

# HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE



Cambridgeshire  
County Council

**Date: Tuesday, 14 March 2017**

**Democratic and Members' Services**  
Quentin Baker  
LGSS Director: Lawand Governance

**10:00hr**

Shire Hall  
Castle Hill  
Cambridge  
CB3 0AP

**Kreis Viersen Room**  
**Shire Hall, Castle Hill, Cambridge, CB3 0AP**

## **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-dec-of-interests>
2. **Minutes (21st February 2017) and Action Log** **5 - 20**
3. **Petitions**

### **KEY DECISIONS**

4. **Resident Parking Policy** **21 - 52**

### **OTHER DECISIONS**

- |           |   |                  |
|-----------|---|------------------|
| <b>5.</b> | <b>Local Highway Improvement (LHI) Scheme 2017-18</b>           | <b>53 - 72</b>   |
| <b>6.</b> | <b>Community Resilience Update</b><br><i>- to follow</i>        |                  |
| <b>7.</b> | <b>Finance and Performance Report - January 2017</b>            | <b>73 - 104</b>  |
| <b>8.</b> | <b>Committee Agenda Plan and Appointments to Outside Bodies</b> | <b>105 - 108</b> |

The Highways and Community Infrastructure Committee comprises the following members:

Councillor Mac McGuire (Chairman) Councillor Peter Reeve (Vice-Chairman)

Councillor Barbara Ashwood Councillor Ralph Butcher Councillor Barry Chapman Councillor David Connor Councillor Steve Criswell Councillor Gordon Gillick Councillor Bill Hunt Councillor Michael Rouse Councillor Jocelyne Scutt Councillor Amanda Taylor and Councillor John Williams

*For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact*

Clerk Name: Dawn Cave

Clerk Telephone: 01223 699178

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Council and political Group Leaders which can be accessed via the following link or made available on request: <http://tinyurl.com/ccf-film-record>.

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## **MEETING OF HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE: MINUTES**

Date: Tuesday 21<sup>st</sup> February 2017

Time: 10:00am-12.15pm

Present: Councillors Butcher, Criswell, Gillick, Hunt, McGuire (Chairman), Reeve (Vice-Chairman), Rouse, Scutt and Williams

Apologies: Councillor Ashwood

### **236. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **237. MINUTES AND ACTION LOG**

The minutes of the meeting held on 17<sup>th</sup> January 2017 were confirmed as a correct record and signed by the Chairman.

It was agreed that the revised programme for Ely Archives would be emailed to the Committee. **Action required.**

The Action Log was noted.

### **238. PETITIONS**

There were no petitions.

### **239. HIGHWAY SERVICE CONTRACT 2017**

The Committee received a report on the procurement of a new Highway Services contract. Members were reminded that the long term strategic process to appoint a partner had started in April 2015. The report detailed the outcome of that process, including the Member engagement that had taken place. The Committee was being asked to note the process and to give approval to award the highways contract to the preferred bidder.

The contract had been designed so that Peterborough City Council, Hertfordshire County Council and Suffolk County Council could join the contract in future if they wished: Members were reminded that at the start of the process, there had been discussions about the feasibility of sharing a contract with neighbouring authorities so that greater savings and efficiencies were possible. At that time, no other contract was available for Cambridgeshire to join, but it was possible to open up Cambridgeshire's contract as other authorities' contracts expired. The three authorities identified above had all agreed to be named in the Highways Contract, should those authorities wish to have further discussions about joining the County

Council contract in the future. There was no expectation that this would happen, or assumptions on how it would work in practice.

There was a discussion on the impact of the devolution process and the Combined Authority. It was clarified that Cambridgeshire County Council would continue to be the highways authority under the Combined Authority arrangements for highway maintenance and it was expected that the County Council would be leading on most of the Cambridgeshire work from the Combined Authority. Officers clarified that the Highways contract was one option in a suite of options, which also included the Eastern Highways Alliance and various call-off frameworks that the Council used. Throughout the Highway Services contract process, bidders had been made aware of potential changes, particularly in relation to devolution/the Combined Authority, in addition to fluctuations of work due to the City Deal, so these were factored in. If at some future point the County Council was no longer the highways authority, measures would need to be put in place to novate or terminate the contract. Such uncertainty was not uncommon in local government, and sometimes contracts had to be changed, but the Council had a range of long term contracts so it was not unusual, and the establishment of the Combined Authority was not a reason for this contract not to go ahead. Under the current Combined Authority plans, whilst the function for improving highways would become the responsibility of the Combined Authority, maintenance would remain within the County Council's remit.

Arising from the report:

- a Member observed that the Highways & Community Infrastructure (H&CI) Committee had approved the parameters for the new Contract, and that had been a very comprehensive process, so there was no reason why the preferred bidder should not be appointed at the end of the process;
- a Member queried the statement "*The length of contract is initially for 10 years, this can be reduced or extended up to 15 years*". Officers clarified that five years could be added to the length of the contract. Whilst previously Highways contracts had had break clauses after five years, there was no specific break clause. Instead, there would be mechanisms for measuring performance against a series of criteria, and if the partner was not performing, the contract – as a whole or individual elements – could be reduced or terminated. Officers stressed that the whole contract was based on a long term partnership, and the advantages that relationship brings. Members were reassured that safeguards were in place, and whilst there were no specific break clauses, there were options;
- officers confirmed that there was a review process for the lifetime of the contract. Robust contract management would be ongoing, and communications channels kept open, with the necessary checks and balances in place. It was confirmed that H&CI Committee would be regularly updated. **Action required;**
- Members noted that the Strategic and Key Performance indicators used to manage the contract would include the Highway Infrastructure Asset Management Plan (HIAMP) and any other service standards and policies which were current or which emerged during the lifetime of the contract. In

terms of alignment with HIAMP, this had not been done yet due to timescales, but would be undertaken this year;

- a Member asked what the position would be in a few years if the preferred contractor was based within the EU but outside of the UK, i.e. in relation to Brexit and tariff negotiations. Officers advised that this was unlikely to be an issue, as the Legal and Contract Procurement teams had been involved throughout the process, but officers would provide an answer to this question by email to reassure Members. **Action required.**

It was resolved, by a majority, to:

- a) note the procurement process utilised in connection with this tender;
- b) approve the award of the Highway Services Contract 2017 to the preferred bidder.

## 240. FINANCE AND PERFORMANCE REPORT

The Committee received a report setting out financial and performance information for Economy, Transport and Environment (ETE) as at the end of December 2016. Officers advised that there were no issues of note, or significant changes relating to the revenue or capital budgets.

Arising from the report:

- a Member highlighted the concerning spike in road casualties, adding that a report would be considered by the Road Safety Partnership in three weeks' time. Officers advised that this was a dynamic picture and there would always be fluctuations, but this issue was being investigated, and the outcome would be brought back to Committee;
- noting the gap between Fenland and the other areas of the county with regard to the condition of classified roads, a Member asked what was being done to bring Fen roads up to the same standard as the rest of the county. Officers advised that there was further detail on planned actions, including a bid to the DfT for an additional £5M funding for Fen roads. Provisional funding had also been set aside, if that bid was unsuccessful. In addition, innovative treatments were being trialled on Fen roads, using lighter compounds, to make the road repairs last longer;
- the Chairman, speaking as a Local Member, commented that he was pleased to see the Yaxley to Farcet cycleway being progressed, despite some issues with communications.

It was resolved unanimously to:

- 1) review, note and comment on the report.

## 241. HIGHWAYS INFRASTRUCTURE ASSETS MANAGEMENT PLAN 2017/18

The Committee received a report on changes to the County Council's Highway Asset Management Plan.

Members noted that many of the proposed updates to the highway asset management documents reflected the progress that had been made towards placing the Authority in the top tier (Band 3) of those assessed for Incentive Funding. It was anticipated that the Authority would submit an assessment that placed it within Band 3 for 2017-18, ensuring that maximum capital funding would be provided to the Council from the Incentive Fund for that year. In addition, many of the changes reflected the new "Well Managed Highway Infrastructure" national Code of Practice, which was published in October 2016. Other changes included a new Appendix 8, the introduction of a new policy on "Adoption of Non-Motorised User (NМУ) Routes", which would help the Council manage the revenue implications of managing new infrastructure, including more qualitative criteria which would also be considered alongside quantitative criteria when evaluating schemes. Members' attention was also drawn to the policy on Mobile Catering, which would form part of the HIAMP, but had been circulated to Members separately.

The Chairman invited Councillor Bailey, who had asked to speak on the new Tree Policy, to address the Committee.

Councillor Bailey explained that this issue had initially arisen following the removal of some trees in Ely, when it transpired that no replacement trees could be planted, even if funded by a third party, due to insurance liability and the need for long term maintenance commitment. This was a general principle with regard to all trees near roads. Over the past eighteen months, Councillor Bailey had challenged and sought to change this policy, through Spokes and numerous discussions and a total of 123 emails with Members and lead officers, including the Chief Executive. What she wanted to achieve was the Council taking a proactive approach, seeking third parties' payment for trees, but to get away from a bureaucratic approach with regards to insurance, etc. She was pleased with the new Tree Policy, but felt strongly that it should not have taken so long, as there had been resistance at every turn, to what was basically just a tree replacement policy. Despite her efforts, not one tree had yet been replaced. She asked Members and the Committee to support and embrace the policy, and receive reports in future so that they could monitor its implementation.

In response to Member questions, Councillor Bailey:

- confirmed that she had raised this issue twice at Spokes;
- confirmed that there was no additional burden to the Council, other than the cost of a replacement tree.

The Executive Director said he understood Councillor Bailey's frustrations, and advised that this issue had been discussed at both H&CI and Economy & Environment (E&E) Spokes, as well as at E&E Committee, and had been the subject of discussions between him and the Chief Executive. There were a complex range of issues involved in terms of protecting the highway network. A Tree Policy had

been developed which better met the needs of communities, but he was sorry it had taken so long.

A Member commented that there appeared to essentially be three issues (i) the cost of the replacement trees, which was minimal (ii) the insurance implications, which had been resolved, and there would be no further burden to partners (iii) maintenance issues. The latter was his greatest concern, as trees could have a negative impact on highways, and be expensive in terms of damage to the highway caused by roots, etc, and the costs of tree maintenance. He asked if the financial implications of the Tree Policy had been established. Officers agreed that whenever trees were being replaced, they were very mindful of the proximity to infrastructure e.g. utilities and pipes, the types of trees/depth of roots, etc. It was noted that footways could be adversely affected, which was a particular issue for wheelchair users. Considerations such as biodiversity also needed to be taken into account.

A number of Members commented that trees could have an adverse impact on roads, especially Fen roads, but the opposite point was also put forward i.e. that a lack of trees could lead to the instability of fen soils. Officers commented that the Council's original approach of not replacing trees was intended to minimise the cost and potential for damage to roads. Members suggested that a common sense approach, a balance between amenity and ecological consideration against the cost of managing the highways, was the preferred way forward.

The Committee recorded its thanks to Councillor Bailey for pursuing this matter with persistence and vigour, and to officers who had worked on the Tree Policy.

In discussion on the HIAMP:

- a Member noted that weed-killer was applied to “urban kerbed areas only”, and asked how those areas were defined. He also asked about Highways Standards and Enforcement, and whilst noting that this covered banners on highway, signs on lampposts, etc, there was no mention about signs on verges and public highways, which appeared to be proliferating in many communities. Officers advised that there was an enforcement officer, and issues should be reported to him. Officers also agreed to clarify on the definition of urban kerbed areas. **Action required.**
- a Member sought reassurance that the new Tree Policy would not impact on the City Deal plans to replace the trees on Milton Road with mature trees. Officers reassured Members that the Chairman of City Deal Board has confirmed that point, and that was the basis on which the scheme was being designed;
- there was a discussion on the proliferation of ‘A’ boards, the risks they presented and the alternatives. Officers advised that they were working with Cambridge City Council colleagues on developing an approach to ‘A’ boards, which would help inform what was done across the county;
- a Member thanked officers for the policy on mobile speed indicators, as there was an increasing appetite for these;

- it was confirmed that pavements were treated as part of the highway, if they were adopted;
- a Member asked for a report on how many trees had been removed and replaced on a regular basis. **Action required;**
- a Member asked if officers produced a list of footways that needed resurfacing, as this was an issue that Local Members could assist with; she also asked if slurry surfacing was an effective way of dealing with bituminised footways. Officers advised that local highways officers pulled together the list of footways, and they were in contact with the Local Members. Slurry surfacing had proved to be a good way of getting a decent surface at a low price, for footways without significant damage;
- in response to a Member question, officers advised that Cambridgeshire and Peterborough highways authorities had been granted Band 3 status as a result of the establishment of the Combined Authority, and this was good news for both authorities. However, it had to be demonstrated that the authorities continued to maintain Band 3 status, they could not rest on their laurels.

On a general point, the Executive Director commented that achieving a balance in policies between a more laissez faire approach, which could result in complaints that the Council was not taking appropriate action, and a more robust approach, which could generate complaints that the Council was being too heavy-handed, was very difficult indeed. Similarly, whilst there was an appetite for common sense approaches to be set out in policies, there were always numerous requests for exceptions to be made to these policies.

It was resolved unanimously to:

- a. approve the latest version of the Highway Asset Management Policy, attached as appendix 1 to the report;
- b. approve the latest version of the Highway Asset Management Strategy, attached as appendix 2 to the report;
- c. approve the latest version of the Highway Infrastructure Asset Management Plan (HIAMP), attached at appendix 3 to the report, including the additional policy on Mobile Catering, circulated separately.

## **242. TRANSPORT DELIVERY PLAN 2017/18 TO 2019/20**

The Committee considered the County Council's three year Transport Delivery Plan for the period 2017-18 to 2019-20.

With reference to the Challenge Fund Bid mentioned earlier in the meeting, officers advised that in January, the DfT (Department for Transport) invited highways authorities to submit bids for schemes to the Highway Maintenance Challenge Fund. It was proposed that the County Council submit a joint bid with Peterborough City

Council (PCC), specifically to address drought damage to Fen roads, and this bid would be predicated on undertaking deeper treatments to the affected roads. The bid would require around 20% match funding, and the County Council's match funding would be sourced from prudential borrowing already allocated for highways purposes. The deadline for bids to this Fund was 28/02/17.

A Member asked what the rationale was for partnering with PCC on this bid, and whether more funding could be secured through separate bids. Officers advised that the guidance they had received from the DfT was minimal, so the bid was being based on the guidance provided for the previous tranche of funding, and it was believed that a joint bid was more likely to be successful. The allocation of the funding between authorities would be clearly set out. Members also queried whether PCC were willing to contribute 20% match funding for their part of the funding, and whether the bid had been through their democratic processes. Officers outlined the discussions they had had with PCC, and agreed to follow up on these points.

**Action required.** A Member commented that Peterborough, as a unitary City authority, with many trunk routes maintained centrally, was very different in nature to Cambridgeshire, a largely rural county. Moreover, Peterborough had far fewer Fen roads, and he expressed concerns that Cambridgeshire could come out of a joint funding arrangement worse off. Officers responded that the vast majority of Peterborough's roads, including the parkways, were maintained by the City Council, and the PCC area included a significant rural hinterland, with many Fen roads.

In terms of a Member steer for officers, Members agreed that they would like to progress the bid, but they wanted clarity of the PCC match funding contributions and democratic process, and that making a joint bid was in the best interest of both authorities. Subject to a satisfactory response on those issues, the Committee was happy to delegate the detail of the bid to the Executive Director in consultation with the Chairman/Vice Chairman.

A Member noted that in the Works Programme Summary, there was no funding identified for Safety Schemes in South Cambridgeshire. Officers explained that safety schemes were prioritised on accident cluster sites. Based on the data provided, funding was allocated for safety schemes through the Local Transport Plan, and the funding available was far less than from Maintenance. It was confirmed that the accident data was based only on accidents causing damage. It was noted that there would be some allocation for safety schemes in South Cambridgeshire in the 'Countywide' element. It was agreed that a Road Safety report, including the countywide breakdown of expenditure and cluster sites, would be presented to a future meeting. **Action required.**

A Member commented that his own experience of officers delivering Transport Strategy aims, especially Andy Preston, was excellent, and their pragmatic and common sense approach were a credit to the authority. Officers agreed to pass on Members' thanks to officers involved.

Officers agreed to clarify the Isle of Ely Way Safety Scheme, as the Works Programme stated that costs were £345,000 for both 2017/18 and 2018/19. **Action required.**

In response to a Member question on governance arrangements, it was confirmed that the County Council had delegated authority on certain new capital schemes to

the City Deal Board e.g. the Milton Road scheme. However, maintenance works within Cambridge were still within the remit of the H&CI Committee.

It was resolved unanimously to:

- a) approve the publication of the Transport Delivery Plan 2017/18 to 2019/20 as set out in Appendix A to the report;
- b) agree that the authority submits a bid for Challenge Fund monies, based upon repairing drought damaged roads within the fen soils area, and that any requisite match funding is provided via prudential borrowing, in accordance with paragraph 2.7 of the report;
- c) delegate to the Executive Director (Economy, Transport & Environment) in consultation with the Committee Chairman and Vice-Chairman to agree the finalised wording of the Challenge Fund Bid.

#### **243. UPDATE ON CHANGES TO THE ANGLIA LEVEL CROSSING REDUCTION STRATEGY – CAMBRIDGESHIRE COUNTY COUNCIL FORMAL RESPONSE**

The Committee received a report on the County Council's formal response to updated proposals for seven of Network Rail's level crossing proposals, as part the Anglia Level Crossing Reduction Strategy.

Members were reminded that a report had been presented to the December meeting of the Committee, but on the day of the meeting, Network Rail had issued changes to seven of the proposals as a 'public information update', and withdrawn one scheme entirely (C19 Wicken Road (FP106 Soham)). A further report on the seven schemes had been presented to the January meeting, but due to outstanding issues, particularly relating to crossing C20 Leonards (FP101 Soham), the item was deferred so that alternative proposals could be explored further. Discussions had since taken place with regard to crossing C20, and the findings and recommendations were set out in the report. The recommendation also gave an alternative route, should the Secretary of State at a Public Enquiry decide in favour of Network Rail's proposal.

Since the publication of the Committee report, four other issues had arisen:

- (i) The removal of C06 Barrington Road, Foxton, by Network Rail. This was welcomed by officers, the Local Member and other stakeholders, and an email thanking those involved from the Local Member, Councillor van de Ven, was circulated to the Committee. Members welcomed Councillor van de Ven's comments and thanked officers for their hard work.
- (ii) With regard to C26 Poplar Drove and C27 Willow Row Drove, both in Littleport, the Trail Riders Fellowship had confirmed that they still objected to the proposal on the grounds that they do not want to lose the amenity that the byway affords motorcyclists. Officers were concerned that there was potential for a legal dispute over the status of Poplar Drove. A solution was outlined, whereby a new linking byway be constructed rather than a bridleway. More recently, the Chairman had received a letter from a resident expressing

concerns on the same issue. With regard to the legal status of Poplar Drove, Members felt that it would be preferable to establish ownership of this road i.e. that it was a public road, and any agreement arrived at should not accede to Network Rail any right or ownership of road. The Chairman asked officers to respond to the letter he had received. **Action required.** It was confirmed that there had been no comment on this issue from the Local Member.

- (iii) Officers be authorised to seek commuted sums to offset the additional maintenance burden on the Council.
- (iv) Network Rail's formal public representation period was scheduled for April-May, which coincided with the Council's purdah and election period. It was suggested that authority to make a holding objection on behalf of the Committee at that time be delegated to the Executive Director, in consultation with the Chairman/Vice Chairman, pending full endorsement by the Committee at its subsequent meeting.

A number of Members expressed their thanks to officers for their excellent and diligent work in coming to a solution for the C20 (Soham) crossing, which had caused a lot of anxiety locally, and had been dealt with in a very professional, open and transparent way, embracing local concerns.

It was clarified that Network Rail would pick up any costs associated with level crossing closures and associated works.

It was resolved unanimously to:

- a) approve the County Council's proposed response to Network Rail's proposals with regard to C09 Second Drove and C24 Cross Keys, Ely, and C26 Poplar Drove and C27 Willow Row Drove Littleport in accordance with the recommendations at 2.5-2.6 of the report, specifically requesting a byway rather than bridleway in relation to C26/27;
- b) note the withdrawal of the Network Rail proposal for crossing C06 Barrington Road, Foxton, and request that Network Rail works with the County Council and City Deal on the long term solution for the whole junction (section 2.8 of the report);
- c) (i) approve the recommendation to object to proposal C08 Ely North as it stands, and  
(ii) accept the proposed diversion if an unobstructed width of 2 metres can be achieved throughout the length of the path, and retain the dead-end eastern section (extent to be agreed through local consultation) (section 2.11-2.13 of the report);
- d) approve the recommendation to object to proposal C20 Leonards, FP101 Soham on the basis of the grounds set out at sections 2.14-2.15 of the report, and, should the Secretary of State allow the proposal, to offer an alternative solution that would make the proposal more acceptable to the County Council and stakeholders;

- e) note that concerns regarding the lack of consultation over ecological interests have now been mitigated to the satisfaction of the Ecology Officer;
- f) authorise officers to pursue the payment of commuted sums by Network Rail to the Authority for the future maintenance of new infrastructure in accordance with relevant legislation, and to seek the opportunity to inspect new infrastructure prior to it coming into operation;
- g) delegate to the Executive Director in consultation with the Chairman/Vice-Chairman, to make a holding objection following Network Rail's application for the Transport & Works Act Order, in the forthcoming Network Rail formal consultation, due to likely timescales, in line with the steer given by Committee Members at Highways & Community Infrastructure Committee meetings, pending full endorsement by Committee.

#### **244. COMMITTEE AGENDA PLAN AND APPOINTMENTS TO OUTSIDE BODIES**

Members reviewed the Agenda Plan. It was noted that a "Community Resilience Update" would be presented to the March meeting. This was a report that was being presented to both H&CI and the Children & Young People Committee, and related to a report being presented to the March meeting of the General Purposes Committee.

It was noted that the report on New Privately Funded Highways Improvement Process, which had not been scheduled, was not a review of the current Local Highways Improvement scheme, but was about ensuring that scheme costs were fully covered, and the process behind that i.e. clarifying exactly what scheme costs were involved. There were currently no plans to review the procedures or scoring mechanisms for the LHI schemes.

It was agreed that an update on progress against current LHI schemes, i.e. those schemes agreed last year, would be presented to the Committee at a future date.

#### **Action required.**

With regard to Appointments to Outside Bodies, the Chairman asked Members to agree to a permanent delegation to the Executive Director, in consultation with Spokes, to appoint to those bodies within the remit of the Committee, between meetings. The need for this delegation had been highlighted in the recent LHI Panel round, where there were no substitutes and imbalances of Members were not ideal. It was confirmed that the delegation could be agreed via a simple email request to Spokes.

It was resolved to:

- a) note the Agenda Plan, including the updates provided orally at the meeting;
- b) delegate, on a permanent basis between meetings, the appointment of representatives to any outstanding outside bodies, groups, panels and partnership liaison and advisory groups, within the remit of the Highway & Community Infrastructure (H&CI) Committee, to the Executive Director (ETE) in consultation with H&CI Spokes.





**HIGHWAYS &  
COMMUNITY  
INFRASTRUCTURE  
POLICY & SERVICE  
COMMITTEE**

**Minutes-Action Log**



**Introduction:**

This is the updated action log as at **27<sup>th</sup> February 2017** and captures the actions arising from the most recent Highways & Community Infrastructure Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

**Minutes of 1<sup>st</sup> September 2015**

Item No.	Item	Action to be taken by	Action	Comments	Completed
132.	<b>Cambridgeshire Highways Annual Report</b>	Richard Lumley	It was agreed that there would be a report to Spokes on the Customer Satisfaction Survey process.	<p>A Comms group has now been established, and one of the tasks is to look at how customer feedback is collected and whether there are alternatives.</p> <p><i>Chris Stromberg &amp; Jane Cantwell are scheduled to attend January 2017 Spokes to give an update on the findings of the Cambridgeshire Highways Communication Performance Group, and update on the proposed action plan.</i></p>	

<b>Minutes of 11<sup>th</sup> October 2016</b>					
<b>215.</b>	<b>Ely Archives Building</b>	Christine May	Request that Assets & Investment Committee (A&IC) feed back "lessons learned".	A&IC referred those issues on to Audit & Accounts Committee, who in turn will be considering the matter in January.	Completed
<b>Minutes of 17<sup>th</sup> January 2017</b>					
<b>215.</b>	<b>Ely Archives Building</b>	Christine May	Officers agreed to come back to Members with the revised programme plan following A&IC on 27/01/17	Emailed to H&CI Members 27/02/17.	Completed
<b>Minutes of 21<sup>st</sup> February 2017</b>					
<b>239.</b>	<b>Highway Service Contract 2017</b>	Dawn Cave	Annual Report on new Highways Contract and performance against KPIs to be scheduled	Added to Agenda Plan for Feb 2018 and September 2018.	Completed
<b>239.</b>	<b>Highway Service Contract 2017</b>	Richard Lumley	Brexit implications for new Highways Contract to be emailed to Committee	Emailed to Committee on 03/03/17: CCC's preferred bidder for this contract is a UK PLC and no issues are anticipated in working with them as a result of Brexit. Should import tariffs on materials (for example) become an issue in future due to Brexit, we will deal with those issues at the time, however these are very difficult to predict or plan for at this	Completed

				stage. It will be important, however, to bear these issues in mind, particularly in terms of any suppliers or sub-contractors used through the contract.	
241.	<b>Highways Infrastructure Asset Management Plan</b>	Mike Atkins	Definition of “urban kerbed areas” to be clarified	Village/town areas with speed limit of 40mph or less – emailed to Members 27/02/17	Completed
241.	<b>Highways Infrastructure Asset Management Plan</b>	Richard Lumley	Tree Policy figures to be reported to Committee	<i>To be scheduled.</i>	
242.	<b>Transport Delivery Plan</b>	Mike Atkins/ Graham Hughes	Follow up on joint bid with Peterborough City Council, specifically 20% matchfunding and governance issues	Emailed to Committee on 28/02/17.	Completed
242.	<b>Transport Delivery Plan</b>	Richard Lumley	Road Safety Report to be scheduled for a future meeting.	<i>To be scheduled.</i>	
242.	<b>Transport Delivery Plan</b>	Mike Atkins	Isle of Ely Way A141 – clarification required	Mike Atkins emailed Cllr Criswell on 24/02/17	Completed
243.	<b>Anglia Level Crossing reduction strategy</b>	Camilla Rhodes	Respond to letter Chairman received		In progress
244.	<b>Committee Agenda Plan</b>	Dawn Cave/ Richard Lumley	Report on progress against LHI schemes to be presented.	<i>To be scheduled.</i>	



**RESIDENT PARKING POLICY**

**To:** Highway and Community Infrastructure Committee  
**Meeting Date:** 14<sup>th</sup> March 2017  
**From:** Executive Director: Economy, Transport & Environment

**Electoral division(s):** All

**Forward Plan ref no.:** ~~20170096~~ **20170096** **Key Decision:** Yes Yes

**Purpose:** To seek approval for the proposed Residents' Parking Policy and the Cambridge Residents' Parking Schemes Extension Delivery Plan.

**Recommendation:** The committee is recommended to approve:

- a) The Residents' Parking Policy (appendix A)
- b) Cambridge Residents' Parking Schemes Extension Delivery Plan (appendix B)
- c) the Executive Director – Economy Transport and Environment in consultation with the Chair and Vice Chair of the Highways and Community Infrastructure Committee, to make minor amendments to the Residents' Parking Policy prior to final implementation.

<b><i>Officer contact:</i></b>	
Name:	Sonia Hansen
Post:	Traffic Manager
Email:	<a href="mailto:Sonia.Hansen@cambridgeshire.gov.uk">Sonia.Hansen@cambridgeshire.gov.uk</a>
Tel:	01223 743817

## 1. BACKGROUND

- 1.1 The Parking Policy forms a central part of the County Council's approach to providing a high quality transport system which supports and balances the needs of residents, businesses and visitors; enabling the delivery of Cambridgeshire's ambitious plans for development and economic growth across the county.
- 1.2 Successfully managing parking is one of the most effective means of tackling congestion. The ease and convenience with which the public and businesses can access a location by car can have a major influence on a location's overall success and in particular its economic vitality and viability.
- 1.3 At the Cambridge Joint Area Committee on 26th January 2016, a paper was presented which highlighted the importance of developing a comprehensive Parking Policy that is fit for purpose, meeting the needs of local communities across Cambridgeshire. It emphasised the need to support and complement the county's overarching strategies as well as specific programmes such as City Deal. Due to demand, it was proposed that the process of reviewing the Parking Policy starts with the policy surrounding Resident Parking.
- 1.4 It was recommended and agreed by the Cambridge Joint Area Committee, that a member working group be formed to assist in the development of a new Residents' Parking Policy to ensure an inclusive approach was adopted and informed recommendations made to the Highways & Community Infrastructure committee (H&CI). Whilst the working group would predominantly look at Cambridge City, the expectation is that the policy framework be adopted County wide.
- 1.5 The member working group included: Cllr Blencowe (Chair), Cllr Scutt, Cllr Kavanagh, Cllr Taylor, Cllr Smart and Cllr Smith. Cllr Adey and Cllr Baigent replaced Cllr Smart & Cllr Smith at the Cambridge Joint Area Committee meeting on 7 June 2016. The Member Working Group has assisted in defining the attached documents by bringing together and considering individual and community ideas on resident parking within Cambridge City.
- 1.6 The aim of the residents' parking review was to:
  - Develop a policy that has the flexibility to meet the evolving needs of the local communities in Cambridge and across the county.
  - Ensure Residents' Parking Schemes as a whole are cost neutral to the County, easing the pressure on the on-street parking account which currently supports this service.
  - Engage local communities and stakeholders to ensure the new Residents' Parking Policy reflects and balances the needs of those that live, work and visit Cambridge and Cambridgeshire.
  - Ensure the alignment of the policy with the concepts and objectives of City Deal.
- 1.7 During the review process, information, concerns and ideas have been sought from a number of sources including:
  - **Member Working Group** -The Member working group has played a leading role in collating the information gathered and considering individual/community ideas and needs. The package of recommendations made by the working group has been integral to the development of this policy and the Cambridge Residents' Parking Scheme Extension Delivery Plan.

- **On-line survey and public forums** (including Residents Associations, Universities, Trade Associations, Disability Groups and other interested parties such as Smarter Cambridge Transport, Camcycle and Cambridge City Council Air Quality Team). Whilst many aspect of parking were discussed, the underlying concerns highlighted included:
  - Safety, in particular that of pedestrians and cyclists.
  - Access for the emergency services and those undertaking statutory duties.
  - The impact of commuter parking on local communities.
  - The need for a coherent solution for the whole of the city of Cambridge that has the flexibility to address local needs.
- **Mott Macdonald parking survey** - The survey identified a number of areas where demand regularly outstrips available parking space on-street.
- **The County Council's Parking Services, Policy and Regulation and Finance Teams** -The feasibility of new initiatives were investigated, the legality and reasonableness of scheme operation hours established and on-street parking account accounts reviewed.

- 1.8 Whilst the drafting of this policy has been driven by issues in Cambridge, with decisions on parking issues being made at a local level, it offers a consistent strategic approach that can easily be applied to parking county wide.
- 1.9 Residents' Parking Schemes are created via a Traffic Regulation Order (TRO) under the Road Traffic Act 1984.

## 2 MAIN ISSUES

- 2.1 At the Cambridge Joint Area Committee on 24<sup>th</sup> January 2017, a paper was presented which requested the committee support two documents, the proposed Residents' Parking Policy and the Cambridge Residents' Scheme Extension Delivery Plan. CJAC unanimously endorsed both documents.

### **Residents' Parking Policy (appendix A)**

- 2.2 The attached overarching Policy has been developed to address parking issues and future challenges within Cambridgeshire that affect access and/or residents' vehicular parking availability. It has the flexibility to meet local community needs, offers clarity on all aspects of resident parking and supports the delivery of regional and local policies for transport and economic development. It sets out a framework for the introduction/extension of formalised Residents' Parking schemes that can be applied across Cambridgeshire.
- 2.3 The Residents' Parking Policy also aims to reduce congestion and improve air pollution by promoting the use of lower emission vehicles, encouraging the use of more sustainable modes of transport by limiting the availability of residents'/visitors' permits and improving public safety by formalising highway requirement.
- 2.4 The policy also places greater onus on local Members to determine the extent of parking controls and consider concerns over parking displacement by taking ownership of the consequence should parking displacement result. This is particularly important as resources are unlikely to be readily available for revisiting areas to address parking transfer problems.

## **Cambridge Residents' Parking Scheme Delivery Plan (appendix B)**

- 2.5 The Cambridge Residents' Parking Scheme Extension Delivery Plan has been developed to address specific parking issues and future challenges within Cambridge City. It creates a framework for a comprehensive expansion of current Residents' Parking Schemes and offers an alternative fast-tracked approach to the Residents' Parking Policy by reducing the number of implementation stages required.
- 2.6 The creation of new residents' parking schemes aims to reduce traffic flow/congestion and air pollution by controlling the availability of parking spaces.
- 2.7 The Greater Cambridge City Deal Executive Board has been consulted and in principle support the proposed Delivery Plan. A decision regarding the City Deal Executive Board commitment to making funding available to cover the implementation costs associated with the proposed schemes will be subject to the agreement of a business case in March 2017.
- 2.8 Whilst CJAC approved the Residents' Parking Policy as it stood, in response to comments received, minor amendments have been made to the operational Guidance to offer further clarification in relation to:
- Item 10.1 - The possible difference between Residents' Parking Scheme and council districts.
  - Item 10.11 - The Provision for tradespeople.
  - Item 10.12 - The Provision for the medical profession.
  - Item 10.16 - Temporary permits/Temporary Hire Car permits.
- 2.9 Whilst CJAC also approved the Cambridge Residents' Parking Scheme Extension Delivery Plan as it stood, in response to comments received, minor amendments have been made in relation to:
- Item 4.3 – The prioritisation of zone 26 as an informal consultation has already been undertaken in this area. This zone consists of around 3 streets only.
  - Appendix 1 – The addition of zone 26 as this area was omitted from the initial map submitted to CJAC.
  - Appendix 1 – The boundaries of zone 12 and 13, these have been changed to accommodate Cranmer Road which was omitted from the initial map submitted to CJAC.
- 2.10 H&CI Spokes have requested the following amendments are made to the Residents' Parking Policy to offer further clarification in relation to:
- Item 6.2 – Scheme Criteria
  - Item 10.29 – Enforcement
- 2.11 At present the ongoing costs of operating residents' parking schemes is higher than the amount of income generated by the sale of permits. In order to ensure the management and operation of residents parking schemes is self-funding, sustainable and not subsidised by the County Council, it is proposed, once the Residents' Parking Policy is in place, to review permit costs to ensure prices accurately reflect the true cost of providing this service.

### **3. ALIGNMENT WITH CORPORATE PRIORITIES**

#### **3.1 Developing the local economy for the benefit of all**

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

- The development of a comprehensive and financially sustainable parking policy will tackle congestion, enhance transport capacity, support economic growth and reduce air pollution.

#### **3.2 Helping people live healthy and independent lives**

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

- Balanced parking provision will offer those with special needs real choices throughout the city by improving transport links and pedestrian access.
- Reduced congestion will have a positive impact on air quality levels.

#### **3.3 Supporting and protecting vulnerable people**

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

- Careful consideration needs to be given to the number and location of blue badge holder bays to accommodate the needs of both residents and visitors to Cambridge that hold valid blue badges.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

The City Deal Executive Board have been consulted and in principle support the proposed Cambridge Residents' Parking Schemes Extension Delivery Plan. A decision regarding the City Deal Executive Board commitments will be subject to agreement of a business case. Funding to meet the ongoing revenue costs of running these schemes will be generated via the purchase of permits.

#### **4.2 Statutory Legal and Risk Implications**

The Resident Parking Policy review carries the following key risks:

- Failure to adequately manage on-street parking will increase congestion and undermine road safety.
- Failure to cover the cost associated with on-street parking management will have a negative impact on budgets.
- Achieving the perceived 'reasonableness' for the introduction of part-time resident parking schemes.

These can be mitigated by:

- Implementing parking policies that keep traffic moving and reduce the risk of accidents on the road network.
- Applying suitable pricing structures, where appropriate, to ensure that all operational costs are covered.
- Seeking impartial and specialist Counsel Advice.

The Council has sought legal advice on the legality of proposals to put in place a Traffic Regulation Order (“TRO”) under s 1 of the Road Traffic Regulation Act 1984 to discourage on-street commuter parking in the city centre of Cambridge.

The Council must be able to justify a TRO under one of a number of specific grounds, which include:

- Avoiding danger to road users.
- Preventing damage to the road or any building near it.
- Facilitating traffic use of the road.
- Preventing the use of the road by unsuitable traffic for the character of the road or adjoining property.
- Preserving the character of a road which is particularly suitable for use by pedestrians or horse riders.
- Preserving or improving the amenities of the area that the road runs through.
- Air quality reasons.

The Council must also believe a TRO to be expedient in the circumstances.

The Council also has a general obligation under s122 of RTRA 1984 when exercising any functions under it to “secure expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities on and off the highway.

#### 4.3 Equality and Diversity Implications

Interaction with local Members, stakeholder groups and residents has played a key role to ensuring an inclusive policy that meets the needs of both residents in Cambridge and Cambridgeshire.

Appendix C – Residents’ Parking Policy Community Impact Assessment

Appendix D – Residents’ Parking Scheme Delivery Plan Community Impact Assessment

#### 4.4 Engagement and Consultation

The Cambridge Joint Area Committee formed a members working group to help with the development of these policies. The committee has received regular updates on progress and will be consulted on the proposed policy.

#### 4.5 Localism and Local Member Involvement

Interaction with local Members, stakeholder groups and residents has been essential to ensuring a comprehensive policy that meets the needs of both Cambridge and Cambridgeshire.

#### 4.6 Public Health

The proposed policy will reduce congestion, promote the use of lower emission vehicles and encourage the use of more sustainable travel options for visitors which will have a positive impact on air quality and therefore an impact on public health.

Implications	Officer Clearance
<b>Have the resource implications been cleared by Finance?</b>	<b>Yes (17/02/17)</b> Name of Financial Officer: Sarah Heywood

<b>Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?</b>	<b>Yes (16/02/17)</b> Name of Legal Officer: Fiona McMillan
<b>Are there any Equality and Diversity implications?</b>	<b>Yes (20/02/17)</b> Name of Officer: Tamar Oviatt-ham
<b>Have any engagement and communication implications been cleared by Communications?</b>	<b>TBC</b> Name of Officer: Mark Miller
<b>Are there any Localism and Local Member involvement issues?</b>	<b>Yes (20/02/17)</b> Name of Officer: Tamar Oviatt-Ham
<b>Have any Public Health implications been cleared by Public Health</b>	<b>Yes (17/02/17)</b> Name of Officer: Tess Campbell

<b>Source Documents</b>	<b>Location</b>
Report to and minutes of Cambridge City Joint Area Committee – 26 <sup>th</sup> January 2016	<a href="https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/19/Committee/11/Default.aspx">https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/19/Committee/11/Default.aspx</a>
Report to and minutes of Cambridge City Joint Area Committee – 7 <sup>th</sup> June 2016	<a href="https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/20/Committee/11/Default.aspx">https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/20/Committee/11/Default.aspx</a>
Report to and minutes of Cambridge City Joint Area Committee – 26 <sup>th</sup> July 2016	<a href="https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/149/Committee/11/SelectedTab/Documents/Default.aspx">https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/149/Committee/11/SelectedTab/Documents/Default.aspx</a>
Report to and minutes of Cambridge City Joint Area Committee – 24 <sup>th</sup> January 2017	<a href="https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/151/Committee/11/SelectedTab/Documents/Default.aspx">https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/151/Committee/11/SelectedTab/Documents/Default.aspx</a>
Mott MacDonald Parking Survey.	or, for the above meetings, follow links from <a href="https://cmis.cambridgeshire.gov.uk/ccclive/Committees.aspx">https://cmis.cambridgeshire.gov.uk/ccclive/Committees.aspx</a>  <a href="http://www.cambridgeshire.gov.uk/citydeal/download/download/s/id/447/residential_parking_report.pdf">http://www.cambridgeshire.gov.uk/citydeal/download/download/s/id/447/residential_parking_report.pdf</a>

**Residents' Parking Scheme  
Policy  
(V9)**



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## **1. Introduction**

- 1.1. This document has been developed to address parking issues and future challenges within Cambridgeshire that affect access and/or residents' vehicular parking availability. It creates a framework for the consideration of the introduction/extension of formalised Residents' Parking Schemes.
- 1.2. The Local Transport Plan (LTP) highlights the importance of managing traffic and the space available both efficiently and effectively to enable the delivery of the continued growth and development of sustainable communities across the County. This document augments this plan by illustrating the conditions where Residents' Parking Schemes may be considered, along with their key operational aspects. It sets out an approach to be applied across Cambridgeshire.

## **2. Background**

- 2.1. The highway is an area of land which the public have the right to use, passing and repassing without let or hindrance. Although residents and other road users have no automatic parking entitlements, residents' parking is generally allowed where it does not:
  - Impinge on the movement of traffic;
  - Create a safety hazard or obstruct access for other highway users including cyclists and pedestrians; or
  - Cause damage to the fabric of the highway.
- 2.2. As the Highway Authority the Council may consider introducing parking restrictions for a variety of reasons including:
  - If there are highway safety and access issues.
  - If there is a significant risk of accidents.
  - Traffic management or environmental reasons or,
  - To incorporate wider integrated traffic or parking management schemes or the objectives detailed in the LTP.
- 2.3. Restrictions on parking, such as yellow lines, should not be used as a way of meeting other strategic objectives. The introduction of single or double yellow lines will only be considered in residential areas where:
  - Services and/or emergency vehicles cannot gain access to a road due to parked vehicles.
  - There are significant road safety issues arising due to the location of parked vehicles.
  - Significant traffic delays and/or congestion is occurring due to the parked vehicles during peak traffic flow periods.
- 2.4. Residents' Parking Schemes can be used in certain circumstances to prioritise the available parking space in a road or area. Schemes can help in situations where residents regularly find it difficult to park within a reasonable distance of their homes because of other competing/evolving parking needs.
- 2.5. Schemes are most often requested and introduced in residential areas near to city or town centres or where other major sources of parking demand occur, e.g. hospitals and universities.

Schemes do not guarantee a parking space for individual residents, but do provide a better opportunity for residents to park near their homes.

2.6. The provision of residents' parking should form part of area wide proposals with the level of parking provided for residents balanced with other local needs.

### 3. Scope

3.1. The provision for Residents' Parking Schemes takes into account the aims of the County Council's strategic transport objectives (LTP) and the needs of residents and local communities whilst supporting and promoting sustainable transport as a means of reducing congestion, carbon emissions and air pollution.

3.2. It also **promotes** the introduction of new technologies such as 'virtual' permits and the use of the Government Digital Verification Service.

3.3. This document is designed to help ensure that:

- Requests for the introduction of Residents' Parking Schemes are dealt with in a fair, consistent and transparent way.
- Schemes that are introduced meet an approved set of criteria and have been through a localised consultation and engagement process.
- On-street parking controls reasonably balance both the present and evolving parking needs of the local residents and general community.
- Schemes are cost neutral to the County Council.

### 4. An Introduction to Residents' Parking Schemes

#### Is a Residents' Parking Scheme the Solution?

4.1. The introduction of a Residents' Parking Scheme is one of a number of options available to address existing/evolving residents' parking needs and issues/problems. Other options may be more suitable depending on the nature of the parking challenges - for example, the introduction of double yellow lines to protect junctions or white access protection marks to protect access to residents' driveways.

4.2. The main advantages and disadvantages of a Residents' Parking Scheme include:

Advantages of a Residents' Scheme	Disadvantages of a Residents' Scheme
Better management of limited parking spaces	No guarantee of a parking space
Improved traffic flow/emergency vehicle and waste/recycling removal access	Reduction of available parking spaces (in order to accommodate emergency vehicle access, waste/recycling removal, pedestrian access, junction protection and the introduction of pay & display, disabled and car club bays to support the local community and local businesses).
Improved road safety	Displacement of non-resident parking into surrounding areas.
Encouraging use of alternative modes of transport	Cost of introduction and management of scheme.
Improved air quality through better traffic movement and fewer vehicles generating emission.	Additional street furniture

- 4.3. Whilst the introduction of a Residents' Parking Scheme can discourage certain groups of non-residents from parking in an area, so increasing the likelihood that a resident can park close to their home, there is no entitlement or guarantee of a space within the scheme area.
- 4.4. Each Residents' Parking Scheme will be designed to reasonably balance the needs of the community where the scheme is introduced - e.g. a community experiencing problems from commuters parking during the week is likely to need a different solution from a community with weekend problems through shopper parking.

#### **Can a Scheme be introduced anywhere?**

- 4.5. Whilst it is widely accepted that schemes can assist where residents face parking issues caused by other parked/waiting vehicles - including non-residents a Residents' Parking Scheme **may** not necessarily suit all areas. Before a scheme is implemented an assessment is made to ensure that introducing a scheme is:
- Technically, financially and operationally feasible.
  - The most effective way of addressing the parking issue.
  - Cognisant of new or displaced parking problems.

Only schemes which are assessed as feasible and meet the criteria described in this policy may be implemented.

#### **How does a Residents' Parking Scheme Work?**

- 4.6. Residents' Parking Schemes come about through a Traffic Regulation Order (TRO) under the Road Traffic Act 1984. Whilst the TRO restricts parking, it exempts permit holders from these restrictions. The TRO makes a provision for parking bays for residents' use and may also make a provision for other types of bays such as pay and display bays and restrictions such as double yellow lines to balance safety requirements and the needs of the local community.
- 4.7. The design of a scheme must consider a number of factors including the level of parking demand, available on-street parking space, local community needs and safety/access requirements whilst providing an effective means of improving the availability of parking for residents. Residents and other affected parties are given the opportunity to provide feedback on draft proposals as part of the consultation process.
- 4.8. Within Residents' Parking Schemes streets are divided into areas where parking is prohibited (such as double yellow lines) or permitted (such as residents' or pay and display bays). In order to park where permitted, the respective valid permit, blue badge or pay and display ticket must be clearly displayed or, with virtual permits, comply with the operation rules of the scheme.

Permit categories can vary and are usually made available to residents and their visitors, however may include other users dependent on the highway such as blue badge holders. Any vehicle found parked without a valid permit, blue badge or pay and display ticket will be subject to a fine, through the issue of a Penalty Charge Notice (PCN).

- 4.9. For a scheme to work, a pro-active enforcement regime is required to ensure that the terms of the order are upheld.

### **5. Scheme Funding**

#### **How much does a scheme cost?**

- 5.1. The costs associated with Residents' Parking Schemes fall into two main categories:

<b>Set Up Costs</b>	<b>Ongoing Costs</b>
Technical Survey and Scheme design	Administration - processing and issuing permits
Public engagement & consultation	Enforcement of the scheme
Preparation and publication of Traffic Regulation Orders (TROs)	Maintenance - replacing signs and refreshing lines
Purchase & Installation of signs and lines	

5.2. As schemes are, by their nature, of direct benefit to a small and localised group of residents, the general principle will apply that those that directly benefiting from the introduction of Residents' Parking Schemes should meet the development and set up costs and the ongoing charges of schemes.

5.3. As Residents' Parking Schemes as a whole should be self-funding, the charge for a permit must cover all associated costs. If there is a surplus or a deficit in funding of a scheme, this will be taken into account when permit fees are reviewed.

#### **What are scheme set-up costs?**

5.4. Set-up cost associated with installation of a Residents' Parking Scheme should be recovered via a one-off charge to residents when they first purchase a residents' permit. For simplicity, the level of a one-off fee will be equivalent to the annual permit charge for a standard resident parking scheme (Monday to Friday, 9am to 5pm).

#### **How much does a permit cost?**

5.5. Introduction, ongoing management and enforcement costs of the scheme are recovered via permit income. Residents will be informed of how much permits cost before a scheme is implemented. Permit costs vary according to the scope of individual schemes and vehicle type. As part of the consultation process, when a new scheme is introduced information about the permit costs will be made available.

5.6. The cost of visitor's permits will cover administration and enforcement. The level of charge takes into account the cost of other services such as Park and Ride to encourage the use of sustainable transport alternatives.

### **6. Scheme Criteria**

6.1. To ensure that resources are used effectively, all requests for the introduction of a Residents' Parking Scheme will be assessed using the criteria described in this policy. A request for a scheme will not be progressed if it fails to meet the specified criteria. Schemes will be expected to be self-sustaining financially.

6.2. A scheme will be considered only where all the below criteria are met:

- The request for a consultation on a Residents' Parking Scheme is supported by the local County Councillor/s.
- The introduction of a Residents' Parking Scheme is considered to be the most effective way to address the existing/evolving parking issue/problem.
- There is only limited off-street parking.
- It can be demonstrated that a large number of non-residents are frequently parking in the area for extended periods causing a significant demand on parking.
- There is insufficient space to accommodate residents' and non-residents' needs simultaneously.

- The majority (over 50%) of households responding to the survey support the introduction of a Residents' Parking Scheme. Avoiding the need for consensus within an area by reducing the area is not considered an effective or efficient way of managing parking as experience shows that the problem transfers to streets excluded from an area.
- The area proposed consists of clearly defined blocks of streets to deter, as far as reasonably practicable, the migration of parking into surrounding streets. In exceptional circumstances, small isolated cul-de-sacs that lead directly off main roads or local distributor roads may be considered.
- The proposed Residents' Parking Scheme is technically, financially and operationally feasible.

6.3. All Residents' Parking Schemes should complement the provisions of other parking restrictions to address localised obstruction, safety issues and wider, integrated traffic or parking management schemes that encourage the use of alternative facilities such as off-street parking or park and ride schemes.

6.4. New proposals from areas where previously the introduction of Residents' Parking Scheme has not been supported by the majority of residents will be considered only where the local community can demonstrate that the problem has changed significantly or the cause (s) of the previous failure has been overcome and the level of support increased to the required level.

## **7. Prioritising a Residents' Parking Scheme**

7.1. Formal requests for schemes will be considered annually during a defined period, August through to November. This will enable a clear programme of works to be in place by the following April. Potentially viable schemes will be subject to a feasibility test according to the criteria described in this policy. If the proposed scheme fails the assessment it will not be progressed.

7.2. At times it may not be possible to progress all requests for Residents' Parking Schemes when demand exceeds available resources. Where it is not possible to accommodate all requests, those having a lower prioritisation and not included for progressing in that round of schemes will be placed on a waiting list to be considered during the next round. A parking occupancy survey will be undertaken and requests prioritised using the following criteria:

- The level of on-street parking.
- The availability of off-street/alternative parking.
- The total level of parking occupancy on street.
- Existing accessibility/access issues.
- Number of properties affected.

## **8. Creating a new Residents' Parking Scheme**

8.1. Steps from initiation to implementation of a scheme include:

### **Informal Stage**

- Defining the issue/problems and geographic area.
- A survey led by the local County Councillor(s) to establish the level of support for the introduction of a Residents' Parking Scheme.

### **Formal Stage**

- Scheme approval in principle, by the Head of the Highways Service
- Undertaking a feasibility study and defining/refining the parking plan for the area.
- A formal consultation with residents and other groups that may be impacted by the proposed change.
- Drafting and publishing the Traffic Regulation Order (TRO) and dealing with objections.

- Scheme Implementation.

8.2. Local County Councillors will need to carefully consider and weigh up potential risks and impacts of the displacement of non-resident drivers currently parking in their area as there can be no guarantee that resources could be made immediately available to address any associated problems. If it is not possible to reach an agreement on the extent of the area through consultation with local councillors, the matter will be referred to the Highways and Community Infrastructure Committee for determination or, in the case of Cambridge City, to the Cambridge Joint Area Committee.

## 9. Variation or Rescinding of a Residents' Parking Scheme

9.1. Requests for changes within established schemes will be considered during the period defined in 7.1.

9.2. Requests for changes to existing schemes or the removal of a scheme involve a number of steps:

### **Informal Stage**

- Defining the issue and area affected.
- An informal consultation led by the local County Councillor.
- Changes are supported by the majority of households (50%) responding when surveyed.

### **Formal Stage**

- Scheme approval in principle by the Head of the Highways Service.
- Drafting and publishing Traffic Regulation Order (TRO).
- Scheme Implementation.

9.3. Costs associated with introduction of any agreed variations will be recovered through a one-off charge made to resident scheme members at the point of renewal or initial application. The fee will reflect the costs.

## 10. Operational Guidance on Residents' Parking Schemes

10.1. Each Residents' Parking Scheme will be designed to meet the needs of the community where the scheme is being introduced. **The operational information detailed below should be used as guidance only and may differ between different Residents' Parking Schemes and council districts.**

### 10.2. Permits and their use

Both paper and virtual permits are renewable on an annual or biennial basis and are valid for a maximum of 12 or 24 months. All paper permits will show the name and title of the issuing authority, relevant parking scheme, date the permit expires and reference number. Resident permits will also show a vehicle registration number. Any specialist permits will provide individual details. For details of permit eligibility, please see the following pages.

All paper permits must be displayed on the inside surface of the windscreen so that recorded particulars are clearly visible.

Where a hire or courtesy car replaces an existing vehicle, a visitors' permit or Temporary Hire Car permit should be displayed.

Visitors' permits are not for resale and/or the use of paying guests.

Permits are not valid in **any other** designated parking zone/scheme.

Paper visitors' permits must be completed in ink; alterations to the details or incorrect usage will automatically render them invalid.

A permit will not be required for vehicles carrying out essential duties and statutory powers (including emergency service vehicles attending an emergency), statutory undertakings, universal service provider for postal service and council/government business. In addition, permits will not be required for vehicles engaged in the continuous loading/unloading of goods or where passengers are boarding or alighting.

10.3. Permit Types

When a scheme is designed the type of permits allowed to park within the scheme will be defined. Permit types will vary according to each area and may include:

- Residents' Permits
- Visitors' Permits
- Free Medical Permits
- Business Permits
- Car Club Permits
- Health Care Worker Dispensation
- Medical Permits
- Doctors' permits
- Tradespeople's Permits
- Temporary Permits
- Temporary Hire Car Permit
- City Centre Residential Access permit

10.4. Permit Allocation

Allocation of residents' permits per household will be a maximum of three, purchased on a first come first served basis. The maximum allocation of visitors' permits per applicant will be twenty per annum, each permit allowing five visits. In exceptional circumstances the request for further visitors' permits will be considered by the Head of The Highways Service in consultation with the chair of Highways and Community Infrastructure committee.

10.5. Property Eligibility

Within an existing Residents' Parking Scheme:

- Any new development will not qualify for residents' parking permits.
- Where redevelopment of an existing property or properties results in an increase in the number of dwelling(s), no permits will be issued to the new dwelling(s) but the existing dwelling will retain the right to apply for residents' permits.
- Where development takes place within the curtilage of a property that does not involve any material change to the existing property or properties but results in the provision of additional but separate dwellings, no permits will be issued to the new dwelling(s) but the existing dwelling(s) will retain the right to apply for residents' permits.

All dwellings, whether existing or newly developed, will be eligible to apply for visitors' permits.

10.6. New developments

Within new developments, developers may wish to provide on-street parking. Within urban areas where new roads are being offered up for adoption as public highway, there will be an expectation parking will be permitted on-street in properly designated areas only. The assumption will be that any other parking on-street will not be permitted, with appropriate parking control introduced.

Developers will be required to fund the Traffic Regulation Order (TRO) process to introduce suitable parking controls.

10.7. Vehicle Eligibility

New permits will be issued only to vehicles that do not exceed 5 meters in length and with a maximum of 8 seats.

Only vehicles registered after March 2001 with CO2 emission less than 75g/km will be eligible for emission discount.

10.8. Residents' Parking Permit Eligibility

To qualify for a residents' permit, an individual's main place of residence must fall within the scheme area and the applicant should own or have the use on a regular basis of a vehicle of the type permitted. Permits are linked to a specific vehicle, not a household.

Applicants must be able to support their application with the following detailed documentary evidence:

- Valid Driving Licence or Tenancy Agreement.
- Valid certificate of insurance showing the applicant as the main driver.
- Vehicle Registration document where emission discount is claimed.

Where the main residence is a riverboat, applicants must be able to support their application with the following detailed documentary evidence:

- Valid Mooring licence issued by the local city or district council.
- Valid certificate of insurance showing the applicant as the main driver.
- A letter from the applicant's insurance company acknowledging they are aware that the vehicle is parked within the relevant Resident Parking Scheme area.
- Vehicle Registration document where emission discount is claimed.

Residents' parking permits are limited to a maximum of three per household per annum.

Permits are linked to a specific vehicle, not a household.

10.9. Visitor Permit Eligibility

Residents living in a Residents' Parking Scheme can buy visitor permits, enabling their visitors to park their vehicles in a marked residents' bay within their scheme during the scheme's operational hours. Residents do not need to hold a valid residents' permit or own a vehicle to apply for visitors' permits.

Applicants must be able to support their application with proof of residency. Acceptable documentary evidence includes:

- Valid Driving Licence.
- Tenancy Agreement.
- Current utility bill (issued in last 3 months).

Where the main residence is a riverboat, applicants must be able to support their applications with a valid Mooring licence issued by the local city or district council.

Visitors' parking permits are limited to a maximum of 20 permits (each permit allows 5 visits) per applicant per annum.

10.10. Business Permits

If a business has no access to off-street parking and a vehicle is essential to the operation of the business, the business can buy a permit to allow parking within their scheme during operational hours. A limit on the number of permits issued may be set where considered appropriate.

10.11. Provision for Tradespeople

If you are a tradesperson who is working on a property within a parking permit scheme and can demonstrate a clear operational need for your vehicle to be parking in that restricted area, you can apply for a tradesperson parking permit either in advance or on the day it is required. Permits can be purchased on a daily, weekly or monthly basis. A tradesperson permit is only valid for the parking scheme for which you apply.

Applicants must be able to provide evidence that they are working at a property within the relevant residents parking zone. Acceptable documentary evidence should be on letter headed paper from the tradesperson and include:

- Contract for the work or,
- Invoice or planning permission

Tradespeople permits are limited to two at any one time.

10.12. Provision for the medical profession

Doctors permits enable general practitioners easy access to their vehicles in the case of an emergency and Medical permits offer those working in the medical profession short-term parking. These permits are only valid within designated Medical and Doctors bays.

10.13. Provision for carers

If a resident is receiving short-term or long-term care in their own home they may be able to apply for **free medical permits**. These permits can be used by anyone who provides care, including friends and family members-not just registered professionals. The applicant's doctor will need to assess the medical condition or mobility issue and provide an estimate of the number and frequency of official visits required.

Registered healthcare or social care providers, such as a community nurse, can apply for a **Health Care Worker dispensation** if undertaking unscheduled, emergency based visits to patients or carrying drugs or heavy medical equipment.

10.14. Provisions for Blue Badge holders

Valid blue badge holders are permitted to park in residents' parking bays when a valid blue badge is correctly displayed, providing the bay has not been suspended. There is no time limitation.

10.15. Provision for Motorcycles

To qualify for a resident motorcycle permit, an individual's main place of residence must fall within the scheme area and the applicant should own or have use on a regular basis of a vehicle of the type permitted. Permits are linked to a specific vehicle not a household.

Applicants must be able to support their application with the following detailed documentary evidence:

- Valid Driving Licence or Tenancy Agreement.
- Valid certificate of insurance showing the applicant as the main driver.

10.16. Temporary Permit/Temporary Hire Car Permit

Temporary permits are used when residents' within a scheme are awaiting documentation to apply for an annual permit or when residents are using a courtesy/hire car. Permits can be purchased on a weekly, monthly or quarterly basis.

10.17. Car Clubs

To reduce car ownership in urban areas, designated parking bays may be provided on-street for car club vehicles. Permits for car club bays shall be issued only to accredited car club operators authorised to operate within that area.

10.18. Time of Operation

Times of operation for individual Residents' Parking Schemes will be designed to reflect local parking needs and road use; local consultation will help to inform this decision.

The standard operating period for a Residents' Parking Schemes is based on weekday non-resident parking (Monday to Friday, 9am to 5pm) and covers the basic administration and enforcement costs. Any extension to the standard operating period will increase the annual cost of residents' permits to cover any additional enforcement.

As there are basic administration and enforcement costs, a reduction in the standard operating period (Monday to Friday, 9am to 5pm) will not reduce the annual cost of residents' permits. Enforcing short time restrictions can be more expensive to enforce due to the lack of flexibility in times that enforcement officers are sent to each area hence additional staff may be required to enforce effectively.

10.19. Transfer of Permits

Permits cannot be transferred from one vehicle to another. When a resident changes their vehicle any paper permit should be returned along with a copy of the certificate of insurance showing them as the main insured driver or policy holder of the new vehicle. A replacement permit will be sent.

In the case of 'virtual permits', please contact the Parking Services Team.

10.20. Renewals

Residents' permits are subject to annual or biennial renewal. It is the responsibility of the permit holder to ensure that they apply to renew their permit. Existing permit holders will usually be invited to renew their permit and, subject to meeting the eligibility criteria, will be approved for a new permit. Where a resident fails to renew their permit before the expiry date it will be assumed that the resident does not wish to renew and after a period of 10 working days from the expiry date, the permit will be made available to other residents.

Once a permit has expired there is no automatic 'grace period' before enforcement action may be taken.

10.21. Refunds

Where a resident no longer requires their permit they should return the paper permit to the Parking Services Team to receive a refund. Refunds will be made for each whole quarter remaining on the permit after an administration fee has been deducted. Refunds will not be given in relation to any permits which have been defaced or tampered with. In the case of 'virtual permits', contact the Parking Services Team.

Unused and expired visitors' permits will not be refunded or exchanged.

10.22. Stolen/Lost Permits

Where a paper permit is lost or stolen a resident can obtain a replacement by applying to the Parking Services Team. A replacement permit will be approved subject to an administration fee, provided the resident still meets the eligibility criteria.

10.23. Moving home

Where a resident moves out of the Residents' Parking Scheme area they should return their paper permit to the Parking Services Team to receive a refund. Refunds will be made for each full quarter remaining on the permit after an administration fee has been deducted. Refunds will not be given in relation to any permits which have been defaced or tampered with.

In the case of 'virtual permits', contact the Parking Services Team.

10.24. Permit Misuse

The council reserves the right to revoke any permit/s issued to individuals who abuse the Residents' Parking Scheme by:

- Tampering with a permit.
- Supplying a permit to others who are not entitled to use them.
- No longer meeting the qualifying criteria.
- Payment not cleared.

The council may refuse to approve a permit to individuals who have failed to comply with the terms of a Residents' Parking Scheme.

10.25. Scheme Area

This is the road or geographic area described in the Traffic Regulation Order (TRO) which introduces restricted parking and allows parking with a permit.

10.26. Household

Where a building is made up of separate, self-contained dwellings (e.g. flats) each separate dwelling with an independent postal address will be treated as a separate household. Properties that are either new or have been developed within an established scheme will be omitted from the scheme.

Riverboats will be treated as a household where it is the main residence, has a permanent mooring and holds a valid mooring licence issued by the local city or district council.

10.27. Suspensions

Residents' parking bays can be temporarily suspended or altered in special circumstances such as building work, removals, filming, special events, weddings and funerals and for security reasons.

Advisory explanatory signage will be placed adjacent to a suspended bay showing the times/days of operation. A Penalty Charge Notice may be issued to any vehicle parked in a suspended bay.

Alternative parking will not be provided and permit refunds not considered.

10.28. Enforcement

Whilst the Council encourages all road users to comply with highway regulations, it accepts that the level of compliance is optimised and sustained through timely and effective enforcement so as to:

- Enforce parking contraventions in a fair and consistent manner for the benefit of all parking users.
- Encourage sensible parking to improve access and protect public safety.
- Provide safe parking places with clear markings and signage.
- Ease congestion by keeping streets clear to enable smooth traffic flow.

A necessary and integral part of any Residents' Parking Scheme is visible and effective enforcement action, to help ensure that the terms of the Traffic Regulation Order (TRO) are observed.

The County Council will undertake enforcement only where Civil Enforcement powers are enacted. Whilst in the market towns outside Cambridge, enforcement currently remains the responsibility of the Police, enforcement responsibilities may be delegated to the District Council with the agreement of both the District and County Councils.

Penalty Charge Notices/Fixed Penalty Notices will be served to all vehicles observed parking in contravention of the rules/times of any Residents' Parking Scheme.

10.29. Maintaining Traffic Movement

The following minimum criteria will be adopted to maintain available highway widths for traffic movements:

- A free carriageway width of 3.1 m is required between marked bays.
- With parking to one side, an overall width of 4.9 m.
- With parking on both sides, an overall width of 6.7 m.

In exceptional circumstances, and following consultation with the police and the emergency services, it may be possible to reduce the above widths.

10.30. Footway Parking

The Council has a responsibility to keep footways safe to use, to maintain safe passage for pedestrians, rather than to facilitate parking. Parking on footways:

- Creates safety issues for pedestrians and can hide other vehicles particularly on bends, narrow roads and at junctions.
- Creates an obstruction and hazard for the visually impaired, disabled and elderly people and those with prams and pushchairs.
- Can cause damage to the footway.

Parking on footways would be considered in exceptional circumstances only where there is no impact on safety or pedestrian movement and where the underlying construction is suitable for vehicles

## Appendix B

### Cambridge Residents' Parking Schemes Extension Delivery Plan (V7)

#### 1. Purpose

- 1.1. This Delivery Plan sets out the approach to address specific parking issues and future challenges within Cambridge City. It creates a framework for the expansion of current residents' parking schemes by offering a more comprehensive approach.
- 1.2. The document has been developed to complement policies and Transport Strategies to reduce traffic flow by controlling the availability of parking spaces and promoting safe, sustainable and economic growth by reducing the level of congestion.
- 1.3. The introduction of new residents' parking schemes should be considered not in isolation, but as part of a wider programme which encourages more sustainable travel choices and tackles congestion.

#### 2. Scope and Objectives

- 2.1. The Delivery Plan creates a framework for new residents' parking schemes within the City of Cambridge.
- 2.2. The key aim of this Delivery Plan is to help improve the quality of life for Cambridge residents. The plan has the flexibility to meet the evolving needs of the local communities in Cambridge by enabling:
  - Improved parking facilities for city residents and short stay parking for visitors to local shops and business.
  - Reduced availability of free, unrestricted parking within the City.
  - Prioritisation of parking space to residents and other permit holders.
  - Comprehensive expansion of new residents' parking schemes which will be operationally viable and financially cost neutral to the Council.

#### 3. Responsibility

- 3.1. Cambridgeshire County Council will oversee the implementation of the Delivery Plan programme and work collaboratively with residents, local Councillors and the Cambridge Joint Area Committee (CJAC) to establish a scheme that reasonably meet the needs of local communities.
- 3.2. CJAC will consider all objections to the proposed Traffic Regulation Orders (TROs). Particular attention will be given to local views before determining the exact details of the scheme to ensure a reasonable balance between competing parking demands.
- 3.3. The Greater Cambridge City Deal Executive Board have been consulted and in principle fully support the proposed Delivery Plan and funding of the implementation costs associated with the schemes detailed in this plan along with a review of the new schemes 12 months after installation, including covering the costs associated with any minor changes.

- 3.4. A decision regarding the City Deal Executive Board commitments set out in paragraph 3.3 will be subject to agreement of a business case in March 2017.
- 3.5. If funding is approved, the City Deal Executive Board will underwrite all costs (as set out in paragraph 3.3) associated with the implementation of the schemes detailed in this plan that have not commenced public consultation as of 14<sup>th</sup> February 2017.

#### **4. Programme**

##### **4.1 The proposed Schemes**

- 4.1.1 The attached map (appendix 1) is indicative of the parameters for the creation of new residents' parking schemes. It reflects areas with existing parking problems/issues and those that are most likely to experience problems/issues in the near future due to the ongoing development of the city.

Before consultation is undertaken, zones can be changed at the request of the local County Councillor(s).

- 4.1.2 The map has been divided into individual zones for practical and manageable reasons. As each zone is unique, schemes will be developed in a series of zones, each tailored to the needs of the individual communities within them.
- 4.1.3 The implementation costs associated with new schemes (as set out in paragraph 3.3) would, for the zones detailed in this document, be funded by the City Deal. The various elements of a residents' parking scheme that qualify for funding are detailed in section 5 of the Residents' Parking Policy document.

##### **4.2 Initiation Process**

- 4.2.1 This Delivery Plan offers a fast track alternative to the Cambridgeshire Residents' Parking Policy by reducing the implementation stages required to:

###### **4.2.1.1 A Public Consultation**

Each zone will be consulted. The consultation will establish the level of support for the proposed parking controls and will give residents of that zone the opportunity to help develop a scheme that best suits their needs.

Only zones where over 50% of respondents express support for the proposed parking controls will be progressed.

It is expected that City Deal funding is time limited. Therefore once the funding window has closed, future schemes will be considered as outlined in the Residents' Parking Policy document.

As this consultation is being undertaken as part of a wider plan, the local County Councillor will be advised but her/his endorsement is not required at this stage.

###### **4.2.1.2 Drafting and Publishing Traffic Regulation Orders (TROs)**

Residents within each proposed zone along with other groups affected by the proposed parking controls will be given a final opportunity to support or challenge the introduction of the proposed controls when the TRO is advertised.

Any objection to the proposed TRO will be considered by CJAC.

#### 4.2.1.3 Scheme Installation

Installation of signs and lines and issue of permits.

### 4.3 Programme of works

The introduction of the proposed expansion of the current residents parking scheme will be staggered. The zones included in this delivery plan are:

Zone No.	Zone Name	Zone No.	Zone Name
1	*Newnham	14	Chaucer
2	*Accordia	15	Trumpington North
3	*Coleridge West	16	Trumpington South
4	*Coleridge East	17	Perse
5	*Elizabeth	18	Glebe
6	*Victoria	19	Nightingale
7	Romsey West	20	Wulfstan
8	Romsey East	21	Walpole
9	York	22	Chesterton West
10	Ascham	23	Chesterton East
11	Stretten	24	Chesterton South
12	Benson North	25	Stourbridge
13	Wilberforce	26	*Staffordshire

\* As these schemes have already expressed support for the introduction of a Residents' Parking Scheme, they will be consulted first, followed by the remaining schemes.

## 5 Operational guidance

5.1 Operational guidance for residents' parking schemes can be found in section 10 of the Residents' Parking Policy.

### 5.2 Scheme Operational hours and cost

Times of operation for individual Residents' Parking Schemes will be designed to reflect local parking needs, road use and adjoining schemes; local consultation will help to inform this decision.

Operational hours of individual schemes **may** include:

<b>All day Operational Hours</b>
Mon to Fri – 9am to 5pm (basic scheme)
<b>OR</b>
Mon to Sat – 8am to 8pm
<b>OR</b>
All Days – 9am to 5pm

All day schemes are well established across the city and have proved to successfully address the competition for parking by giving parking priority to residents throughout the day.

<b>Part time Operational Hours</b>
Mon to Fri – 9am to 12pm or,
<b>OR</b>
Mon to Fri – 9am to 11am & 2pm to 4pm

Careful consideration should be given to part time restrictions in relation to the benefit they offer residents. Will the reduced operational hours address the evolving demand on parking within the area or, with the flexibility of work patterns and extended retail opening hours, will those demands and subsequent parking difficulties simply move to a different time of day?

Consideration should also be given to the cost / benefits of all schemes.

### **5.3 Scheme Operational Costs**

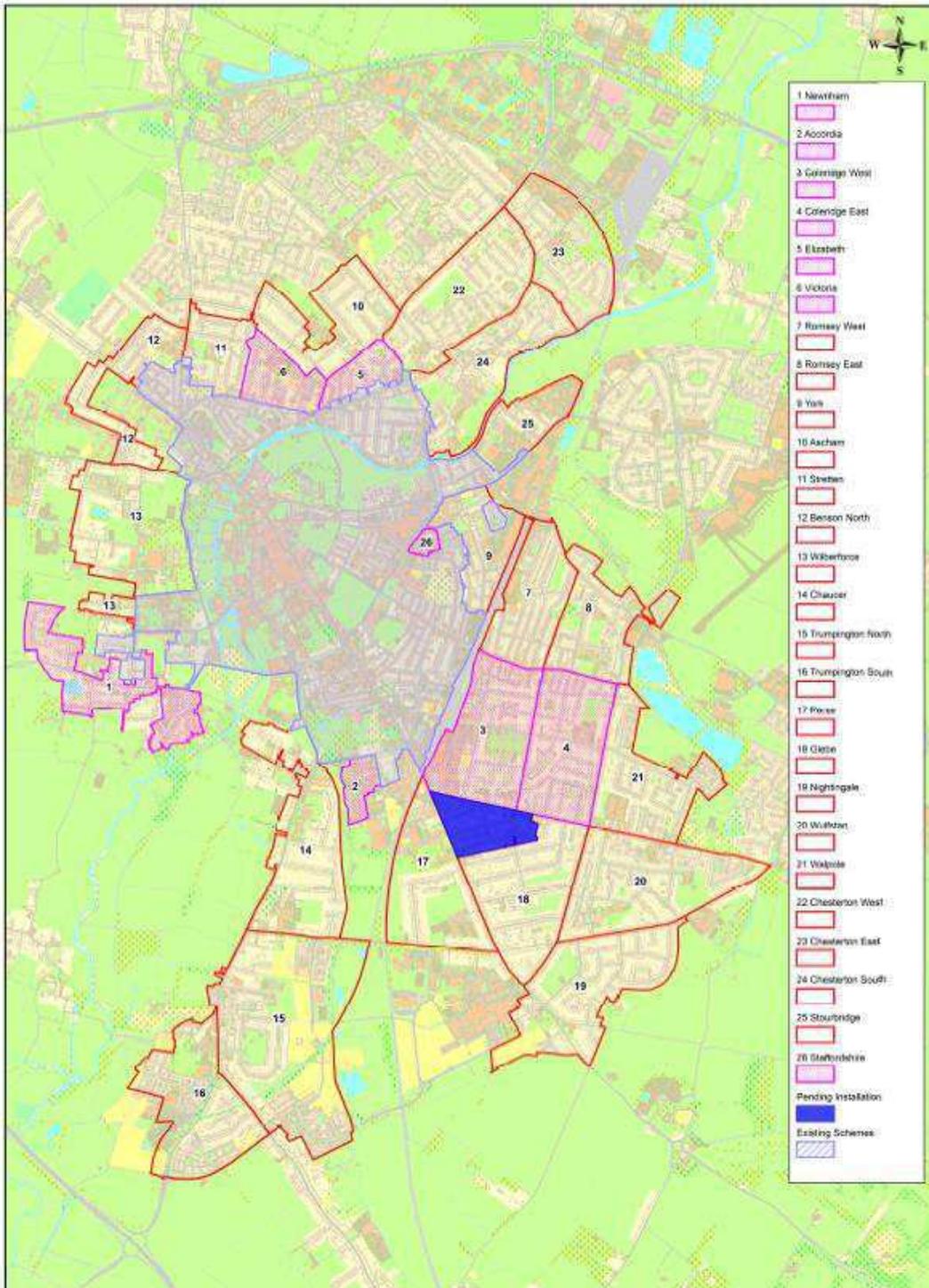
The standard operating period for a Residents' Parking Scheme is based on weekday non-resident parking (Monday to Friday, 9am to 5pm) and covers the basic administration and enforcement costs. Any extension to the standard operating period will increase the annual cost of residents' permits to cover any additional enforcement.

A reduction in operational hours will not reduce either the basic administration or enforcement costs. Therefore the cost of a permit for a scheme which is operational part-time such as Monday to Friday, 9am to 12pm will be the same as a permit for a scheme which is operational all day for example Monday to Friday, 9am to 5pm.

## Appendix 1

This map is indicative of the parameters for the creation of new residents' parking schemes. Before consultation is undertaken, zones can be changed at the request of the local County Councillor.

### Cambridge Residents' Parking Schemes



Scale (at A3): 1:25000    Centred at: 546492,257749    Date: 19/01/2017    By: fp586    © Crown copyright and database rights 2017 Ordnance Survey 100023205

## Appendix C

### COMMUNITY IMPACT ASSESSMENT



Directorate / Service Area		Officer undertaking the assessment	
Economy, Transport & Environment.		Name:	Nicola Gardner
Service / Document / Function being assessed		Job Title:	Parking Policy Manager
Traffic Managers – <b>Residents’ Parking Policy</b>		Contact details:	01223 727912
Business Plan Proposal Number (if relevant)			
Aims and Objectives of Service / Document / Function			
<p>The aims of the Residents’ Parking policy review included:</p> <ul style="list-style-type: none"> <li>• Developing a policy that has the flexibility to meet the evolving needs of the local communities in Cambridge and across the county.</li> <li>• Ensuring Residents’ Parking Schemes, as a whole, are cost neutral to the County easing the pressure on the on-street parking account which currently supports this service.</li> <li>• Engaging local communities and stakeholders to ensure the new Residents’ Parking Policy reflects and balances the needs of those that live, work and visit Cambridge and Cambridgeshire.</li> <li>• Ensuring the alignment of the policy with the concepts and objectives of City Deal.</li> </ul>			
What is changing?			
<p>This document has been developed to address parking issues and future challenges within Cambridgeshire that affect access and/or residents’ vehicular parking availability. It creates a framework for the consideration of the introduction/extension of formalised Residents’ Parking Schemes.</p> <p>The Local Transport Plan (LTP) highlights the importance of managing traffic and the space available both efficiently and effectively to enable the delivery of the continued growth and development of sustainable communities across the County. This document augments this plan by illustrating the conditions where Residents’ Parking Schemes may be considered, along with their key operational aspects. It sets out an approach to be applied across Cambridgeshire.</p>			

**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

**Members Working Group**

Cllr Kevin Blencowe (chair) – Cambridge City Council  
 Cllr Jocelyne Scutt – Cambridge County Council  
 Cllr Amanda Taylor - Cambridge County Council  
 Cllr Noel Kavanagh - Cambridge County Council  
 Cllr Donald Adey – Cambridge City Council (replaced Cllr Smart)  
 Cllr Dave Baigent – Cambridge City Council (replaced Cllr Smith)

**Stakeholders**

Resident Associations  
 Universities  
 Trade Associations  
 Disability Group  
 FeCra  
 Smarter Cambridge Transport  
  
 Parking Services Team  
 Policy & Regulation Team  
 Finance Team  
 Mott Macdonald (Parking Survey)

**What will the impact be?**

Tick to indicate if the impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability	X		
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation			X

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

There will be a positive impact on Blue Badge holders as they are permitted to parking within any residents parking scheme for an unlimited time period. A valid blue badge must be displayed correctly at all times.

**Negative Impact**

Permits are chargeable. The cost of a residents' permit will depend on the complexity of the scheme, but could impact negatively on those with least ability to pay.

The formalisation of parking controls may result in a reduction of available parking spaces, in order to accommodate emergency vehicle access, waste / recycling removal, pedestrian access, junction protection and the introduction of pay & display, disabled and car club bays to support the local community and local businesses.

**Neutral Impact**

The protected characteristics are not relevant in the delivery of this of the Residents' Parking Policy as no distinction is made when delivering the service.

**Issues or Opportunities that may need to be addressed**

None identified

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

Neutral impact

Directorate / Service Area		Officer undertaking the assessment	
Economy, Transport & Environment.		Name:	Nicola Gardner
Service / Document / Function being assessed		Job Title:	Parking Policy Manager
Traffic Managers – <b>Cambridge Residents' Parking Schemes Extension Delivery Plan</b>		Contact details:	01223 727912
Business Plan Proposal Number (if relevant)			
Aims and Objectives of Service / Document / Function			
<p>The key aim of this Delivery Plan is to help improve the quality of life for Cambridge residents. The plan has the flexibility to meet the evolving needs of the local communities in Cambridge by enabling:</p> <ul style="list-style-type: none"> <li>• Improved parking facilities for city residents and short stay parking for visitors to local shops and business.</li> <li>• Reduced availability of free, unrestricted parking within the City.</li> <li>• Prioritisation of parking space to residents and other permit holders.</li> <li>• Comprehensive expansion of new residents' parking schemes which will be operationally viable and financially cost neutral to the Council.</li> </ul>			
What is changing?			
<p>This Delivery Plan sets out the approach to address specific parking issues and future challenges within Cambridge City. It creates a framework for the expansion of current residents' parking schemes by offering a more comprehensive approach.</p> <p>The document has been developed to complement policies and Transport Strategies to reduce traffic flow by controlling the availability of parking spaces and promoting safe, sustainable and economic growth by reducing the level of congestion. It offers a fast track alternative to the Cambridgeshire Residents' Parking Policy by reducing the implementations stages.</p> <p>The introduction of new residents' parking schemes should be considered not in isolation, but as part of a wider programme which encourages more sustainable travel choices and tackles congestion.</p> <p>The Greater Cambridge City Deal Executive Board have been consulted and in principle fully support the proposed Delivery Plan and funding of the implementation costs associated with the schemes detailed in this plan along with a review of the new schemes 12 months after installation, including covering the costs associated with any minor changes. A decision regarding the City Deal Executive Board commitments set out in paragraph 3.3 will be subject to agreement of a business case in March 2017.</p>			

**Who is involved in this impact assessment?**

e.g. Council officers, partners, service users and community representatives.

**Members Working Group**

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 Disability Group  
 FeCra  
 Smarter Cambridge Transport

Parking Services Team  
 Policy & Regulation Team  
 Finance Team  
 Mott Macdonald (Parking Survey)

**What will the impact be?**

Tick to indicate if the impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability	X		
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation			X

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

**Positive Impact**

There will be a positive impact on Blue Badge holders as they are permitted to parking within any residents parking scheme for an unlimited time period. A valid blue badge must be displayed correctly at all times.

**Negative Impact**

Permits are chargeable. The cost of a residents' permit will depend in the complexity on the scheme, and may impact negatively on those with least ability to pay.

The formalisation of parking controls may result in a reduction of available parking spaces, in order to accommodate emergency vehicle access, rubbish removal, pedestrian access, junction protection and the introduction of pay & display, disabled and car club bays to support the local community and local businesses.

**Neutral Impact**

The protected characteristics are not relevant in the delivery of this of this Delivery Plan as no distinction is made when delivering the service.

**Issues or Opportunities that may need to be addressed**

None identified

**Community Cohesion**

If it is relevant to your area you should also consider the impact on community cohesion.

Neutral impact

**LOCAL HIGHWAY IMPROVEMENT (LHI) SCHEMES 2017/18**

**To:** Highways & Community Infrastructure Committee

**Meeting Date:** 14<sup>th</sup> March 2017

**From:** Executive Director: Economy, Transport and Environment Services

**Electoral division(s):** All

**Forward Plan ref:** N/A                      **Key decision:** No

**Purpose:** To inform Committee of the outcome of the prioritisation of 2017/18 LHI applications by the Member Panels in each District area.

**Recommendation:**

- a) To approve the prioritised list of schemes for each District area, included in appendix A of this report.
- b) To approve the allocation of £100k from the £607k total approved LHI budget to partially recover the cost of resources required to deliver the programme.

<b><i>Officer contact:</i></b>	
Name:	Richard Lumley
Post:	Head of Local Infrastructure & Street Management
Email:	<a href="mailto:richard.lumley@cambridgeshire.gov.uk">richard.lumley@cambridgeshire.gov.uk</a>
Tel:	01223 703839

## **1.0 BACKGROUND**

- 1.1 For 2017/18 the approved budget to facilitate a programme of Local Highway Improvements (LHI) is £607,000, as approved by H and CI and E&E Committee in December 2016.
- 1.2 The LHI initiative invites community groups to submit an application for funding of up to £10,000, subject to them providing at least 10% of the total cost of the scheme. It gives local people a real influence over bringing forward highway improvements in their community that would not normally be able to be prioritised by the Council. The schemes are locally driven and cover work that would probably not have been undertaken by the authority if the LHI programme didn't exist.
- 1.3 Where applications involve ongoing operational costs such as the cost of power supplies for measures such as zebra crossings, the applicant is expected to meet these costs, or, for some non-standard highway features or equipment, become responsible for the asset itself.

## **2. MAIN ISSUES**

- 2.1 Member Panels have been set up to assess the priorities for funding for each of the above budgets, with political group leaders appointing members based on current political proportionality, with the exception of the City Panel, which was agreed by the Cambridge Joint Area Committee.
- 2.2 Panel members have been asked to consider and score applications which will determine how the budget should be allocated. The panels adopted a scoring system measuring persistent problems, road safety, community improvement and added value, a new category for this year. They scored each element 0-5 and the average of all panel members was used to rank applications. Panel members were not permitted to score applications in their own division.
- 2.3 Officers have provided a technical appraisal of each application, but the assessment has been a member led process, where applicants are also invited to present their proposal.
- 2.4 The rationale for proposing which applications are delivered is based upon the scoring system and available budget per District area. The scoring criteria is as follows:  
  
Score 0 Fails to deliver any improvement  
Score 1 Delivers negligible improvement/ aims of the LHI Initiative  
Score 2 Delivers limited improvement/ aims of the LHI Initiative  
Score 3 Delivers some improvement/ aims of the LHI Initiative  
Score 4 Delivers substantial improvement/ aims of the LHI Initiative  
Score 5 Delivers exceptional improvement/ aims of the LHI Initiative
- 2.5 It is recommended that no application scoring less than 1 should be implemented, as the scoring indicates that the project delivers negligible improvements/ aims of the LHI Initiative.

- 2.6 It is then recommended that projects be approved for delivery working down from the highest score to the lowest, until the budget for the District area is fully allocated.
- 2.7 Actual project costs will be determined as the projects are developed and may result in lower than estimated costs. This process may result in further applications being confirmed later in the year.
- 2.8 Applicants will also be required to agree the final design and cost of their project within 4 months of being awarded funding, otherwise funding may be reallocated to the next prioritised scheme, in order to maximise outcomes from the LHI Initiative each year.
- 2.9 To date officer and Cambridgeshire Highways overhead costs have not been allocated to the delivery of LHI projects. The rest of the capital programme delivered by the Highway Projects & Road Safety team has these costs attributed to them, which means that LHI schemes are effectively subsidised (on top of the Council's capital contribution to each scheme). A Business Plan proposal for 2017/18 is to move to a position of full cost recovery for both LHI schemes and Third Party works. Given the cycle for LHI schemes, this will not be fully implemented until the scheme round in the Autumn of this year and so a short term means of delivering the £100k saving that is currently in the Business Plan is proposed.
- 2.10 Delivery of the LHI Programme requires a considerable amount of resource, with just over 90 projects in the programme last year. To start to better reflect the actual cost to the authority of delivering the initiative, which is in the region of £200k, it is proposed that £100k of these costs be charged as a block to the LHI budget for 2017/18.
- 2.11 This is an interim generic method of cost recovery and will not reflect individual scheme specific costs. However, further work is planned in this area as part of a review of the LHI Initiative, which will be carried out in conjunction with Members, Parish and District Councils.
- 2.12 If this is agreed then the LHI budget for 2017/18 would be £507,000. This leads to a proposed budget breakdown by district area as follows:

East Cambridgeshire	£66,130
Fenland	£80,826
Huntingdonshire	£139,609
South Cambridgeshire	£117,564
Cambridge City	£102,870
<b>TOTAL</b>	<b>£507,000</b>

- 2.13 The prioritised list of schemes for each district area can be found in **Appendix A** of this report. Each list also highlights the point at which the budget for each district area is fully allocated to schemes, indicated by a red dashed line.

### **3. ALIGNMENT WITH CORPORATE PRIORITIES**

#### **3.1 Developing the local economy for the benefit of all**

Investing in local communities, particularly the issues that are often of greatest local concern, promotes community development and provides benefits to all local residents.

#### **3.2 Helping people live healthy and independent lives**

Facilitating the use of sustainable forms of transport and improving and promoting safe movement within communities provides a positive contribution to this priority.

#### **3.3 Supporting and protecting vulnerable people**

Many of the schemes that are brought forward have outcomes that improve road safety, particularly for vulnerable users, such as the young, elderly or particular user types, such as pedestrians and cyclists.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

The required resources have been made available to deliver the programme of projects, which will be funded from across the Transport Delivery Plan capital budget.

The implications of this are included in the main body of the report.

#### **4.2 Statutory, Risk and Legal Implications**

There are no significant implications within this category.

#### **4.3 Equality and Diversity Implications**

The LHI Initiative empowers community groups to bring forward improvements that would not ordinarily be able to be prioritised by the Council. This gives local people a real influence over bringing forward improvements that benefit their local community.

#### **4.4 Engagement and Consultation Implications**

Further engagement and consultation will take place on each project as it is developed, in conjunction with the applicant.

#### **4.5 Localism and Local Member Involvement**

The Local Highway Improvement Initiative gives local people a real influence over highway improvements 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.

#### 4.6 Public Health Implications

The majority of schemes aim to improve road safety, which may subsequently contribute to reducing the risk of accident injuries on the network.

Source Documents	Location
Prioritised list of LHI schemes by District area for delivery in 2017/18	Appendix A
Individual LHI Panel Member scoresheets	Witchford Highways Depot Stirling Way Witchford Ely Cambridgeshire CB6 3NR

Implications	Officer Clearance
<b>Have the resource implications been cleared by Finance?</b>	Yes Name of Financial Officer: Sarah Heywood
<b>Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?</b>	No response Name of Legal Officer:
<b>Are there any Equality and Diversity implications?</b>	Yes Name of Officer: Tamar Oviatt-Ham
<b>Have any engagement and communication implications been cleared by Communications?</b>	No response Name of Officer:
<b>Are there any Localism and Local Member involvement issues?</b>	Yes Name of Officer: Tamar Oviatt-Ham
<b>Have any Public Health implications been cleared by Public Health</b>	Yes Name of Officer: Iain Green



## East Cambridgeshire LHI Panel Scorecard 2017/18

### Panel Members:

JP Cllr Palmer  
MR Cllr Rouse  
BH Cllr Hunt  
LD Cllr Dupre  
JS Cllr Schumann

2017/18 East Cambs Budget £66,130

App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	£ Applicant	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Persistent Problem	Road Safety	Community Impact	Added Value	Overall Average Score
										Av Score	Av Score	Av Score	Av Score	
2324579	Little Thetford Parish Council	Red Fen Road, Little Thetford	Speed limit reduction, gateway features / treatments and signing	£4,000	£400	10%	£3,600	£3,600	£3,600	4.25	4.25	4.00	4.25	4.19
2286945	Littleport	Various locations around Littleport	Mobile Vehicle Activiated Sign (VAS)	£8,000	£4,000	50%	£4,000	£4,000	£7,600	3.80	5.00	3.80	3.80	4.10
2303467	Witchford Parish Council	North side of Main Street, Witchford - near Common Road	Widen the existing footway which is currently only 1m wide	£10,000	£5,000	50%	£5,000	£5,000	£12,600	4.00	4.00	4.00	4.25	4.06
2324563	Mepal	Sutton Road	Mobile Vehicle Activiated Sign (VAS)	£4,000	£1,000	25%	£3,000	£3,000	£15,600	3.75	4.00	4.00	3.75	3.88
2303380	Stetchworth	High Street	School Zig zags and signs	£1,000	£200	20%	£800	£800	£16,400	3.80	3.60	4.20	3.80	3.85
2221618	Burwell	Ness Road	Safer pedestrian crossing facilities and speed reduction	£25,000	£15,000	60%	£10,000	£10,000	£26,400	4.60	3.20	3.40	3.80	3.75
2181362	Wicken Parish Council	A1123, Wicken	40mph buffer zone from Stretham end	£3,500	£1,750	50%	£1,750	£1,750	£28,150	4.33	3.00	3.33	4.00	3.67
2248174	Haddenham Parish Council	Various sites into Haddenham	Mobile Vehicle Activiated Sign (VAS)	£10,000	£3,000	30%	£7,000	£7,000	£35,150	3.50	3.50	3.50	3.50	3.50
2315133	Snailwell Parish Council	Snailwell village, Fordham, The Street and The Green, Chippenham Road	Traffic calming on Fordham Road and Chippenham Road, cushions and signage.	£10,000	£5,000	50%	£5,000	£5,000	£40,150	3.00	2.67	3.00	3.00	3.44
2315466	Isleham	Various locations around Isleham	Mobile Vehicle Activiated Sign (VAS)	£10,000	£1,000	10%	£9,000	£9,000	£49,150	3.33	3.33	3.33	3.67	3.42
2315574	Ashley	High Street and two other locations	Mobile Vehicle Activiated Sign (VAS)	£4,000	£1,000	25%	£3,000	£3,000	£52,150	3.40	2.80	3.00	3.00	3.05
2212272	Brinkley Parish Council	Weston Colville Road, Brinkley	Our application is for 2 sets of rubberised speed cushions to be installed along Weston Collvile Road	£7,000	£700	10%	£6,300	£6,300	£58,450	3.20	2.40	3.40	2.80	2.95
2324288	Fordham Parish Council	Isleham Road	Introduction of a 40mph limit from Barrowfield Farm, vertical feature with zebra crossing outside the school.	£25,000	£15,000	60%	£10,000	£7,680	£66,130	2.67	2.25	2.67	3.33	2.73
2287134	Sutton Parish Council	The America / High Street	Central island and chicane feature. Mobile VAS	£20,000	£10,000	50%	£10,000			3.00	3.00	2.50	2.25	2.69
2322058	City of Ely	Lynn Road	Signs approaching 30mph limit in Ely to warn drivers and flashing signs	£8,100	£900	11%	£7,200			3.25	2.75	2.50	2.25	2.69
2278925	Chippenham	High Street	Mobile Vehicle Activiated Sign (VAS)	£3,000	£1,500	50%	£1,500			2.67	2.67	2.67	2.67	2.67
2212026	Woodditton	Approaches to Woodditton Road, Stetchworth Road, and School Road	Village gateway features	£6,000	£1,500	25%	£4,500			2.60	2.60	2.40	2.20	2.45
2324632	Wilburton Parish Council	A1123 near Church lane & A1123 junction	Safety improvements on bend where tractors has previously crashed	£16,000	£6,000	38%	£10,000			3.50	2.00	2.00	2.25	2.44
2279478	Dullingham	Footpath 3	Removal of concrete steps and installation of ramp	£3,255	£651	20%	£2,604			2.00	2.50	2.00	2.00	2.13
2287014	Isleham Church Group	Beck Road, Isleham	New footway construction	£16,200	£6,200	38%	£10,000			1.50	1.33	2.33	2.00	1.79
<b>TOTAL</b>				<b>£194,055</b>	<b>£79,801</b>	<b>41%</b>	<b>£114,254</b>							

## Fenland LHI Panel Scorecard 2017/18

### Panel

SH Cllr Samantha Hoy  
 DC Cllr David Connor  
 CB Cllr Ralph Butcher  
 AL Cllr Alan Lay

2017/18 Fenland Budget £80,826

App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	£ Applicant	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Persistent Problem	Road Safety	Community Impact	Added Value	Overall Average Score
										Av Score	Av Score	Av Score	Av Score	
2324681	Cllr Chris Boden	Windmill Street, Stonald Road and adjacent roads	Double yellow lines be installed up to ten metres from the junctions and opposite	£ 1,800	£300	17%	£1,500	£1,500	£1,500	5.00	5.00	5.00	5.00	5.00
2243275	Whittlesey Town Council	New Road	Extend footpath on South Side of New Road as far as the recycling centre	£17,426	£7,500	43%	£9,926	£9,926	£11,426	4.50	4.50	4.50	4.00	4.38
2292609	Whittlesey Town Council	A605 - Gravel House Corner, Coates.	To introduce statutory limit of 40 miles per hour	£2,500	£1,000	40%	£1,500	£1,500	£12,926	5.00	5.00	2.50	5.00	4.38
1947197	March Town Council	City Road, March.	Extension of footway past Police station car park	£10,000	£3,000	30%	£7,000	£7,000	£19,926	3.33	3.33	4.67	3.33	3.67
2309023	Cambian Group with support from Elm Parish council	172 March Road, Friday Bridge PE14 0LP (Along the B1101)	school warning signs combined with other signs, lines and reflective bollards to highlight the school access	£1,500	£200	13%	£1,300	£1,300	£21,226	3.33	3.33	4.67	3.33	3.67
2212067	Wimblington Parish Council	Doddington Rd. and March Rd. Wimblington	Vehicle activated speed signs	£5,250	£525	10%	£4,725	£4,725	£25,951	2.50	2.50	4.50	2.50	3.00
2279494	Wisbech Town Council	South Brink	2 build outs	£10,000	£1,000	10%	£9,000	£9,000	£34,951	2.50	2.50	4.50	2.50	3.00
2315552	Doddington Parish Council	Near Primary School, High Street, Doddington	Footpath extension	£15,000	£5,000	33%	£10,000	£10,000	£44,951	2.50	2.50	4.50	2.50	3.00
2247804	Manea Speedwatch group	Manea, Cambridgeshire	Speedwatch equipment	£2,500	£250	10%	£2,250	£2,250	£47,201	2.50	2.50	4.00	2.50	2.88
2252539	Parson Drove Parish Council	Sealeys Lane, Parson Drove	Footpath extension	£10,000	£1,000	10%	£9,000	£9,000	£56,201	2.67	2.67	2.75	2.67	2.69
2221476	Newton in the Isle Parish Council	The B1165 (High Road) through Newton-in-the Isle, Cambridgeshire.	Footway maintenance	£9,000	£1,200	13%	£7,800	£7,800	£64,001	2.67	2.67	3.00	2.00	2.58
2256528	Chatteris Town Council	Doddington Road (including Curf & Willey Terraces), Chatteris	Signing and lining improvements	£5,000	£1,000	20%	£4,000	£4,000	£68,001	2.00	2.00	4.00	2.00	2.50
2282672	Christchurch Parish Council	B1100 Tipps End, Cambridgeshire	Reduce speed limit through residential area of Tipps End to 40mph Erect appropriate signs for the sharp bends/road conditions	£4,500	£500	11%	£4,000	£4,000	£72,001	1.33	1.67	2.33	1.33	1.67

2315554	Wisbech St Mary Parish Council	Wisbech St Mary - High Road, Sandbank & Station Road Murrow - Murrow Bank & Top of Mill Road	Reduction of speed limits and improved road safety in Wisbech St Mary & Murrow. Reduction in speed limits from 40mph to 30mph.	£13,000	£3,000	23%	£10,000			0.67	0.67	1.67	0.67	0.92
2252542	Gorefield Parish Council	High Road and Chapel Lane Gorefield	Road marking and a street light	£10,000	£1,000	10%	£9,000			0.33	0.00	0.67	0.00	0.25
2287225	Manea Parish Council	Station Road, Manea	Resurfacing of the footpath	£10,000	£1,000	10%	£9,000			0.00	0.00	0.50	0.00	0.13
2298228	20 For March Campaign Group	March	A 20mph default speed limit for residential and urban areas, reduced from 30mph.	£10,000	£1,000	10%	£9,000			0.00	0.00	0.00	0.00	0.00
<b>TOTALS</b>				<b>£137,476</b>	<b>£28,475</b>	<b>21%</b>	<b>£109,001</b>							

# Huntingdonshire LHI Panel Scorecard 2017/18

## Panel Members:

Pbu Cllr P Bullen  
 PB Cllr P Brown  
 MS Cllr M Shellens  
 SC Cllr Criswell  
 DG Cllr Giles  
 MM Cllr McGuire  
 PR Cllr Reeve

2017/18 Huntingdonshire Budget £139,609

App No.	Applicant Name	Road Name/Location	Objective/Issue Description	£ Estimate d Project Cost	£ Applicant	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Persistent Problem	Road Safety	Community Impact	Added Value	Overall Average Score
										Av Score	Av Score	Av Score	Av Score	
2324437	Somersham Parish Council	The White Post junction - B1086 St Ives Road and B1089 Pidley Road, Somersham	To re-profile the road layout to form a traditional T junction.	£15,000	£5,000	33%	£10,000	£10,000	£10,000	3.83	3.50	2.83	3.00	3.29
2322557	Love's Farm Community Association	Love's Farm, St Neots	Managed parking control scheme for whole estate	£16,000	£8,000	50%	£8,000	£8,000	£18,000	3.83	2.33	3.50	2.83	3.13
2231168	Yaxley Parish Council	216-214 Broadway Yaxley	Zebra Crossing	£15,000	£5,000	33%	£10,000	£10,000	£28,000	3.17	3.50	3.33	2.50	3.13
2279232	Community Roadwatch(UK) C.I.C and Cllr Peter Reeve	Ramsey Road, Ramsey Forty Foot.	Traffic Calming measures	£20,000	£10,000	50%	£10,000	£10,000	£38,000	3.33	2.67	3.00	2.83	2.96
2192192	Bluntisham Parish Council	Station Road, Bluntisham	Central Refuge Island	£10,000	£2,000	20%	£8,000	£8,000	£46,000	3.25	3.00	3.25	2.00	2.88
2292532	St Ives Town Council	Cordell Close, St Ives	Installation of street light	£6,000	£1,000	17%	£5,000	£5,000	£51,000	2.33	2.83	3.33	2.83	2.83
2278977	Hail Weston Parish Council	The B645 highway, Hail Weston, PE19 5GG	50mph speed limit, gateways, improved signage and lining	£14,000	£5,600	40%	£8,400	£8,400	£59,400	2.86	2.71	2.86	2.86	2.82
2171329	Earith Parish Council	Earith High Street A1123	speed reduction buffer zone and structural road islands with appropriate road signs and lining.	£10,000	£4,000	40%	£6,000	£6,000	£65,400	2.33	2.33	2.50	3.17	2.58
2262074	Woodwalton Parish Council	Bridge Street to Raveley Road, Woodwalton	Village gateways, dragons teeth. Mobile VAS	£14,400	£7,200	50%	£7,200	£7,200	£72,600	2.29	2.29	2.71	3.00	2.57
2322651	Colne Parish Council	Bluntisham Road, Colne	2 No. Priority give way traffic islands Three sets of cushions	£12,000	£4,000	33%	£8,000	£8,000	£80,600	2.60	2.60	2.40	2.60	2.55
2322089	Great Staughton Parish Council	The junction of The Highway and The Causeway	Realignment of kerbline at junction to improve safety	£10,000	£1,500	15%	£8,500	£8,500	£89,100	3.00	2.67	2.83	1.33	2.46

2214880	Bury Parish Council	Upwood Road	Village Gates + 30 MPH Roundel and Dragons Teeth and to look at the formal crossing from valiant Square to the Upwood path	£7,500	£3,000	40%	£4,500	£4,500	£93,600	2.71	2.57	2.29	2.14	2.43
2252176	Kimbolton and Stonely Parish Council	Thrapston Road (B645) Kimbolton	Mobility Crossing	£3,000	£1,000	33%	£2,000	£2,000	£95,600	2.00	2.33	3.17	1.83	2.33
2278882	Holywell-cum-Needingworth Parish Council	Needingworth	Double Yellow Lines and TRO to deter parking right on the junction	£2,000	£400	20%	£1,600	£1,600	£97,200	2.83	2.33	2.17	2.00	2.33
2292560	Sawtry Parish Council	Green End Road Sawtry. Between Chesham Road and St Judith's Lane	Buildout traffic calming feature	£8,000	£6,000	75%	£2,000	£2,000	£99,200	1.80	1.80	2.20	3.40	2.30
2322665	Ellington Parish Council	St Peters Road and High Street	Double yellow lines at junction	£1,200	£600	50%	£600	£600	£99,800	2.50	1.83	2.17	2.67	2.29
2221671	Upwood and the Raveleys Parish Council	Ramsey Road between Bury derstriction signs and 40mph signs at Upwood	Change Ramsey Rd 60mph to 50mph between Upwood and Bury including Include new gatesInclude new lining and dragons teeth on approach	£8,500	£4,250	50%	£4,250	£4,250	£104,050	2.43	2.43	2.14	2.00	2.25
2279119	Pidley cum Fenton Parish Council	High Street	Central refuge island, 40mph speed limit, dragon's teeth	£10,000	£3,500	35%	£6,500	£6,500	£110,550	2.17	2.67	2.33	1.83	2.25
2315696	Broughton Parish Council	Bridge Road, Causeway Road and School Road.	Gate feature and Signage at all 3 entrances to the village. Mobile VAS	£10,766	£2,962	28%	£7,805	£7,805	£118,355	1.80	1.80	2.60	2.60	2.20
2322474	Huntingdon Town Council	High Street / Hartford Road	Zebra or Puffin/Tucan Crossing	£15,000	£5,000	33%	£10,000	£10,000	£128,355	2.40	2.40	2.20	1.80	2.20
2252147	Tilbrook Parish Council	High St (B645) , Tilbrook	Mobile Vehicle Activiated Sign (VAS)	3,500	£500	14%	£3,000	£3,000	£131,355	2.00	2.20	2.20	2.20	2.15
2282746	Glatton Parish Council	High Haden Road, Glatton	Ridden Horse warning signs	£800	£300	38%	£500	£500	£131,855	2.43	2.29	2.00	1.71	2.11
2266808	Old Weston Parish Council	The B660 through Old Weston, PE28	Carriageway buildouts and road markings	£7,000	£6,000	86%	£1,000	£1,000	£132,855	1.71	1.29	1.57	3.14	1.93
2266580	Warboys Parish Council	High Street, Warboys	The resurfacing of a length of footway.	£10,000	£2,000	20%	£8,000	£6,754	£139,609	2.71	1.00	2.43	1.43	1.89
2315700	Yelling Parish Council	Yelling	Mobile Vehicle Activiated Sign (VAS)	£4,500	£1,500	33%	£3,000			2.29	1.71	1.71	1.71	1.86
2322407	Great Gransden Parish Council	Meadow Road and Caxton Road	50mph speed limit, village gateway entry treatment, dragons teeth and roadmarkings	£9,000	£2,000	22%	£7,000			1.86	1.71	1.86	1.71	1.79
2315551	Great Paxton Parish Council	High Street, Great Paxton	Priority give way features and speed cushions	£13,000	£3,000	23%	£10,000			2.14	1.86	1.86	1.14	1.75
2322325	Brampton Parish Council	The Green, Brampton, Cambs	20mph limit around The Green	£2,500	£1,250	50%	£1,250			1.33	1.50	2.17	1.50	1.63
2322380	Elton Parish Council	Multiple locations throughout Elton	Replacement of Parish owned street lights	£20,000	£10,000	50%	£10,000			1.33	1.83	2.00	1.17	1.58

2129607	Ramsey Town Council	Wood Lane, Ramsey	Four road narrowing buildouts	£14,000	£4,000	29%	£10,000			1.33	1.50	1.67	1.67	1.54
2322195	Hemingford Grey Parish Council and Fenstanton Parish Council	A1096 London Road, St Ives	30mph speed limit, ped guardrail, fixed VAS	£12,000	£5,500	46%	£6,500			1.43	1.86	1.43	1.29	1.50
2186986	Farcet Parish Council	Farcet	Parking restrictions in various locations around the village	£4,000	£500	13%	£3,500			1.80	1.80	1.60	0.40	1.40
2315452	Folksworth and Washingley Parish Council	Folksworth Village	Increased signage in road, dragons teeth and give way/slow markings	£2,000	£500	25%	£1,500			2.00	0.75	1.75	1.00	1.38
2221409	Great & Little Gidding Parish Council	Main Street, Great Gidding, Huntingdon	Four mounting posts and the purchase of one Mobile VAS sign.	£4,000	£400	10%	£3,600			1.17	1.33	1.50	0.83	1.21
2256684	St Neots Town Council	Junction of Bushmead Road and Nelson Road	St Neots Town Council to improve the junction of Nelson Road and Bushmead Road by narrowing its width	£10,000	£1,000	10%	£9,000			1.50	1.00	1.33	1.00	1.21
2322065	Offord Cluny and Offord Darcy Parish Council	High Street, Offord Cluny	Removal of Chicane and installation of speed bump approx. 70 metres north to continue the traffic calming.	£10,000	£1,000	10%	£9,000			1.00	0.29	1.29	0.57	0.79
2322544	Abbotsley Parish Council	B1046 through Abbotsley	Restriction on HGV through traffic on the B1046 through Abbotsley.	£10,000	£2,000	20%	£8,000			0.50	0.33	0.50	1.00	0.58
2038337	Brickhills Parking	The Brickhills, Henbrook, St Neots, PE19 2ED	Retractable barriers on private drives and double yellow lines	£3,000	£300	10%	£2,700			0.67	0.17	0.50	0.33	0.42
<b>TOTAL</b>				<b>£347,666</b>	<b>£121,762</b>	<b>35%</b>	<b>£225,905</b>							

## South Cambridgeshire LHI Panel Scorecard

### Panel Members:

RH Cllr Hickford  
 SB Cllr Kindersley  
 TO Cllr Orgee  
 MS Cllr M Smith

2017/18 South Cambs Budget      £117,564

App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	£ Applicant	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Persistent Problem	Road Safety	Community Impact	Added Value	Overall Average Score
										Av Score	Av Score	Av Score	Av Score	
2322484	Fowlmere Parish Council	Fowlmere	Mobile Vehicle Activiated Sign (VAS)	£4,500	£675	15%	£3,825	£3,825	£3,825	4.50	4.50	4.50	4.25	4.44
2231299	Carlton Parish Council	B1052 road running through Willingham Green which is a hamlet located between the villages of Brinkley and Weston Colville.	Improved signage and lining to define the hamlet	£2,300	£230	10%	£2,070	£2,070	£5,895	4.33	4.67	4.33	4.33	4.42
2322538	Toft Parish Council	Village of Toft	Village entry gateway treatments (x2) and parking controls	£5,200	£2,600	50%	£2,600	£2,600	£8,495	4.25	4.25	4.25	4.25	4.25
2322328	Willingham Primary School	Willingham Primary School, Thodays Close, Willingham, CB24 5LE	Parking restrictions and school drop off and collection times to manage safety outside the school	£3,500	£350	10%	£3,150	£3,150	£11,645	4.25	4.25	4.25	4.25	4.25
2322650	Orchard Park Community Council	Orchard Park Primary School Ring Fort Rd Cambridge CB4 2GR	School Keep Clear and warning signage	£1,800	£216	12%	£1,584	£1,584	£13,229	4.50	4.50	4.25	3.50	4.19
2315193	Gamlingay Parish Council-FAO Kirstin Rayner	Everton Road, The Heath, Gamlingay	New footway provision (135 metres) Everton Rd The Heath.	£29,950	£20,950	70%	£9,000	£9,000	£22,229	4.00	4.33	4.00	4.33	4.17
2322204	Swavesey Parish Council	Ramper Road	A 40mph buffer zone section, complete with 3-2-1 rumble strips and signs	£3,000	£400	13%	£2,600	£2,600	£24,829	4.00	4.33	4.00	4.00	4.08
2322269	Whittlesford Parish Council	Duxford Road	Priorty give way features	£15,000	£7,500	50%	£7,500	£7,500	£32,329	4.00	4.00	4.25	4.00	4.06
2292492	Whaddon Parish Council	Meldreth Road and Church Street, Whaddon	Mobile Vehicle Activiated Sign (VAS)	£4,200	£2,100	50%	£2,100	£2,100	£34,429	4.00	4.00	4.00	4.00	4.00
2200896	Horningsea Parish Council	B1047 within the village of Horningsea	Mobile Vehicle Activiated Sign (VAS)	£4,000	£2,000	50%	£2,000	£2,000	£36,429	4.00	4.25	3.75	3.75	3.94
2282686	Little Shelford Parish Council	Entry and exit roads in Little Shelford	Mobile Vehicle Activiated Sign (VAS)	£4,000	£600	15%	£3,400	£3,400	£39,829	4.00	3.67	3.67	4.00	3.83

2315522	Histon and Impington Parish Council	Histon and Impington	Improvements to surfaces of the footpaths to make them more accessible	£20,000	£10,000	50%	£10,000	£10,000	£49,829	3.50	3.75	3.75	4.25	3.81
2282691	Teversham Parish Council	Fulbourn Road/High Street, Teversham	Double Yellow Lines to mirror existing double white lines that are currently in place	£2,000	£200	10%	£1,800	£1,800	£51,629	4.00	4.00	3.75	3.50	3.81
2322485	Heydon Parish Council	Fowlmere Road, Heydon - village entrance	40mph buffer zone	£2,000	£500	25%	£1,500	£1,500	£53,129	3.75	4.00	3.25	4.00	3.75
2135499	Fulbourn Parish Council	Cambridge Road Fulbourn	Solar Studs to define edge of path	£20,000	£10,000	50%	£10,000	£10,000	£63,129	3.50	3.50	4.00	3.75	3.69
2322584	Stapleford Parish Council	Stapleford Village	20mph speed limit	£2,500	£500	20%	£2,000	£2,000	£65,129	3.67	4.00	3.33	3.67	3.67
2215827	Duxford Parish Council	St John's St & Hunts Road	Unsuitable for Heavy Goods Vehcile (HGV) signs	£2,000	£400	20%	£1,600	£600	£65,729	4.00	3.75	3.50	3.25	3.63
2278837	Eltisley Parish Council	Eltisley	Speedwatch equipment	£3,500	£350	10%	£3,150	£3,150	£68,879	3.67	3.33	3.67	3.67	3.58
2315505	Shudy Camps Parish Council	Shudy Camps	Mobile VAS & Gateway features & signage	6,000	£1,500	25%	£4,500	£4,500	£73,379	4.00	3.67	3.00	3.67	3.58
2081947	Wimpole Parish Council	A603 Wimpole	Gateway features at both entrances to the 40mph speed limit	£3,000	£500	17%	£2,500	£2,500	£75,879	3.33	3.67	3.67	3.67	3.58
2322611	Thriplow Partish Council	A505 junction with Gravel Pit Hill, Thriplow	Improved junction signage	£6,000	£1,000	17%	£5,000	£5,000	£80,879	4.00	3.75	3.00	3.00	3.44
2315746	Harston Parish Council	Bend between Harston & Newton	Chevron signage at bend to highlight bend and encourage drivers to slow down to navigate the bend safely.	£9,000	£1,000	11%	£8,000	£5,000	£85,879	3.33	3.33	3.00	3.33	3.25
2292424	Great Shelford Parish Council	Church Street	To install school signs with flashing lights which can be time controlled	£9,600	£960	10%	£8,640	£4,000	£89,879	3.00	3.00	3.33	3.33	3.17
2292716	Babraham Parish Council	Babraham High Street / A1307 intersection	Improve safety of junction operation and access to bus stops	£15,000	£8,000	53%	£7,000	£7,000	£96,879	3.00	3.33	3.00	3.00	3.08
2315387	West wratting parish council chairman	West Wratting Village	40mph buffer zones on three entrances and relocaion of 30mph limit on Commons Rd	£9,500	£3,000	32%	£6,500	£6,500	£103,379	3.00	3.00	3.00	3.33	3.08
2322531	Waterbeach Parish Council	Long Drove Chittering	30mph limit and signage, including passing place signage	£4,000	£400	10%	£3,600	£3,600	£106,979	3.50	3.25	3.00	2.50	3.06
2315449	Graveley Parish Council	Graveley Village	Village entry 'gateway' treatment and possible mobile vehicle activated sign.	£4,000	£400	10%	£3,600	£3,600	£110,579	2.67	3.33	3.00	2.67	2.92
2256654	Sawston Parish Council	New Road, Sawston (close to entrance of SVC/Martindale Way)	Zebra Crossing	£15,000	£10,000	67%	£5,000	£5,000	£115,579	3.33	3.00	2.67	2.67	2.92
2324675	Madingley Parish Council	Church Lane	40mph buffer zone	£3,000	£750	25%	£2,250	£1,985	£117,564	3.00	2.50	2.75	2.75	2.75

2256588	Oakington and Westwick Parish Council	Streets in Oakington and Westwick	Mobile Vehicle Activiated Sign (VAS)	£2,795	£500	18%	£2,295			3.00	2.75	2.75	2.50	2.75
2256995	Caxton Parish Council	Caxton Village	Introduction of a 40mph buffer zone	£10,000	£1,300	13%	£8,700			3.00	2.50	2.50	2.75	2.69
2324713	Grantchester Parish Council	Bay outside 40 High Street	Widen path past tree	£12,500	£2,500	20%	£10,000			2.50	2.25	3.00	2.75	2.63
2287219	Orwell Parish Council	Outside No.20 Town Green Road, Orwell (Orchard Cottage)	Level up footway and restore kerb to full height.	£1,650	£165	10%	£1,485			2.67	3.00	2.67	2.00	2.58
2324845	Great Wilbraham Parish Council	Station Road	Construct an additional section of pavement.	£9,000	£4,000	44%	£5,000			2.00	2.50	2.25	2.50	2.31
2322394	Rampton Parish Council	Church End, Rampton CB24 8QA	Raised full width table and speed cushions	£17,100	£8,550	50%	£8,550			2.25	2.50	1.75	2.50	2.25
2226291	Fen Drayton Parish Council	Mill Road	Reduce speed limit to 40mph and install traffic calming, e.g. cushions	£5,500	£550	10%	£4,950			2.33	2.33	2.33	1.33	2.08
2315447	Litlington Parish Council	Royston Road, Litlington	Installation of 2 pair of bolt down speed cushions, signage and improvement of lighting as necessary.	£14,000	£5,000	36%	£9,000			2.50	2.00	1.50	2.00	2.00
2322479	Little Abington Parish Council	High Street, Abington, CB21 6AE	Traffic Calming	£12,500	£2,500	20%	£10,000			2.00	2.00	1.67	1.33	1.75
2322422	Cottenham Parish Council	Cottenham	speed-limiting priority feature, improved pavement surfaces, zebra crossing near Post Office	£40,000	£30,000	75%	£10,000			1.50	1.50	1.50	1.75	1.56
2322356	Stow-cum-Quy Parish council	Main road through Stow-cum-Quy	Removal of priority give way features and replacement with speed cushions	£45,000	£35,000	78%	£10,000			1.75	1.25	0.75	0.75	1.13
2221710	Lolworth Parish Meeting	the green, junction of Robins lane with Cuckoo lane	install new kerbing	£5,000	£500	10%	£4,500			1.00	0.25	0.50	0.50	0.56
2324463	Linton Parish Council	Symonds Lane, Linton	New Footway	£10,000	£1,000	10%	£9,000			0.67	0.67	0.33	0.33	0.50
2315474	Meldreth Parish Council	North End Bend Near No.22 North End and from the Victorian postbox to the entrance of No.72 North End, Meldreth	To install kerbing and drainage along these stretches of road.	£10,000	£1,000	10%	£9,000			0.50	0.25	0.50	0.25	0.38
2322378	Fen Ditton Parish Council	High Ditch Road	Double Yellow Lines at junction of Ditton Lane and High Ditch road, plus	£1,500	£500	33%	£1,000			0.00	0.00	0.00	0.00	0.00
2287131	Steeple Morden Parish Council	Car park/children's play area on village recreation ground	To reroute the path through the kissing gate from the car park onto the west side of the evergreen hedge, to re join permitted path.	£4,800	£480	10%	£4,320			0.00	0.00	0.00	0.00	0.00

**TOTAL** £414,895 £180,626 44% £234,269

## Cambridge City LHI Panel Scorecard 2017/18

### Member

NK Cllr Noel Kavanagh  
 AW Cllr Ashley Walsh  
 IM Cllr Ian Manning  
 DT Damien Tunnacliffe  
 RR Cllr Richard Robertson  
 KB Cllr Kevin Blencowe

2017/18 Cambridge City Budget £102,870

App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	£ Applicant	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Perisstant Problem	Road Safety	Community Impact	Added Value	Overall Average Score
										Av Score	Av Score	Av Score	Av Score	
2286984	Petersfield ward councillor	Ashley Ct, Staffordshire St	24 hour parking restriction on the southern side along the whole length of the road	£1,200	£120	10%	£1,080	£1,080	£1,080	4.67	3.67	4.33	4.33	4.25
2292535	County Councillor for Abbey Ward, Cambridge City	Abbey walk	Double yellow lines on Abbey Walk between the Newmarket Road crossing and the car park entrance	£1,400	£140	10%	£1,260	£1,260	£2,340	3.60	4.00	3.80	3.60	3.75
2324807	Cambridge City Councillor	Crossing of Hobart and Suez Road	Improve footway access and environment between the two roads	£6,000	£600	10%	£5,400	£5,400	£7,740	3.60	3.20	4.00	3.80	3.65
2322503	Cllr Ashley Walsh	Covent Garden	Traffic Calming	£3,900	£390	10%	£3,510	£3,510	£11,250	3.67	3.33	3.33	3.67	3.50
2322520	Cllr Ashley Walsh	Lyndewode Road	To install bollards on the cycle junction between Lyndewode Road and Tenison Road in order to prevent motorists incorrectly using the junction.	£250	£25	10%	£225	£750	£12,000	3.00	4.00	3.33	3.33	3.42
2324847	Kenneth Hart	Queen Edith's Way - from Long Road to Mowbray Road Roundabout	Mobile vehicle activated sign	£8,300	£830	10%	£7,470	£7,470	£19,470	3.40	3.60	2.80	3.40	3.30
2315719	Petersfield City Cllr Richard Robertson	Emery St	Improved signage and lines to reinforce no through road	£500	£50	10%	£450	£450	£19,920	4.33	2.67	3.33	2.67	3.25
2279116	Councillor for Abbey ward	Newmarket Road/Barnwell road Roundabout	Improve safety for cyclists on the outbound approach on Newmarket Rd	£4,000	£400	10%	£3,600	£3,600	£23,520	3.40	3.60	2.60	3.20	3.20
2324840	Cambridge City Councillor	Litchfield Road Bus Stop Markings	A bus stop area painted on the road to prevent cars parking at the bus stop outside 238 Lichfield road	£500	£50	10%	£450	£450	£23,970	3.20	3.20	3.20	3.20	3.20

2324729	Councillor Mike Sargeant	High Street Chesterton, Arbury Road, Victoria Road Cambridge	Supply of a mobile vehicle activated sign and associated posts.	£4,000	£400	10%	£3,600	£3,600	£27,570	3.20	3.20	3.00	3.00	3.10
2324456	Cambridge City Council	Junction of Kirkby Close/Birch Close and Milton Road, Cambridge . CB4	Double yellow lines on the junction only.	£1,500	£150	10%	£1,350	£1,350	£28,920	3.00	3.33	2.50	3.33	3.04
2309202	Cllr Amanda Taylor on behalf of Queen Edith's residents	Topcliffe Way	Double yellow lines to maintain access	£2,000	£200	10%	£1,800	£1,800	£30,720	3.20	2.40	3.20	3.00	2.95
2292720	Cambridge City Council	Histon Road, Borrowdale access	Dropped kerb uncontrolled crossing with connecting footway and improvements to the barrier layout to improve access to the adjacent cycle path	£5,000	£500	10%	£4,500	£4,500	£35,220	2.80	3.20	2.60	3.00	2.90
2324840	Cambridge City Councillor	The Junction of Perne Road and Perne Avenue or Langham road	A 'Keep Clear' boxed area at the junction of Perne road and either Perne avenue, Langham road or both.	£1,000	£100	10%	£900	£900	£36,120	2.80	3.00	2.60	2.80	2.80
2324535	Councillor Mike Sargeant	Cutter Ferry Path junction with Manhattan Drive	New layout and de-clutter to improve safety and to improve the visual appearance of the area.	£3,000	£300	10%	£2,700	£2,700	£38,820	2.80	2.80	2.60	2.80	2.75
2309216	Cllr Amanda Taylor on behalf of Queen Edith's residents	Godwin Way	Double Yellow lines on the junction to prohibit parking Fencing or posts on the grass outside the school.	£3,000	£300	10%	£2,700	£2,700	£41,520	2.80	3.00	2.40	2.80	2.75
1936555	Cllr Fiona Onasanya	Campkin Road	Parking restrictions on approach to prioty give way feature	£1,500	£150	10%	£1,350	£1,350	£42,870	3.00	3.20	2.20	2.40	2.70
2283066	Cllr Amanda Taylor on behalf of residents of Netherhall Way and Chalk Grove	Chalk Grove and Netherhall Way	Single and double yellow lines parking restrictions	£1,500	£150	10%	£1,350	£1,350	£44,220	2.60	2.40	2.80	2.80	2.65
2324481	Kelley Green	High Street Chesterton, junction with Green End Road and Water Lane	Village entry gateway treatment on the existing verges	£2,000	£200	10%	£1,800	£1,800	£46,020	2.60	2.60	2.60	2.60	2.60
2324805	County Councillor Noel Kavanagh	Mill Road junction with Coleridge Road	Forward advance box for cyclists to enable them to set off ahead of vehicles.	£5,000	£500	10%	£4,500	£4,500	£50,520	2.40	2.60	2.60	2.80	2.60
2082100	St Marks Court Residents Society Ltd (S Beer Secretary)	St Marks Court Newnham Cambridge CB3 9LE	Double yellow lines around corners	£2,000	£200	10%	£1,800	£1,800	£52,320	2.80	2.40	2.60	2.60	2.60

2189414	Councillor Edward Cearns	Orchard Street	Replace single yellow with double yellow lines	£1,000	£100	10%	£900	£900	£53,220	3.00	1.50	2.83	3.00	2.58
2324312	Cambridge City Council	Linden Close, Arbury, Cambridge	Double-yellow lines along the western side of each 'access arm' Main parking area marked bays Signage is suggested that would enable to police to undertake enforcement action against non-residents and vehicles obstructing the highway.	£4,600	£460	10%	£4,140	£4,140	£57,360	3.20	2.00	2.60	2.40	2.55
2282552	Lucy Nethsingha County Councillor	Sheep's Green, Newnham	Installing solar studs in the paths, and ideally some solar lighting on the bridges.	£4,000	£400	10%	£3,600	£3,600	£60,960	2.80	2.40	2.40	2.40	2.50
2324331	Cambridge City Council	Lovell Road, Cambridge, CB4	Verge parking prohibition	£2,500	£300	12%	£2,200	£2,200	£63,160	3.00	1.33	2.67	2.83	2.46
2292452	COUNCILLOR SANDRA CRAWFORD & ROBERT DRYDEN	Fulbourn Road, at the bus stop near the foot path to the Colville Estate	Uncontrolled crossing point	£11,000	£1,000	9%	£10,000	£10,000	£73,160	2.50	2.83	2.17	2.33	2.46
2292616	County Councillor Noel Kavanagh	Perne Road/ Radegund Road Roundabout	Introducing bollards to prevent vehicles parking on pavement/ cycleway	£1,000	£100	10%	£900	£900	£74,060	2.20	2.80	2.40	2.40	2.45
2292843	Cllr Amanda Taylor on behalf of residents of Cavendish Avenue	Cavendish Avenue	Parking restrictions to improve access from Hills Rd and along the street	£2,500	£250	10%	£2,250	£2,250	£76,310	2.60	2.20	2.20	2.80	2.45
2324488	Cambridge City Council	Woodhouse Way, Cambridge. CB4	Additional new street light	£2,000	£200	10%	£1,800	£1,800	£78,110	2.50	2.17	2.33	2.67	2.42
2324825	County Councillor Noel Kavanagh	Tiverton Way: junctions with Robert May Close and Britten Place	Introducing double yellow lines on the junction of Robert May Close and the junction of Britten Place with Tiverton Way	£800	£80	10%	£720	£720	£78,830	2.40	2.40	2.40	2.40	2.40
2309192	Cllr Amanda Taylor on behalf of Queen Edith's residents	Beaumont Road	Extension of double yellow lines at the QEW/ Beaumont junction.	£2,000	£200	10%	£1,800	£1,800	£80,630	2.60	2.20	2.20	2.40	2.35
2324677	County Councillor Noel Kavanagh	Litchfield Road	Parking restrictions in form of double yellow lines to be put on both sides of Litchfield Road where the road bends sharply to the right	£2,000	£200	10%	£1,800	£1,800	£82,430	2.20	2.40	2.20	2.40	2.30
EMAIL	Cllr Joan Whitehead	Coldhams Lane	Feasibility study to improve capacity at Newmarket Rd junction approach.	£3,000	£300	10%	£2,700	£2,700	£85,130	2.80	2.00	2.20	2.20	2.30
2322368	Cambridge City Council	Romsey Terrace	to improve safety and as above and as discussed with Highways Officer and Councillor	£850	£85	10%	£765	£765	£85,895	2.67	1.33	2.67	2.33	2.25

2324835	County Councillor Noel Kavanagh	Litchfield Road	The introduction of Access Protection Markings at the 9 dropped curb locations to prevent vehicles blocking access to the car parks that serve multiple residents.	£1,000	£100	10%	£900	£900	£86,795	2.20	2.40	2.00	2.40	2.25
2324553	Cambridge City Council	Hurrell Road, Arbury, Cambridge	Knee-rail fencing along three sides of the public green space, to the west, north, and south.	£3,500	£350	10%	£3,150	£3,150	£89,945	2.60	1.60	2.80	2.00	2.25
2324433	Cambridge City Council	Nuns Way. Crowland Way junction, Cambridge . CB4	'Give way' markings on Nuns Way at the junction with Crowland Road.	£1,000	£100	10%	£900	£900	£90,845	2.50	2.33	1.83	2.17	2.21
2292549	County Councillor Noel Kavanagh	Mill Road Bridge: from Devonshire Road to Argyle Street	Improvements to lining across the bridge to improve safety for cyclists	£1,000	£100	10%	£900	£900	£91,745	2.40	2.20	2.00	2.00	2.15
2324887	North Area Committee	Multiple roads - streetlight replacements	The addition of lights in some specific places: George St Near No 17 Aylestone Road No 4 Manhattan Drive Chesterton Hall Crescent Highfield Avenue Fen Road where it joins Water Street St Andrews Road	£10,500	£1,050	10%	£9,450	£9,450	£101,195	2.25	2.25	2.25	1.75	2.13
2324894	North Area Committee	Chesterton Road	Cycle access improvements adjacent to bus stop layby	£5,000	£500	10%	£4,500			2.25	2.00	1.75	2.25	2.06
2324879	King's Hedges Liberal Democrats	Chesterfield Road	An additional streetlight on the western stretch of Chesterfield Road.	£2,000	£200	10%	£1,800			2.00	1.60	2.00	2.00	1.90
2324784	Romsey Liberal Democrats	Zebra crossing on Vinery Road	Raising the level of the zebra crossing to the level of the surrounding pavement.	£10,000	£1,000	10%	£9,000			1.60	2.40	1.80	1.60	1.85
EMAIL	Romsey Liberal Democrats	Hobart/Suez Rd	Double Yellow Lines on inside of bends	£2,000	£200	10%	£1,800			1.80	2.00	1.80	1.40	1.75
2324885	King's Hedges Liberal Democrats	Lovell Road	Priority give way features and speed humps	£8,000	£1,000	13%	£7,000			1.60	2.00	1.40	1.80	1.70
2322668	North Area Committee	George Street	Resurfacing.	£10,000	£1,000	10%	£9,000			2.00	1.50	1.75	1.50	1.69
2279313	Lucy Nethsingha County Councillor	Newnham Croft Street, Newnham Cambridge	Replace the street light removed by Balfour Beatty	£2,500	£350	14%	£2,150			1.40	2.00	1.40	1.80	1.65
2322688	Cllr Richard Johnson c/o Cambridge City Council	Newmarket Road junctions with Whitehill Road and Ditton Fields	Extension of double yellow lines at junctions to improve safety	£1,000	£100	10%	£900			2.00	1.60	1.60	1.40	1.65

2322675	Cllr Richard Johnson c/o Cambridge City Council	Whitehill Road, Galfrid Road, Thorley Road, Stansfield Road	Verge Reinforcement in worst overrun areas	£10,000	£1,000	10%	£9,000			1.80	1.20	1.80	1.60	1.60
2324897	North Area Committee	High Street, Chesterton	Small reduction in pavement to straighten line for cyclists	£10,000	£1,000	10%	£9,000			1.50	1.75	1.50	1.50	1.56
2324690	Cambridge City Council	Orchard Street	Extending the parking restrictions to include Sundays, but flexible to local residents suggestions	£2,000	£200	10%	£1,800			1.60	1.60	1.40	1.40	1.50
2324399	Cllr Carina O'Reilly (Cambridge City Council)	Chesterton Road (junction with Carlyle Road)	Formalising or improving the cycling access across Chesterton Road (Feasibility)	£10,000	£1,000	10%	£9,000			1.33	1.00	1.00	1.17	1.13
2322657	North Area Committee	Resurface footway top of Herbert Street	Resurfacing of the worst sections of pavement	£6,500	£650	10%	£5,850			0.50	0.75	0.50	0.50	0.56
<b>TOTAL</b>				<b>£104,650</b>	<b>£10,665</b>	<b>10%</b>	<b>£93,985</b>							

**FINANCE AND PERFORMANCE REPORT – January 2017**

*To:* Highways and Community Infrastructure Committee

*Meeting Date:* 14th March 2017

*From:* Executive Director, Economy, Transport and Environment  
Chief Finance Officer

*Electoral division(s):* All

*Forward Plan ref:* N/a *Key decision:* No

*Purpose:* To present to Highways and Community Infrastructure Committee the January 2017 Finance and Performance report for Economy, Transport and Environment (ETE).

The report is presented to provide Committee with an opportunity to comment on the projected financial and performance outturn position as at the end of January 2017.

*Recommendations:* The Committee is asked to:-

- review, note and comment on the report.

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## 1. BACKGROUND

- 1.1 The **appendix** attached provides the financial position for the whole of the ETE Service, and as such, not all of the budgets contained within it are the responsibility of this Committee. To aid reading of the report, budget lines that relate to the Economy and Environment Committee have been shaded, and those that relate to the Highways and Community Infrastructure Committee are not shaded. Members are requested to restrict their questions to the lines for which this Committee is responsible.
- 1.2 The report only contains performance information in relation to indicators that this Committee has responsibility for.

## 2. MAIN ISSUES

- 2.1 The report attached as Appendix A is the ETE Finance and Performance report for January 2017.
- 2.2 **Revenue:** ETE is currently showing a £244K forecast underspend. Infrastructure Management and Operations is forecasting a £310K overspend which is off-set by underspends elsewhere in ETE. The only material change in forecast since last month relates to Street-lighting, which is now projecting an underspend of £229k overall of which £327k is due to one-off income received as contract penalties. It is planned that this will be used to contribute towards the hedge break costs to implement the synergy savings and the residual requirement will be funded by the Transformation Fund.
- 2.3 The following budget virements are reflected in the F&PR, which are reversals of some ETE reserve budget allocations:-
- Development of LED lighting options: £200k (not required in 2016/17 and will be considered as part of new 2017/18 bidding process to GPC).
  - Lane rental implementation costs: £135k (not required as funded from core budget)
- 2.4 **Capital:** The capital programme is forecast to be on target and £5.0m of the estimated £10.5m Capital Programme Variation has been met from schemes. There are no material changes in forecast since last month.
- 2.4 H&CI Committee has ten **performance indicators** reported to it in 2016-17. Of these ten, two are currently red, three are amber, and five are green. The indicators that are currently and are forecast as red at year-end are:
- Classified road condition – gap between Fenland and the other areas of the County.
  - Killed or seriously injured casualties – 12 month rolling total

At year-end, the current forecast is that four will be amber, four green and two red.

### **3. ALIGNMENT WITH CORPORATE PRIORITIES**

#### **3.1 Developing the local economy for the benefit of all**

There are no significant implications for this priority.

#### **3.2 Helping people live healthy and independent lives**

There are no significant implications for this priority.

#### **3.3 Supporting and protecting vulnerable people**

There are no significant implications for this priority.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1**

- Resource Implications –The resource implications are contained within the main body of this report.
- Statutory, Legal and Risk – There are no significant implications within this category.
- Equality and Diversity – There are no significant implications within this category.
- Engagement and Communications – There are no significant implications within this category.
- Localism and Local Member Involvement – There are no significant implications within this category.
- Public Health – There are no significant implications within this category.

<b>Source Documents</b>	<b>Location</b>
There are no source documents for this report	



**Economy, Transport & Environment Services****Finance and Performance Report – January 2017****1. SUMMARY****1.1 Finance**

Previous Status	Category	Target	Current Status	Section Ref.
Green	Income and Expenditure	Balanced year end position	Green	2
Green	Capital Programme	Remain within overall resources	Green	3

**1.2 Performance Indicators – Predicted status at year-end: (see section 4)**

Monthly Indicators	Red	Amber	Green	Total
Current status this month	2	3	5	10
Current status last month	2	4	4	10
Year-end prediction (for 2016/17)	2	4	4	10

**2. INCOME AND EXPENDITURE****2.1 Overall Position**

Forecast Variance - Outturn (Previous Month) £000	Directorate	Current Budget for 2016/17 £000	Current Variance £000	Current Variance %	Forecast Variance - Outturn (January) £000	Forecast Variance - Outturn (January) %
+46	Executive Director	661	-41	-4	+66	10
+448	Infrastructure Management & Operations	58,118	-4,506	-10	+310	1
-672	Strategy & Development	12,733	-721	-7	-619	-5
0	External Grants	-9,680	-10	0	0	0
<b>-178</b>	<b>Total</b>	<b>61,832</b>	<b>-5,279</b>	<b>-11</b>	<b>-244</b>	<b>0</b>

The service level budgetary control report for January 2017 can be found in [appendix 1](#).

Further analysis of the results can be found in [appendix 2](#).

## 2.2 Significant Issues

There were no new significant issues to be reported for January 2017.

## 2.3 Additional Income and Grant Budgeted this Period (De minimis reporting limit = £30,000)

There were no items above the de minimis reporting limit recorded in January 2017.

A full list of additional grant income can be found in [appendix 3](#).

## 2.4 Virements and Transfers to / from Reserves (including Operational Savings Reserve) (De minimis reporting limit = £30,000)

Virements actioned due to:

- Reinstatement of Gritting routes in their entirety as agreed at Council meeting 13 December 2016, budget of +£570k
- Reversal of ETE reserve budget allocations as work will not take place in 2016/17 and will be required in 2017/18 or has been funded within the existing budgets:-

Development of LED lighting options	£200k (required in 2017/18)
Lane rental implementation costs	£135k
Strategic Transport Corridor Feasibility Studies	£146k (required in 2017/18)
Flood Risk grant funding for King's Hedges Flood Risk management project	£42k
Transport Strategy Modelling, Analysis & Development	£60k (required in 2017/18)

A full list of virements made in the year to date can be found in [appendix 4](#).

## 3. BALANCE SHEET

### 3.1 Reserves

A schedule of the Service's reserves can be found in [appendix 5](#).

### 3.2 Capital Expenditure and Funding

#### Expenditure

#### **£90m Highways Maintenance**

£6m was initially allocated to this area in 2016-17 and spare funding from the previous year was rolled forward into future years. Historically although more work has been programmed than budgeted for the year, for a number of reasons schemes have slipped and expenditure has always been within the agreed budget. This year more schemes are being completed by the Contractor and total expenditure is likely to be nearer £8.0m. These additional schemes will therefore be funded by previous year's slippage.

## Funding

All schemes are funded as presented in the 2016/17 Business Plan.

A detailed explanation of the position can be found in [appendix 6](#).

## **4. PERFORMANCE**

### **4.1 Introduction**

This report provides performance information for the suite of key Economy, Transport & Environment (ETE) indicators for 2016/17. At this stage in the year, we are still reporting pre-2016/17 information for some indicators.

New information for red, amber and green indicators is shown by Committee in Sections 4.2 to 4.4 below, with contextual indicators reported in Section 4.5. Further information is contained in Appendix 7.

### **4.2 Red Indicators (new information)**

This section covers indicators where 2016/17 targets are not expected to be achieved.

#### **a) Highways & Community Infrastructure**

##### **Road and Footway Maintenance**

- Classified road condition - narrowing the gap between Fenland and other areas of the County (2016/17)

Provisional figures show that there was a gap of 2.68% between Fenland and other areas of the County during 2016/17. The gap has narrowed slightly (improved) from the 2015/16 level of 2.9%, but it is above (worse than) the target of 2%.

Fenland areas have soils which are susceptible to cyclic shrinkage and swelling. This is exacerbated in periods of unusually high or low rainfall and this movement can aggravate cracking and subsidence along roads in affected areas. Additional funding is being directed towards addressing this problem.

##### **Road Safety**

- Road accident deaths and serious injuries - 12-month rolling total (to October 2016)

The provisional 12 month total to the end of October is 329, compared with a 2016 year-end target of no more than 276, and the 2016 target is not now expected to be achieved.

### KSI Casualties: 12-month rolling total



This year, police forces across the country have been introducing a new national Collision Recording and Sharing System (CRASH), which was implemented for Cambridgeshire in April.

We have discussed our increase in reported serious injuries with the Head of Road Safety Statistics at the Department for Transport (DfT), who advised that there have been increases in recorded serious injury statistics across Great Britain by police forces who have adopted CRASH, and that this is likely to be due to better recording of injury type.

On Thursday 2<sup>nd</sup> February DfT published their provisional 3<sup>rd</sup> quarter casualty bulletin for Great Britain, which includes a section on the effect of CRASH: <https://www.gov.uk/government/statistics/reported-road-casualties-great-britain-provisional-estimates-july-to-september-2016>

In Cambridgeshire, we have always put resource into checking and validating the information we received, and in working closely with the police to improve data quality. However, even with the processes we had in place, it looks as if there may have previously been some under-reporting of serious injuries in Cambridgeshire.

More work is needed to fully understand the effect of CRASH on Cambridgeshire's statistics, and the introduction of CRASH may not be the only factor in our increase in reported serious injuries.

A report containing more detailed analysis of the data and an overview of what the Cambridgeshire and Peterborough Road Safety Partnership is doing to reduce deaths and serious injuries on our roads will be presented to a future meeting of the H & CI Committee.

DfT is also planning to publish estimates of the CRASH effect on road casualty statistics, although that will not be available until later in the year.

### 4.3 Amber indicators (new information)

This section covers indicators where there is some uncertainty at this stage as to whether or not year-end targets will be achieved.

#### a) Highways & Community Infrastructure

##### Library Services

- Number of visitors to libraries/community hubs - year-to-date (to December 2016)  
Figures to the end of December show that there were 1.74 million physical visits to libraries/community hubs which is just below target.

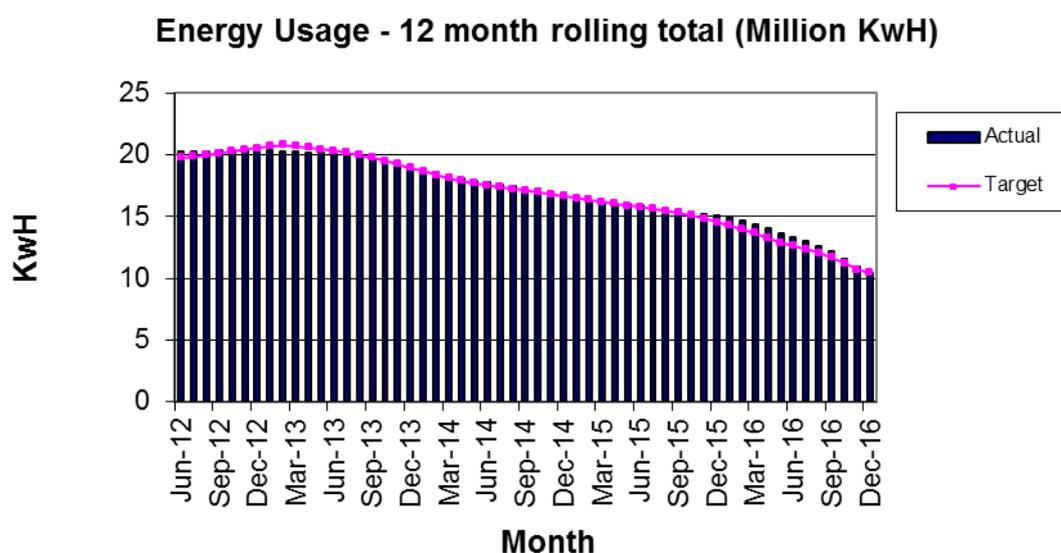
With a reduction in opening hours at all the larger libraries in Cambridgeshire, in particular the loss of Sunday openings, it was likely that visitor numbers would decline – this should be reflected in a revised target for 2017/18.

Open+ (a self-service library with automated access by library card) at St. Ives has reinstated Sunday opening in that library. Data shows that average visitor numbers fell by 72.5% (on a Sunday) using Open+ compared to staffed hours. However, figures for the same periods at Cambridge Central Library show an increase of 6% in the number of average visitors on Sundays from 1,002 in 2015 to 1,058 in 2016.

Much has been done to promote and encourage the use of Open+ with now over 1,000 borrowers (excluding staff) registered for Open+ access.

##### Street Lighting

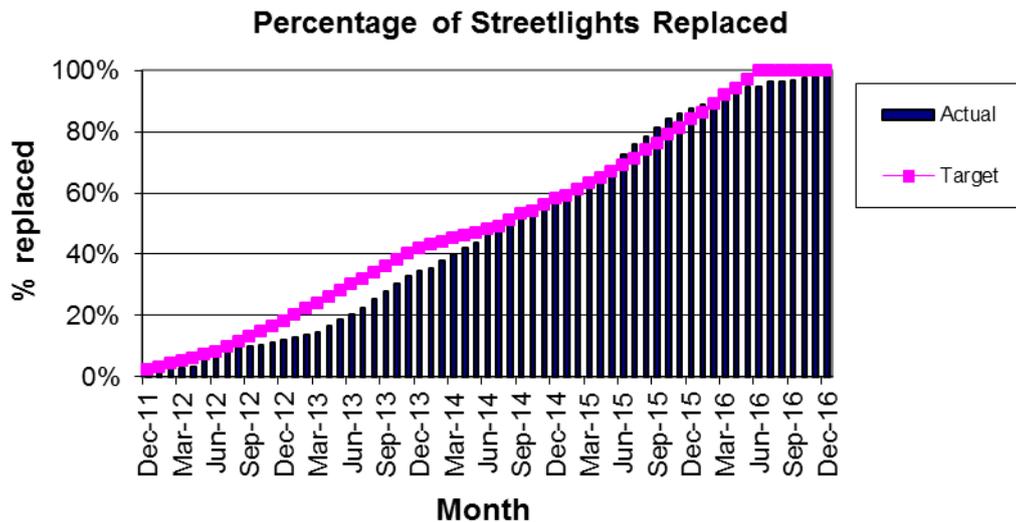
- Energy use by street lights – 12-month rolling total (to December 2016)  
Actual energy use to December is 10.5 Kwh, and is now on target.



The energy targets have now been updated to reflect other measures agreed elsewhere (such as the presence or absence of part night lighting, including those being funded by Cambridge City and Parish Councils).

Targets should be achieved from February onwards (as all replacements should be complete by then), but these will need to be further updated following the recent decision to revert the dimming and part night lighting decision.

- Performance against street light replacement programme (at December 2016)  
99.1% of the programme has been completed, representing 54,696 street lights.



In relation to the programme, it has been observed that old lighting columns are not always removed when new columns are erected.

Whilst a significant number of lights were replaced in November, there were also lights that had been worked on beforehand, but hadn't been signed off as completed by our independent certifiers due to outstanding faults. These faults were then picked up and completed (and certified as such in November).

The majority of the works were completed as part of the Core Investment Programme as of the end of June but there are still some replacements/refurbishments outstanding associated with heritage columns and Richardson candles. There is now a revised programme for these additional works and it is scheduled for completion by the end of February.

#### 4.4 Green Indicators (new information)

The following indicators are currently on-course to achieve year-end targets.

##### b) Highways & Community Infrastructure

###### Road and Footway Maintenance

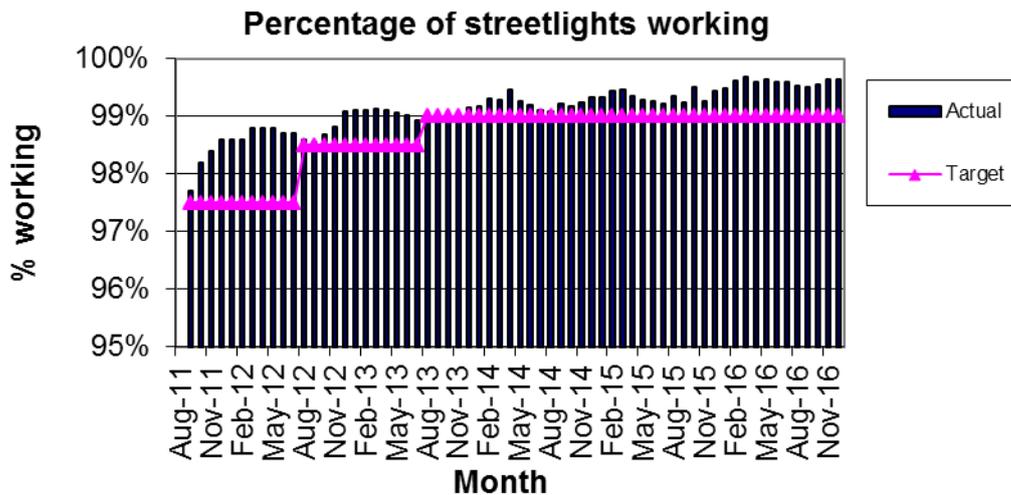
- Principal roads where maintenance should be considered (2016/17)  
Final results indicate that maintenance should be considered on 2.8% of the County's principal road network. This has worsened from the 2015/16 figure of 2% but is better than the Council's 2016/17 target of 3%.
- Non-principal roads where maintenance should be considered (2016/17)

Final results indicate that maintenance should be considered on 6% of the County's non-principal road network. This is the same as the figure for 2015/16 and better than the Council's 2016/17 target of 8%.

### Street Lighting

- Streetlights working (as measured by new performance contract) (to December 2016)

The 4-month average (the formal contract definition of the performance indicator) is 99.6% this month, and remains above the 99% target.



## 4.5 Contextual indicators (new information)

### a) Highways & Community Infrastructure

#### Library Services

- Number of item loans (including eBook loans) – year-to-date (to December 2016)  
 Figures to the end of December show that there were 1.97 million item loans compared with 2.16 million for the same period last year.

With a significant decrease in the book fund this year, we have seen a decline in children's loans for the first time; this has contributed to the decrease in issues.

#### Road and Footway Maintenance

- Unclassified roads where structural maintenance should be considered (2016/17)  
 The survey undertaken in 2015/16 covered 20% of the available network and targeted roads where condition was known to be deteriorating in order to identify those roads where maintenance may best be directed. However, this has had the effect of making the indicator for unclassified roads appear to worsen from 27% to 33%. Provisional figures suggest the condition has remained at 33% which strengthens the argument that in reality, the condition of unclassified roads is generally stable.

## Road Safety

- Road accident slight injuries – 12-month rolling total (to October 2016)  
There were 1,685 slight injuries on Cambridgeshire’s roads during the 12 months ending October 2016 compared with 1,659 for the same period the previous year.



## Rogue Traders

- Money saved for Cambridgeshire consumers as a result of our intervention in rogue trading incidents - annual average (to December 2016)  
£800 was saved as a result of our intervention in three rogue trading incidents during the third quarter of 2016/17. The annual average based on available data since April 2014 is £127,118.

It is important to note that the amounts recovered do not reflect the success of the intervention. In many cases the loss of a relatively small amount can have significant implications for victims; the impact can only be viewed on a case-by-case basis.

## APPENDIX 1 – Service Level Budgetary Control Report

Forecast Variance - Outturn December  £'000	Service	Current	Expected to	Actual to	Current		Forecast	
		Budget for 2016-17  £'000	end of January  £'000	end of January  £'000	£'000	%	£'000	%
	<b>Economy, Transport &amp; Environment Services</b>							
+50	Executive Director	232	568	539	-29	-5	+60	+26
-5	Business Support	428	370	358	-12	-3	+6	+1
0	Direct Grants	0	0	0	0	+0	0	1
<b>46</b>	<b>Total Executive Director</b>	<b>661</b>	<b>938</b>	<b>897</b>	<b>-41</b>	<b>-4</b>	<b>+66</b>	<b>+10</b>
	<b>Directorate of Infrastructure Management &amp; Operations</b>							
-2	Director of Infrastructure Management & Operations	144	119	114	-5	-4	-2	-2
+411	Waste Disposal including PFI	34,073	26,784	25,093	-1,691	-6	+411	+1
	Highways							
-77	- Road Safety	681	509	438	-71	-14	-80	-12
+80	- Traffic Manager	-515	-226	-155	+70	-31	-50	+10
+121	- Network Management	1,221	1,080	1,112	+31	+3	+101	+8
-0	- Local Infrastructure & Streets	3,223	2,678	2,665	-13	-0	+134	+4
+0	- Winter Maintenance	2,018	1,664	1,524	-140	-8	+22	+1
+0	- Parking Enforcement	0	-325	-719	-395	+122	+0	+0
-62	- Street Lighting	9,587	7,148	4,944	-2,204	-31	-229	-2
+160	- Asset Management	806	645	918	+274	+42	+255	+32
-16	- Highways other	1,377	542	539	-3	-1	-225	-16
-61	Trading Standards	739	612	563	-49	-8	-61	-8
	Community & Cultural Services							
-36	- Libraries	3,454	2,941	2,658	-283	-10	-29	-1
-58	- Community Resilience	707	540	409	-131	+0	-58	-8
+6	- Archives	382	282	271	-11	-4	-2	-0
+10	- Registrars	-550	-469	-428	+41	-9	+25	-5
-26	- Coroners	769	643	716	+73	+11	+98	+13
0	Direct Grants	-6,872	-5,131	-5,134	-3	+0	0	47
<b>+448</b>	<b>Total Infrastructure Management &amp; Operations</b>	<b>51,246</b>	<b>40,037</b>	<b>35,528</b>	<b>-4,509</b>	<b>-11</b>	<b>+310</b>	<b>+1</b>
	<b>Directorate of Strategy &amp; Development</b>							
+0	Director of Strategy & Development	142	118	112	-5	-4	+0	+0
-6	Transport & Infrastructure Policy & Funding	155	162	225	+64	+39	30	+19
	Growth & Economy							
-93	- Growth & Development	589	484	364	-120	-25	-127	-22
-26	- County Planning, Minerals & Waste	309	229	247	+18	+8	+19	+6
+14	- Enterprise & Economy	-0	-0	13	+14	+0	+14	-3,872
+0	- Mobilising Local Energy Investment (MLEI)	0	0	0	+0	+0	+0	+0
-190	- Growth & Economy other	508	672	374	-298	-44	-221	-44
+10	Major Infrastructure Delivery	0	263	347	+84	+32	+10	+0
	Passenger Transport							
+107	- Park & Ride	304	269	519	+250	+93	+144	+47
-422	- Concessionary Fares	5,619	4,165	3,594	-571	-14	-422	-8
-65	- Passenger Transport other	2,513	2,271	2,254	-18	-1	-65	-3
	Adult Learning & Skills							
+0	- Adult Learning & Skills	2,596	2,053	2,011	-42	-2	+0	+0
+0	- Learning Centres	0	68	-38	-106	+0	+0	+0
+0	- National Careers	0	0	10	+10	+0	+0	+0
0	Direct Grants	-2,808	-2,275	-2,283	-8	+0	0	0
<b>-672</b>	<b>Total Strategy &amp; Development</b>	<b>9,925</b>	<b>8,479</b>	<b>7,750</b>	<b>-729</b>	<b>-9</b>	<b>-620</b>	<b>-6</b>
<b>-178</b>	<b>Total Economy, Transport &amp; Environment Services</b>	<b>61,832</b>	<b>49,454</b>	<b>44,174</b>	<b>-5,279</b>	<b>-11</b>	<b>-244</b>	<b>-0</b>

		<b>MEMORANDUM</b>						
<b>£'000</b>	<b>Grant Funding</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>%</b>	<b>£'000</b>	<b>%</b>
0	- Public Health Grant	-327	-223	-225	-2	+0	+0	+0
0	- Street Lighting - PFI Grant	-3,944	-1,972	-1,972	+0	+0	+0	+0
0	- Waste - PFI Grant	-2,691	-1,346	-1,346	+0	+0	+0	+0
0	- Bus Service Operators Grant	-302	-302	-302	+0	+0	+0	+0
0	- Adult Learning & Skills	-2,416	-1,905	-1,913	-8	+0	+0	+0
<b>+0</b>	<b>Grant Funding Total</b>	<b>-9,680</b>	<b>-5,748</b>	<b>-5,758</b>	<b>-10</b>	<b>0</b>	<b>0</b>	<b>+0</b>

## APPENDIX 2 – Commentary on Forecast Outturn Position

Number of budgets measured at service level that have an adverse/positive variance greater than 2% of annual budget or £100,000 whichever is greater.

Service	Current Budget for 2016/17 £'000	Current Variance		Forecast Variance - Outturn	
		£'000	%	£'000	%
<b>Waste Disposal including PFI</b>	34,073	-1,691	-6	+411	+1
<p>Waste volumes have increased this year, increasing the amount of landfill tax that is payable. This increase is directly related to the increased levels of waste arising in 2016/17. Similar levels of growth have been seen in other local authorities in the region.</p> <p>No significant streams of third party waste are being accepted at the MBT, due to plant unreliability and the contractor's inability to secure third party waste contracts and generate profit through the waste being treated at Waterbeach.</p> <p>There is a risk of a potential overspend, due to increased levels of residual waste combined with current average MBT performance from previous 12 months. Waste forecasts are based on actual information up to November due to the contract reporting timescales that are a month in arrears.</p> <p>The current variance is partly due to outstanding recycling credit payments due to District councils and payments disputed with the contractor in respect of costs in 2015/16.</p>					
<b>Network Management</b>	1,221	+31	+3	+101	+8
<p>The forecast overspend is due to costs for grass cutting being greater than expected.</p>					
<b>Local Infrastructure &amp; Streets</b>	3,223	-13	-0	+134	+4
<p>The forecasted underspends within ETE are being used to fund one off work on reactive maintenance.</p>					
<b>Winter Maintenance</b>	2,018	-140	-8	+22	+1
<p>The original £650k saving proposal against winter operations was based on the achievement of three changes to the service; leasing the gritting fleet, route optimisation and weather domain forecasting. Leasing of the fleet has already achieved the saving anticipated from this change, with an initial saving of £200k (in 15/16) followed by an on-going maintenance saving of £117k year on year. It was originally estimated that route optimisation and domain forecasting would achieve savings of £288k and £225k respectively. However in practice it has been acknowledged that the routes are already highly efficient, so further route optimisation is unlikely to achieve any savings, whilst domain forecasting is unlikely to achieve a saving of more than £60k per year – due to temperature differences across the county being more marginal than expected.</p> <p>Therefore the estimated saving from those three areas totals £177k. In addition reducing the percentage area of the highway network that we now grit (from 45% to 30%) and therefore the number of gritters from 38 to 26, has saved a further £117k. This gives a total saving of £294k, which leaves a shortfall of £356k against the original £650k savings target.</p>					

This has now been entered as a pressure for 17/18 in the development of the Business Plan.					
At the meeting of County Council of 13 <sup>th</sup> December 2016 it was decided to reinstate last year's gritting routes in their entirety. The impact of this decision increased the number of gritters required from 27 to 37, this resulted in an increased cost for the extra gritters, which was incurred in December. The additional cost of £570k will be covered by Council reserves. The budget has been allocated to cover this hence the overspend outturn has now reduced to £22k					
<b>Street Lighting</b>	9,587	-2,204	-31	-229	-2
The forecast reflects the one-off income received as contract penalties (currently £327K). It is planned that this will be used to contribute towards the hedge break costs to implement the synergy savings and the residual amount will be funded by the Transformation Fund.					
<b>Asset Management</b>	806	+274	+42	+255	+32
The current & forecast outturn relates to an overspend on the procurement of the new Highways Contract. This is partly due to the extension of the Competitive Dialogue period & the additional external specialist advice being purchased from Cardiff City Council procurement team to support the process.					
<b>Libraries</b>	3,454	-283	-10	-29	-1
The Book fund and IT (due to late delivery of 3 <sup>rd</sup> party invoices) appears under-spent compared to the monthly profile, but will be fully utilised by year end. The forecast underspend is due to vacancy savings.					
<b>Growth &amp; Economy Other</b>	508	-298	-44	-221	-44
Highways Development Management are currently overachieving their income target for both Section 38 & Section 106 fees and this overachievement has been shown as a forecast. It is hard to predict exactly when these fees are paid and it is likely that the forecast for these fees will increase or decrease as the year progresses.					
<b>Park &amp; Ride</b>	304	+250	+93	+144	+47
The forecast out-turn is due to a number of reasons; less income expected from operator access fees than originally budgeted, purchase of new ticket machines and an overspend on staff overtime.					
<b>Concessionary Fares</b>	5,619	-571	-14	-422	-8
It is expected the concessionary fares paid to bus operators will be lower than originally forecast based on the last 12 months data. It is hard to judge likely spend in this area as this is affected by seasonal conditions, so the forecast will be reviewed on a regular basis.					

### APPENDIX 3 – Grant Income Analysis

The table below outlines the additional grant income, which is not built into base budgets.

<b>Grant</b>	<b>Awarding Body</b>	<b>Expected Amount £'000</b>
<b>Grants as per Business Plan</b>	Various	10,319
Adult Learning & Skills grants	Department of Education	-668
Non-material grants (+/- £30k)		-29
<b>Total Grants 2016/17</b>		<b>9,680</b>

The Adult Learning & Skills grant and Learning centre grants have been adjusted to match the expected grant in 2016/17.

## APPENDIX 4 – Virements and Budget Reconciliation

	£'000	Notes
<b>Budget as per Business Plan</b>	59,952	
Allocation of ETE reserves as agreed by GPC	2,015	
Reversal of ETE reserve allocation for Ely Archives	-65	
Implementation of the Corporate Capacity Review	-65	
Allocation of reserves as Gritting routes reinstated in entirety as agreed at County Council meeting of 13th December 2016	570	
Reversal of ETE reserves as agreed as not required until 2017/18	-583	
Non-material virements (+/- £30k)	8	
<b>Current Budget 2016/17</b>	<b>61,832</b>	

## APPENDIX 5 – Reserve Schedule

Fund Description	Balance at 31st March 2016 £'000	Movement within Year £'000	Balance at 31st December 2016 £'000	Forecast Balance at 31st March 2017 £'000	Notes
<b>General Reserve</b>					
Service carry-forward	3,386	(1,950)	1,436	0	Account used for all of ETE
<b>Sub total</b>	<b>3,386</b>	<b>(1,950)</b>	<b>1,436</b>	<b>0</b>	
<b>Equipment Reserves</b>					
Libraries - Vehicle replacement Fund	218	0	218	250	
<b>Sub total</b>	<b>218</b>	<b>0</b>	<b>218</b>	<b>250</b>	
<b>Other Earmarked Funds</b>					
Deflectograph Consortium	61	0	61	50	Partnership accounts, not solely CCC
Highways Searches	33	0	33	0	
On Street Parking	1,593	0	1,593	1,600	
Bus route enforcement	169	0	169	0	
Highways Commuted Sums	579	(1)	578	600	
Guided Busway Liquidated Damages	2,783	(936)	1,848	1,483	This is being used to meet legal costs if required.
Waste and Minerals Local Development Fra	22	38	59	0	
Proceeds of Crime	355	1	356	300	
Waste - Recycle for Cambridge & Peterborough (RECAP)	250	(12)	238	225	Partnership accounts, not solely CCC
Fens Workshops	56	5	61	28	Partnership accounts, not solely CCC
Travel to Work	253	0	253	198	Partnership accounts, not solely CCC
Steer- Travel Plan+	72	0	72	70	
Olympic Development	2	0	2	0	
Northstowe Trust	101	0	101	101	
Cromwell Museum	28	(28)	0	0	
Archives Service Development	234	0	234	234	
Other earmarked reserves under £30k - IMO	10	14	24	0	
Other earmarked reserves under £30k - S&D	16	7	24	30	
<b>Sub total</b>	<b>6,617</b>	<b>(911)</b>	<b>5,706</b>	<b>4,919</b>	
<b>Short Term Provision</b>					
Travellers	43	(33)	9	0	
Mobilising Local Energy Investment (MLEI)	669	0	669	0	
<b>Sub total</b>	<b>712</b>	<b>(33)</b>	<b>679</b>	<b>0</b>	
<b>Capital Reserves</b>					
Government Grants - Local Transport Plan	0	14,525	14,525	0	Account used for all of ETE
Government Grants - S&D	(348)	2,279	1,931	0	
Government Grants - IMO	0	0	0	0	
Other Capital Funding - S&D	10,819	3,122	13,941	10,000	
Other Capital Funding - IMO	1,232	111	1,343	200	
<b>Sub total</b>	<b>11,704</b>	<b>20,037</b>	<b>31,740</b>	<b>10,200</b>	
<b>TOTAL</b>	<b>22,636</b>	<b>17,142</b>	<b>39,779</b>	<b>15,369</b>	

## APPENDIX 6 – Capital Expenditure and Funding

### Capital Expenditure

2016/17						TOTAL SCHEME	
Original 2016/17 Budget as per BP	Scheme	Revised Budget for 2016/17	Actual Spend (January)	Forecast Spend - Outturn (January)	Forecast Variance - Outturn (January)	Total Scheme Revised Budget	Total Scheme Forecast Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000
	Integrated Transport						
400	- Major Scheme Development & Delivery	200	126	200	0	200	0
482	- Local Infrastructure Improvements	813	329	833	20	690	0
594	- Safety Schemes	594	154	594	0	594	0
345	- Strategy and Scheme Development work	508	417	508	0	508	0
1,988	- Delivering the Transport Strategy Aims	2,487	962	1,908	-579	3,132	0
478	- Cambridgeshire Sustainable Transport Improvements	548	171	237	-311	237	0
23	- Air Quality Monitoring	23	21	23	0	23	0
15,461	- Operating the Network	16,284	10,697	14,554	-1,730	15,879	0
	Infrastructure Management & Operations Schemes						
6,000	- £90m Highways Maintenance schemes	6,000	6,711	8,046	2,046	90,000	0
0	- Pothole grant funding	973	835	973	0	973	0
60	- Waste Infrastructure	219	192	173	-46	5,279	0
2,161	- Archives Centre / Ely Hub	1,799	137	497	-1,302	4,200	0
417	- Community & Cultural Services	797	-304	646	-151	1,540	0
705	- Street Lighting	705	0	536	-169	705	0
	Strategy & Development Schemes						
4,700	- Cycling Schemes	3,488	2,619	3,306	-182	17,598	0
1,336	- Huntingdon - West of Town Centre Link Road	700	40	700	0	9,116	0
14,750	- Ely Crossing	5,500	2,032	6,918	1,418	36,000	0
0	- Chesterton Busway	0	37	0	0	0	0
2,110	- Guided Busway	500	166	500	0	151,147	0
12,065	- King's Dyke	3,421	139	121	-3,300	13,580	0
500	- Wisbech Access Strategy	672	363	511	-161	1,000	0
	- A14	100	88	100	0	25,200	0
1,439	- Other Schemes	967	570	967	0	6,710	0
	Other Schemes						
5,600	- Connecting Cambridgeshire	4,860	2,583	3,767	-1,093	30,700	0
85	- Other Schemes	85	0	85	0	680	0
<b>71,699</b>		<b>52,243</b>	<b>29,085</b>	<b>46,703</b>	<b>-5,540</b>	<b>415,691</b>	<b>0</b>
	Capital Programme variations	-10,500		-4,960	5,540		
<b>71,699</b>	<b>Total including Capital Programme variations</b>	<b>41,743</b>	<b>29,085</b>	<b>41,743</b>	<b>0</b>		

### Revised Budget

The decrease between the original and revised budget is made up as follows:-

- Carry-forward of funding from 2015/16 due to the re-phasing of schemes which reported as underspending at the end of the 2015/16 financial year.
- The phasing of a number of schemes have been reviewed since the published business plan and this has resulted in a reduction in the required budget in 2016/17, most notably the schemes for Ely Crossing and King's Dyke.
- As previously reported, the Capital Programme Board recommended that services include a variation budget to account for likely slippage in the capital programme, as it is sometimes difficult to allocate this to individual schemes in advance. As forecast underspends start to be reported, these are offset with a forecast outturn for the variation budget, leading to a balanced outturn overall up to the point when slippage exceeds this budget. The allocations for these negative budget adjustments have been calculated and shown against the slippage forecast to date.

## **2016/17 Forecast Spend**

### **Delivering the Transport Strategy Aims**

A number of schemes that were originally budgeted within the 'Cambridgeshire Sustainable Transport Improvements' and 'Operating the Network' lines are now being charged to the 'Delivering the Transport Strategy Aims' line as the schemes are Highway schemes and of a similar nature.

The final assessment work on Norwood Road, March has commenced with our Partner, Network Rail. The works have been delayed to avoid any disruption on the rail network and to ensure that best value is obtained for all. Due to the complexity of the scheme construction will now begin in 2017/2018 but the assessment period is currently being accelerated through close liaison with Network Rail. Funding through the March Market Town Transport Strategy has been agreed.

### **Safety Schemes**

This area is expected to underspend by £70k as work on the scheme A10 Shepreth Melbourn Bypass is now complete and is underspent.

### **Operating the Network - Traffic signal replacement**

Due to issues with purchasing of land, a scheme on Cherry Hinton Road (Queen Edith's Way/ Robin Hood junction), £668k worth of expenditure will slip into 2017-18. The scheme is fully funded by S106 developer contributions.

### **£90m Highways Maintenance**

£6m was initially allocated to this area in 2016-17 and spare funding from the previous year was rolled forward into future years. Historically although more work has been programmed than budgeted for the year, for a number of reasons schemes have slipped and expenditure has always been within the agreed budget. This year more schemes are being completed by the Contractor and total expenditure is likely to be nearer £8.0m. These additional schemes will therefore be funded by previous year's slippage.

### **Cambourne Library**

Expenditure for this will not occur in 2016-17 as the scheme is yet to be finalised. This is all funded by S106 developer funding.

### **Replacement of accrued streetlights with LEDs**

This scheme will commence in 2016-17 as plans have now been finalised to achieve the required savings, with staff and contractor focusing on completing the replacement programme. The expenditure in 2016/17 is expected to be £536k. However, the scheme is expected to straddle two financial years with the scheme completing in 2017/18.

### **Cycling schemes**

There have been a number of changes affecting the following schemes, which have changed the expected out-turn figures :-

#### **- Yaxley to Farcet**

Initially work was planned to commence late summer, but at that point neither of the land deals had completed so it was not possible to start. One of the two land deals has now completed, and the final one looks to be very close to completion. A revised start of works date has been set for 1<sup>st</sup> March 2017. There has been discussion with local members around an earlier date, but officers have advised against this due to

concerns about wet ground conditions, given that the site is currently agricultural in nature. The delayed start date accounts for the reduced spend profile for this year.

- **Cherry Hinton High Street**

As well as the approved S106 developer funded cycling improvements, additional works were undertaken at the same time to maximise the road closure in place. These works included £170,000 to resurface the carriageway and £240,000 from the City Council to undertake streetscape improvements. All work has now been completed but invoicing for these additional work areas needs to take place, and thus it appears that the scheme is overspent which is not the case.

- **Lode to Quay**

This community led project has enjoyed strong support and thus objections through the planning process were not anticipated. Some objections were received which meant that a decision had to be made by the Planning Committee thus making for a delayed start and hence a reduced spend profile for this financial year. Planning consent is now in place and land agreements are now being finalised to allow a start and the main bulk of spend in 2017/18.

- **A10 Harston**

It was originally hoped to be on site in January 2017. A number of unanticipated issues were raised at consultation, for which it seemed prudent to resolve and thus take the scheme through a further round of consultation to ensure a good level of public buy in. This delayed the scheme, impacting on the spend profile for the current year. With scheme approval now in place and detailed design underway, works on site should commence in summer with the majority of spend now planned for 2017/18.

- **Bar Hill to Longstanton**

Officers have been working with both the A14 Project Team and the Northstowe developers to ensure a solution that fits with the A14 changes near to Bar Hill and the new Northstowe access road that links Northstowe with the B1050 between Bar Hill and Longstanton. This has taken longer than expected and thus the spend profile for 2016/17 has not been achieved.

## **Ely Crossing**

The stage 1 developed design stage has been completed and a Stage 2 two (construction) target cost of £27,470,909 has been agreed. Initial work on site has now commenced and it is anticipated that the route will be open in spring 2018. It is anticipated that £6.9m will be spent in 2016/17.

## **Archives Centre**

The majority of spend for this scheme is now likely to occur next financial year.

## Connecting Cambridgeshire

This scheme is likely to be extended within the existing funding. The rollout contract with BT includes a “claw-back” provision which requires BT to reinvest any surplus profits into further broadband rollout if take-up exceeds the original forecast.

Although the current Superfast coverage exceeds that in many surrounding counties and is amongst the highest nationally, the heavy reliance on and high take up of Superfast broadband services amongst businesses and residents in Cambridgeshire means there is significant pressure to provide service for the “final 5%”, (approximately 18,000 premises) which are not covered in current rollout plans.

Whilst it is unrealistic to target 100% of premises with Superfast broadband, it is possible to significantly reduce the “final 5%” with a third rollout phase.

## King’s Dyke

Planning permission has been granted and the tender package prepared. Agreeing arrangements for access to private land for ground investigation surveys has caused delays to the completion of the works information. Given the amount of earthworks within the scheme, this is critical information for contractors to inform the tendered price, eliminate risk and provide greater cost certainty. Officers have continued to work with the legal team and the land owner to agree access arrangements. Arrangements were agreed and the on-site ground investigation has been completed and the report is expected in February. This has impacted on the programme, and the revised key stages along with earliest expected dates for delivery are shown below.

Stage	Target Date
Planning application submitted	December 2015
Application determined	March 2016
Procurement and contract document preparation (Other than G.I)	November 2016
Publish Orders/objection period	February 2017
Agree Ground investigation access, complete survey	January 2017
Analysis of GI findings, report produced	February 2017
Tender issued	March 2017
Tender return	June 2017
Works package award approved by E and E Committee	July 2017
Detailed design	November 2017
Site mobilisation and construction	December 2017
Scheme open	December 2018

Meeting key stages is dependent on land access and acquisition, concluding agreements with Network Rail and agreeing a contractor’s programme. Any objection to Compulsory Purchase Orders may add a year into the programme. Similarly Network Rail agreements may add to the programme, but on-going liaison with landowners and Network Rail is aiming to mitigate these risks.

Assuming that agreement with Network Rail and Landowners is reached, the majority of the scheme expenditure will take place over years 2017/18 and 2018/19 .

Key changes to the programme are reported to the Project Board which meets every 2-3 months.

## Capital Funding

2016/17				
Original 2016/17 Funding Allocation as per BP £'000	Source of Funding	Revised Funding for 2016/17 £'000	Forecast Spend - Outturn (January) £'000	Forecast Funding Variance - Outturn (January) £'000
17,781	Local Transport Plan	17,789	16,287	-1,502
2,682	Other DfT Grant funding	2,908	2,908	0
17,401	Other Grants	9,593	7,550	-2,043
5,691	Developer Contributions	5,777	4,093	-1,684
18,155	Prudential Borrowing	12,705	12,134	-571
9,989	Other Contributions	3,471	3,731	260
<b>71,699</b>		<b>52,243</b>	<b>46,703</b>	<b>-5,540</b>
	Capital Programme variations	-10,500	-4,960	5,540
<b>71,699</b>	<b>Total including Capital Programme variations</b>	<b>41,743</b>	<b>41,743</b>	<b>0</b>

Funding	Amount (£m)	Reason for Change
Rolled Forward Funding	-3.6	This reflects slippage or rephasing of the 2015/16 capital programme to be delivered in 2016/17 which was reported in November 16 and approved by the General Purposes Committee (GPC)
Additional / Reduction in Funding (Specific Grant)	-16.4	Rephasing of grant funding for Ely Crossing (£4.75m) & King's Dyke (£11.3m), costs to be incurred in 2017/18
Revised Phasing (Section 106 & CIL)	-1.4	Rephasing of Cambridge Cycling Infrastructure (£0.7m) & Huntingdon West of Town Centre (£0.6m), costs to be incurred in 2017/18
Revised Phasing (Prudential Borrowing)	-1.9	Revised phasing of Guided Busway spend, Connecting Cambridgeshire and the Archives centre.
Revised Phasing (DfT Grant)	-0.8	Revised phasing of Cycling City Ambition Fund

## APPENDIX 7 – Performance (RAG Rating – Green (G) Amber (A) Red (R))

### a) Highways & Community Infrastructure

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Current status	Year-end prediction	Comments
				Period	Actual				
<b>Archives</b>									
<b>Operating Model Enabler: Exploiting digital solutions and making the best use of data and insight</b>									
Quarterly	Increase digital access to archive documents by adding new entries to online catalogue	High	↑	To 31-Dec-2016	418,455	417,000	G	G	<p>The figure to the end of December is 418,455, which means the year-end target of 417,000 has already been achieved.</p> <p>One major contingent has been a catalogue of North Witchford Rural District Council building bye law plans, with over a thousand items.</p>
<b>Communities</b>									
<b>Operating Model Outcomes: People lead a healthy lifestyle and stay healthy for longer &amp; The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents</b>									
Yearly	Proportion of Fenland and East Cambs residents who participate in sport or active recreation three (or more) times per week. Derived from the Active People Survey	High	↑	2014/15	21.9%	24.2%	A	A	<p>The indicator is measured by a survey undertaken by Sport England. Sport England has revised some of its figures as they spotted an inconsistency in their data. The previously reported baseline figures for 2013/14 were: Cambridgeshire = 27.2% and Fenland &amp; East Cambridgeshire (combined) = 22.7%.</p> <p>The revised 2013/14 figures published by Sport England are: Cambridgeshire = 26.2% and Fenland &amp; East Cambridgeshire combined = 21.3%.</p> <p>The Council's target is for Fenland and East Cambridgeshire to increase to the 2013/14 county average over 5 years. Applying this principle to Sport England's revised baseline data gives</p>

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Current status	Year-end prediction	Comments
				Period	Actual				
									<p>a 5-year target to increase the participation rate in Fenland and East Cambridgeshire (combined) to 26.2%.</p> <p>The 2014/15 figure has improved slightly to 21.9%, but is slightly off track.</p>
<b>Library Services</b>									
Quarterly	<b>Operating Model Outcomes: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents &amp; People lead a healthy lifestyle and stay healthy for longer</b>								
	Number of visitors to libraries/community hubs - year-to-date	High	↓	To 31-Dec-2016	1,739,153	2.4 million	A	A	<p>Figures to the end of December show that there were 1.74 million physical visits to libraries/community hubs which is just below target.</p> <p>With a reduction in opening hours at all the larger libraries in Cambridgeshire, in particular the loss of Sunday openings, it was likely that visitor numbers would decline – this should be reflected in a revised target for 2017/18.</p> <p>Open+ (a self-service library with automated access by library card) at St. Ives has reinstated Sunday opening in that library. Data shows that average visitor numbers fell by 72.5% (on a Sunday) using Open+ compared to staffed hours. However, figures for the same periods at Cambridge Central Library show an increase of 6% in the number of average visitors on Sundays from 1,002 in 2015 to 1,058 in 2016.</p> <p>Much has been done to promote and encourage the use of Open+ with now over 1,000 borrowers (excluding staff) registered for Open+ access.</p>
<b>This indicator does not link clearly to a single Operating Model outcome but makes a key contribution across many of the outcomes as well as the enablers.</b>									

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Current status	Year-end prediction	Comments
				Period	Actual				
	Number of item loans (including eBook loans) – year-to-date	High	↓	To 31-Dec-2016	1,966,477		Contextual		With a significant decrease in the book fund this year, we have seen a decline in children's loans for the first time; this has contributed to the decrease in issues.
<b>Road and Footway maintenance</b>									
Yearly	<b>Operating Model Outcomes: The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents &amp; People live in a safe environment</b>								
	Principal roads where maintenance should be considered	Low	↓	2016/17	2.8%	3%	G	G	Final results indicate that maintenance should be considered on 2.8% of the County's principal road network. This has worsened from the 2015/16 figure of 2% but is better than the Council's 2016/17 target of 3%.
	Classified road condition - narrowing the gap between Fenland and other areas of the County	Low	↑	2016/17	2.68% gap	2% gap	R	R	Provisional figures show that there was a gap of 2.68% between Fenland and other areas of the County during 2016/17. The gap has narrowed slightly (improved) from the 2015/16 level of 2.9%, but it is above (worse than) the target of 2%.  Fenland areas have soils which are susceptible to cyclic shrinkage and swelling. This is exacerbated in periods of unusually high or low rainfall and this movement can aggravate cracking and subsidence along roads in affected areas. Additional funding is being directed towards addressing this problem.
	Non-principal roads where maintenance should be considered	Low	↔	2016/17	6%	8%	G	G	Final results indicate that maintenance should be considered on 6% of the County's non-principal road network. This is the same as the figure for 2015/16 and better than the Council's 2016/17 target of 8%.
	Unclassified roads where structural maintenance should be considered	Low	↔	2016/17	33%		Contextual		The survey undertaken in 2015/16 covered 20% of the available network and targeted roads where condition was known to be deteriorating in order to identify those roads where

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Current status	Year-end prediction	Comments
				Period	Actual				
									maintenance may best be directed. However, this has had the effect of making the indicator for unclassified roads appear to worsen from 27% to 33%. Provisional figures suggest the condition has remained at 33% which strengthens the argument that in reality, the condition of unclassified roads is generally stable.
<b>Road Safety</b>									
<b>Operating Model Outcomes: People live in a safe environment &amp; The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents</b>									
Monthly	Killed or seriously injured (KSI) casualties - 12-month rolling total	Low	↓	To 31-Oct-2016	329	<276	R	R	<p>The provisional 12 month total to the end of October is 329, compared with a 2016 year-end target of no more than 276, and the 2016 target is not now expected to be achieved.</p> <p>This year, police forces across the country have been introducing a new national Collision Recording and Sharing System (CRASH), which was implemented for Cambridgeshire in April.</p> <p>We have discussed our increase in reported serious injuries with the Head of Road Safety Statistics at the Department for Transport (DfT), who advised that there have been increases in recorded serious injury statistics across Great Britain by police forces who have adopted CRASH, and that this is likely to be due to better recording of injury type.</p> <p>On Thursday 2<sup>nd</sup> February DfT published their provisional 3<sup>rd</sup> quarter casualty bulletin for Great Britain, which includes a section on the effect of CRASH:  <a href="https://www.gov.uk/government/statistics/reported-road-casualties-great-">https://www.gov.uk/government/statistics/reported-road-casualties-great-</a></p>

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Current status	Year-end prediction	Comments
				Period	Actual				
									<a href="#">britain-provisional-estimates-july-to-september-2016</a>  In Cambridgeshire, we have always put resource into checking and validating the information we received, and in working closely with the police to improve data quality. However, even with the processes we had in place, it looks as if there may have previously been some under-reporting of serious injuries in Cambridgeshire.  More work is needed to fully understand the effect of CRASH on Cambridgeshire's statistics, and the introduction of CRASH may not be the only factor in our increase in reported serious injuries.  A report containing more detailed analysis of the data and an overview of what the Cambridgeshire and Peterborough Road Safety Partnership is doing to reduce deaths and serious injuries on our roads will be presented to a future meeting of the H & CI Committee.  DfT is also planning to publish estimates of the CRASH effect on road casualty statistics, although that will not be available until later in the year.
	Slight casualties - 12-month rolling total	Low	↓	To 30-Oct-2016	1685		Contextual		There were 1,685 slight injuries on Cambridgeshire's roads during the 12 months ending October 2016 compared with 1,659 for the same period the previous year.
<b>Rogue Traders</b>									
Quarterly	<b>Operating Model Outcomes: People live in a safe environment &amp; The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents</b>								

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Current status	Year-end prediction	Comments
				Period	Actual				
	Money saved for Cambridgeshire consumers as a result of our intervention in rogue trading incidents. (Annual average)	High	↓	To 31-Dec-2016	£127,118		Contextual		£800 was saved as a result of our intervention in three rogue trading incidents during the third quarter of 2016/17. The annual average based on available data since April 2014 is £127,118.  It is important to note that the amounts recovered do not reflect the success of the intervention. In many cases the loss of a relatively small amount can have significant implications for victims; the impact can only be viewed on a case-by-case basis.
<b>Street Lighting</b>									
Monthly	<b>Operating Model Outcomes: People live in a safe environment &amp; The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents</b>								
	Percentage of street lights working	High	↔	To 31-Dec-2016	99.6%	99%	G	G	The 4-month average (the formal contract definition of the performance indicator) is 99.6% this month, and remains above the 99% target.
	Energy use by street lights – 12-month rolling total	Low	↑	To 31-Dec-2016	10.5 million kWh	9.94 million kWh	G	A	Actual energy use to December is 10.5 kWh, and is now on target.  The energy targets have now been updated to reflect other measures agreed elsewhere (such as the presence or absence of part night lighting, including those being funded by Cambridge City and Parish Councils).  Targets should be achieved from February onwards (as all replacements should be complete by then), but these will need to be further updated following the recent decision to revert the dimming and part night lighting decision.

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Current status	Year-end prediction	Comments
				Period	Actual				
	Performance against street light replacement programme	High	↑	At 31-Dec-2016	99.1%	100%	A	A	<p>99.1% of the programme has been completed, representing 54,696 street lights.</p> <p>In relation to the programme, it has been observed that old lighting columns are not always removed when new columns are erected.</p> <p>Whilst a significant number of lights were replaced in November, there were also lights that had been worked on beforehand, but hadn't been signed off as completed by our independent certifiers due to outstanding faults. These faults were then picked up and completed (and certified as such in November).</p> <p>The majority of the works were completed as part of the Core Investment Programme as of the end of June but there are still some replacements/refurbishments outstanding associated with heritage columns and Richardson candles. There is now a revised programme for these additional works and it is scheduled for completion by the end of February.</p>
<b>Waste Management</b>									
	<b>Although this indicator does not link directly to an Operating Model outcome, it has a large financial impact on the Council</b>								
Monthly	Municipal waste landfilled – 12-month rolling average	Low	↔	To-31-Oct-2016	27.3%		Contextual		During the 12-months ending October 2016, 27.3% of municipal waste was landfilled.



**HIGHWAYS AND COMMUNITY  
INFRASTRUCTURE POLICY  
AND SERVICE COMMITTEE  
AGENDA PLAN**

Published 1<sup>st</sup> March 2017  
Updated 6<sup>th</sup> March 2017



Cambridgeshire  
County Council

**Notes**

Committee dates shown in bold are confirmed.  
Committee dates shown in brackets and italics are reserve dates.

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.

+0 indicates items expected to be confidential, which would exclude the press and public. Additional information about confidential items is given at the foot of this document.

Draft reports are due with the Democratic Services Officer by 10.00 a.m. eight clear working days before the meeting.

The agenda dispatch date is six clear working days before the meeting.

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Spokes Meeting Date</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
<b>14/03/17</b>	Finance and Performance Report	Chris Malyon	Not applicable		01/03/17	03/03/17
	Residents Parking Policy	Richard Lumley/ Sonia Hansen	2017/009			
	Community Resilience Update	Christine May	Not applicable			
	Local Highway Improvement (LHI) Schemes for 2017/18	Andy Preston	Not applicable			
	Agenda Plan/Appointments to Outside Bodies	Dawn Cave	Not applicable			

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Spokes Meeting Date</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
<i>[11/04/17] Provisional Meeting</i>					29/03/17	31/03/17
<b>30/05/17</b>	Finance and Performance Report	Chris Malyon	Not applicable		16/05/17	18/05/17
	Agenda Plan/Appointments to Outside Bodies/Training Plan	Dawn Cave	Not applicable			
<b>11/07/17</b>	Finance and Performance Report	Chris Malyon	Not applicable	30/05/17	28/06/17	30/06/17
	Network Rail's Transport & Works Act Order Application to close level crossings	Camilla Rhodes	Not applicable			
	Agenda Plan/Appointments to Outside Bodies/Training Plan	Dawn Cave	Not applicable			
<i>[15/08/17] Provisional Meeting</i>				13/07/17	02/08/17	04/08/17
<b>12/09/17</b>	Finance and Performance Report	Chris Malyon	Not applicable	08/08/17	30/08/17	01/09/17
	Agenda Plan/Appointments to Outside Bodies/Training Plan	Dawn Cave	Not applicable			
<b>10/10/17</b>	Finance and Performance Report	Chris Malyon	Not applicable	05/09/17	27/09/17	29/09/17
	Agenda Plan/Appointments to Outside Bodies/Training Plan	Dawn Cave	Not applicable			
<b>14/11/17</b>	Finance and Performance Report	Chris Malyon	Not applicable	12/10/17	01/11/17	03/11/17
	Agenda Plan/Appointments to Outside Bodies/Training Plan	Dawn Cave	Not applicable			
<b>05/12/17</b>	Finance and Performance Report	Chris Malyon	Not applicable	02/11/17	22/11/17	24/11/17
	Agenda Plan/Appointments to Outside Bodies/Training Plan	Dawn Cave	Not applicable			

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Spokes Meeting Date</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
<b>16/01/18</b>	Finance and Performance Report	Chris Malyon	Not applicable	14/12/17	03/01/18	05/01/18
	Agenda Plan/Appointments to Outside Bodies/Training Plan	Dawn Cave	Not applicable			
<i>[13/02/18] Provisional Meeting</i>	Highway Contract Monitoring	Richard Lumley	Not applicable		31/01/18	02/02/18
<b>13/03/18</b>	Finance and Performance Report	Chris Malyon	Not applicable		28/02/18	02/03/18
	Agenda Plan/Appointments to Outside Bodies/Training Plan	Dawn Cave	Not applicable			
<i>[10/04/18] Provisional Meeting</i>					28/03/18	30/03/18
<b>22/05/18</b>	Finance and Performance Report	Chris Malyon	Not applicable		09/05/18	11/05/18
	Agenda Plan/Appointments to Outside Bodies/Training Plan	Dawn Cave	Not applicable			

**Date to be confirmed:** ETE Streetlighting Attachments Policy (Forward Plan ref: 2016/017); On street parking charges review (P Hammer); Proposed New Privately Funded Highways Improvement Process (A Preston); Highway Contract Monitoring (R Lumley/September 2018)

**Notice made under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in compliance with Regulation 5(7)**

1. At least 28 clear days before a private meeting of a decision-making body, public notice must be given which must include a statement of reasons for the meeting to be held in private.
2. At least 5 clear days before a private meeting of a decision-making body, further public notice must be given which must include a statement of reasons for the meeting to be held in private, details of any representations received by the decision-making body about why the meeting should be open to the public and a statement of the Council's response to such representations.

<b>Forward plan reference</b>	<b>Intended date of decision</b>	<b>Matter in respect of which the decision is to be made</b>	<b>Decision maker</b>	<b>List of documents to be submitted to the decision maker</b>	<b>Reason for the meeting to be held in private</b>

**Decisions to be made in private as a matter of urgency in compliance with Regulation 5(6)**

3. Where the date by which a meeting must be held makes compliance with the above requirements impracticable, the meeting may only be held in private where the decision-making body has obtained agreement from the Chairman of the Council.
4. Compliance with the requirements for the giving of public notice has been impracticable in relation to the business detailed below.
5. The Chairman of the Council has agreed that the Committee may hold a private meeting to consider the business referred to in paragraph 4 above because the meeting is urgent and cannot reasonably be deferred for the reasons stated below.

<b>Date of Chairman's agreement</b>	<b>Matter in respect of which the decision is to be made</b>	<b>Reasons why meeting urgent and cannot reasonably be deferred</b>

For further information, please contact Quentin Baker on 01223 727961 or [Quentin.Baker@cambridgeshire.gov.uk](mailto:Quentin.Baker@cambridgeshire.gov.uk)