when they, themselves, are not being transported in the vehicle to carry out the shopping.

More information regarding the usage of a blue badge can be found at: <https://www.gov.uk/government/publications/the-blue-badge-scheme-rights-and-responsibilities-in-england/the-blue-badge-scheme-rights-and-responsibilities-in-england>

Blue badges must be clearly and properly displayed whilst the vehicle is parked. The Blue badge must be on the dashboard or the fascia of the vehicle where it can be seen through the windscreen. The front of the badge must be displayed upward, showing the hologram. If there is no fascia or dashboard in the vehicle, the badge must be displayed in a prominent position.

Blue badge holders may park on single or double yellow lines for up to 3 hours, but not where there are restrictions on loading or unloading indicated by yellow kerb markings. A valid Blue Badge must be displayed correctly (see above) and the blue parking clock showing the quarter hour period during which the vehicle arrived.

A PCN may be served where the blue badge and time clock are not properly displayed and if the time shown on the time clock has been exceeded. The CEO must make full notes of the way the badge is displayed and should take a photograph.

Providing the Disabled Badge is valid, clearly and properly displayed the badge holder can park in:

- In designated disabled parking bays.
- Certain off-street car parks may also offer designated blue badge spaces and/or allow limited free parking for badge holders. Please seek associated signage in the car park.
- In on- street pay and display bays and resident bays without time limit subject to suspension of these bays (drivers should regularly check to see that bays are not suspended).
- For up to 3 hours on a single or double yellow line with the badge correctly displayed and the clock set to show the time of arrival, and where loading restrictions are not in force and where the vehicle is not causing an obvious obstruction. A PCN will be served if the time shown on the clock has been exceeded or the clock is not correctly displayed.
- Limited waiting bays without time limit

Blue badge holders may not park:

- Where loading restrictions are in force.
- On bus stops.
- On school zigzag areas and pedestrian crossings (zebra, pelican, toucan and puffin crossings), including areas marked by zigzag lines.
- In taxi ranks.
- In a suspended bay.
- Where it would cause an obstruction.

- In a bay specifically reserved for other users e.g. motorcycle bay, medical/doctor bay

Parking with a Blue Badge must always be in accordance with the current Blue Badge Scheme guidance.

Where a CEO suspects that a blue badge is being used fraudulently, they can ask to see the Blue Badge or, if the driver is not present, they will make a detailed note of the circumstances and the badge details and ensure this information is passed to Council officer at the end of the shift. If a CEO inspects a blue badge and find misuse having occurred, they have the power to confiscate blue badges. If a blue badge is confiscated this decision may be appealed by contacting the blue badge team, and upon a successful appeal the badge will be returned to the holder.

Further blue badge guidance can be found at;

- <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/parking-services/blue-badges>
- <https://www.gov.uk/government/publications/the-blue-badge-scheme-rights-and-responsibilities-in-england/the-blue-badge-scheme-rights-and-responsibilities-in-england>

7.11 Dispensations

Very exceptionally, dispensations may be required for vehicles, where the driver wishes to park in circumstances that would ordinarily be in contravention of parking restrictions, but for which there is no exemption listed in the TRO.

To apply for a dispensation, contact the Parking Services Team by email at: parkingcontrol@cambridgeshire.gov.uk

Any vehicle granted a dispensation must clearly display the permit in the windscreen. In some cases the dispensation will be virtual, in which case the vehicle details will be displayed on the CEO's handheld device.

Any vehicle not parked in accordance with the terms of the dispensation will be issued with a PCN.

Residents or businesses may apply for a dispensation in exceptional circumstances.

Dispensation may be arranged in the following circumstances:

- House or Office removals.
- Funerals or Weddings.
- Essential work on the highway.
- Essential deliveries (e.g., building materials).
- Special events.
- Filming.

Applications for a dispensation will need to be accompanied by proof of the reason for the dispensation. The applicant should request the Dispensation at least five working days in advance of the event, providing the exact location the dispensation is required. House numbers, if relevant, should be included.

However, dispensation may also need to be arranged at short notice, in the case of emergency works for example.

The following vehicles will receive automatic dispensation from waiting restrictions:

- Police, Fire, Rescue Services and Ambulances but only whilst attending emergency situations.
- Vehicles involved in contracted Highway Maintenance or Public Utility work where there is a need for them to be parked adjacent to the site.
- Livered Council vehicles carrying out statutory duties such as Refuse Collection, Street Cleansing and verge maintenance.
- Vehicles displaying valid disabled permits (see appropriate section on Disabled Drivers/Passengers).

Dispensations may be granted for other reasons.

7.12 Doctor/Medical Permit Bays

Doctor and Medical bays are marked and/or signed bays, with TROs in place. Drivers who park in Doctor and Medical bays without displaying a valid Doctor and Medical bays permit will be issued with PCN. Unless otherwise indicated, these bays operate 24 hours a day, 7 days a week.

7.13 Drivers in Vehicles

Where a vehicle is parked in contravention of the restrictions and the driver is sitting in the vehicle, the CEO will ask the driver to move the vehicle and park legally (except in bus stops or at pedestrian crossings and school zigzags where the contravention has already occurred); issuing a PCN only if this request is not met. Where a passenger is present in the passenger seat there is no requirement to ask them to move the vehicle and normal enforcement should continue.

7.14 Dropped Kerb Crossing

A dropped kerb is a location where the kerb has been reduced in height to gain access to private property or to assist members of the public such as parents with pushchairs or prams, and wheelchair users to cross the carriageway more easily.

Drivers are not permitted to park their vehicles in a manner that will obstruct a dropped footway.

A PCN may be served to a vehicle parked adjacent to a dropped kerb where there is textured paving indicative of a pedestrian crossing or where a resident or commercial property has contacted the Council and advise their access has been obstructed.

7.15 Double Parking (parking away from the kerb)

Motorists are not permitted to park more than 50 centimetres away from a kerb when the vehicle is not within the markings of a designated parking space. This contravention is more commonly known as double parking. Vehicles parked in this manner cause inconvenience and unnecessary danger to other road users by obstructing the carriageway.

A PCN may be served to a vehicle that is double parked.

7.16 Electric Vehicle Charging Points

Electric charging bays are solely in place to help motorists to charge their vehicles. To ensure Electric Vehicle (EV) bays are used for charging only, a PCN will be issued for the following contraventions:

- Parking without charging (the vehicle must be connected to the electric charge machine) in an EV charging bay.
- Parking without charging (the vehicle must be connected to the electric charge machine) and without displaying a residents' permit for the relevant parking scheme (as advertised on the adjacent signage)
- Staying longer than the maximum stay permitted (as advertised on the adjacent signage)
- Parking outside of bay markings

When charging an EV in one of the City Council's off-street car parks, you must also pay the appropriate fee for parking in that car park. This can be purchased at the pay and display ticket machine or by using the pay by phone service.

There are a number of Taxi only electric charging places. Vehicles other than hackney carriages and private hire vehicles parked in such ranks will be issued with a PCN.

Unless otherwise indicated, these bays operate 24 hours a day, 7 days a week.

Blue Badge holders are not exempt from Electric Charging Place restrictions.

7.17 Footway (Pavement) Parking

Vehicles parked on pavements can cause problems for people in wheelchairs or with visual impairment, and those with pushchairs and on verges, cause damage and spread mud onto adjacent road and footpaths.

Most waiting and loading restrictions cover the whole highway and are usually valid from the centre of the highway to the property boundary (including all pavements, footways, and grass verges). Therefore, if a vehicle is parked on a pavement or grass verge beside a waiting restriction (e.g., single, double yellow lines, kerb markings, bays for specific road uses), a PCN can be issued.

If waiting restrictions are not in place on the carriageway adjacent to the footway, then the Council has no powers to act. The parking of vehicles on the footway is a danger to pedestrians, it also constitutes obstruction of the highway and can lead to damage, which are both offences under The Highways Act 1980. Incidences of such parking should be reported to the Police, for enforcement action to be taken.

There may be instances where parking, either fully or partially, on the footway is permitted. This will usually be where the footway is sufficiently wide to allow it. In this situation there will be signs and/or markings to indicate to drivers that footway parking is permissible.

Vehicles with a maximum laden weight of over 7.5 tonnes, including any trailer, must not be parked on a verge, pavement or any land situated between highway, without police permission. The only exception is when parking is essential for loading and unloading, in which case the vehicle must not be left unattended.

7.18 Foreign Registered Vehicles

If a PCN is issued to a vehicle displaying foreign registration plates, it should automatically be recognised by the processing system as the registration number will not be in DVLA format. We utilise an independent company to pursue PCN's issued against foreign vehicles.

Foreign vehicles are not exempt from parking regulations.

If a PCN is issued to a UK registered vehicle, which has been borrowed or driven by a foreign resident, the PCN should be enforced against the registered owner(s) as they remain liable for it.

7.19 Limited Waiting Bays

Some parking bays allow parking for a limited time, for example a maximum stay of one hour between Monday and Friday 9 am to 4 pm.

PCN's will be issued to vehicles parked for longer than the maximum period permitted, provided that they have over-stayed by a minimum of 10 minutes, or for returning within the no return period. This means that you are not permitted to return to re-use a parking place in the same street within the time specified. If a no return period is in place, this information is displayed on signs adjacent to the parking bays.

7.20 Loading Bay

A loading bay may only be used by a vehicle to or from which goods are being loaded or unloaded. A PCN may be issued to any vehicle parked in a loading bay where no loading activity is observed.

See Loading/unloading Guidance section for further information.

7.21 Motorcycle Parking

Motorcycles may park free of charge in the motorcycle bays provided.

If they park in a permit bay or in a pay and display bay, they must purchase a permit, pay and display ticket or cashless parking session as any other motorist would be required to do, and ensure that it is properly displayed.

CEOs may serve PCNs to any motorcycle not displaying a valid permit, pay and display ticket or when a cashless parking session has not been purchased.

7.22 Parking Outside Bay Markings

On-street - A PCN will only be served if two or more wheels are observed outside the bay markings, or if one wheel is substantially outside the markings and the vehicle is causing a possible obstruction.

Off-street –Where vehicles are parked with more than one wheel outside the marked bay in a car park a PCN will not normally be served unless the position of the vehicle makes it difficult for another vehicle to park in an adjacent parking space.

Vehicles entirely out of a bay will be served a PCN.

In all cases, photographs will support the PCN.

7.23 Pay and Display Parking

Displaying Pay and Display Tickets

Pay & display bays and car parks require the purchase of a ticket at the time of parking for the amount of time required. All tickets display the expiry date and time along with the fee paid and car park/street. The pay and display bay fee tariff is clearly displayed on the pay and display machine and in car parks on a signage adjacent to each machine. It is the driver's responsibility to check signs and tariffs and purchase a ticket for the time necessary.

Vehicles should be parked in the correct bay and the pay & display tickets must be:

- Clearly displayed whilst the vehicle is parked.
- For the date shown.
- Un-expired.
- For the car park indicated.
- For the vehicle indicated – where applicable.

Pay and display tickets should be displayed on the vehicle in a conspicuous position on the dashboard, windscreen or the front side windows of the vehicle, so that all the details printed on the ticket can be easily read by the CEO. Provided the CEO can clearly read a valid pay and display ticket a PCN will not be served.

A second ticket for the same bay should not be purchased once the first has expired. In these circumstances, a PCN may be issued for 'meter feeding' supported by the CEO's handheld device entry. It is not a contravention to display old pay and display tickets relating to different locations or dates and PCN should not be issued in these circumstances.

Pay and display tickets are not transferable between vehicles, areas and on and off-street parking places.

A no return policy is in place on the majority of time limited parking bays (both pay & display and free of charge) across Cambridge city. This means that you are not permitted to return to re-use a parking place in the same street within the time specified. If a no return period is applicable, this information is displayed on the pay & display machine and/or on signs adjacent to the parking bays.

Motorists wishing to park across several days should contact the Parking Services team by email at parkingcontrol@cambridgeshire.gov.uk for further advice.

Pay-by-Phone

Drivers may pay for parking using their mobile phone and bank card, instead of coins.

The benefits of this service include the need to no longer carry change to park, visit a parking machine or display a parking ticket in your vehicle.

When registering for the service you will be asked to provide the vehicle registration plate details, colour and make of your vehicle, along with your payment card details. To pre-register, customers must download one of the free apps or visit the website as found on signage in the area. Once registered, payment for parking is completed via the app, by calling, texting, or going online.

Alternatively, customers can register at the same time as wishing to park, either by using the app or by calling one of the telephone numbers listed on the nearby signage.

When purchasing a cashless parking session detail of the nearest location will be provided or the unique location number found on the pay and display machine can be manually added. The driver must ensure the correct vehicle/location details are selected prior to proceeding with the purchase of the cashless session.

Pay and Display Machine Faults

If a pay and display machine is found to be faulty it is the driver's responsibility to look (within a reasonable distance) for an alternative machine from which to purchase a pay and display ticket, providing that the alternative machine is situated in the same road or car park or if share the same pay by phone location code.

If the pay and display machine is marked as 'out of order' and there are no alternative payment points, a vehicle will be allowed to park until the machine is repaired but only for the maximum parking duration shown on the pay and display machine of that bay.

Where a motorist leaves a note in their vehicle stating that the machine is faulty or reports it personally to a CEO, the CEO must check the machine. A PCN should be served, unless the CEO can confirm that the machine is faulty. If the machine is found to be faulty, a PCN must not be served, and the machine must immediately be bagged, or a notice placed over the coin slot and reported by radio for the appropriate repair action to be taken.

The CEO must make full notes of the event and the action taken.

Each machine displays a telephone number for reporting faults by members of the public. A log of all such telephone enquiries will be kept by the Council for future reference and for passing to the Contractor.

Pay and Display Tickets (expired time)

If a PCN is issued for expired time, full details of the pay and display ticket must be recorded, including the time of arrival, the amount paid, the expiry time, and the degree of penalty time.

CEOs may also issue a PCN for 'meter-feeding', e.g., where a driver has purchased a second pay and display ticket after expiry of the first, with the intention of prolonging the period of time originally purchased.

However, some drivers do make a mistake in using the machine, and if a vehicle is displaying two pay and display tickets that have been issued within 5 minutes of each other (both for the same day and bay), a PCN should not be issued. In these cases, the total amount of time shown on the pay and display tickets will be allowed, i.e. if both tickets show that 30 minutes has been purchased, the driver will be allowed one hours parking so long as this does not exceed the maximum permitted time allowed.

7.24 Pedestrian Crossings

Any vehicle parked on a Pedestrian Crossing will be issued a PCN unless instructed to do so by the Police. There will be no period of observation before the issue of a PCN to any vehicle that is parked on a Pedestrian Crossing.

7.25 Pedestrian Zone

Pedestrian Zone consists of several city centre streets that have restricted access to vehicles due to the high levels of pedestrians. Access to a Pedestrian Zone is gained via entry points.

Main routes into a Pedestrian Zone are identified by a sign explaining that a driver is entering a zone and giving details of the times access to the Pedestrian Zone for loading/unloading is permitted.

Access to the Pedestrian Zone outside of permitted hours will only be considered for genuine emergencies, such as emergency glazing, blocked drains, power failure.

Access for non-emergency work will be considered and will require a dispensation. A minimum of three working days' notice is required. For further information contact the Parking Services Team by email at: parkingcontrol@cambridgeshire.gov.uk

7.26 Permit Parking

There are a number of resident parking schemes in Cambridgeshire. These schemes ensure that residents have priority over parking within their area. In order to be able to regulate these schemes, permits are issued to properties within the area of the scheme. A valid permit must be displayed at all times during the schemes operational hours.

Permits are issued in the form of a tax disc; they are nontransferable, scheme specific and valid for 1 year from the date of issue. Full instructions on how to use and display them are printed on the permits.

Vehicles displaying the following permits can park in residents' parking bays:

- Residents permits.
- Visitor permits (Each permit permits 5 visits. On each visit, the date and vehicle registration number of the visiting vehicle must be entered in non-erasable pen)
- Free Medical Permits.
- Health Care worker dispensations.
- Business permits.
- Tradesperson Permits (these may be virtual permits).
- Blue Badge Holder permits.

If a permit holder changes his/her vehicle, a replacement permit must be obtained. While replacing the permit, the permit holder must use visitor permits, or park legally outside of the residents parking scheme area.

Permits must not be photocopied or defaced.

Failure to display a permit will result in a PCN being issued. Use of a permit within another zone, on another vehicle or after its expiry date, will result in a PCN being served.

Expired Permits

It is the responsibility of the permit holder to ensure that their permit is renewed, or that other arrangements are made for parking the vehicle.

The terms and conditions sent with a permit are explicit in that a PCN may be issued upon expiry of the permit.

Display of Permits

A permit should be displayed in the vehicle windscreen at the edge nearest to the kerb and be clearly visible to the CEO. Full instructions for use will be found on the reverse of the permit itself. Provided the CEO can clearly read a valid permit detail, a PCN will not be served.

Some permits such as Tradesperson permits, are virtual permit and as such there is no physical permit to display. In these situations, the vehicle details are displayed directly to the CEO's handheld device.

Obscured/incorrectly Displayed Permits

If a valid parking permit is not clearly displayed in a vehicle, so that it cannot be read, a PCN may be served. The CEO will make a note in their handheld device about the obscured section of the permit and ensure that the appropriate photograph is taken.

Where a visitor permit has been incorrectly dated, or the vehicle number altered or entered incorrectly a PCN will be served.

7.27 Picking Up/Dropping off Passengers

Except on designated clearways, zigzags (schools and pedestrian crossings), any vehicle is allowed a reasonable amount of time to drop off or pick up passengers irrespective of any waiting restriction in force.

Dropping off and picking up passengers is not allowed in bus stops, except by buses.

Observation time of five minutes is given for certain parking contraventions to ensure that this activity is taking place, including assisting the elderly, disabled persons or young children or dealing with large amounts of luggage.

As long as the CEO witnesses dropping off or picking up activities a PCN will not be issued. After 5 minutes of inactivity a PCN will be issued.

No special consideration is given to hackney carriages or private hire vehicles.

Waiting for passengers is not permitted. When picking up or dropping off, the driver must always stay with the vehicle even, while assisting passengers into or out of the vehicle.

7.28 Samaritan Parking Bays

Samaritan bays are a marked and signed bay. Drivers who park in these bays, without displaying a valid Samaritan permit will be issued with PCN. Unless otherwise indicated, these bays operate 24 hours a day, 7 days a week.

7.29 Schools and School Zigzags

Yellow lines and zigzags are placed outside schools for the safety of children. There will be no period of observation before the issue of a PCN to any vehicle that is in contravention of parking restrictions on zigzags. This includes school coaches.

A vehicle parked in contravention is liable to receive a PCN. If the vehicle parked in contravention moves off before a Penalty Charge Notice is issued, then the notice may be served on the Registered Keeper of the vehicle by post (a Regulation 10 Penalty Charge Notice).

7.30 Skips

Skip licenses are granted by the Council Street Works Team and can permit the placing of a skip in contravention of the parking restrictions. Further information can be found online at: [Highway licences and permits - Cambridgeshire County Council](#)

7.31 Special Events

Where there are special events taking place which may affect the parking situation in the area, e.g. football matches, religious festivals, the County Council and/or the Police may make special arrangements. In these situations, enforcement may be changed or varied and CEOs will work under the direction of the police if the special arrangements are under police control.

7.32 Taxis and Private Hire Vehicles

There is a difference between taxis and private hire vehicles.

Taxis are licensed by the Local Authority and are permitted to ply for hire in the street. They may be black cabs (hackney carriages), saloon cars or people carriers.

Private hire vehicles are also licensed, but they are not allowed to ply for hire or to display a 'taxi' sign. They can only handle pre-arranged pick-ups.

Taxis and private hire vehicles, like all vehicles, may stop to allow passengers to board or alight for as long as necessary for the purpose, and this should be obvious to the CEO.

Where there are taxis waiting on an authorised taxi rank (private hire vehicles are not allowed on the ranks and must be issued with a PCN), it is not permitted for those taxis that cannot get onto the rank to queue outside the rank. CEOs should ask the drivers to move and only issue a PCN if this request is refused.

Taxi drivers, like any other driver, must not leave the vehicle parked illegally to visit toilets, shops; cafes etc and PCN should be issued in these circumstances. This also applies within the taxi ranks where taxi drivers can 'wait' in their vehicles but once left unattended they will be dealt with in contravention to the rank and issued a PCN.

Vehicles, other than hackney carriages, (including private hire vehicles) parked in such ranks will be issued with a PCN.

7.33 Trunk Roads

Trunk roads (A14, A11, M11 and A428 in South Cambridgeshire) are the responsibility of National Highways. The enforcement of parking regulations remains the responsibility of the Police.

7.34 Vehicles Drive Away

A PCN may be served by post on the registered keeper of the vehicle, if a vehicle was driven off before the CEO had finished issuing the PCN. This type of Notice is known as a Regulation 10 PCN.

A Regulation 10 PCN can be issued in the following circumstances:

- Vehicles that drive away before the PCN has been affixed to the vehicle or handed to the driver.
- Vehicles that are parked in contravention in such a place that is dangerous or impractical for a CEO to issue a PCN.
- Vehicles parked in or overlapping a bus stop.
- Vehicles parked on a Clearway

7.35 Verge Parking (inc. Grass)

See Footway (Pavement) Parking

7.36 Yellow Line Restrictions

All yellow line restrictions apply from the centre of the highway to the highway boundary. Therefore, includes footpaths and verges.

8 Suspensions and Waivers

8.1 Suspensions

A suspension is where a designated parking bay is suspended. The use of suspensions, whilst inconveniencing residents and displacing parking temporarily is an effective way to ensure essential maintenance is undertaken.

Applications may be made for parking bays to be suspended in certain circumstances such as:

- House or office removals.
- Funerals or weddings.
- Essential work on the highway (Statutory undertakings).
- Essential deliveries (e.g. building materials – although building materials are not permitted to be stored on the highway without permission from the Highways Department, Cambridgeshire County Council).
- Special events.
- The placement of skips (with the appropriate skip license).
- Filming.
- Facilitating the movement of traffic or safety reasons.
- Other events/needs considered to be of a necessary and essential nature.

Applications for suspensions must normally be received at least 7 working days prior to the required date. However, it is accepted they may occasionally need to be arranged at short notice, for example in the case of emergency work.

Applications for suspensions are considered and handled by the Parking Control Teams in consultation with the Council Street Works and Event Management Teams. Application should be sent to: [Suspending a parking bay and exemption permits - Cambridgeshire County Council](#)

If granted, suspensions of parking bays will be clearly signposted by means of temporary signs which will indicate:

- Dates between which the suspension will be in force.
- Exact location of the suspension.
- Purpose of the suspension.
- County Council contact details.

These signs will normally be displayed at least 5 days before the suspension comes into operation and cones may also be placed in the suspended area on the morning of the suspension.

All adjacent properties will receive advanced notice of the suspension.

Any vehicles present when a suspension sign is erected will be noted in the CEO's handheld device. Any vehicle parked legally prior to the erection of the notice and remaining at that location, and not having been moved in the interim, should not be considered in breach of the suspension or removed and a PCN cannot be issued.

If this information is missing, or a sign is not in place, a PCN cannot be issued.

Unauthorised vehicles parked on the notified suspensions will be issued with a PCN. This provision also applies to householders who have arranged a suspension for removals or work on the property, as the suspension does not permit the householder to park his vehicle there.

The CEO must make notes or take photographs which show the position of the suspension sign in relation to the vehicle and confirm that the suspension was in force at the time.

9 Representations, Appeals and PCN Progression

The following sections give more details regarding PCN progression and are arranged in progression stages.

9.1 Penalty Charge Notice (PCN)

The Penalty Charge Notice is the terminology used for what is often referred to as a 'parking ticket'.

The level of the PCN is set nationally. There are two levels of penalty charge depending on the severity of the parking contravention. The two levels are:

- £70 (higher-level contravention) - is normally considered to be where the motorist has taken no steps to park correctly, for example, they have parked on single or double yellow lines or in a disabled bay or bus stop/stand.
- £50 (lower-level contravention) - is deemed to be where the motorist appears to have tried to park correctly, for example they are displaying a face down pay and display ticket or an expired pay and display ticket (issued on the day of contravention).

(See appendix 2 for more information on higher and lower bands and the next page for information on discount periods)

The PCN is issued at the time of the alleged contravention and must be affixed to the vehicle within a sealed plastic carrier, handed to the driver, or issued by post (in the case of a vehicle driven away before the PCN was served, or where the CEO has been prevented from serving the notice to the driver).

Each PCN will have a unique reference number and will identify details of the contravention and information on how to deal with the PCN.

Once a PCN is issued or is in the process of being issued the CEO cannot cancel the notice. Discretion can only be applied by officers whose role is to process representations as part of the PCN appeals process, taking into account the evidence provided by the motorist.

PCNs are processed as per the relevant regulations which outlines the procedure and any statutory timeframes.

The County Council urge every motorist who is issued a Penalty Charge Notice to deal with it quickly.

9.2 Discount Period

If the PCN is paid within 14 days of issue, a discounted amount of 50% of the original PCN rate will be accepted in full settlement of the matter.

The PCN can be paid straight away using the payment details on the reverse of PCN or, if you believe that the penalty charge should not have been issued you may challenge the issue of the PCN in writing as described on the PCN.

If an informal challenge against a PCN is received within 14 days of issue, the discount period will be frozen pending the Council's decision. Should the challenge be rejected, the discount period will restart from the date of the Council's letter notifying the keeper of this decision.

If a challenge is received later than 14 days after the issue date of the PCN, the discount period will not be frozen, and the full amount will be payable if the challenge is rejected.

If a keeper states in his/her representation against the NTO that the PCN was not received at the time of the contravention, the discounted amount may be reinstated, and the keeper will have 14 days to pay the discounted rate from the date of the rejection of representation.

9.3 Appealing a Penalty Charge Notice (PCN)

The PCN process chart can be viewed online: [process_map.pdf \(patrol-uk.info\)](https://www.patrol-uk.info/process_map.pdf)

All representation or appeals to a PCN must be made in writing. This can be by either the council web site or in writing:

- Address: P O Box 21, Cambridge, CB1 2WW
- Website: Parking tickets and appeals - Cambridgeshire County Council

9.4 Informal Representations

This is an informal stage of appeal which can be made when a PCN is first received.

Where a representation to a PCN is received, it will be investigated and considered in-line with the council's agreed procedures. Following any investigation, the person making the objection will receive a written response to inform them of the decision.

If a representation is accepted the PCN will be cancelled. If it is rejected there is the option to either:

- Pay the PCN, (if the representation was received within 14 days of the PCN issue date then a further 14 days to pay at the reduced rate of £25 or £35 will be offered. If outside of the 14days, the full amount will be due)

- Wait for the Notice to Owner to make a formal representation. The discounted rate will not apply if payment is made after this 14-day period or if a formal representation is made.

By informally challenging the PCN the keeper is not detracted from the ability to make a subsequent formal representation to the Council following the issue of an NTO, and to further appeal to the Traffic Penalty Tribunal (TPT) if the formal representation is rejected. Please do not make payment if you wish to appeal the PCN further.

9.5 Formal Representations (Notice to Owner (NTO))

This is a formal stage of appeal which can only be made after receiving a Notice to Owner (NTO). The NTO is sent to the owner/keeper of the vehicle registered at DVLA (regardless of who was driving).

Representations must be made within 28 days of the issue date of the NTO. It must be made on-line or in writing using the NTO and will be considered by an independent officer from Parking Services. Representations must be made by the Registered Keeper or written keeper permission will be required to be provided if submitted by a third party. A formal written response will be made within 56 days from the date of receipt of the representation. Where a response is not made within 56 days the penalty charge notice will be cancelled.

Representations can be made on one of the statutory grounds below.

- a) the alleged contravention did not occur;
- b) the recipient:
 - (i) never was the owner of the vehicle in question,
 - (ii) had ceased to be its owner before the alleged contravention occurred, or
 - (iii) became its owner after the alleged contravention occurred;
- c) at the time that the alleged contravention occurred, the vehicle in question was in the control of a person who did not have the consent of the owner;
- d) the recipient is a vehicle-hire firm and:
 - (i) the vehicle in question was at the material time hired from that firm under a hiring agreement, and
 - (ii) the person hiring it had signed a statement of liability acknowledging their liability in respect of any penalty charge notice served in respect of any relevant road traffic contravention involving the vehicle during the currency of the hiring agreement;
- e) the penalty charge exceeded the amount applicable in the circumstances of the case;
- f) there has been a procedural impropriety on the part of the enforcement authority;
- g) the order which is alleged to have been contravened in relation to the vehicle concerned, except where it is an order to which Part 6 of Schedule 9 to the RTRA 1984 applies, is invalid;
- h) if a regulation 10 penalty charge notice is served under regulation 10(2)(b) or (c) of the 2022 General Regulations, no person prevented a civil enforcement officer from:
 - (i) fixing a regulation 9 penalty charge notice to the vehicle concerned, or
 - (ii) handing such a notice to the owner or person in charge of the vehicle
- i) the enforcement notice should not have been served because—
 - (i) the penalty charge has already been paid in full, or
 - (ii) the penalty charge has been paid, reduced by the amount of any discount set in accordance with Schedule 9 to the TMA 2004, by the applicable date as specified in paragraph 1(3) of Schedule 3 to the 2022 General Regulations.

If none of these grounds apply a representation can still be made asking that compelling reasons be considered.

Representations are reviewed and processed by the relevant council Notice Processing Team. No undue external pressure shall be brought by either councilors or other senior officers designed to influence decisions by virtue of their position alone.

9.6 Adjudication Appeals

If a formal representation is rejected this can be appealed to the Traffic Penalty Tribunal (TPT). Appeals cannot be made to the TPT unless the owner has first made a formal representation to the enforcement authority. Further information about the TPT can be found on the Traffic Penalty Tribunal website: www.trafficpenaltytribunal.gov.uk

TPT is an independent body supported by subscriptions from Local Authorities by means of a levy on each PCN issued. The Traffic Penalty Tribunal will organise a hearing and appoint an independent adjudicator to review the case and make an independent decision that is binding on both parties. A hearing can be held entirely by post, over the telephone or in person.

If a representation is upheld by TPT, the PCN will be cancelled. If it is rejected, the full PCN amount will be due.

9.7 Charge Certificate

A charge certificate will be issued not less than 28 days after the NTO is issued and no payment or formal representation has been received or, not less than 28 days after a Notice of Rejection (NoR) of representation is sent where no payment has been received, and no appeal has been made to the TPT or, not less than 28 days after the rejection of an appeal by the TPT.

When a charge certificate is issued, the amount of the penalty is increased by 50%.

The charge certificate is sent to the registered keeper, requiring payment within 14 days of issue.

9.8 Debt Registration

PCNs are sent to the Traffic Enforcement Centre (TEC) (which operates as the County Court) no earlier than 14 days after the issue of a charge certificate. Each debt registration with TEC current costs £9 and is added to the amount owed to the Council.

Once the debt has been registered at TEC an order for recovery and witness statement is sent to the debtor advising that they have 21 days to pay the amount owed or to make a witness statement.

Failure to do any of the above will result in a warrant of control being applied for by the Council at TEC. Once issued, the Council may instruct an Enforcement Agent (bailiff) to collect the debt on behalf of the Council. Once the warrant is issued to the enforcement agent, any communication regarding the PCN should be made to the Enforcement Agent and not the Council. The enforcement agent then may contact the Council on behalf of the debtor.

9.9 Enforcement Agents (formerly known as Bailiffs)

In accordance with DfT guidelines, certificated bailiffs are used by the enforcement authority to ensure that evaders are correctly pursued for outstanding debt. Failure to do so would undermine parking enforcement as the public would think that PCNs were not pursued by the local authority.

The general concept of using enforcement agents is to enable the Authority to pursue any unpaid debts from motorists who generally refuse to pay or have not engaged in the process prior to this stage.

Where a PCN remains unpaid. The matter may be referred to an enforcement agent to recover any outstanding debt. The enforcement agent is not employed by the Council and will be acting under a warrant in pursuing any debt owed to the Council.

9.10 Considering Cases

When evaluating and considering cases all cases will be dealt with on an individual basis. Below are some pointers that may assist when evaluating a case:

- Did the contravention occur?
- Has the correct contravention code been issued on the PCN?
- Has the correct observation period (where required) been given?
- Is there evidence to support the case?
- Have all the exemptions been considered?
- Has the mitigation been taken into consideration?
- Have the TROs been referred to?
- Has a payment been made?
- Has the correspondence been received in time?

10 Mitigation

10.1 Mitigation

It is the responsibility of the Council to consider any mitigation that the motorist may raise within their correspondence. This is not only laid down in legislation but is also frequently referred to by the Adjudication Service in outcomes of appeals and in their Annual Reports.

Mitigation is where a motorist believes that they have circumstances, other than legal ones, that merit the cancellation of the PCN. Mitigating circumstances can be anything such as an unplanned emergency situation or medical emergency or unforeseen delays.

Wherever possible evidence will need to be provided, however it is the duty of the Council to consider all mitigation with or without evidence. Proof of mitigating circumstances can include:

- Proof of medical emergency
- Delivery Note/Invoice
- Financial Statement
- Proof of valid parking charge

- Breakdown/Recovery report
- Crime Reference Number

Situations may arise more than once, and consideration must be given on each occasion.

10.2 Court Attendance

The length or timing of any court hearing or trial cannot be guaranteed and often Jury members and/or witnesses find that they are unable to leave court to purchase further pay & display time in a car park or to move their car. This often leads to overstay and to PCNs being issued.

To counter this, Courts issue clear instructions to all Jury members and witnesses advising them as to how and where they should park. The courts will not pay any PCN issued to a witness or Jury member whilst carrying out their legal duties even if they are delayed by the court. In such circumstances the Council will enforce PCNs against the vehicle owner unless evidence is produced to support the fact that they were delayed to an extent that could not have been reasonably foreseen e.g. moved to a hotel overnight.

The conditions applying to Jury members and witnesses equally apply to defendants. If a defendant has unexpectedly been given a custodial sentence and, as a direct result, is unable to remove their vehicle from a Council car park or limited parking bay the Council will expect that the vehicle will be removed, as soon as is reasonably possible, by the defendant's family, friends or legal representatives. Any PCN issued will not be enforced providing supporting evidence is supplied by the defendant's legal representative.

10.3 Dental / Doctors Appointment

If the claim is made that, due to a delay in the appointment time or that treatment took longer than anticipated and this resulted in a PCN being issued for overstaying the parking time allowed, consideration should be given to the validity of the claim. Such claims should be supported by written confirmation from the dentist or doctor that the delay was caused for reasons outside of the driver's control.

However, the Council must be satisfied that the driver allowed long enough when deciding where to park or when purchasing a ticket for normal delays experienced whilst attending such appointments.

10.4 Drink Driving or Other Arrests

If the driver of a vehicle has been arrested and, as a direct result, has been forced to leave the vehicle in contravention of an on-street parking restriction and a PCN has been issued, evidence of the arrest must be provided. Evidence of the arrest should include the date and time of the arrest and release, custody number, officer, police station involved.

10.5 Hospital Appointments/Visits

A PCN may be cancelled in cases where the driver of a vehicle attended an emergency visit to a hospital and supporting evidence, in the form of a letter from the hospital, is provided. The letter should state the date and time of the emergency visit, which must correspond with the PCN details. All cases are looked at and decided on an individual basis.

This also applies in cases where a person has been to visit a doctor or a hospital and is subsequently admitted or detained and sectioned under the Mental Health Act.

Pre-arranged appointments are not deemed to be emergency visits. PCNs issued to drivers visiting sick relatives are not usually cancelled.

Similarly, where a driver is visiting a sick relative as an emergency visit, proof of a similar nature will be sought.

10.6 Police Officer on Duty

PCNs may be issued to marked and unmarked police vehicles parked in contravention of parking regulations. PCNs can be subsequently cancelled if written documentation is provided and signed by an inspector or above to confirm that the officer was on official business and that it was inappropriate for the vehicle to be parked legally elsewhere.

PCNs are not issued to marked police vehicles parked in designated police bays. Unmarked police cars parked in designated bays can be issued with a PCN which is cancelled if proved to be a police vehicle. Police officers should not park their own vehicles in designated police bays, and if a PCN is issued, it will not be cancelled.

10.7 Police Officer or CEO gave permission to park

Where details of the officer concerned are given, confirmation should be sought prior to cancellation of the PCN. Where these details are not given then the PCN should be enforced unless they are subsequently supplied.

A CEO will not be permitted to allow people to park in contravention of any parking restrictions.

11. Abbreviation

CEA	Civil Enforcement Area
CEO	Civil Enforcement Officer
CPE	Civil Parking Enforcement
CPZ	Controlled Parking Zone
DfT	Department for Transport
DPE	Decriminalised Parking Enforcement
DVLA	Driver and Vehicle Licensing Agency
EV	Electric Vehicle
NoR	Notice of Rejection
NTO	Notice to Owner
PCN	Penalty Charge Notice
SEA	Special Enforcement Area
TEC	Traffic Enforcement Centre (Northampton County Court)
TPT	Traffic Penalty Tribunal
TRO	Traffic Regulation Order
TSRGD	The Traffic Signs Regulations and General Directions

Appendix A – Contravention Codes and Descriptions

The full list of contravention Codes can be viewed online [Contravention Codes - PATROL \(patrol-uk.info\)](https://patrol-uk.info)

The list of common parking contraventions used in Cambridgeshire.

On-Street

Code	Description	Level
1	Parked in a restricted street during prescribed hours	Higher
2	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force	Higher
5	Parked after the expiry of paid for time	Lower
7	Parked with payment made to extend the stay beyond initial time	Lower
11	Parked without payment of the parking charge	Lower
12	Parked in a residents' or shared use parking place or zone without a valid virtual permit or clearly displaying a valid physical permit or voucher or pay and display ticket issued for that place where required, or without payment of the parking charge	Higher
16	Parked in a permit space or zone without a valid virtual permit or clearly displaying a valid physical permit where required	Higher
19	Parked in a residents' or shared use parking place or zone with an invalid virtual permit or displaying an invalid physical permit or voucher or pay & display ticket, or after the expiry of paid for time	Lower
21	Parked wholly or partly in a suspended bay or space	Higher
23	Parked in a parking place or area not designated for that class of vehicle	Higher
24	Not parked correctly within the markings of the bay or space	Lower
25	Parked in a loading place or bay during restricted hours without loading	Higher
26	Parked in a special enforcement area more than 50 cm from the edge of the carriageway and not within a designated parking place	Higher
27	Parked in a special enforcement area adjacent to a footway, cycle track or verge lowered to meet the level of the carriageway	Higher
30	Parked for longer than permitted	Lower
34	Being in a bus lane	N/A

40	Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	Higher
45	Stopped on a taxi rank	Higher
47	Stopped on a restricted bus stop or stand	Higher
62	Parked with one or more wheels on or over a footpath or any part of a road other than a carriageway	Higher

Off-Street

Code	Description	Level
73	Parked without payment of the parking charge	Lower
81	Parked in a restricted area in an off-street car park or housing estate	Higher
82	Parked after the expiry of paid for time	Lower
85	Parked without a valid virtual permit or clearly displaying a valid physical permit where required	Higher
86	Not parked correctly within the markings of a bay or space	Lower
87	Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	Higher
91	Parked in a car park or area not designated for that class of vehicle	Higher
99	Stopped on a pedestrian crossing or crossing area marked by zigzags	Higher

Appendix B - Observation Periods

The list of observation and grace period used in Cambridgeshire.

Restriction		Observation Period	Grace period
On-Street	Waiting Restrictions		
	Parked on an active Single Yellow Line	5 minutes - 10 minutes commercial vehicle	Nil
	Parked on an active Double Yellow Line	5 minutes - 10 minutes commercial vehicle	Nil
	Loading Restrictions		
	Active Loading Restriction	Nil	Nil
	Parking Places		
	Parked in Permit Bay without valid permit (resident / medical)	5 minutes	5 minutes (Visitor permits)
	Incorrect class of vehicle for bay	Nil	Nil
	Parked in a Loading Bay	5 minutes - 10 minutes commercial vehicle	Nil
	Parked in a Disabled Bay without a valid Blue Badge	Nil	Nil
	Parked in a Taxi Rank	Nil	Nil
	Parked in a bus stop	Nil	Nil
	Parked in a suspended bay	Nil	Nil
	Parked in a bay for longer than permitted	5 minutes	Nil
	Returning to a parking bay within 1 hour of leaving	Nil	Nil
	Out of bay markings	Nil	Nil
	Pay & Display		
	Parked after the expiry of P&D ticket	Nil	10 minutes after expiry
	Parked without displaying a valid P&D ticket	5 minutes	5 minutes
	Parked with payment to extend the stay (Meter Feeding)	Nil	Nil
	Parking Places		

Off-Street	Parked in a Disabled Bay without a valid Blue Badge	Nil	Nil
	Parked in Permit Bay without valid permit (resident / medical)	Nil	5 minutes (free medical permits)
	Incorrect class of vehicle for bay	Nil	Nil
	Out of bay markings	Nil	Nil
	Pay & Display Car Parks		
	Parked after the expiry of P&D ticket	Nil	10 Minutes after expiry
	Parked without displaying a valid P&D ticket	5 minutes	5 minutes
	Parked with payment to extend the stay (Meter Feeding)	Nil	Nil
	Parked in a bay for longer than permitted	Nil	Nil
	Returning to a parking bay within 1 hour of leaving	Nil	Nil
Misc	Parked when Car Park closed	Nil	Nil
	Using a vehicle in conjunction with the sale of goods when prohibited	Nil	Nil

Appendix C - Document Information

Document Prepared by: Nicola Gardner		Position: Parking Policy Manager		Date:
Document Authorised by:		Position:		
Superseded Documents:		Date:		
Version	Date	Description	Author	
Draft	August 2023	Draft CPE Civil Parking Enforcement Policy and Operational Guidance	Nicola Gardner	

Soham to Wicken Non-Motorised User Route

To: Highways and Transport Committee

Meeting Date: 3rd October 2023

From: Frank Jordan, Executive Director of Place and Sustainability

Electoral division(s): Soham South and Haddenham

Key decision: Yes

Forward Plan ref: 2023/087

Outcome: To report progress with the Soham to Wicken Non-Motorised Route and seek approval to the recommendations below to enable the project to progress to detailed design and construction aligned with the Soham to Wicken Non-Motorised Route project timeline constraints.

Recommendation: The Committee is asked to:

- a) note progress to date;
- b) agree that the Council accept £1,130,000 of funding from the Soham Town Council for detailed design and construction of the Soham to Wicken Non-Motorised User Route;
- c) delegate authority to the Executive Director; Place and Sustainability in consultation with the Chair and Vice Chair of the Committee and the Section 151 Officer to enter a Grant Funding Agreement with Soham Town Council
- d) approve the ongoing development of the design, including consultation with stakeholders;
- e) delegate authority to the Executive Director; Place and Sustainability. In consultation with the Chair and Vice Chair of the Committee to awarding and executing a contract and any other associated legal agreements or documents for the provision of the construction of Soham to Wicken Non-Motorised User Route.

Officer contact:

Name: David Mitchell
Post: Interim Senior Project Manager
Email: David.Mitchell@Cambridgeshire.gov.uk
Tel: 01223 707805

1. Background

- 1.1 It has been a long-established desire of Soham Town Council to improve the Non-Motorised User links between Soham and Wicken. A route has been identified during a previous feasibility study that found that if a number of Byways and Bridleways could be improved it would be possible to make these an attractive route for all non-motorised users including pedestrians, cyclists and equestrians.
- 1.2 In 2022 Soham Town Council were successful in a bid for funding to provide an improved Non-Motorised User link between Soham and Wicken. The funding of £1,130,000 has been made available from the Cambridgeshire and Peterborough Combined Authority and East Cambridgeshire District Council. Initial funding of £100,000 had been made available from the Delivering Transport Strategy Aims (DTSA) to enable the preliminary design to be undertaken following the initial feasibility study.

2. Main Issues

- 2.1 The route identified starts at Mill Drove, Soham and ends at Drury Lane, Wicken. The route uses the following existing byways and bridleway:

- 205/113 (Byway - Soham)
- 205/126 (Bridleway - Soham)
- 258/23 (Byway - Wicken)

The overall route is indicated at Appendix A. Where possible the intention is to cut back vegetation so that the maximum width possible can be provided but within the extents of the existing highways. A path width of 3m will be maintained for pedestrians and cyclists to share. A separate equestrian path will also be provided with a minimum width of 1.5m and being wider where possible within the extents of the existing highways.

- 2.2 The proposed Non-Motorised User Route has been designed in accordance with the recently approved 'Active Travel User Guide' County Council design guidance. The surfacing of the shared pedestrian and cycle path will be self-binding gravel to provide a smooth surface. The equestrian route surface will include sections of a soil and gravel mix and natural topsoil. The structure of the Non-Motorised User Route will be enhanced in those locations that are subject to being tracked by farm vehicles. Subject to an Environmental Impact Assessment there may also be an opportunity to test a rubber crumb surface formed from recycled tyres on certain sections of the route. The changes to the surface of each Highway need to be approved by the Assistant Director Highway Maintenance and this application process is running in parallel to this report. Where practical low carbon materials will be included within the design. As this is a Non-Motorised User Route the "in use" carbon levels will be low.
- 2.3 It is clearly important that the potential users of the route are consulted regarding the design details. In this way the scheme can be as successful as possible taking on the needs to balance the various views of stakeholders.

- 2.4 As noted above the funding is being provided by Soham Town Council. As Highway Authority, the County Council will act as delivery body therefore enter into a Grant Funding Agreement with Soham Town Council. The Grant Funding Agreement has been prepared by Pathfinder Legal Services and will be completed with Soham Town Council following approval to do so by the Committee. It is understood that part of the funding circa £350,000 is from the Transforming Cities Fund and must be spent by 31/03/2024. The construction programme is challenging, and officers will discuss with Soham Town Council, and its funding partners to ensure that delivery takes account of the time limitations on parts of the funding. The route is already comprised of the highways which are identified in paragraph 2.1. These are already maintained by the County Council (pursuant to its statutory duty toward highways maintainable at public expense under the Highways Act 1980) from the annual revenue maintenance budget for Public Rights of Way. By improving the nature of the surface of the highways it is anticipated that there will be a saving on annual revenue maintenance costs for the first five years. The project team running costs are fully covered by the funding from Soham Town Council. The draft Grant Funding Agreement states that Soham Town Council will be responsible for any increase in the cost of the project in excess of the funding as result of change or unforeseen risk. The draft Grant Funding Agreement provides mechanisms to enable the County Council to effectively manage the projects risks and cost increases.
- 2.5 Given the value of the construction contract necessary to complete the project officers believe that best value will be achieved by using the existing Eastern Highways Alliance Framework to procure the construction contract, which will include evaluation criteria for both quality and price. Alternatively, if a suitable option cannot be achieved using the framework a competitive Open procurement process will be followed. This procurement process has been discussed with the procurement team and will be compliant with public procurement law and the Council's Contract Procedure Rules. This scheme has also been included within the Council's Procurement Pipeline.
- 2.6 Following this committee the intention is to complete the detailed design, including consultation with stakeholders. The construction procurement will complete in January 2024 with work starting as soon as possible after, allowing time for contract mobilisation. The construction is expected to be completed by July 2024.

3. Alignment with ambitions

- 3.1 Net zero carbon emissions for Cambridgeshire by 2045, and our communities and natural environment are supported to adapt and thrive as the climate changes.

The scheme supports/encourages a move towards more sustainable and low carbon transport options offering an alternative car free route between Soham and Wicken.

- 3.2 Travel across the county is safer and more environmentally sustainable

The scheme achieves this in the area of Soham and Wicken.

- 3.3 Health inequalities are reduced

The scheme will provide users with an opportunity to enjoy active travel and the health benefits that accrue.

- 3.4 People enjoy healthy, safe, and independent lives through timely support that is most suited to their needs.

The scheme achieves this in the area of Soham and Wicken.

- 3.5 Helping people out of poverty and income inequality

There are no significant implications for this ambition.

- 3.6 Places and communities prosper because they have a resilient and inclusive economy, access to good quality public services and social justice is prioritised

See wording under 3.1 above.

- 3.7 Children and young people have opportunities to thrive

See wording under 3.1 above.

4. Significant Implications

- 4.1 Resource Implications

The report above sets out details of significant implications in paragraphs 1.2 and 2.4

- 4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

The report sets out the implications in paragraph 2.5 All procurement activity will be compliant with the Council's Contract Procedure Rules.

- 4.3 Statutory, Legal and Risk Implications

The report sets out the implications in paragraphs 2.4.

- 4.4 Equality and Diversity Implications

The following bullet points set out details of significant implications identified by officers:

- The scheme will improve the available width of the route for all users and will improve the surface of the highway.

- 4.5 Engagement and Communications Implications

The report sets out the implications in paragraphs 2.3 and 2.6.

- 4.6 Localism and Local Member Involvement

The Local CCC Member has been informed that this report is being prepared and has been provided a brief summary of the report.

- 4.7 Public Health Implications

The following bullet points set out details of significant implications identified by officers:

- Since the scheme is providing improvements to an Active Travel Route users of the route should have positive health implications from using the route.

4.8 Climate Change and Environment Implications on Priority Areas:

4.8.1 Implication 1: Energy efficient, low carbon buildings.

Positive/neutral/negative Status:

Explanation: Not Applicable

4.8.2 Implication 2: Low carbon transport.

Positive Status:

Explanation: The scheme is for a Non-Motorised User Route which will encourage Active Travel between Soham and Wicken.

4.8.3 Implication 3: Green spaces, peatland, afforestation, habitats and land management.

Neutral Status:

Explanation: Impact from construction of the Non-Motorised User Route on the adjacent environment will be mitigated following an Environmental Impact Assessment as part of the design process.

4.8.4 Implication 4: Waste Management and Tackling Plastic Pollution.

Positive Status:

Explanation: The scheme will be carefully managed to ensure that the impact is positive.

4.8.5 Implication 5: Water use, availability and management:

Positive Status:

Explanation: The scheme design will include for sustainable drainage of surface water.

4.8.6 Implication 6: Air Pollution.

Positive Status:

Explanation: As the scheme provides a car free alternative route between Soham and Wicken there should be a modest reduction in air pollution when users are not using their motorised vehicles.

4.8.7 Implication 7: Resilience of our services and infrastructure, and supporting vulnerable people to cope with climate change.

Neutral Status:

Explanation: The scheme will have a modest impact on reducing carbon emissions and therefore a modest impact on slowing climate change.

Have the resource implications been cleared by Finance? Yes

Name of Financial Officer: Sarah Heywood

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the Head of Procurement and Commercial? Yes

Name of Officer: Clare Ellis

Has the impact on statutory, legal implications been cleared by the Council's Monitoring Officer or Pathfinder Legal? Yes

Name of Legal Officer: Emma Duncan and Stephen Randall

Have the equality and diversity implications been cleared by your EqIA Super User?

Yes - EQiA assessment submitted to Michael Williams for approval.

Name of Officer: Michael Williams

Have any engagement and communication implications been cleared by Communications?

Yes

Name of Officer: Sarah Silk

Have any localism and Local Member involvement issues been cleared by your Service Contact? Yes

Name of Officer: Michael Williams

Have any Public Health implications been cleared by Public Health?

Yes

Name of Officer: Iain Green

If a Key decision, have any Climate Change and Environment implications been cleared by the Climate Change Officer?

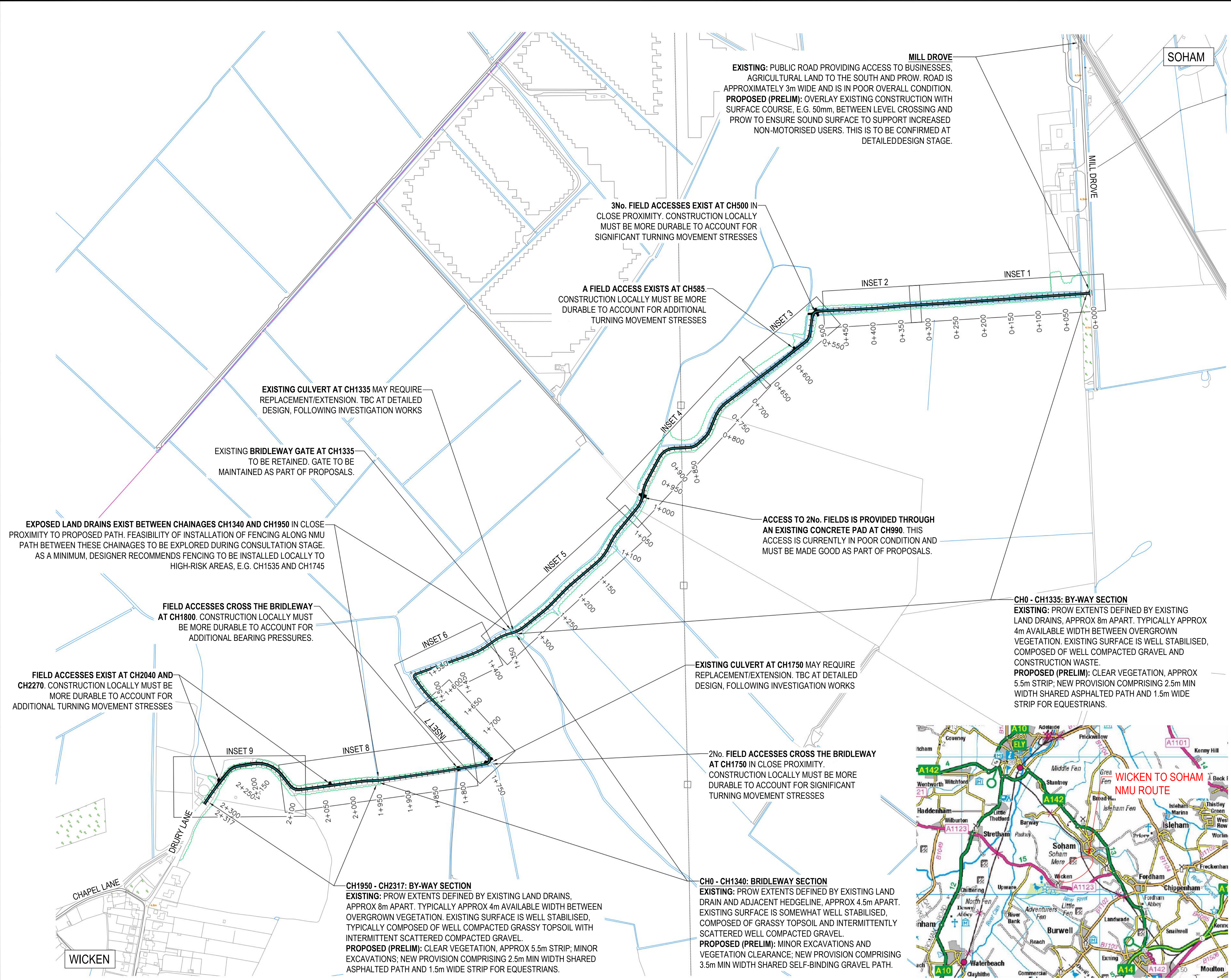
Yes

Name of Officer: Emily Bolton

5. Source documents

5.1 Source documents


Not applicable



- NOTES**
1. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT PRE-CONSTRUCTION INFORMATION AND ALL OTHER RELEVANT DOCUMENTS.
 2. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE FOLLOWING DRAWINGS:
 - SHM-WCK/P/0100/1 - GENERAL ARRANGEMENT SHEET 1
 - SHM-WCK/P/0100/2 - GENERAL ARRANGEMENT SHEET 2
 - SHM-WCK/P/0100/10 - JUNCTIONS/ACCESSES G.A.
 - SHM-WCK/P/1100/1 - TYPICAL CONSTRUCTION DETAILS 'A'
 - SHM-WCK/P/1100/2 - TYPICAL CONSTRUCTION DETAILS 'B'
 - SHM-WCK/P/1100/10 - CONST PHASING: FLOATING DESIGN
 - SHM-WCK/P/1100/11 - CONST PHASING: STANDARD DESIGN
 - SHM-WCK/P/1200/1 - SIGNAGE STRATEGY OVERVIEW PLAN
 3. THE PRELIMINARY DESIGN PLANS ARE TO BE READ IN CONJUNCTION WITH THE SCHEME'S DESIGN DECISION LOG (DDL) AND DESIGNER'S RISK ASSESSMENT (DRA).
 4. NONE OF THE INFORMATION PROVIDED IN THE PRELIMINARY DESIGN PLANS IS "FINAL". PRELIMINARY PROPOSALS HAVE BEEN DEVELOPED TO FORM A BASIS FOR CONSULTATIONS TO TAKE PLACE. PROPOSALS MAY SUFFER CHANGES AS THE SCHEME PROGRESSES TO DETAILED DESIGN. ANY CHANGES WILL BE DECIDED UPON COLLABORATIVELY AMONGST ALL STAKEHOLDERS INVOLVED.

QUANTITY TAKE-OFF SUMMARY
TO BE CONFIRMED AT DETAILED DESIGN

Date	Rev	Description
21/06/23	A	DRAFT, FOR INFORMATION



Cambridgeshire
County Council

Project

**SOHAM TO WICKEN
NMU ROUTE
IMPROVEMENTS**

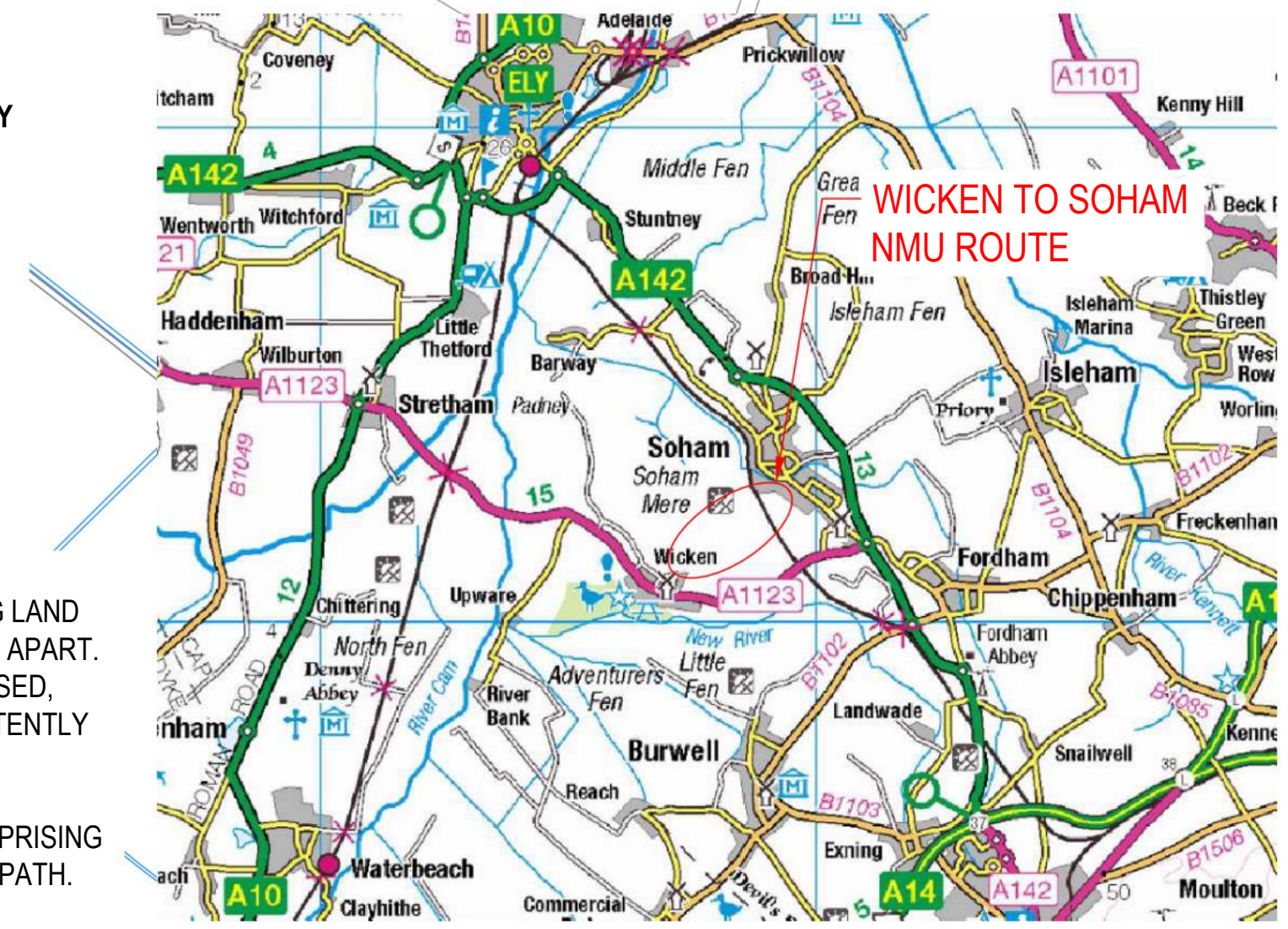
Title

**KEY PLAN
& SCHEME OVERVIEW
(PRELIMINARY DESIGN)**

Scale	Drawn	Checked	Date
NTS	MHS		21/06/2023

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Drawing number	Rev
SHM-WCK/P/0000/1	A



Developing a Performance Management Framework

To: Highways & Transport Committee

Meeting Date: 3rd October 2023

From: Frank Jordan, Executive Director of Place and Sustainability

Electoral division(s): All

Key decision: No

Forward Plan ref: Not Applicable

Outcome: This report provides an update on developing an agreed performance framework for the Committee to enable the tracking of performance against the agreed policy objectives of the Committee.

Recommendation: The Committee is asked to:

- a) Note the progress that is being made in developing a performance framework for the Highways and Transport Committee
- b) Note and comment on the performance information updates those indicators where that is available
- c) Note that a full performance framework will be reported to the Committee from January 2024 onwards.

Officer contact:

Name: Richard Springbett

Post: Governance and Performance Manager

Email: Richard.Springbett@cambridgeshire.gov.uk

1. Background

1.1. In February 2022, the Council adopted a Strategic Framework and Performance Management Framework. The Performance Management Framework sets out that Policy and Service Committees should:

- Set outcomes and strategy in the areas they oversee.
- Select and approve addition and removal of KPIs (Key Performance Indicators) for the Committee performance report.
- Track progress quarterly.
- Consider whether performance is at an acceptable level.
- Seek to understand the reasons behind the level of performance.
- Identify remedial action.

1.2 This report provides an update on the development of the performance management framework for the Committee to enable it to fulfil its role as outlined above.

1.3 The report is broken down in 2 sections: Section 2.1 highlights indicators that currently have data and commentary available. Section 2.2 provides commentary on indicators which are being developed and provides a progress update for the development of these indicators.

1.4 The full report for indicators that have data and commentary is in Appendix 1 (Q4 2022/23) and Appendix 2 (Q1 2023/24). It contains information on:

- Current and previous performance and the projected linear trend if applicable.
- Current and previous targets. Note, not all indicators have targets. This may be because they are being developed or the indicator is being monitored for context.
- Red / Amber / Green / Blue (RAGB) status.
- Direction for improvement. This will show whether an increase or decrease is good.
- Change in performance. This shows whether performance is improving (up) or deteriorating (down).
- The performance of our statistical neighbours. This is only available, and therefore included, where there is a standard national definition of the indicator.
- Indicator description.
- Commentary on the indicator.

1.5 The following RAGB statuses are being used:

- Red – current performance is 10% or more from target.
- Amber – current performance is off target by less than 10%.
- Green – current performance is on target or better by up to 5%.
- Blue – current performance is better than target by 5% or more.
- Baseline – indicates performance is currently being tracked in order to inform the target setting process.
- Contextual – these measures track key activity being undertaken, to present a rounded view of information relevant to the service area, without a performance target.
- In Development - measure has been agreed, however data collection and target setting are still in development.

2. Main Issues

2.1 Of the current suite of indicators, the following indicators have data and commentary provided below:

2.1.1 Indicator 32a: Growth in cycling from a 2013 baseline

Cambridgeshire has historically had high rates of cycling. However, rates of cycling in recent years have decreased, influenced by the COVID-19 pandemic. When compared to 2013, 2020 saw a large decrease in cycling rates (-24%), linked to the pandemic and the two national lockdowns during the year which led to reductions in travel, for example for school, work, and leisure. 2021 cycling volumes saw an increase from 2020 and were 9% above 2013 volumes.

The figures shown are largely due to the pandemic, however officers have continued to progress delivery of active travel schemes, and are working to positively affect this KPI further, with significant opportunities in this regard. In Spring 2023, the Council established an Active Travel Centre of Excellence, following a successful bid to Active Travel England (through the CPCA) for Active Travel Capability and Ambition Funding. The new team will provide Active Travel expertise, develop a pipeline of Active Travel infrastructure improvements and secure funding for their delivery. Officers are also preparing for future rounds of Active Travel England capital funding.

2.1.2 Indicator 32b: Growth in walking from a 2013 baseline

When compared to 2013, 2020 saw a decrease in pedestrian rates (-5%), again linked to the COVID-19 pandemic and the two national lockdowns during the year which led to reductions in travel. However, pedestrian volumes have increased since 2020 and in 2021 were +12% above 2013, similar to that of 2018.

As with cycling patterns, this KPI is related to the pandemic and subsequent social changes, however officers are working across the Place and Sustainability Directorate and through the Active Travel Centre of Excellence to plan and deliver schemes/places where walking is an attractive and easy travel choice. Again, as with the indicator around growth in cycling, officers are preparing for future rounds of Active Travel England capital funding to support with improvements in this area.

2.1.3 Indicator 39: The percentage of the A/B/C/U road network in green/amber/red condition

As at the 2022-23 survey, 9.35% of the Local Authority's A road network, 16.51% of the B road network, 25.06% of the C road network and 25.78% of the U road network are considered red condition as per the national road condition indicator. Red is the percentage of the road network, by class, that requires major maintenance such as deep repairs and resurfacing now. The authority moved this year to a new method of survey which has resulted in a slight change to the results, as the survey method is a more accurate representation of the experience of the users than the previous method. Road condition is slowly getting worse as the road

network ages and wear increases. The new survey is considered a more accurate representation of the experience of the users than the previous method. The survey also provides a broader, more useful range of data for the service to utilise.

Road condition is slowly declining as the road network ages, wear increases and more defects occur. To manage the decline, a number of network work level programmes are being carried out;

- Investment, through additional DfT Pothole funding, in proactive potholes maintenance repairs and increased reactive pothole repair resources.
- Planned patching regime including an assessment of new innovative and low carbon repair systems.
- Targeting Amber and Yellow roads, avoiding them becoming Red in the near future. These Asset Management led programmes require lower cost treatments, enabling more network to be treated per pound.
- Safe and Clear programme – targeted renewal of road markings.
- Safe and Dry programme – targeted renewal of highway drainage systems.
- Safe and Smooth programme – targeted programme of patching and surfacing.

These programmes all contribute to managing the state of the assets and providing a safe and functional network for all users.

2.1.4 Indicator 43a: Killed or seriously injured casualties (12 month rolling total).

The Killed or seriously injured casualties (12 month rolling total) has decreased from 341 at the start of 2023, to 321 as of June 2023. However, the rolling annual total remains well above the target of 208 as of June 2023.

This indicator is being developed in line with national measure per km of road. Officers are also exploring whether progress can be presented against the Vision Zero Partnership's 50% reduction by 2030 goal.

2.1.5 Indicator 238: Changes in traffic flows across Cambridgeshire from a 2013 baseline

Whilst traffic volumes remained stable between 2014 and 2019, a distinct decrease can be seen in 2020 in all surveys, attributable to the impacts of the COVID-19 pandemic. 2021 traffic flow volumes increased for the Radial Cordon Survey and the River Cam Screenline Survey, however the Market Towns survey continued to decrease from the 2014 baseline.

The movement in the Radial Cordon, River Cam Screenline and market town cordon surveys in 2021 reflected the increases back towards 'normal' levels of traffic as the country came out of pandemic restrictions. It is not possible to consider robustly how traffic levels have normalised in a post pandemic situation from the 2021 data alone.

2.2 There are currently eleven indicators which are identified as in development. This is either because data collection methodology and targets for these KPIs are being developed or performance is currently being tracked to inform the target setting

process.

2.2.1 The table below outlines updates for the KPIs agreed upon in September 2022 H&T Committee that are currently in development:

KPI Number	KPI Description	Officer Update
Indicator 32	Changes in sustainable transport mode usage within Cambridgeshire	KPIs will be presented at December 2023 Committee.
Indicator 43b	Killed or seriously injured casualties per 1,000km of road network (TBC)	This will be extracted as a sub-set of the existing data received from the police/vision zero partnership and will be available for the December 2023 Committee
Indicator 43c	Killed or seriously injured casualties by mode (TBC)	This will be extracted as a sub-set of the existing data received from the police/vision zero partnership and will be available for the December 2023 Committee.
Indicator 149	Major infrastructure projects being delivered to agreed programmes and budgets (Strategic Indicator)	<p>Work is being concluded on baselining and reporting, ready for this to be reported to Members at the next committee meeting.</p> <p>To measure performance across the programme, the team are maturing data and testing reporting functionality to produce a first set of data ready for the next Committee. This has involved uploading new projects for the financial year and allowing time for data to mature, presenting performance as well as aligning existing multi-year projects to the new way of working/reporting.</p>
Indicator 239	Complaints responded / customer satisfaction (TBC)	The proposed measures in relation to Complaints to be reported to the Committee would be the total number of complaints received at Stage 1, Stage 2 and Stage 3 as well as information on the those responded to within the required timeframes. In addition the key themes from complaints and lessons learned will be included.

KPI Number	KPI Description	Officer Update
		<p>Furthermore, any lessons learnt from complaints upheld by the Local Government Ombudsman will be included</p> <p>In relation to customer satisfaction, it is proposed that use of existing surveys that are undertaken to assess overall satisfaction in highways is used. An update expected at the next Committee meeting.</p>
Indicator 240	Risk rating of the main road network (e.g., % travel on roads with X safety rating or better OR % defined network length with X safety rating or better) (TBC)	The team are currently procuring IRAP (International Road Assessment Programme) assessments for all Cambridgeshire A Roads to provide a safety rating to support this indicator.
Indicator 241	Safety of the existing network for non-motorised users (e.g. what proportion of the built-up network has 20mph or segregated cycleway) (TBC)	The Council continues to progress its 20mph programme, and work to improve Active Travel/Walking infrastructure.
Indicator 242	Consents Programme Percentage of challenges which have resulted in a positive outcome for CCC (TBC)	Work continues to determine the definition and measurement for this proposed indicator. A more detailed progress update will be provided at the next Committee meeting
Indicator 243	Local Highway Improvement Indicator (TBC)	The Project Delivery system is maturing in data with baselines being set across the project portfolio. The team are working to conclude the baseline setting and reporting work ready to present data in the Q2 Performance Paper.
Indicator 244	Customer Satisfaction Surveys for key contracts (TBC)	Where key contracts exist, surveys are currently being distributed this coming quarter. It is anticipated that results will then be reported on to the committee and shown against a previous

KPI Number	KPI Description	Officer Update
		years' cumulative results for comparison.
Indicator 245	Carbon reduction (TBC)	Identification and development of where this data is accessed from is under way, updates will be provided in due course.

2.3 There is one strategic indicator in development which does not form part of the full appendix report. This is: "Major infrastructure projects being delivered to agreed programmes and budgets". Work is being concluded on baselining and reporting ready for this to be reported on at the next Committee meeting.

2.4 In addition to the above agreed KPIs, officers will be reviewing and finalising a set of operational indicators to support the performance management role of the Committee. It is anticipated that this final set of indicators will be presented to the Committee in January 2024. These indicators will include performance measures relating to the inspection of the highway, the condition of highway assets, the number of repairs undertaken within service standard timeframes and measures relating to our planned activity.

2.5 As requested in the last meeting of the Highways and Transport Committee, the Vacancy Rate within Highways and Transport will now be reported on through this paper.

As of 1st September 2023, Highways and Transport Service currently has 54 vacancies, which are broken down to the following;

- Project Delivery – 82 posts within the establishment, of these there are currently 19 open vacancies, of which 10 of these are being filled with interim roles, and the remaining 9 roles are currently being actively recruited to.
- Highways Maintenance – 72 permanent posits within the establishment, of these there are currently 20 open vacancies, of which 11 are pending appointments in progress. A new staffing structure has been implemented from May 2023 which has created 12 new posts above that of the previous structure. There have so far been 2 rounds of recruitment, the first of which was internal during May/June. The second round (external) took place during July/August and generated the 11 appointments that are now in progress.
- Transport Strategy and Network Management – 194 posts within the establishment, of these there are currently 15 open vacancies, these are being actively recruited to.

Corporately, the Council has introduced a new recruitment system "the recruitment hub" that replaced the existing e-recruitment system. This new recruitment system has proven to be more far reaching than the previous e-recruitment system and has generated more applications and interest across the Council.

The service has been well engaged with colleagues within the recruitment team and the HR Advisory team to support recruitment activity to reduce the vacancy rate. In

doing so, the service has:

- Undertaken market research across a number of roles within the public and private sector to ensure that levels of pay remain comparative and competitive. This research resulted in a number of posts being considered and reevaluated through the Council's job evaluation process.
- Considered job design and created a number of progression pathways by way of attracting candidates through personal and professional career development.
- Considered apprenticeships and a number of roles within the service have been converted to apprenticeships.
- Hosted a recruitment event as part of the recruitment process to support the intake of 8 apprenticeship technician roles, all of which have been filled, this cohort of individuals are now waiting to start.
- Worked hard to convert or end a number of long standing interim or agency workers into permanent employees of the local authority. This has both reduced the vacancy rate but also reduced costs to the Council through additional agency or interim fees.
- Engaged in a number of innovative attraction methods. Project Delivery now has its own external website page, where those who are interested in careers within the service can learn more about the service.
- Where the service requires the support of agency workers, appointments are made via the OPUS contract to ensure that the service achieves the best possible rates and terms within the market.
- The service has engaged in a number of paid recruitment methods including boosting adverts, utilising social media, paying for advertising with the Institution of Civil Engineers and LinkedIn.

3. Alignment with ambitions

3.1 Net zero carbon emissions for Cambridgeshire by 2045, and our communities and natural environment are supported to adapt and thrive as the climate changes.

There are no significant implications for this ambition.

3.2 Travel across the county is safer and more environmentally sustainable.

The following bullet points set out details of implications identified by officers:

- The indicators proposed here provide an overview of performance in key priority areas, to enable appropriate oversight and management of performance.

3.3 Health inequalities are reduced

There are no significant implications for this ambition.

- 3.4 People enjoy healthy, safe, and independent lives through timely support that is most suited to their needs

There are no significant implications for this ambition.

- 3.5 Helping people out of poverty and income inequality

There are no significant implications for this ambition.

- 3.6 Places and communities prosper because they have a resilient and inclusive economy, access to good quality public services and social justice is prioritised

There are no significant implications for this ambition.

- 3.7 Children and young people have opportunities to thrive

There are no significant implications for this ambition.

4. Significant Implications

- 4.1 Resource Implications

There are no significant implications within this category.

- 4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications within this category.

- 4.3 Statutory, Legal and Risk Implications

There are no significant implications within this category.

- 4.4 Equality and Diversity Implications

There are no significant implications within this category.

- 4.5 Engagement and Communications Implications

There are no significant implications within this category.

- 4.6 Localism and Local Member Involvement

There are no significant implications within this category.

- 4.7 Public Health Implications

There are no significant implications within this category.

- 4.8 Climate Change and Environment Implications on Priority Areas:

- 4.8.1 Implication 1: Energy efficient, low carbon buildings.

Positive/neutral/negative Status: There are no significant implications within this category. Explanation: There are no significant implications within this category.

- 4.8.2 Implication 2: Low carbon transport.

Positive/neutral/negative Status: There are no significant implications within this category. Explanation: There are no significant implications within this category.

- 4.8.3 Implication 3: Green spaces, peatland, afforestation, habitats and land management.
Positive/neutral/negative Status: There are no significant implications within this category. Explanation: There are no significant implications within this category.
- 4.8.4 Implication 4: Waste Management and Tackling Plastic Pollution.
Positive/neutral/negative Status: There are no significant implications within this category. Explanation: There are no significant implications within this category.
- 4.8.5 Implication 5: Water use, availability and management:
Positive/neutral/negative Status: There are no significant implications within this category. Explanation: There are no significant implications within this category.
- 4.8.6 Implication 6: Air Pollution.
Positive/neutral/negative Status: There are no significant implications within this category. Explanation: There are no significant implications within this category.
- 4.8.7 Implication 7: Resilience of our services and infrastructure and supporting vulnerable people to cope with climate change.
Positive/neutral/negative Status: There are no significant implications within this category. Explanation: There are no significant implications within this category.

Have the resource implications been cleared by Finance? No

Name of Financial Officer: N/A

Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the Head of Procurement and Commercial? No

Name of Officer: N/A

Has the impact on statutory, legal and risk implications been cleared by the Council's Monitoring Officer or Pathfinder Legal? No

Name of Legal Officer: N/A

Have the equality and diversity implications been cleared by your EqIA Super User? No

Name of Officer: N/A

Have any engagement and communication implications been cleared by Communications? No

Name of Officer: N/A

Have any localism and Local Member involvement issues been cleared by your Service Contact? No

Name of Officer: N/A

Have any Public Health implications been cleared by Public Health? No

Name of Officer: N/A

If a Key decision, have any Climate Change and Environment implications been cleared by the Climate Change Officer?

No

Name of Officer: N/A

5. Source documents

Please find source document in 5.1

5.1 Source documents

[CCC Performance Management Framework](#)

H&T Corporate Performance Report Appendix 1 Quarter 4 22-23

H&T Corporate Performance Report Appendix 2 Quarter 1 23-24

Produced on:

07 November 2023



Performance Report

Quarter 4

2022/23 financial year

Highways and Transport Committee

Business Intelligence
Cambridgeshire County Council
business.intelligence@cambridgeshire.gov.uk

Key



Data Item	Explanation
Target / Pro Rata Target	The target that has been set for the indicator, relevant for the reporting period
Current Month / Current Period	The latest performance figure relevant to the reporting period
Previous Month / previous period	The previously reported performance figure
Direction for Improvement	Indicates whether 'good' performance is a higher or a lower figure
Change in Performance	Indicates whether performance is 'improving' or 'declining' by comparing the latest performance figure with that of the previous reporting period
Statistical Neighbours Mean	Provided as a point of comparison, based on the most recently available data from identified statistical neighbours.
England Mean	Provided as a point of comparison, based on the most recent nationally available data
RAG Rating	<ul style="list-style-type: none"> • Red – current performance is off target by more than 10% • Amber – current performance is off target by 10% or less • Green – current performance is on target by up to 5% over target • Blue – current performance exceeds target by more than 5% • Baseline – indicates performance is currently being tracked in order to inform the target setting process • Contextual – these measures track key activity being undertaken, to present a rounded view of information relevant to the service area, without a performance target. • In Development - measure has been agreed, but data collection and target setting are in development
Indicator Description	Provides an overview of how a measure is calculated. Where possible, this is based on a nationally agreed definition to assist benchmarking with statistically comparable authorities
Commentary	Provides a narrative to explain the changes in performance within the reporting period
Actions	Actions undertaken to address under-performance. Populated for 'red' indicators only
Useful Links	Provides links to relevant documentation, such as nationally available data and definitions

Indicator 32a: Growth in cycling from a 2013 baseline

[Return to Index](#)

September 2023

Target	Direction for Improvement	Current Year	Previous Year	Change in Performance
#N/A	↑	8.7%	-24.3%	Improving

RAG Rating

#N/A

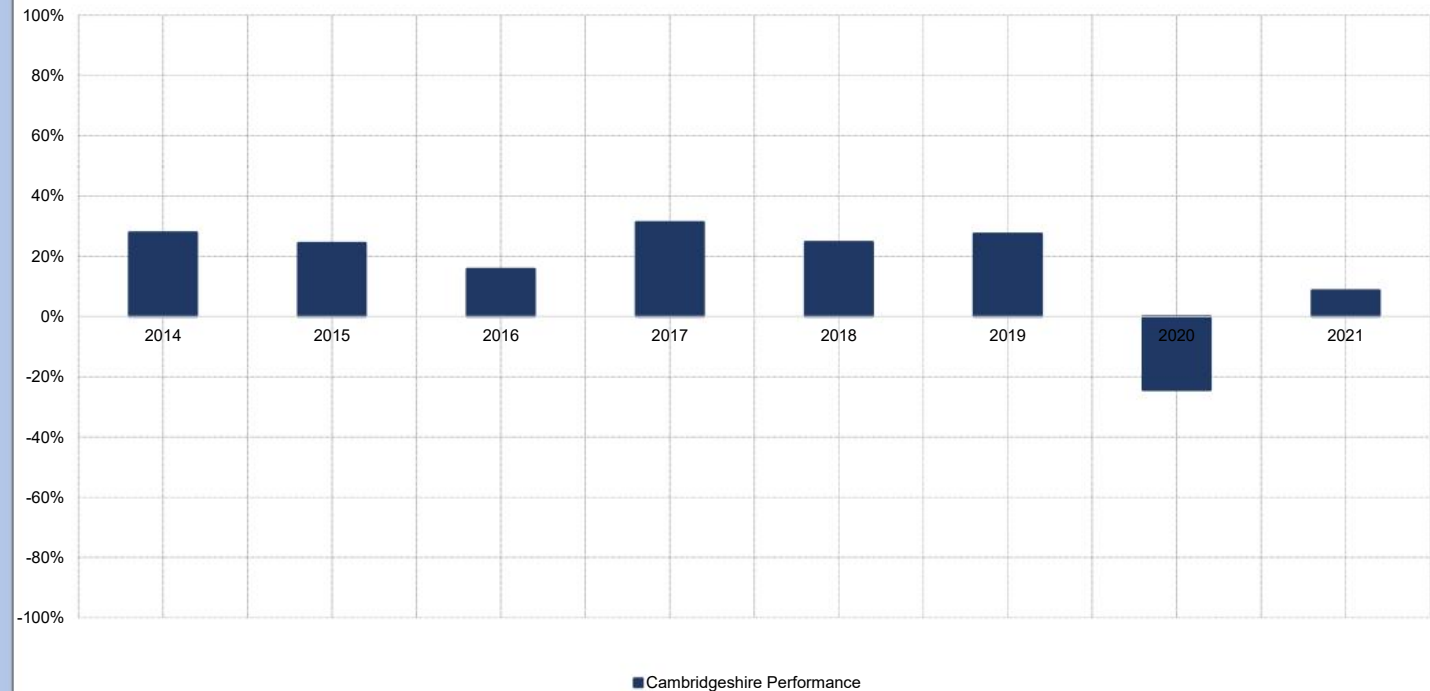
Indicator Description

This indicator shows the level of growth in cycling. It shows % changes from a 2013 baseline, rather than showing the proportion of the population that cycles.

Data is sourced from annual traffic surveys that are carried out at key points across the county, including in the county's Market Towns and in and around the city of Cambridge.

Useful Links

Cambridgeshire Performance



Commentary

The Department for Transport has set an aim to double cycling rates by 2025. This indicator will help to understand whether cycling trends are increasing, which also links to the vision to increase rates of Active Travel.

Cambridgeshire has historically had high rates of cycling. However, rates of cycling in recent years has decreased, likely influenced by the COVID-19 pandemic. When compared to 2013, 2020 saw a large decrease in cycling rates (-24%), likely linked to the COVID-19 pandemic and the two national lockdowns during the year which led to reductions in travel, for example for school, work and leisure. 2021 cycling volumes saw an increase from 2020 and were 9% above 2013 volumes.

This dataset currently uses data from the annual traffic monitoring surveys undertaken at key points across the county each year. The figures in this report consider only those sites which have been used consistently between 2013 and 2022 (e.g. if sites have been added or removed during this period, the data from these sites has not been included in any year, so results are consistent across the period). Future iterations of this indicator could aim to improve the breadth of cycling data to include other data sources such as cycling data from permanent traffic monitors, in particular as these permanent monitors begin to be used not just in Cambridge but across the county.

Actions

Indicator 32b: Growth in walking from a 2013 baseline

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September 2023

Target	Direction for Improvement	Current Year	Previous Year	Change in Performance
#N/A	↑	11.7%	-4.7%	Improving

RAG Rating

#N/A

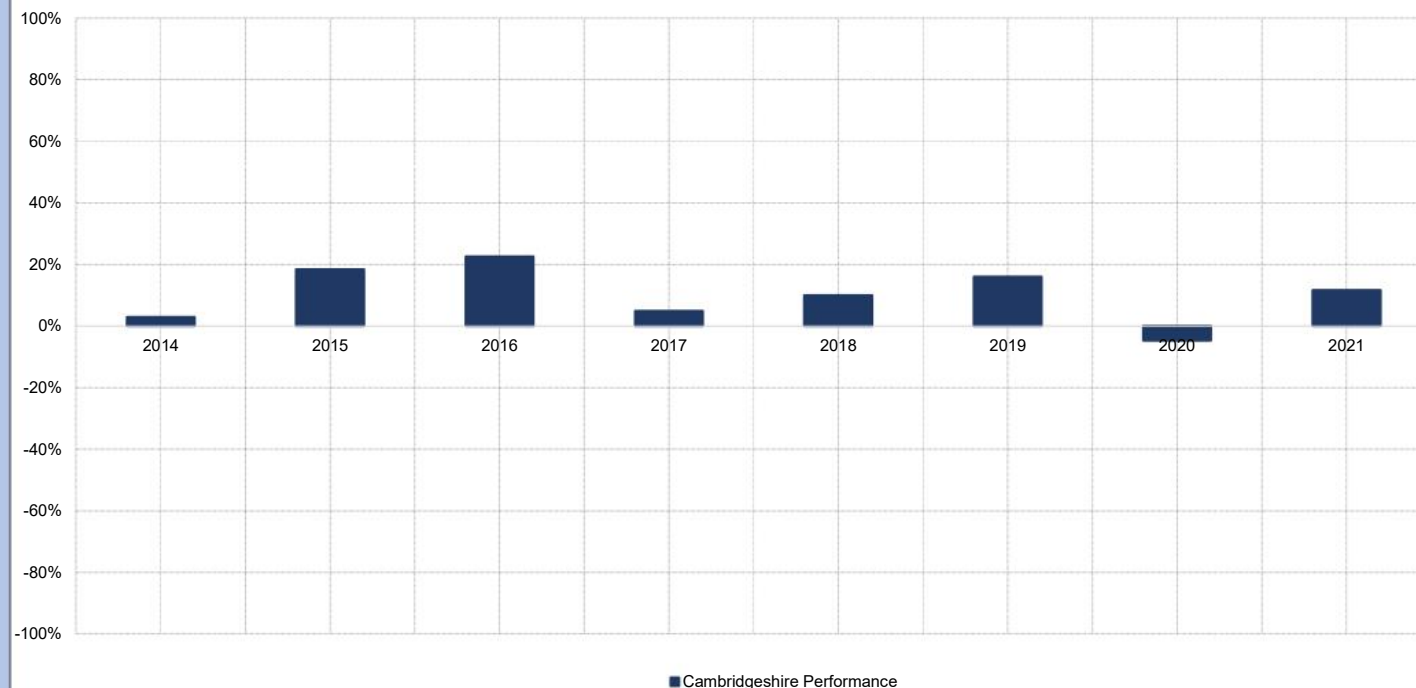
Indicator Description

This indicator shows the level of growth in pedestrians. It shows % changes from a 2013 baseline, rather than showing the proportion of the population that walks.

Data is sourced from annual traffic surveys that are carried out at key points across the county, including in the county's Market Towns and in and around the city of Cambridge.

Useful Links

Cambridgeshire Performance



Commentary

This indicator will help to understand whether walking trends are increasing over time, which links to the vision to increase rates of Active Travel.

When compared to 2013, 2020 saw a decrease in pedestrian rates (-5%), likely linked to the COVID-19 pandemic and the two national lockdowns during the year which led to reductions in travel, for example for school, work and leisure. However, pedestrian volumes have increased since 2020 and are in 2021 were +12% above 2013, which is like 2018.

This dataset currently uses data from the annual traffic monitoring surveys undertaken at key points across the county each year. The figures in this report consider only those sites which have been used consistently between 2013 and 2022 (e.g. if sites have been added or removed during this period, the data from these sites has not been included in any years so results are consistent across the period). Future iterations of this indicator could aim to improve the breadth of cycling data to include other data sources such as cycling data from permanent traffic monitors or footfall data from major towns and cities in the region.

Actions

Indicator 39: The percentage of the A/B/C/U road network in green/amber/red condition

[Return to Index](#)

September 2023

Target	Direction for Improvement	Current Year	Previous Year	Change in Performance
	↓			

RAG Rating

Blue

Indicator Description

This indicator shows the general overall condition of our road network. The indicator shows A,B,C and Unclassified roads separately and rates them by percentage - Red (not good) Amber (ok) Green (Good).

RED category is where there would be defects and potholes in the surface and loss of structural stability.

AMBER is where there are signs of wear in the surface.

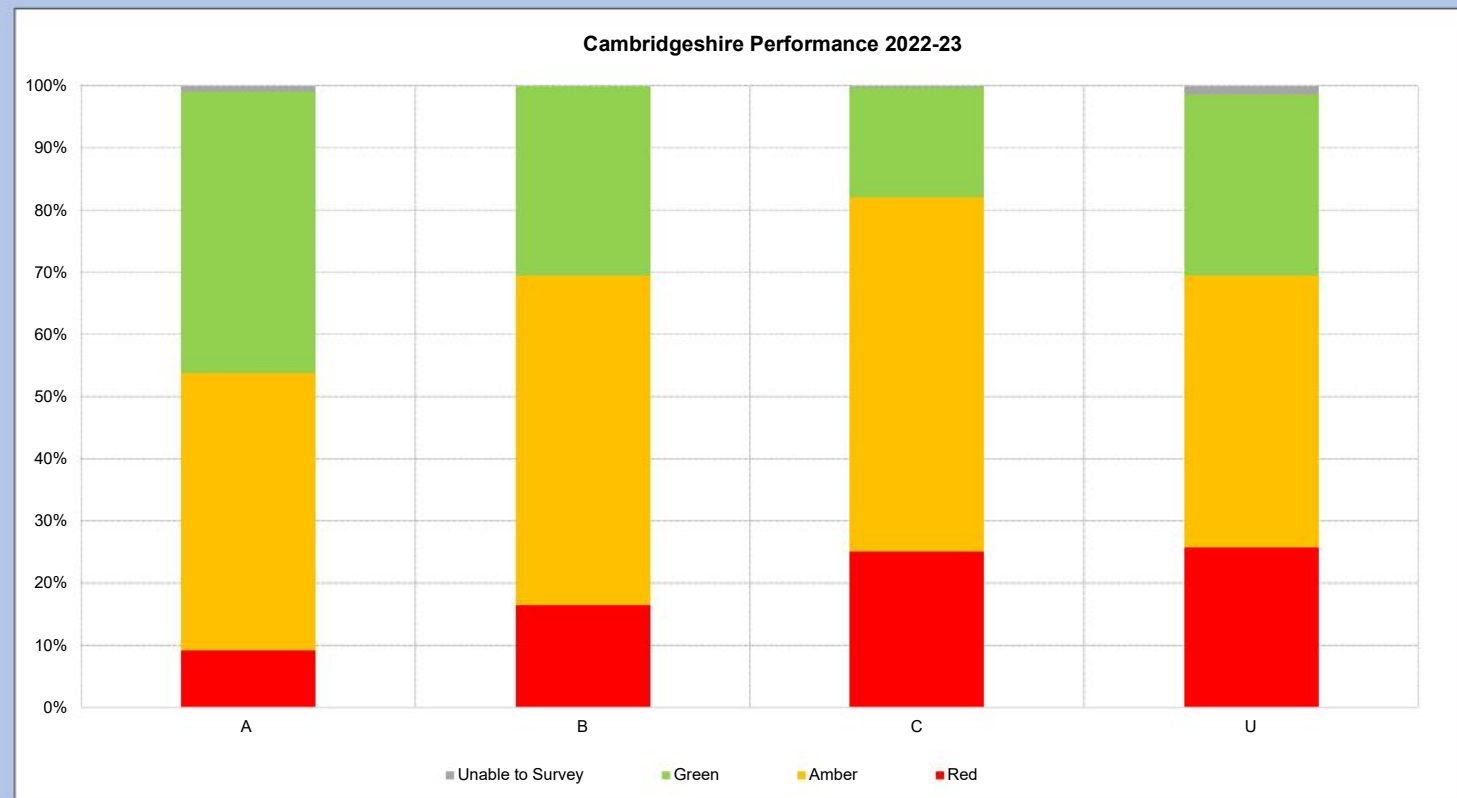
GREEN is where it is sound without surface defects that drivers would notice.

Generally we aim to keep as much of the network in the Amber/ Green category directing our resources to treating the Amber as this is more cost effective than letting a location reach RED which requires more expensive and extensive repair.

Data is from our Road Condition Surveys, the next of which will take place in September 2023.

Polarity is Low Red and High Green = Good

Useful Links



Commentary

As at the 2022-23 survey, 9.35% of the Local Authority's A road network, 16.51% of the B road network, 25.06% of the C road network and 25.78% of the U road network is considered red condition.

The Highways and Transport Service have recently moved to using a different assessment method for road condition. The new method enables CCC to obtain more value for the survey data and provides additional benefits in wider asset management approach. It also gives a more accurate indication of overall network condition.

Actions

Indicator 43a: Killed or seriously injured casualties (12 month rolling total)

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September 2023

Target	Direction for Improvement	Current Month	Previous Month	Change in Performance
211	↓	332	344	Improving
RAG Rating				
Red				

Indicator Description

Killed and seriously injured casualties is derived from STATS19 data.

It is measured by the number of all people of all ages reported killed or seriously injured on Cambridgeshire roads over a 12 month rolling total.

This indicator includes casualties who were fatally or seriously injured only. These include:

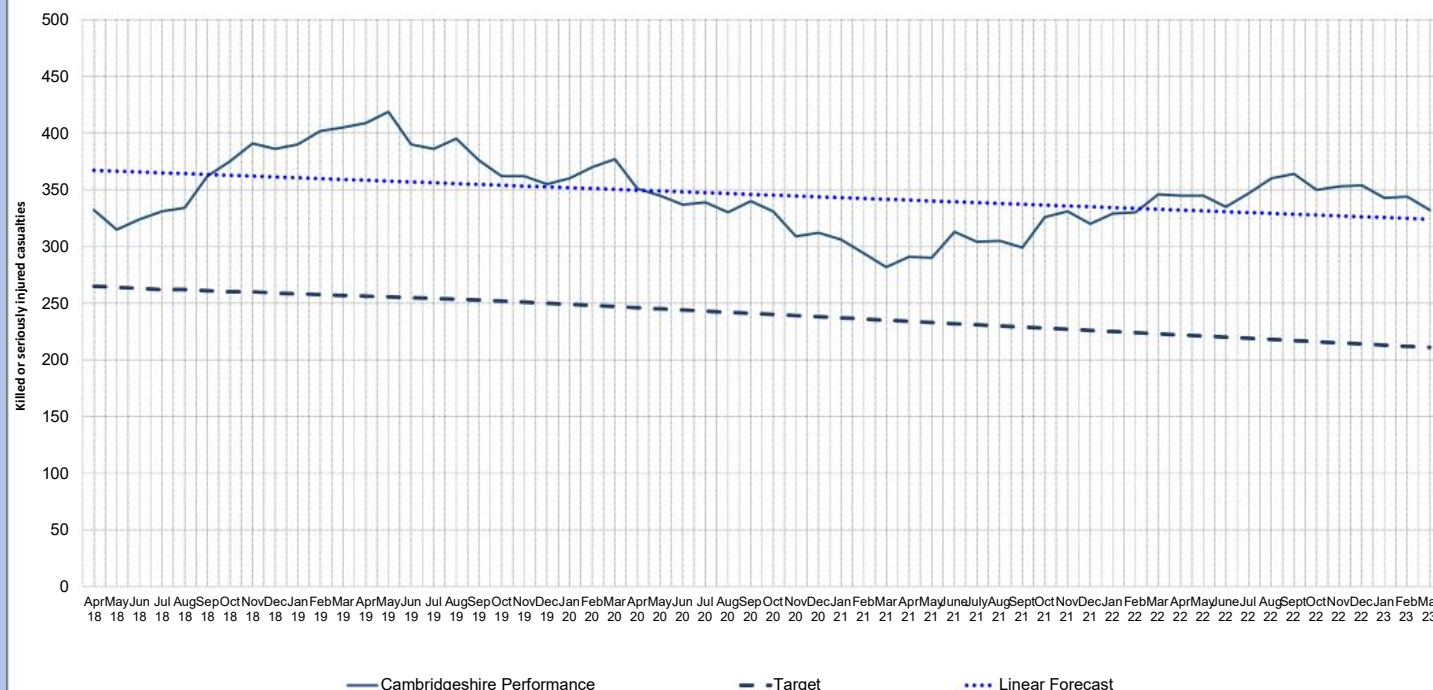
1. Fatal casualties who sustained injuries that caused death less than 30 days after the accident. Confirmed suicides are excluded.
2. Seriously injured casualties who suffered an injury that led to hospitalisation as an inpatient, or any of the following injuries, whether or not they are admitted to hospital. Fractures, concussion, internal injuries, crushing, burns (excluding friction burns), severe cuts and lacerations, severe general shock requiring medical treatment and injuries causing death 30 or more days after the accident.
3. Casualties recorded as seriously or slightly injured by the police based on information available a short time after the accident. This generally will not reflect the results of a medical examination, but may be influenced according to whether the casualty is hospitalised or not. Hospitalisation procedures will vary regionally.

Useful Links

[The local area benchmarking tool from the Local Government Association](#)

[Cambridgeshire Insight – Cambridgeshire Road Traffic Collision Data](#)

Cambridgeshire Performance (12-Month Rolling Total)



Commentary

Collision data is supplied by Cambridgeshire constabulary. There may be small differences in the historic monthly numbers since the last iteration of this report due to validation process by the DfT. Figures for 2022 and 2023 are still provisional and may include accidents not confirmed as road traffic collisions by the DfT, such as suicides and medical episodes.

This indicator directly supports monitoring for the Cambridgeshire and Peterborough Vision Zero (road safety partnership) aim of having no human being killed or seriously injured as the result of a road collision by 2050 (the trajectory of which is shown by the "Target" line) and is linked to the service priority of delivering safe roads for Cambridgeshire.

This indicator is being developed in line with national measure for KSI per km of road. Officers are also exploring whether we can present progress against the Vision Zero Partnership's 50% reduction by 2030 goal.

Actions

Indicator 238: Changes in traffic flows across Cambridgeshire from a 2013 baseline

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September 2023

Target	Direction for Improvement	Current Year (2021)	Previous Year (2020)	Change in Performance
Contextual	↓	-9.9%	-26.8%	Declining

RAG Rating

Contextual

Indicator Description

This indicator considers traffic volumes based on annual surveys undertaken across Cambridgeshire. Data from three annual surveys has been included: Cambridge Radial Cordon, River Cam Screenline and Market Towns survey.

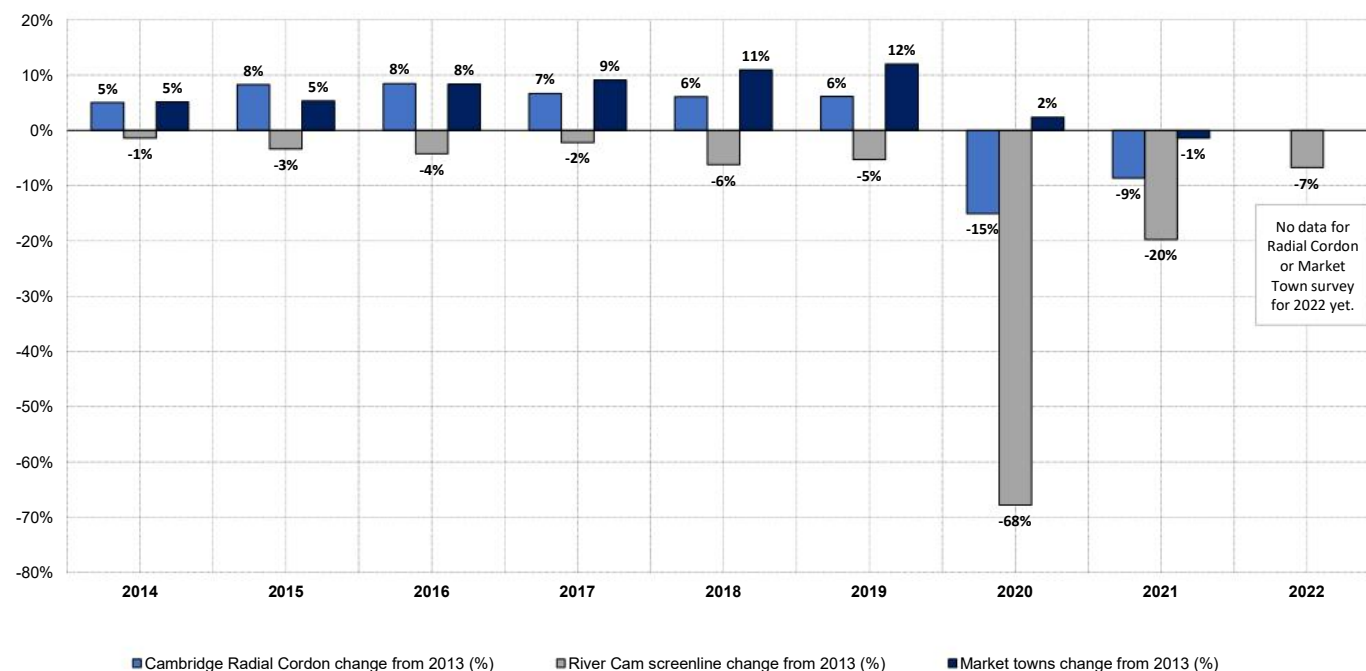
The indicator shows the % change in traffic volumes from a 2013 baseline.

Data for the Radial Cordon and Market Town surveys is collected in October/November each year. Indicator percentages above are based on the last full year of data, in this case the 'current year' is 2021 and the 'previous year' is 2020.

Useful Links

[Traffic Monitoring Report \(cambridgeshireinsight.org.uk\)](https://cambridgeshireinsight.org.uk/)

Cambridgeshire Performance



Commentary

Cambridge Radial: This survey monitors the number of motor vehicles entering and leaving Cambridge in a 12 hour day (7am to 7pm). The survey is usually undertaken in October.

River Cam Screenline: This survey monitors the number of motor vehicles every 12 hour day (7am to 7pm) across the River Cam screenline. The survey is usually undertaken in April.

Market Town Survey: This survey monitors the number of motor vehicles that pass through Cambridgeshire market towns in a 12 hour day (7am to 7pm). The Market Towns surveyed are: Huntingdon, Wisbech, St. Neots, St. Ives, Ely, March, Whittlesey, Ramsey and Chatteris. The survey is usually undertaken in October/November.

Whilst traffic volumes remained fairly stable between 2014 and 2019, a distinct decrease can be seen in 2020 in all surveys, likely attributable to the impacts of the COVID-19 pandemic. 2021 traffic flow volumes increased for the Radial Cordon Survey and the River Cam Screenline Survey but the Market Towns survey continued to decrease from the 2014 baseline.

Actions

Produced on: 20 September 2023



Performance Report

Quarter 1

2023/24 financial year

Highways and Transport Committee

Governance & Performance
Cambridgeshire County Council
business.intelligence@cambridgeshire.gov.uk

Key



Data Item	Explanation
Target / Pro Rata Target	The target that has been set for the indicator, relevant for the reporting period
Current Month / Current Period	The latest performance figure relevant to the reporting period
Previous Month / previous period	The previously reported performance figure
Direction for Improvement	Indicates whether 'good' performance is a higher or a lower figure
Change in Performance	Indicates whether performance is 'improving' or 'declining' by comparing the latest performance figure with that of the previous reporting period
Statistical Neighbours Mean	Provided as a point of comparison, based on the most recently available data from identified statistical neighbours.
England Mean	Provided as a point of comparison, based on the most recent nationally available data
RAG Rating	<ul style="list-style-type: none"> • Red – current performance is off target by more than 10% • Amber – current performance is off target by 10% or less • Green – current performance is on target by up to 5% over target • Blue – current performance exceeds target by more than 5% • Baseline – indicates performance is currently being tracked in order to inform the target setting process • Contextual – these measures track key activity being undertaken, to present a rounded view of information relevant to the service area, without a performance target. • In Development - measure has been agreed, but data collection and target setting are in development
Indicator Description	Provides an overview of how a measure is calculated. Where possible, this is based on a nationally agreed definition to assist benchmarking with statistically comparable authorities
Commentary	Provides a narrative to explain the changes in performance within the reporting period
Actions	Actions undertaken to address under-performance. Populated for 'red' indicators only
Useful Links	Provides links to relevant documentation, such as nationally available data and definitions

Indicator 32a: Growth in cycling from a 2013 baseline

[Return to Index](#)

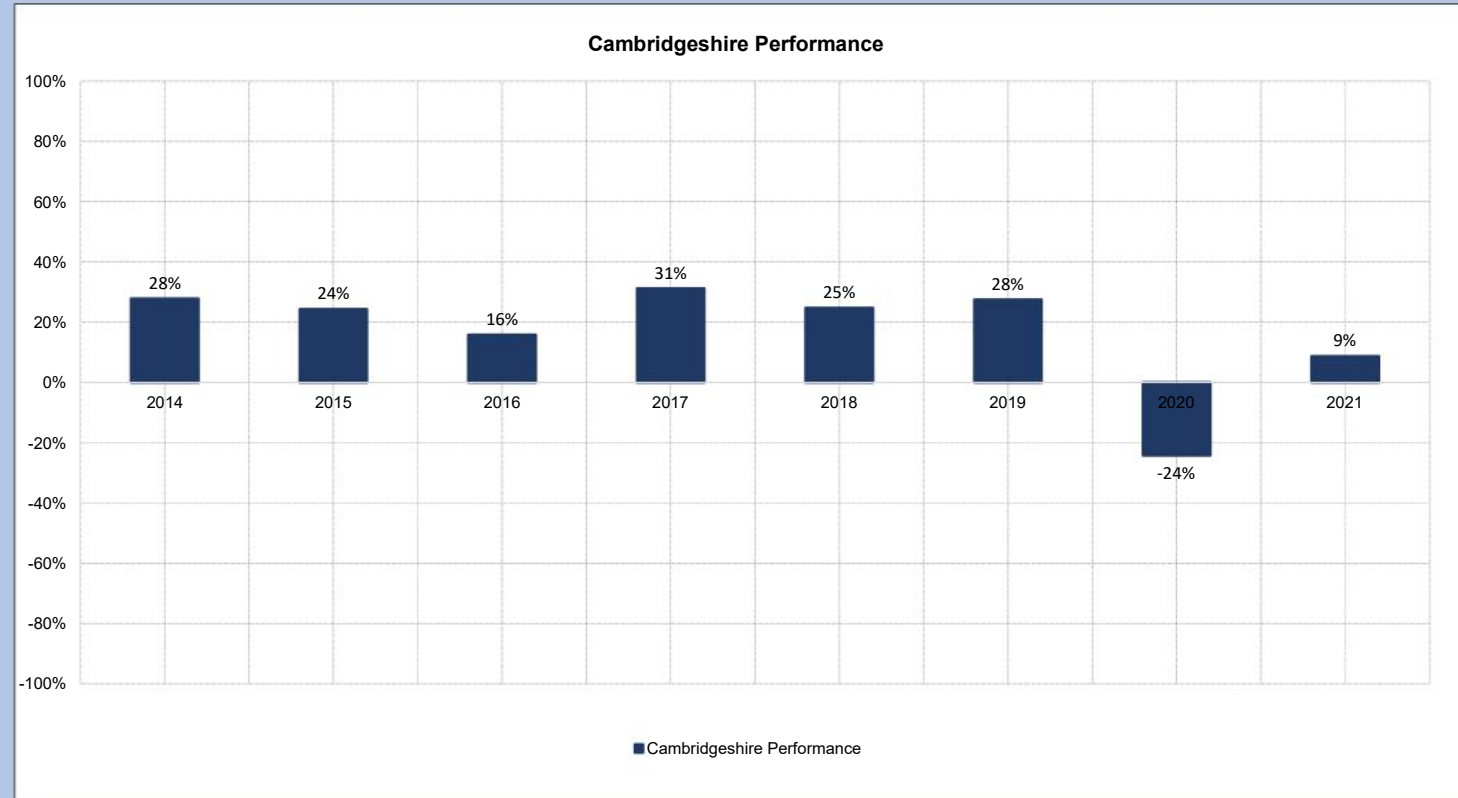
September 2023

Target	Direction for Improvement	Current Year	Previous Year	Change in Performance
Contextual	↑	8.7%	-24.3%	Improving
RAG Rating				
Contextual				

Indicator Description

This indicator shows the level of growth in cycling. It shows % changes from a 2013 baseline, rather than showing the proportion of the population that cycles.

Data is sourced from annual traffic surveys that are carried out at key points across the county, including in the county's Market Towns and in and around the city of Cambridge.

Useful Links**Commentary**

The Department for Transport has set an aim to double cycling rates by 2025. This indicator will help to understand whether cycling trends are increasing, which also links to the vision to increase rates of Active Travel.

Cambridgeshire has historically had high rates of cycling. However, rates of cycling in recent years has decreased, likely influenced by the COVID-19 pandemic. When compared to 2013, 2020 saw a large decrease in cycling rates (-24%), likely linked to the COVID-19 pandemic and the two national lockdowns during the year which led to reductions in travel, for example for school, work and leisure. 2021 cycling volumes saw an increase from 2020 and were 9% above 2013 volumes.

This dataset currently uses data from the annual traffic monitoring surveys undertaken at key points across the county each year. The figures in this report consider only those sites which have been used consistently between 2013 and 2022 (e.g. if sites have been added or removed during this period, the data from these sites has not been included in any year, so results are consistent across the period). Future iterations of this indicator could aim to improve the breadth of cycling data to include other data sources such as cycling data from permanent traffic monitors, in particular as these permanent monitors begin to be used not just in Cambridge but across the county.

Actions

The figures shown are largely due to the pandemic, however officers have continued to progress delivery of active travel schemes, and are working to positively affect this KPI further, with significant opportunities in this regard. In Spring 2023, the Council established an Active Travel Centre of Excellence, following a successful bid to Active Travel England (through the CPCA) for Active Travel Capability and Ambition Funding. The new team will provide Active Travel expertise, develop a pipeline of Active Travel infrastructure improvements and secure funding for their delivery. Officers are also preparing for future rounds of Active Travel England capital funding.

Target	Direction for Improvement	Current Year	Previous Year	Change in Performance
Contextual	↑	11.7%	-4.7%	Improving

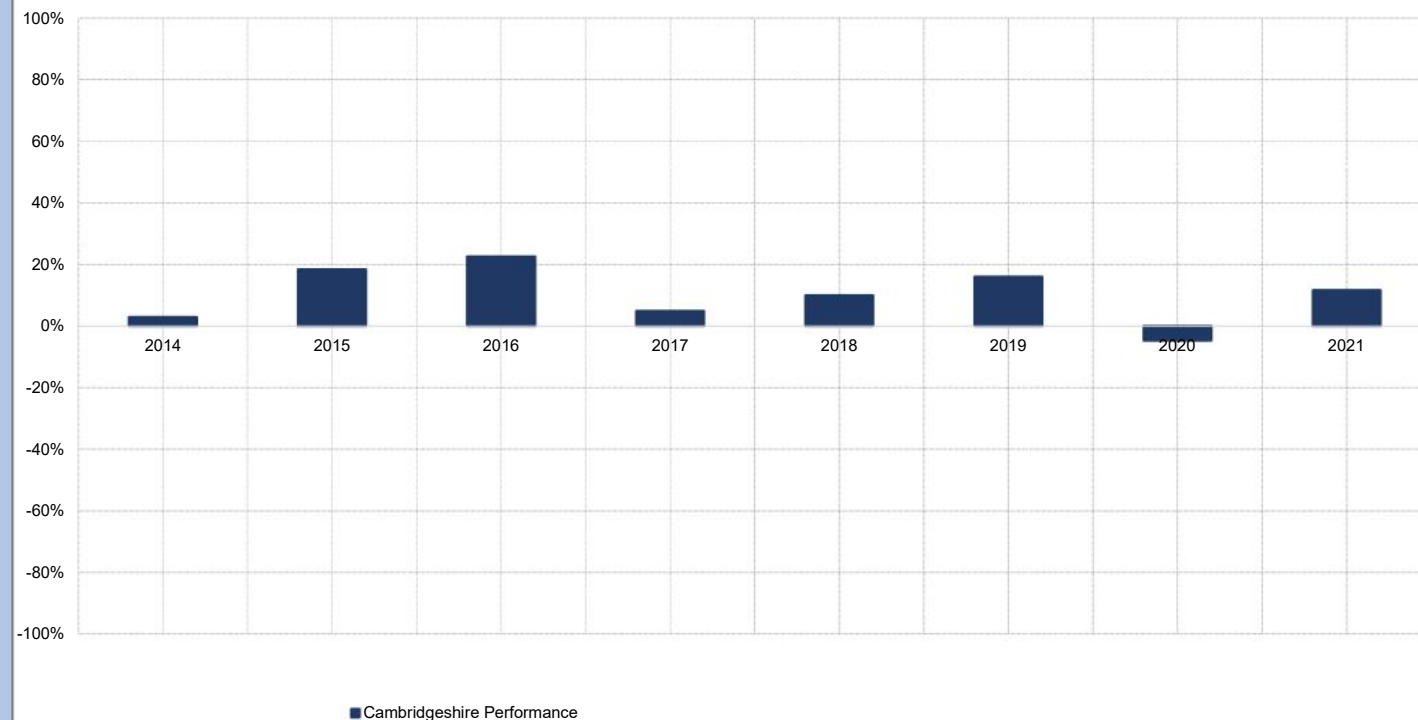
RAG Rating

Contextual

Indicator Description

This indicator shows the level of growth in pedestrians. It shows % changes from a 2013 baseline, rather than showing the proportion of the population that walks.

Data is sourced from annual traffic surveys that are carried out at key points across the county, including in the county's Market Towns and in and around the city of Cambridge.

Useful Links**Cambridgeshire Performance****Commentary**

This indicator will help to understand whether walking trends are increasing over time, which links to the vision to increase rates of Active Travel.

When compared to 2013, 2020 saw a decrease in pedestrian rates (-5%), likely linked to the COVID-19 pandemic and the two national lockdowns during the year which led to reductions in travel, for example for school, work and leisure. However, pedestrian volumes have increased since 2020 and are in 2021 were +12% above 2013, which is similar to 2018.

This dataset currently uses data from the annual traffic monitoring surveys undertaken at key points across the county each year. The figures in this report consider only those sites which have been used consistently between 2013 and 2022 (e.g. if sites have been added or removed during this period, the data from these sites has not been included in any years so results are consistent across the period). Future iterations of this indicator could aim to improve the breadth of cycling data to include other data sources such as cycling data from permanent traffic monitors or footfall data from major towns and cities in the region.

Actions

This KPI is related to the pandemic and subsequent social changes, however officers are working across the Place and Sustainability Directorate and through the Active Travel Centre of Excellence to plan and deliver schemes/places where walking is an attractive and easy travel choice. Officers are preparing for future rounds of Active Travel England capital funding to support with improvements in this area.

Target	Direction for Improvement	Current Year	Previous Year	Change in Performance
In Development	↓			
RAG Rating				
In Development				

Indicator Description

This indicator shows the general overall condition of our road network. The indicator shows A,B,C and Unclassified roads separately and rates them by percentage - Red (not good) Amber (ok) Green (Good).

RED category is where there would be defects and potholes in the surface and loss of structural stability.

AMBER is where there are signs of wear in the surface.

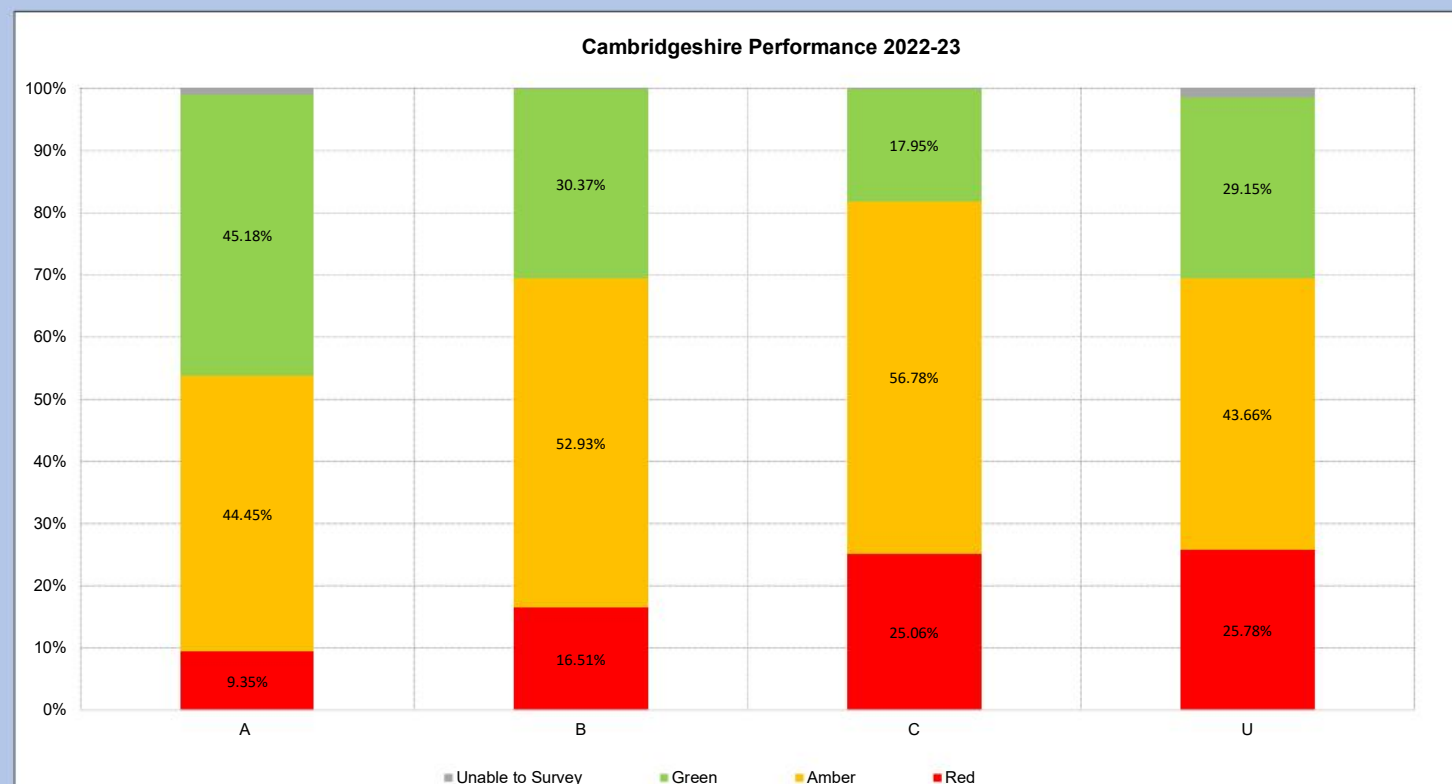
GREEN is where it is sound without surface defects that drivers would notice.

Generally we aim to keep as much of the network in the Amber/ Green category directing our resources to treating the Amber as this is more cost effective than letting a location reach RED which requires more expensive and extensive repair.

Data is from our Road Condition Surveys, the next of which will take place in September 2023.

Polarity is Low Red and High Green = Good

Useful Links



Commentary

As at the 2022-23 survey, 9.35% of the Local Authority's A road network, 16.51% of the B road network, 25.06% of the C road network and 25.78% of the U road network are considered red condition as per the national road condition indicator. Red is the percentage of the road network, by class, that requires major maintenance such as deep repairs and resurfacing now. The authority moved this year to a new method of survey which has resulted in a slight change to the results, as the survey method is a more accurate representation of the experience of the users than the previous method. Road condition is slowly getting worse as the road network ages and wear increases. The new survey is considered a more accurate representation of the experience of the users than the previous method. The survey also provides a broader, more useful range of data for the service to utilise. Road condition is slowly declining as the road network ages, wear increases and more defects occur.

Actions

To manage the decline, a number of network work level programmes are being carried out;

- Investment, through additional DfT Pothole funding, in proactive potholes maintenance repairs and increased reactive pothole repair resources.
- Planned patching regime including an assessment of new innovative and low carbon repair systems.
- Targeting Amber and Yellow roads, avoiding them becoming Red in the near future. These Asset Management led programmes require lower cost treatments, enabling more network to be treated per pound.
- Safe and Clear programme – targeted renewal of road markings.
- Safe and Dry programme – targeted renewal of highway drainage systems.
- Safe and Smooth programme – targeted programme of patching and surfacing.

These programmes all contribute to managing the state of the assets and providing a safe and functional network for all users.

Indicator 43a: Killed or seriously injured casualties (12 month rolling total)

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September 2023

Target	Direction for Improvement	Current Month	Previous Month	Change in Performance
208	↓	321	337	Improving

RAG Rating

Red

Indicator Description

Killed and seriously injured casualties is derived from Stats19 data.

It is measured by the number of all people of all ages reported killed or seriously injured on Cambridgeshire roads over a 12 month rolling total.

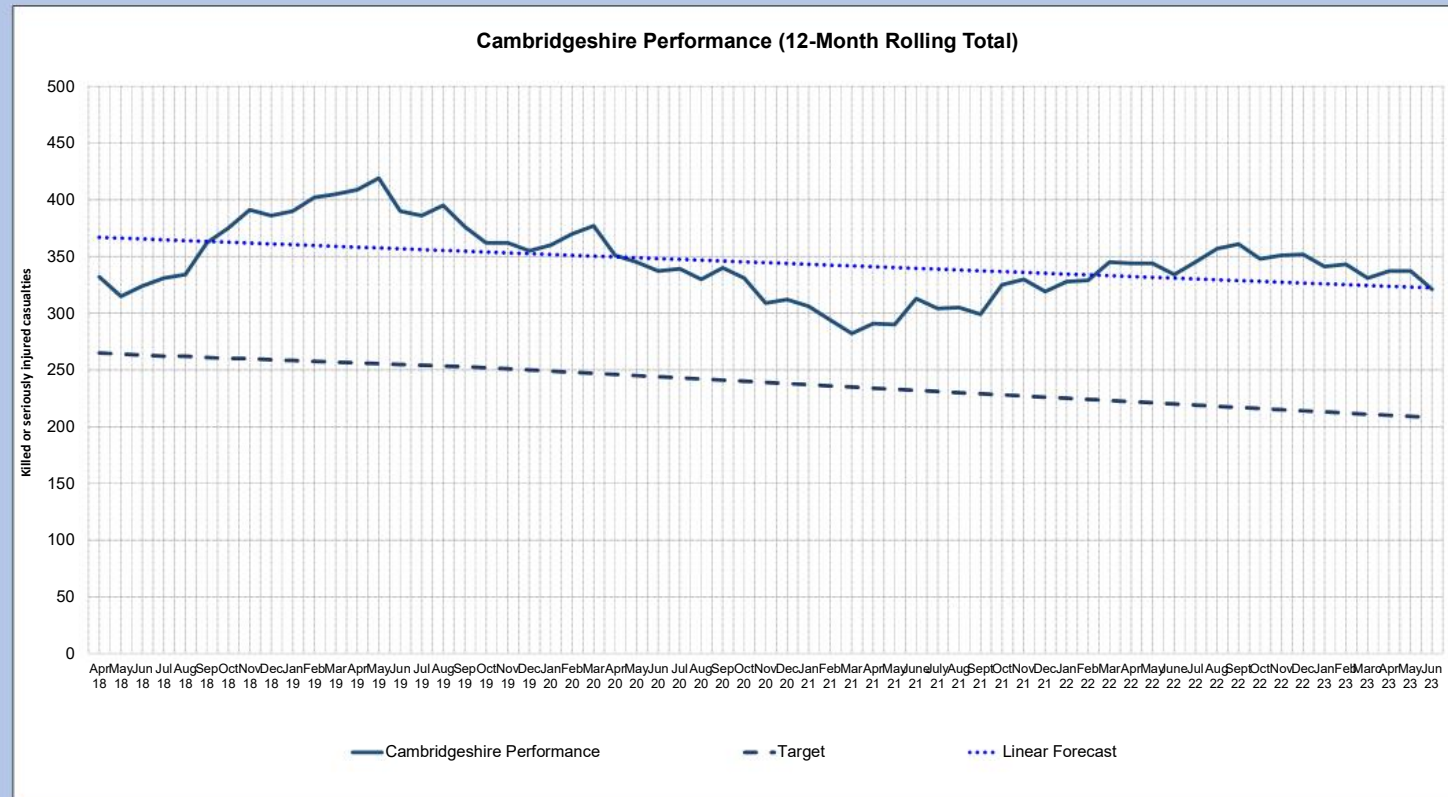
This indicator includes casualties who were fatally or seriously injured only. These include:

1. Fatal casualties who sustained injuries that caused death less than 30 days after the accident. Confirmed suicides are excluded.
2. Seriously injured casualties who suffered an injury that led to hospitalisation as an inpatient, or any of the following injuries, whether or not they are admitted to hospital. Fractures, concussion, internal injuries, crushing, burns (excluding friction burns), severe cuts and lacerations, severe general shock requiring medical treatment and injuries causing death 30 or more days after the accident.
3. Casualties recorded as seriously or slightly injured by the police based on information available a short time after the accident. This generally will not reflect the results of a medical examination, but may be influenced according to whether the casualty is hospitalised or not. Hospitalisation procedures will vary regionally.

Useful Links

[The local area benchmarking tool from the Local Government Association](#)

[Cambridgeshire Insight – Cambridgeshire Road Traffic Collision Data](#)



Commentary

Collision data is supplied by Cambridgeshire constabulary. There may be small differences in the historic monthly numbers since the last iteration of this report due to validation process by the DfT. Figures for 2022 are still provisional and may include accidents not confirmed as road traffic collisions by the DfT, such as suicides and medical episodes.

This indicator directly supports monitoring for the Cambridgeshire and Peterborough Vision Zero (road safety partnership) aim of having no human being killed or seriously injured as the result of a road collision by 2050 and is linked to the service priority of delivering safe roads for Cambridgeshire.

The Killed or seriously injured casualties (12 month rolling total) has decreased from 341 at the start of 2023, to 321 as of June 2023. However, the rolling annual total remains well above the target of 208 for June 2023.

Actions

This indicator is being developed in line with national measure per km of road. Officers are also exploring whether progress can be presented against the Vision Zero Partnership's 50% reduction by 2030 goal.

Indicator 238: Changes in traffic flows across Cambridgeshire from a 2013 baseline

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September 2023

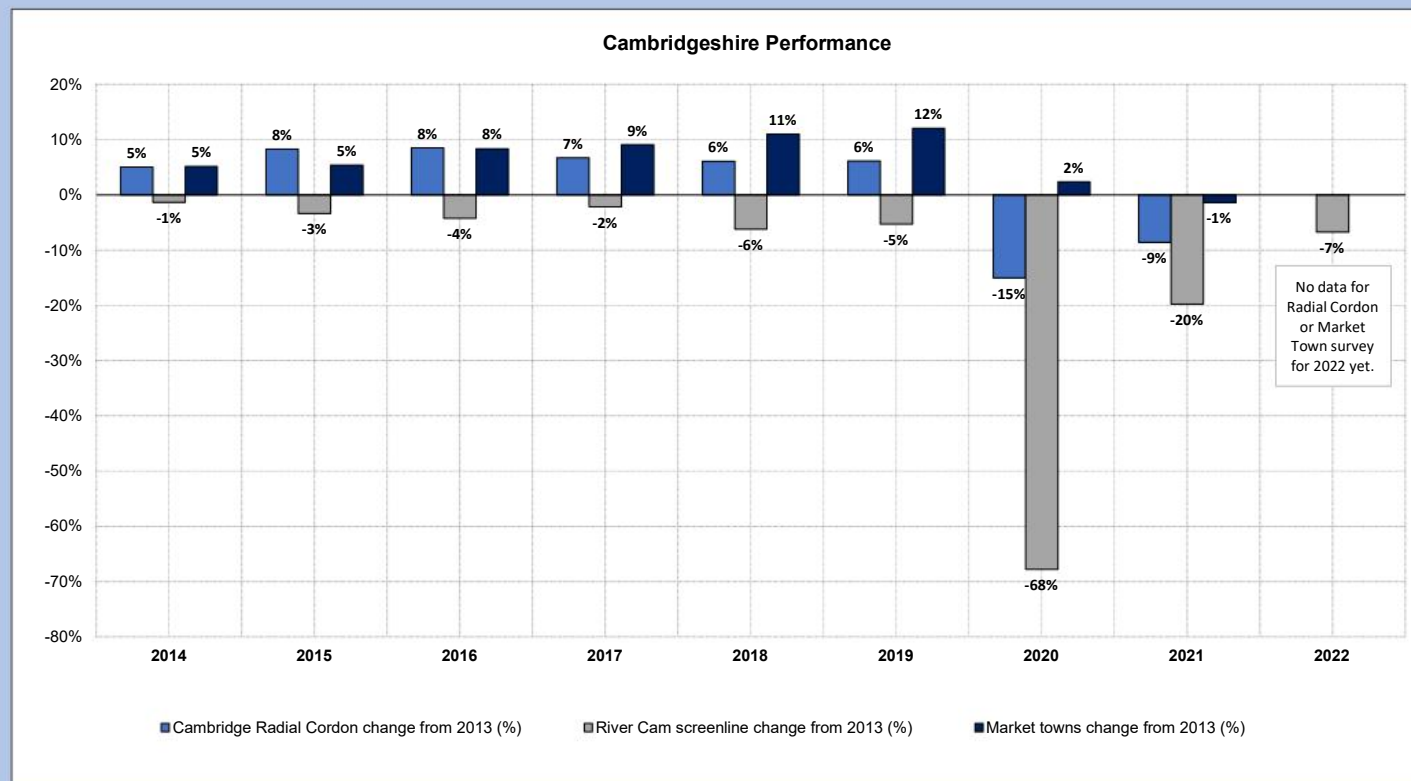
Target	Direction for Improvement	Current Year (2021)	Previous Year (2020)	Change in Performance
Contextual	↓	-9.9%	-26.8%	Declining
RAG Rating				
Contextual				

Indicator Description

This indicator considers traffic volumes based on annual surveys undertaken across Cambridgeshire. Data from three annual surveys has been included: Cambridge Radial Cordon, River Cam Screenline and Market Towns survey.

The indicator shows the % change in traffic volumes from a 2013 baseline.

Data for the Radial Cordon and Market Town surveys is collected in October/November each year. Indicator percentages above are based on the last full year of data, in this case the 'current year' is 2021 and the 'previous year' is 2020.



Commentary

Cambridge Radial: This survey monitors the number of motor vehicles entering and leaving Cambridge in a 12 hour day (7am to 7pm). The survey is usually undertaken in October.
River Cam Screenline: This survey monitors the number of motor vehicles every 12 hour day (7am to 7pm) across the River Cam screenline. The survey is usually undertaken in April.
Market Town Survey: This survey monitors the number of motor vehicles that pass through Cambridgeshire market towns in a 12 hour day (7am to 7pm). The Market Towns surveyed are: Huntingdon, Wisbech, St. Neots, St. Ives, Ely, March, Whittlesey, Ramsey and Chatteris. The survey is usually undertaken in October/November.

Whilst traffic volumes remained fairly stable between 2014 and 2019, a distinct decrease can be seen in 2020 in all surveys, likely attributable to the impacts of the COVID-19 pandemic. 2021 traffic flow volumes increased for the Radial Cordon Survey and the River Cam Screenline Survey but the Market Towns survey continued to decrease from the 2014 baseline.

The movement in the Radial Cordon, River Cam Screenline and market town cordon surveys in 2021 reflected the increases back towards 'normal' levels of traffic as the country came out of pandemic restrictions. It is not possible to consider robustly how traffic levels have normalised in a post pandemic situation from the 2021 data alone.

Useful Links

[Traffic Monitoring Report \(cambridgeshireinsight.org.uk\)](https://cambridgeshireinsight.org.uk)

Actions

Finance Monitoring Report – August 2023

To:	Highways and Transport Committee
Meeting Date:	3 rd October 2023
From:	Frank Jordan – Executive Director, Place & Sustainability Michael Hudson – Executive Director, Finance & Resources
Electoral division(s):	All
Key decision:	No
Forward Plan ref:	N/A
Outcome:	The report is presented to provide Committee with an opportunity to note and comment on the August position for 2023/2024.
Recommendation:	The Committee is asked to review and comment on the report.

Post: Strategic Finance Manager
Email: sarah.heywood@cambridgeshire.gov.uk
Tel: 01223 699714

1. Background

- 1.2 This report provides the Committee with an update on the financial position of Place & Sustainability Directorate. It provides detail of forecast pressures and underspends across the different services and an explanation for any variances.
- 1.2.1 The Finance Monitoring Report attached provides the financial position for the whole of Place & Sustainability Directorate, and as such, not all of the budgets contained within it are the responsibility of this Committee. Members are requested to restrict their questions to the lines for which this Committee is responsible.

2. Main Issues

- 2.1 Revenue: Across Place & Sustainability as a whole there is a forecast overspend of £2.641m, this is an improvement of £1.1m since the last report. Within the remit of H&T Committee, the only significant forecast variance relates to Highways Development Management, which is forecasting to over-achieve on income by £1,363K as it has moved to collect contributions in advance, which creates a one off benefit this financial year.
- 2.2 It should be noted that Place & Sustainability will soon be entering the period of the financial year where there can be increased pressure on budgets such as Winter Maintenance and Highway Maintenance. These budgets will be closely monitored as a result.
- 2.2 The format of the Finance Monitoring Reports (FMR) has been updated to separate out gross and net revenue budgets to ensure the scale of both is clear. Also, any mitigations (transfers from reserves, new grants, etc) are now shown against the bottom line rather than the respective policy line, to increase transparency around the application of one-off funding.
- 2.3 Capital: Appendix 3 of the Finance Monitoring Report details the forecasts for individual schemes. Across Place & Sustainability as a whole, the capital programme variation is £28m.
- 2.4 This month the FMR includes the savings tracker (Appendix 4) and the technical appendix (Appendix 5) which details the earmarked reserves schedule, grant income and virements as at the end of the first quarter.

3. Alignment with ambitions

- 3.1 Net zero carbon emissions for Cambridgeshire by 2045, and our communities and natural environment are supported to adapt and thrive as the climate changes.

There are no significant implications for this ambition.

- 3.2 Travel across the county is safer and more environmentally sustainable.

There are no significant implications for this ambition.

3.3 Health inequalities are reduced.

There are no significant implications for this ambition.

3.4 People enjoy healthy, safe, and independent lives through timely support that is most suited to their needs.

There are no significant implications for this ambition.

3.5 Helping people out of poverty and income inequality.

There are no significant implications for this ambition.

3.6 Places and communities prosper because they have a resilient and inclusive economy, access to good quality public services and social justice is prioritised

There are no significant implications for this ambition.

3.7 Children and young people have opportunities to thrive.

There are no significant implications for this ambition.

4. Significant Implications

4.1 Resource Implications

This report details the financial position across Place & Sustainability.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications within this category.

4.3 Statutory, Legal and Risk Implications

There are no significant implications within this category.

4.4 Equality and Diversity Implications

There are no significant implications within this category.

4.5 Engagement and Communications Implications

There are no significant implications within this category.

4.6 Localism and Local Member Involvement

There are no significant implications within this category.

4.7 Public Health Implications

There are no significant implications within this category.

4.8 Climate Change and Environment Implications on Priority Areas

There are no significant implications within this category.

5. Source documents

5.1 Source documents

None

Service: Place & Sustainability

Subject: Finance Monitoring Report – August 2023

Date: 14th September 2023

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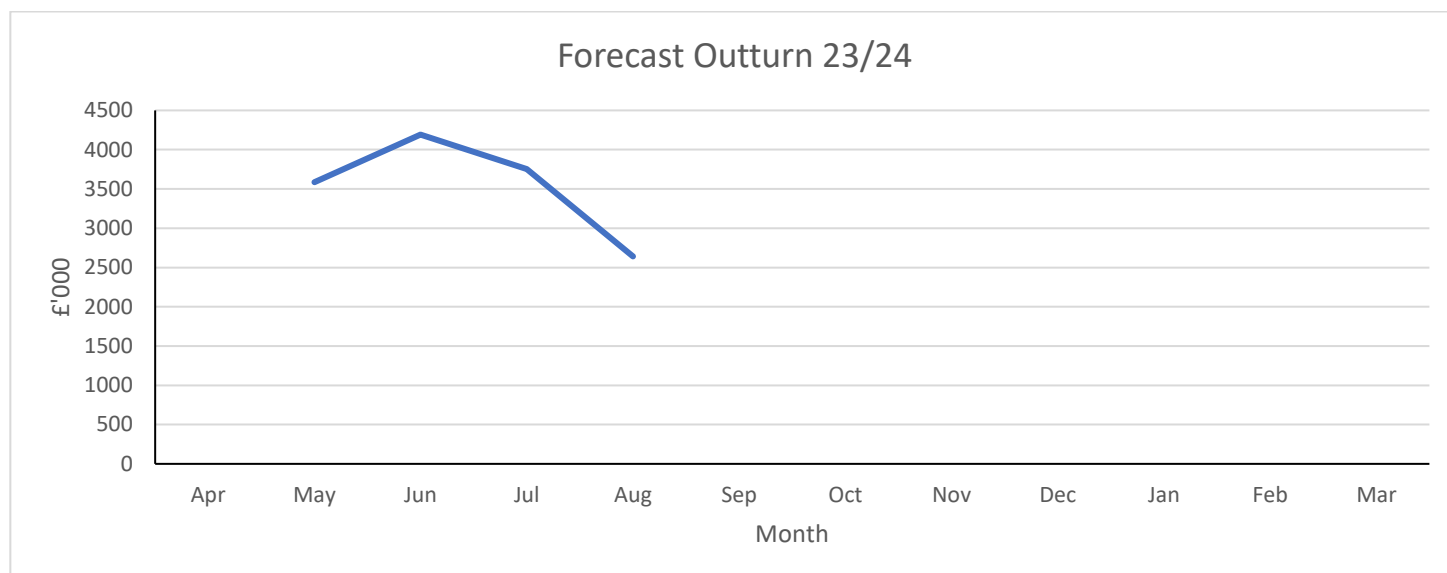
Section	Item	Description
1	Revenue Executive Summary	High level summary of information and narrative on key issues in revenue financial position
2	Capital Executive Summary	Summary of the position of the Capital programme within Place and Sustainability
3	Savings Tracker Summary	Summary of the latest position on delivery of savings
4	Technical Note	Explanation of technical items that are included in some reports
Appx 1	Service Level Financial Information	Detailed financial tables for Place and Sustainability main budget headings
Appx 2	Service Commentaries	Detailed notes on revenue financial position of services that have a significant variance against budget
Appx 3	Capital Appendix	This contains more detailed information about the capital programme, including funding sources and variances from planned spend.
<i>The following appendices are included quarterly as the information does not change as regularly:</i>		
Appx 4	Savings Tracker	Each quarter, the Council's savings tracker is produced to give an update of the position of savings agreed in the Business Plan.
Appx 5	Technical Appendix	Each quarter, this will contain technical financial information showing: Earmarked reserves Grant income received Budget virements

1. Revenue Executive Summary

1.1 Overall Position

At the end of 2023-24, Place and Sustainability is projected to be £2,641k overspent.

1.2 Summary of Revenue position by Directorate



1.2.1 Place and Sustainability

Forecast Outturn Variance (Previous) £000	Directorate	Gross Budget £000	Income Budget £000	Net Budget £000	Actual £000	Forecast Outturn Variance £000	Forecast Outturn Variance %
0	Executive Director	874	-1,002	-128	650	-209	-163.6%
-298	Highways & Transport	45,549	-19,121	23,429	10,542	-1,061	-4.5%
-2	Planning, Growth & Environment	52,418	-5,672	46,747	17,184	1,876	0.1%
3,995	Climate Change and Energy	2,571	-6,282	-3,711	-318	3,851	103.8%
59	Regulatory Services	5,203	-3,215	1,988	755	29	1.4%
5,598	Total Expenditure	103,615	-35,291	68,324	28,813	4,486	3.9%
-1,845	Mitigations	0	0	0	0	-1,845	
3,753	Total	103,615	-35,291	68,324	28,813	2,641	3.9%

1.3 Significant Issues

In summary, Place and Sustainability (P&S) is now forecasting an overspend of £2,641k. There is a pressure on Energy Services of £3,889k across all its projects. The supply chain for these projects, like

the rest of the construction industry, is facing significant challenges including rising costs of energy, securing key equipment and materials along with a widespread shortage of skilled labour. This is creating longer lead in and delivery times for these projects. As a result, income against these projects have been budgeted to be received from July 2023, however owing to delays to commencing these contracts the income will now be on a different profile than that assumed in the budget. An update on the projects is provided in Appendix 2.

The Place and Sustainability (P&S) directorate is a large and complex budget area that has a variety of services and significant income streams which require detailed monitoring and have the potential for variances. Highways development management is now billing in advance and so there is a one-off additional income being achieved. The Waste Management budget is also a high-risk budget area, and the service is working with the contractor to identify cost reductions which can be made.

All budgets are being reviewed to see if there are any mitigations to offset the bottom line pressure.

2. Capital Executive Summary

Scheme category	Schemes Budget £000	Schemes Forecast variance £000	23-24 Budget £000	2023-24 Actuals £000	2023-24 Forecast Variance £000
Highways & Transport	566,587	0	66,959	8,839	-8,920
Planning, Growth & Environment	29,305	0	15,172	56	-13,738
Climate Change & Energy Services	91,729	5,297	21,278	1,977	2,802
Connecting Cambridgeshire	20,072	0	2,353	115	0
Capitalisation of Interest			1,331	0	0
Capital Programme variations			-27,944	0	19,856
Total including Capital Programme variations	707,693	5,297	79,149	10,987	0

The BATc Waste budget will not be spent this financial year and will be re-profiled into next financial year, but until this goes through the governance process an in-year unadjusted underspend of £20.7m is forecast. Once approval for the re-profiling of the BATc budget is given, the underlying position for this month is a £8.3m underspend, which contributes towards the capital programme variation of £27.9m. Details for all capital schemes are shown in Appendix 3.

3. Savings Tracker Summary

The savings trackers are produced quarterly to monitor delivery of savings against agreed plans. The Quarter 1 savings tracker is attached as Appendix 4.

4. Technical note

On a quarterly basis, a technical financial appendix is included as Appendix 5. This appendix covers:

- Grants that have been received by the service, and where these have been more or less than expected
- Budget movements (virements) into or out of the directorate from other services, to show why the budget might be different from that agreed by Full Council
- Service earmarked reserves – funds held for specific purposes that may be drawn down in-year or carried-forward – including use of funds and forecast draw-down.

Appendix 1 – Detailed Financial Information

Forecast Outturn Variance (Previous)			Gross Budget	Income Budget	Net Budget	Actual	Forecast Outturn Variance	Forecast Outturn Variance
£000	Committee		£000	£000	£000	£000	£000	%
Executive Director								
0		Executive Director	874	-1,002	-128	650	-209	-164%
0		Executive Director Total	874	-1,002	-128	650	-209	-164%
Highways & Transport								
		<u>Highways Maintenance</u>						
-0	H&T	Asst Dir - Highways Maintenance	116	0	116	102	0	0%
-0	H&T	Highway Maintenance	7,319	-179	7,140	-34	120	2%
0	H&T	Highways Asset Management	949	-456	494	427	7	1%
0	H&T	Winter Maintenance	3,075	0	3,075	212	0	0%
		<u>Project Delivery</u>						
0	H&T	Asst Dir - Project Delivery	200	0	200	-69	0	0%
0	H&T	Project Delivery	291	0	291	428	-31	-11%
126	H&T	Street Lighting	14,141	-3,997	10,144	2,484	175	1%
		<u>Transport, Strategy & Development</u>						
-0	H&T	Asst Director - Transport, Strategy & Development	1,219	-271	948	3,398	23	2%
-111	H&T	Traffic Management	3,686	-3,432	255	498	-99	-39%
-0	H&T	Road Safety	938	-534	404	454	9	2%
-0	H&T	Transport Strategy and Policy	94	-32	63	150	-0	0%
-433	H&T	Highways Development Management	1,736	-1,736	0	-785	-1,363	0%
0	H&T	Park & Ride	1,780	-1,480	300	1,245	-1	0%
120	H&T	Parking Enforcement	7,002	-7,003	0	2,029	100	0%
-298		Highways & Transport Total	42,549	-19,121	23,429	10,542	-1,061	-5%

Forecast Outturn Variance (Previous) £000	Committee		Gross Budget £000	Income Budget £000	Net Budget £000	Actual £000	Forecast Outturn Variance £000	Forecast Outturn Variance %
Planning, Growth & Environment								
-8	E&GI	Asst Dir - Planning, Growth & Environment	185	0	185	74	-8	-4%
28	E&GI	Planning and Sustainable Growth	1,874	-939	935	560	28	3%
10	E&GI	Natural and Historic Environment	1,356	-578	779	1	11	1%
1,812	E&GI	Waste Management	49,004	-4,155	44,848	16,548	1,845	0%
1,842		Planning, Growth & Environment Total	52,418	-5,672	46,747	17,184	1,876	0%
Climate Change & Energy Service								
-38	E&GI	Climate and Energy Services	634	-521	114	298	-38	-34%
0	E&GI	Climate Change Services	21	-21	0	-14	0	0%
4,033	E&GI	Energy Services	1,916	-5,741	-3,825	-602	3,889	102%
3,995		Climate Change & Energy Service Total	2,571	-6,282	-3,711	-318	3,851	104%
Community Safety and Regulatory Service								
50	CSMI	Registration & Citizenship Services	1,148	-1,955	-807	-286	0	0%
17	CSMI	Coroners	3,316	-1,236	2,080	952	37	2%
-8	CSMI	Trading Standards	739	-24	715	90	-9	-1%
59		Community Safety and Regulatory Service Total	5,203	-3,215	1,988	755	29	1%
3,753	Total		103,615	-35,291	68,324	28,813	4,486	4%
Mitigations								
5,598		Transfer from P&S earmarked reserves as approved in the Business Plan	0	0	0	0	-1,845	
3,753	Overall Total		103,615	-35,291	68,324	28,813	2,641	4%

Appendix 2 – Service Commentaries on Forecast Outturn Position

Narrative is given below where there is an adverse/positive variance greater than 2% of annual budget or £100,000 whichever is greater for a service area.

1) Executive Director

Gross Budget £000	Income Budget £000	Net Budget £000	Actuals £000	Forecast Variance £000	Forecast Variance %
874	-1,002	-128	650	-209	-164%

When CCC undertakes work for other agencies and authorities it recovers an element to reflect the cost of overheads including risk. The amounts recovered vary and a smoothing mechanism is applied which is reflected by this variance.

2) Highways Maintenance

Gross Budget £000	Income Budget £000	Net Budget £000	Actuals £000	Forecast Variance £000	Forecast Variance %
7,319	-179	7,140	-34	120	2%

Recycling facility phase 1 savings will now not be made for this year 23/24. The project start has been delayed due to capacity pressures within the service. Work is commencing now with the aim of having the facility operational early in 24/25.

3) Street Lighting

Gross Budget £000	Income Budget £000	Net Budget £000	Actuals £000	Forecast Variance £000	Forecast Variance %
14,141	-3,997	10,144	2,484	175	2%

Pressures arising from historic Street Lighting matters on the PFI contract between years 2011-12 and 2016-2017. These relate to targets set in the contract that have not been achieved and therefore the baselines set in the contract need adjustment, and so the contractor is requesting recompense for this under recovery. Some of the pressure has been offset by staffing vacancies.

4) Traffic Management

Gross Budget £000	Income Budget £000	Net Budget £000	Actuals £000	Forecast Variance £000	Forecast Variance %
3,686	-3,432	255	498	-99	-39%

Streetworks area is realising increased income due to more Section 74 charges (prolonged occupation of the road), and the fact that the increased number of road closures and openings are generating more income. Additionally, scaffolding and skips have higher volume which contributes to the over achievement of income on this area. Higher volumes of permits for scaffolding and skips have contributed to this additional income.

5) Highways Development Management

Gross Budget £000	Income Budget £000	Net Budget £000	Actuals £000	Forecast Variance £000	Forecast Variance %
1,736	-1,736	0	-785	-1,363	0%

Highways Development Management has moved to collect contributions in advance. This change in methodology means there is a one off benefit this year. In addition, there are some one off payments from previous years.

6) Parking Enforcement

Gross Budget £000	Income Budget £000	Net Budget £000	Actuals £000	Forecast Variance £000	Forecast Variance %
7,002	-7,003	0	2,029	100	0%

One off costs to assist with the implementation of civil parking enforcement in Huntingdonshire District Council and Fenland District Council areas.

7) Energy Services

Gross Budget £000	Income Budget £000	Net Budget £000	Actuals £000	Forecast Variance £000	Forecast Variance %
1,916	-5,741	-3,825	-602	3,889	102%

There is a pressure on Energy Services income of £3,889k across all its projects.

Energy projects, Income against these projects have been budgeted to be received from July 2023, however owing to delays to commencing these contracts the income will now be on a different profile than that assumed in the budget. An update on the projects is provided below.

The **St. Ives Smart Energy Grid** is on track to be energised and generating clean electricity by the end of September 2023. Negotiations are underway on a power purchase agreement (PPA) with licensed energy suppliers to start selling green electricity wholesale from October 2023. This is a one year or shorter term PPA whilst we go through the processes of connecting a local business to the system. The forecast is short term, it includes EV charging forecasts which are conservative, as we don't yet know the pattern local users will take charging cars/taxis and we are seeing reduced prices from the highs of last year. This is the first smart energy micro-grid for Cambridgeshire and the outcomes from this project will inform future approaches to local energy supply.

The second micro-grid which is under construction is at Babraham Park and Ride. This is a three phase construction programme, with the first phase nearing completion and target energisation is Spring 2024. This project is delayed due to the re-phasing of the project in 2022 from two to three phases as directed by CUH, poor performance of one sub-contractor and current onsite challenges with existing street lighting column bases and their electricals.

Steady progress is being made towards the energisation of the **North Angle Solar Farm** with the next phase of works to start before the end of the year, progressing over the winter. Plans are in development to manage the weather related risks over the winter build. The bulk of the income reprofiling relates to this project.

Swaffham Prior Community Heat Network is operational and supplying decarbonised heat and hot water to customers. By October, approximately 60 homes will be connected to the system ahead of its first winter, when final system performance tests can complete. Further customers will be connected from Spring 2024. The number of homes physically being connected is slower than was originally forecast, due to supply chain challenges, but this will be caught up during 2024. The Renewable heat Incentive (RHI) has been approved by Ofgem for the heat network and income from RHI will be paid for each Kwh of heat generated. However, there is a substantial backlog on payments with Ofgem hence a revised forecast and reprofiling of income starting in 2024.

The **Stanground Solar and Battery Project** is still in development. Work on this halted during last year to focus on the large energy team's resources into the projects in contract and their delivery.

Appendix 3 – Capital Position

4.1 Capital Expenditure

Original 2023/24 Budget as per BP £000	Committee	Scheme	Scheme budget £000	Scheme forecast variance £000	2023-24 budget £000	2023-24 actuals £000	2023-24 forecast variance £000
		Integrated Transport					
200	H&T	Major Scheme Development & Delivery	1,000	0	0	14	0
600	H&T	Safety Schemes	3,000	0	1,780	30	0
345	H&T	Strategy and Scheme Development work	1,725	0	656	322	0
25	H&T	Air Quality Monitoring	125	0	25	1	0
1,040	H&T	Annual Contribution to A14 upgrade	26,000	0	1,040	0	0
895	H&T	Local Infrastructure Improvements	4,409	0	1,100	295	-643
0	H&T	Minor improvements for accessibility and Rights of Way	77	0	77	-9	0
4,406	H&T	Delivering the Transport Strategy Aims	7,299	0	2,516	1,230	-728
		Operating the Network					
9,450	H&T	Carriageway & Footway Maintenance incl Cycle Paths	37,650	0	10,200	1,776	0
235	H&T	Rights of Way	1,175	0	250	47	0
2,347	H&T	Bridge Strengthening	11,735	0	2,347	245	0
778	H&T	Traffic Signal Replacement	3,890	0	1,070	119	0
183	H&T	Smarter Travel Management - Int Highways Man Centre	915	0	183	15	0
118	H&T	Smarter Travel Management - Real Time Bus Information	0	0	0	0	0
		Highways & Transport					
		Highways Maintenance					
0	H&T	£90m Highways Maintenance schemes	78,700	0	492	-30	0
8,179	H&T	Pothole grant funding	36,656	0	10,544	3,222	0
4,000	H&T	Footways	28,000	0	4,165	991	0
4,750	H&T	A14 De-trunking	24,750	0	750	0	-4,000
500	H&T	Highways materials recycling	2,500	0	300	0	-200
		Project Delivery		0			
3,868	H&T	Guided Busway	149,791	0	3,890	0	0
10	H&T	Ely Crossing	49,006	0	10	-881	0
0	H&T	Cambridge Cycling Infrastructure	487	0	487	35	-242
600	H&T	King's Dyke	33,500	0	-2,550	362	0
0	H&T	Emergency Active Fund	1,181	0	279	26	-73
0	H&T	Lancaster Way	2,589	0	8	8	0

Original 2023/24 Budget as per BP £000	Committee	Scheme	Scheme budget £000	Scheme forecast variance £000	2023-24 budget £000	2023-24 actuals £000	2023-24 forecast variance £000
0	H&T	Wisbech Town Centre Access Study	1,883	0	101	-1,147	32
4,571	H&T	March FHSF and MATS Broad Street	6,853	0	5,116	275	0
4,367	H&T	St Neots Future High St Fund	7,905	0	1,992	31	0
0	H&T	March Area Transport Study - Main schemes	3,329	0	1,298	651	0
1,300	H&T	St Ives local Improvements	2,300	0	1,800	128	-635
2,903	H&T	A141 and St Ives Improvement	5,805	0	1,754	143	0
2,535	H&T	A10 Ely to A14 Improvements	3,803	0	2,378	256	0
0	H&T	Witchford A10 NMU	100	0	100	41	0
0	H&T	Transforming Cities Fund	2,860	0	2,803	112	0
0	H&T	Southern Busway Widening – widening of maintenance track	2,891	0	2,891	5	-2,441
100	H&T	Street Lighting LED	13,283	0	100	0	10
		Transport Strategy and Network Development					
0	H&T	Scheme Development for Highways Initiatives	1,000	0	424	0	0
0	H&T	CaPCAM	1,620	0	848	463	0
0	H&T	Northstowe Transport Monitoring	0	0	0	0	0
200	H&T	Wheatsheaf Crossroads	6,795	0	1,535	66	0
		Planning, Growth & Environment					
2,180	E&GI	Waste Infrastructure	7,424	0	1,500	6	-1,400
19,320	E&GI	Waterbeach Waste Treatment Facilities	20,367	0	12,838	29	-12,338
0	E&GI	Northstowe Heritage Centre	680	0	0	20	0
834	E&GI	Reallocation and funding of cost cap for Northstowe phase 1	834	0	834	0	0
		Climate Change & Energy Services					
0	E&GI	Energy Efficiency Fund	0	0	0	0	0
0	E&GI	Swaffham Prior Community Heat Scheme	10,965	3,205	2,300	273	1,095
0	E&GI	Alconbury Civic Hub Solar Car Ports	928	0	0	0	0
2,066	E&GI	St Ives Smart Energy Grid Demonstrator scheme	5,486	200	1,277	435	200
2,819	E&GI	Babraham Smart Energy Grid	8,595	0	5,040	663	60
0	E&GI	Trumpington Smart Energy Grid	6,970	0	0	0	0
3,000	E&GI	Stanground Closed Landfill Energy Project	8,267	0	550	0	0
0	E&GI	Woodston Closed Landfill Energy Project	150	0	135	0	0
427	E&GI	North Angle Solar Farm, Soham	28,957	1,892	6,438	-87	1,904
409	E&GI	Fordham Renewable Energy Network Demonstrator	635	0	450	0	0
1,627	E&GI	Environment Fund - Decarbonisation Fund - Council building Low Carbon Heating	10,518	0	2,463	121	-457

Original 2023/24 Budget as per BP £000	Committee	Scheme	Scheme budget £000	Scheme forecast variance £000	2023-24 budget £000	2023-24 actuals £000	2023-24 forecast variance £000
0	E&GI	Environment Fund - Decarbonisation Fund - School Low Carbon Heating Programme	2,383	0	281	562	0
0	E&GI	Environment Fund- Decarbonisation Fund - School Education Capital	3,499	0	1,729	0	0
0	E&GI	Environment Fund - EV Chargepoints	200	0	158	0	0
167	E&GI	Environment Fund - Oil Dependency	500	0	205	0	0
230	E&GI	Environment Fund - Climate Innovation	300	0	63	0	0
0	E&GI	Treescape Fund	74	0	31	0	0
0	E&GI	Cambridge Electric Vehicle Chargepoints	157	0	15	9	0
0	E&GI	School Ground Source Heat Pump Projects	3,145	0	143	0	0
2,490	E&GI	Connecting Cambridgeshire	20,072	0	2,353	115	0
1,331		Capitalisation of Interest	4,915	0	1,331	0	0
95,405		Subtotal	712,608	0	107,093	10,987	-19,856
-19,129		Capital Programme variations	-66,696	0	-27,944	0	19,856
76,276		Total including Capital Programme variations	645,912	5,297	79,149	10,987	0

The schemes with significant variances (>£250k) either due to changes in phasing or changes in overall scheme costs can be found below:

Ref	Committee	Commentary vs previous month	Scheme	Scheme Budget £000	2023-24 Budget £000	Forecast Outturn Variance £000	Cause	Commentary
1a	H&T	Unchanged	Local Infrastructure Improvements	4,473	1,087	-643	Reprofiling	Following 23/24 budget setting, we have held workshops collaboratively with Finance to test our funding allocation against the programme. This has enabled greater forecast certainty matching planned works.
1b	H&T	Updated	Delivering the Transport Strategy Aims	7,299	2,516	-728	Reprofiling	Following 23/24 budget setting, we have held workshops collaboratively with Finance to test our funding allocation against the programme. This has enabled greater forecast certainty matching planned works.
1c	H&T	Unchanged	A14 De-trunking	24,750	4,750	-4,000	Reprofiling	It is estimated we will spend £750k of the total £24.75m this FY. The initial estimate of spend was £4.75m per year for 6 years but due to the road not coming to us as thought when the estimate was made the profile of spend has changed. We are not going to be clear on the profile of spend of the total until we get an agreed date for the transfer of the road to us.
1d	H&T	Unchanged	Highways Maintenance	2,500	500	-200	Reprofiling	Highways Materials Recycling: Project at early stage and the latest estimate is that circa £300k will be needed for initial set up of phase 1 in March depot in 23/24. The remaining £200k may be required in 24/25 to enhance / complete Phase 1.
1e	H&T	Unchanged	Cambridge Cycling Infrastructure	487	487	-242	Reprofiling	Following 23/24 budget setting, we have held workshops collaboratively with Finance to test our funding allocation against the programme. This has enabled greater forecast certainty matching planned works.
1f	H&T	Unchanged	St Ives Local Improvement	2,300	1,800	-635	Reprofiling	Following 23/24 budget setting, we have held workshops collaboratively with Finance to test our funding allocation against the programme. This has enabled greater forecast certainty matching planned works. Construction period is due to run from Sep 23 to November 2024.
1g	H&T	Unchanged	Guided Busway – Widening of footpath	2,891	2,891	-2,441	Reprofiling	Following 23/24 budget setting, we have held workshops collaboratively with Finance to test our funding allocation against the programme. This has enabled greater forecast certainty matching planned works.
1h	EG&I	Unchanged	Waste Infrastructure	7,424	1,500	-1,400	Reprofiling	The £1.5m budget for March HRC will require re-phasing as only £100K is likely to be spent this year as procurement is just starting using the education service Construction Consultancy framework

Ref	Committee	Commentary vs previous month	Scheme	Scheme Budget £000	2023-24 Budget £000	Forecast Outturn Variance £000	Cause	Commentary
								contract, and a £1.4m underspend is currently being re-forecast for this financial year.
1i	EG&I	Unchanged	Waterbeach Waste Treatment Facilities	20,367	12,838	-12,338	Reprofiling	BATc budget to be re profiled to 2024/25 to reflect updated timeline.
1j	EG&I	Unchanged	Swaffham Prior Community Heat Scheme	10,965	2,300	1,095	Overspend	<p>Historic budget of £1.5m allocated to the first 150 customer connections (at £10k per connection) has not been achieved. The connections have been significantly more expensive and as a result additional funds have been required. The focus is on keeping the momentum of the project forward to ensure as many customers are connected in the village as soon as possible.</p> <p>Overall scheme increase of £3,205k will be proposed.</p>
1k	EG&I	Unchanged	St Ives Smart Energy Grid Demonstrator scheme	5,486	1,277	200	Overspend	Revised estimates on grid connection work on site has resulted in an adjustment required to the capital to complete the project. Fuelled by significant inflationary pressures in the construction sector.
1l	EG&I	Updated	North Angle Solar farm	28,957	6,438	1,904	Reprofiling	The forecast overspend has increased from £639k to £1,904k to reflect the rephasing of the project. This is being revisited on a month-by-month basis as sensitive work on easements is difficult to predict. The overspend is as a result of forward estimates of costs that are expected to arise across projects. Overspends are now expected at delivery stage in the solar portfolio as a result of higher than expected staff, advisor and legal costs, as well as design revisions and associated construction costs. However, these remain largely indicative for the time being.
1m	EG&I	Unchanged	Environment Fund - Decarbonisatio n Fund - Council building Low Carbon Heating	10,518	2,463	-457	Reprofiling	Removal of phase 4 project development costs from the project as the aim is to do this work mostly in-house. Also, a slight rephasing has been forecast as the work for phase 4 is now planned for 2024/25.

Capital Variations Budget

Variation budgets are set annually and reflect an estimate of the average variation experienced across all capital schemes, and reduce the overall borrowing required to finance our capital programme. There are typically delays in some form across the capital programme due to unforeseen events, but we cannot project this for each individual scheme. We therefore budget centrally for some level of delay. Any known delays are budgeted for and reported at scheme level. If forecast underspends are reported, these are offset with a forecast outturn for the variation budget, leading to a balanced outturn overall up to the point when rephasing exceeds this budget.

The capital variations budget for Place and Sustainability service is £27,944k.

4.2 Capital Funding

Original 2023/24 Funding Allocation as per BP £000	Source of Funding	Revised Funding for 2023/24 £000	Spend - Outturn (Aug 23) £000	Funding Outturn Variance (Aug 23) £000
16,026	Local Transport Plan	15,141	13,508	-1,633
13,145	Other DfT Grant funding	16,441	12,441	-4,000
8,875	Other Grants	12,044	12,003	-41
5,113	Developer Contributions	5,426	5,184	-242
39,699	Prudential Borrowing	44,802	33,818	-10,984
12,308	Other Contributions	13,000	10,044	-2,956
-19,129	Capital Programme variations	-27,944	-8,088	19,856
76,037	Total including Capital Programme variations	78,910	78,910	0

The increase between the original and revised budget is partly due to the carry forward of funding from 2022/23, this is due to the re-phasing of schemes, which were reported as underspending at the end of the 2022/23 financial year. The phasing of a number of schemes have been reviewed since the published business plan.

Table explaining Capital Funding changes

Funding	Amount (£m)	Reason for Change
Rephasing (DfT Grants)	2.41	Highways schemes funded by DfT grants rolled forward into 23/24. DfT grant used to fund schemes that were earmarked to be funded by borrowing in 22/23. Rolled forward schemes will be funded by borrowing. Highways maintenance (-£3.906m). Carry forward of DfT grant for Safety schemes (£1.18m), carriageway and footpath maintenance (£0.75m), Traffic Signal replacement (£0.292m) and Cambridge Cycling Infrastructure (£0.203m). Additional Pothole funding (£3.332m)
New funding/Rephasing (Specific Grants)	3.17	Additional funding for Emergency Active Fund (£0.279m). Additional funding and carry forward of funding for March Area Transport Study £1.298m). Rephasing of A141 and St Ives improvement (-£1.149m). New funding for Transforming Cities Fund (£2.803m)
Additional Funding / Revised Phasing (Section 106 & CIL)	0.31	Developer contributions to be used for a number of schemes. Carry forward of S106 funding for cycling infrastructure schemes (£0.284m)
Additional funding / Revised Phasing (Other Contributions)	0.81	Deletion of A14 cycling schemes which are part of phase 2 bid (-£1.830m). Local Highways Improvements (£0.65m). CaPCOM from CPCA (£0.848m). New funding for March Future High Street (£0.545m). Rephasing of St Neots Future High Street scheme (-£2.375m). St Ives local improvements carry forward and rephasing (£0.5m). New funding for Guided Busway - widening of maintenance track (£2.981m)
Additional Funding / Revised Phasing (Prudential borrowing)	4.97	Highways Maintenance funding (£4.398m). Reduction in borrowing for pothole fund (-£0.976m). Rephasing of Waste schemes (-£7.162m). Rephasing of Energy schemes (£1.458m). Rephasing of North Angle Solar Farm (-£6.011m). Rephasing of Environment fund (£2.875m). Rephasing King's Dyke (-£3.15m). Rolled forward Scheme development for Highway Initiatives (£0.424m). Rephasing of Wheatsheaf Crossroads (£1.175m)

Appendix 4 – Savings Tracker

Quarter 1 Savings Tracker

RAG	Directorate	Committee	Category Type	Type of Proposal	BP Ref	Title	Planned Saving	Forecast Saving 23-24	Variance from Plan £000	% Variance	Forecast Commentary
Green	P&S	H&T	23-24 New	Saving	B/R.6 .215	Recycle asphalt, aggregate and gully waste	-20	-20	0	0%	On track to meet this saving target
Green	P&S	H&T	23-24 New	Saving	B/R.6 .217	Vacancy factor	-112	-112	0	0%	On track to meet this income target
Green	P&S	H&T	23-24 New	Saving	B/R.6 .218	Stop Weedkilling of Footways and Road Edges	-125	-125	0	0%	On track to meet this income target
Amber	P&S	H&T	23-24 New	Saving	B/R.6 .220	Highways Materials Recycling	-100	-50	50	50%	Capital project has slipped, will now straddle two financial years but optimistic some of the saving will be made in year
Amber	P&S	EG&I	23-24 New & C/F 22-23	Income	C/R.7 .106	St Ives Smart Energy Grid - Income Generation	-177	-47	130	73.45%	Purchase of spares in advance of need has caused an increase in the operating costs in year 1 above previously expected balance. Income still expected to be on target but net position is impacted by additional costs.
Black	P&S	EG&I	23-24 New & C/F 22-23	Income	C/R.7 .107	Babraham Smart Energy Grid - Income Generation	-383	0	383	100%	Delay in project with an energisation date of 24/25, therefore no income expected in 2023/24 per forecast.
Red	P&S	EG&I	23-24 New & C/F 22-23	Income	C/R.7 .109	North Angle Solar Farm, Soham -	-4,535	-416	4,119	90.83%	Project energisation date historically forecast at July 2023. Now forecast

RAG	Directorate	Committee	Category Type	Type of Proposal	BP Ref	Title	Planned Saving	Forecast Saving 23-24	Variance from Plan £000	% Variance	Forecast Commentary
						Income Generation					significantly later and therefore reduction in saving forecast is expected.
Red	P&S	EG&I	23-24 New & C/F 22-23	Income	C/R.7 .110	Swaffham Prior Community Heat Scheme - Income Generation	-572	-116	456	79.72%	Longer than expected customer connection profile means revenue from sale of heat is lower than previously expected.
Green	P&S	H&T	23-24 New	Income	B/R.7 .134	Light blue fibre income	-11	-11	0	0.00%	On track to meet this income target
Amber	P&S	H&T	22-23 CFWD	Income	A/R.6 .213	Registrars	-200	-30	170	85.00%	
							-6,235	- 857	5,378		

Key to RAG ratings

Total Savings	Over 500k	100-500k	Below 100k
Black	100% non-achieving	100% non-achieving	100% non-achieving
Red	% variance more than 19%	-	-
Amber	Underachieving by 14% to 19%	% variance more than 19%	% variance more than 19%
Green	% variance less than 14%	% variance less than 19%	% variance less than 19%
Blue	Over-achieving	Over-achieving	Over-achieving

Appendix 5 – Technical Appendix

Earmarked Reserves Schedule

Quarter 1 Revenue Reserves

Fund Description		Balance at 31st March 2023	Movement within Year	Balance at 30th June 2023	Yearend Forecast Balance	Notes
		£'000	£'000	£'000	£'000	
Other Earmarked Funds						
H&T	Deflectograph Consortium	31	0	31	0	Partnership accounts, not solely CCC
H&T	Highways Searches	365	0	365	347	
H&T	On Street Parking	2,222	0	2,222	1,722	
H&T	Highways Maintenance	394	1,053	1,447	1,053	Funding agreed by S&R Committee
H&T	Central Winter Maintenance	0	600	600	600	
H&T	Streetworks Permit scheme	224	0	224	112	
H&T	Highways Commuted Sums	3,493	0	3,493	3,490	
H&T	Streetlighting - Commuted Sum	16	0	16	16	
H&T	Busway safety improvements	2,891	0	2,891	0	
H&T	Apprentices	0	700	700	560	
H&T	Real Time Passenger Information (RTPI)	216	0	216	0	Funding to be transferred to CPCA
E&GI	Flood Risk funding	20	0	20	0	
E&GI	Travel to Work	114	0	114	92	Partnership accounts, not solely CCC
E&GI	Steer- Travel Plan+	55	0	55	45	
E&GI	Greenspaces	85	0	85	0	
E&GI	Waste reserve	2,845	0	2,845	1,000	
E&GI	Coroners - Complex inquests	279	0	279	179	
E&GI	Registrars	194	0	194	0	
E&GI	Trading Standards	100	0	100	0	
E&GI	Proceed of Crime	296	0	296	296	
H&T	Other earmarked reserves under £30k	20	0	20	0	
Total		13,859	2,353	16,212	8,511	

Quarter 1 Capital Reserves

Fund Description	Balance at 31st March 2023	Movement within Year	Balance at 30th June 2023	Yearend Forecast Balance	Notes
	£'000	£'000	£'000	£'000	
Capital Reserves					
H&T Other Government Grants	21,751	(979)	20,772	0	
H&T Other Capital Funding	1,045	0	1,045	0	
TOTAL	22,796	1,374	21,817	0	

Quarter 1 Grant Income Analysis

The table below outlines the additional grant income, which is not built into base budgets.

Grant	Awarding Body	Expected Amount £'000
Grants as per Business Plan	Various	6,754
Adjustment re Waste PFI grant		-27
Highways England A14 grant		46
Non-material grants (+/- £30k)	Various	116
Total Grants 2022/23		6,889

Quarter 1 Virements and Budget Reconciliation

Budgets and movements	£'000	Notes
Budget as per Business Plan (BP)	71,326	
Pre initial load adjustments	-42	
Budget rebasing. Approved by S&R	-728	
Public Health (PH) income	-31	Update PH income to match PH MoU
Streetworks Staffing Inflation	-55	Correction to budget
Domestic Abuse and Sexual Violence	-2,031	Service budgets moved from P&S to S&P
Non-material virements (+/- £30k)	-34	
Current Budget 2023/24	68,403	

Highways and Transport Policy and Service Committee Agenda Plan

Published on 1 September 2023

Updated on 25 September 2023

Notes

The definition of a key decision is set out in the Council's Constitution in Part 2, Article 12.

* indicates items expected to be recommended for determination by full Council.

+ indicates items expected to be confidential, which would exclude the press and public.

The following are standing agenda items which are considered at every Committee meeting:

- Minutes of previous meeting and Action Log
- Agenda Plan, Training Plan and Appointments to Outside Bodies and Internal Advisory Groups and Panels

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
03/10/23	Finance Monitoring Report	Sarah Heywood	Not applicable	11/09/23	25/09/23
	Civil Parking Enforcement Policy	Sonia Hansen Nicola Gardner	2023/010		
	Street Lighting LED Replacement Programme	Emma Murden Alan Hitch	2023/077		
	Soham-Wicken NMU	David Mitchell	2023/087		
	Performance Indicators Q4 2022-23/Q1 2023-24	Richard Springbett	Not applicable		
	20mph Scheme Approvals	Josh Rutherford	2023/079		
11/10/23	Making Connections*	David Allatt	2023/086		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
[Special Meeting]					
05/12/23	Finance Monitoring Report	Sarah Heywood	Not applicable	20/11/23	27/11/23
	Wheatsheaf Crossroads – Road Safety Scheme	Harry de Lancey-Wheeler	2023/092		
	LHI Progress Report	Mike Williams / Josh Rutherford	2023/093		
	Weed Policy Review	Jon Munslow			
	Soil Impacted Roads	Jon Munslow			
	Delivery Transport Strategy Aims Progress Report	Mike Williams	2023/094		
	Review of Draft Revenue and Capital Business Planning Proposals for 2023-28	Frank Jordan	Not applicable		
	Milton Road Residents' Parking Scheme	Nicola Gardner	Not applicable		
	Intelligent transport systems (ITS) maintenance supply and install – 2023	Richard Ling	2023/060		
[23/01/24]	<i>Reserve Date</i>				
05/03/24	Finance Monitoring Report	Sarah Heywood	Not applicable	19/02/24	26/02/24
[30/04/24]	<i>Reserve Date</i>				

To be scheduled

Cambridgeshire County Council Future Transport Priorities – Chris Poultney (Key Decision)

Please contact Democratic Services democraticservices@cambridgeshire.gov.uk if you require this information in a more accessible format