HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE

Date:Tuesday, 13 March 2018

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-conduct-code*	
2.	**Minutes and Action Log of the Committee meeting held 13th February 2018**	**5 - 24**
3.	**Petitions**	

KEY DECISIONS

4.	**Road Safety across Cambridgeshire**	**25 - 52**
5.	**Highway Infrastructure Asset Management**	**53 - 236**

OTHER DECISIONS

The Highways and Community Infrastructure Committee comprises the following members:

Councillor Mathew Shuter (Chairman) Councillor Bill Hunt (Vice-Chairman)

Councillor Henry Batchelor Councillor Ian Gardener Councillor Mark Howell Councillor Simon King Councillor Paul Raynes Councillor Tom Sanderson Councillor Jocelynne Scutt and Councillor Amanda Taylor

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

Clerk Name: Dawn Cave

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

Date: Tuesday 13th February 2018

Time: 10:00am – 12.05pm

Present: Councillors H Batchelor, I Gardener, M Howell, B Hunt (Vice-Chairman), S King, P Raynes, T Sanderson, J Scutt, M Shuter (Chairman) and A Taylor

In attendance: Councillor L Nethsingha

Apologies: Councillor Howell (Cllr Bates substituting)

50. DECLARATIONS OF INTEREST

There were no declarations of interest.

51. MINUTES AND ACTION LOG

The minutes of the meeting held on 16th January 2018 were confirmed as a correct record and signed by the Chairman.

The Action Log was noted.

52. PETITIONS

There were no petitions.

53. LIBRARY SERVICE TRANSFORMATION

The Committee received a report on a proposed package of improvements to the Library Service. Councillor Raynes, as Chairman of the cross party working group, was invited to introduce this item.

Councillor Raynes started by thanking the Members involved in the Group, in particular Councillors Scutt and Taylor, and highlighted the following points:

- the focus was on libraries in the context of change – people do not use libraries in the same way they used to, these proposals would move to a phase where library transformation was a given;
- the fantastic network of libraries across the county, and the support for this piece of work by officers, including the Executive Director for Place and Economy, and the Chief Executive, which will ensure more joined up work across services;
- how finances for the Library Service had roughly halved since 2010, and that this had been achieved without closing libraries and maintaining a far-reaching library service, albeit with some reduced level of service.

Members asked for their thanks be recorded to Councillor Raynes and the other Members who formed the cross-party working group, for all their hard work.

Members received a presentation *(emailed to all Members and available at https://cmis.cambridgeshire.gov.uk/ccc_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/906/Committee/7/Default.aspx*

Councillor Nethsingha addressed the Committee. She echoed Committee Members' praise for those Members involved in the Working Group, and advised that she supported most of the proposals. However, she was concerned about charging for internet use in libraries, as this conflicted with one of the main objectives of libraries, as a place which gave access to information to all, and helped level inequalities. Internet access at libraries were used by those on low incomes, and those living in rural communities where there was poor internet access. Whilst the report conceded that access to *.gov.uk* websites would still be free of charge, there were numerous other types of websites, e.g. banks, which should also be included. It was unlikely that charging for internet access would bring in much money, and it would be labour intensive to enforce. A petition had recently been set up and 521 individuals had signed it in just four days, from across the county.

In response to a question, Councillor Nethsingha reiterated that she supported most of the proposals and the view to increase commercialisation e.g. charging for room hire, and joining up with other Council services. Whilst not supporting having Children's Centres *in* libraries, there were many examples such as Cambourne where libraries and Children's Centres had been successfully co-located.

A Member commented that exceptions should be made for job seekers/those on Universal Credit, where there was an expectation that they should be looking for work for at least two hours a day.

One Member commented that whilst she supported the general direction of travel, i.e. increased commercialisation, she did not support proposals such as charging for internet access. She also opposed the introduction of the Premium service, which suggested some library users would have improved access to services or resources by paying a membership fee.

The Chairman noted that it was forecast that charging for internet usage would generate income of £110,000. Whilst a number of Members had expressed concerns with regard to the charging, one of the objectives was to stop those library users who monopolised computers in libraries for long periods, often just using social media, as opposed to work/study. He suggested that if the Committee agreed to the internet charging proposal, Members could ask officers to bring back a report to the September meeting on how it was working. The intention of the proposal was not to restrict access to those who really do need that access, but to stop library users sitting there all day.

A Member commented that whilst supporting the report, he wondered whether there were further opportunities for joining up with other Council services e.g. in Northamptonshire, Registration services were co-located at libraries. Officers advised that Registration services were already co-located in March, and co-location was planned for Huntingdon and some other libraries. The intention was to co-locate

most Registration services across the county with other Council services (not necessarily libraries).

Councillor Batchelor proposed an amendment to withdraw the charge for internet access:

Add to recommendation (b) *"With the exception of charging for computer access".*

In discussing the amendment, the following points were made:

- A Member asked how the financial consequences would be dealt with i.e. loss of income. Another Member agreed, saying that to put such a hole in the budget would be irresponsible. It was suggested that other income generating proposals could be enhanced e.g. room hire changes or charging language schools;

- Councillor Scutt advised that she would abstain from the amendment, because although she opposed charging for internet access, there were other elements in the proposals which she disagreed with;

- Councillor Raynes confirmed that the cross-party working group did discuss the charging proposals pretty thoroughly, which was why the proposal included targeted exemptions e.g. school children, job seekers, and he had understood that what was being put forward to Committee had cross party support. Both Councillors Scutt and Taylor advised that they had articulated their concerns about the charging at the Working Group meetings, and added that they had only been invited to the later meetings of the Working Group;

- a Member commented that it was difficult to list the exemptions required for a job seeker – these would include not just *.gov.uk* websites and job agencies, but also the websites of individual companies and industrial bodies – this was potentially far too broad to list exemptions. Additionally, she pointed out that some computers in libraries had been funded through Lottery or government funding, on the condition that they provided social access (officers advised that all the externally funded computers had subsequently been replaced). She also asked how the projected income figures had been derived, as it was likely that usage would drop off if it was chargeable, in the same way Park & Ride parking charges had impacted on usage of Park & Ride sites. It was agreed that officers would investigate the feasibility of adding other websites to the free internet usage part of the proposal. **Action required;**

- a Member asked if staff time had actually been factored in to the costs. She also commented that whilst the main objection to charging was so that computers could be used for essential purposes such as job seeking, she felt that those without internet access and those on low incomes should also be able to use library computers for social and leisure purposes, as this had many benefits. Another Member commented that the danger here was that individuals monopolised library computers and it was difficult for others to use the computers and for staff administer;

- Councillor Raynes stressed the transformative nature of the proposals – they were not set in stone for the foreseeable future, if the commercial and pricing policy did not work, they would be revisited. There were a number of other revenue earners that could be flexed if exemptions do not work in practice and enable particular vulnerable groups full access to services;

Summarising, Councillor Batchelor said that the proposed internet charges were unfair and unjust, especially as in some rural areas internet access was poor or non-existent: members of certain communities should not be excluded.

On being put to the vote, the amendment was lost.

Councillor Scutt advised that she agreed with the proposals on higher Room hire charges, prominent donation boxes, charging for language schools. However she did not agree with locating Children's Centres in libraries, charging for events or the concept of "Library Extra", the latter creating special privileges for those who could afford it.

In response to a Member question, it was confirmed that the Library Service's list of charges were reviewed and submitted every year, e.g. late fines, CD and DVD loan charges. There was potential to increase income from room bookings by about 25%, as the rates were currently quite low.

A number of Members welcomed the proposals, and observed that they were the culmination of ideas from various individuals and groups, including the Income generation group chaired by Councillor Ashwood in the previous Council.

Other points raised by individual Members included:

- how to engage with Town and Parish Councils on this issue;
- promotion of the Open Plus system, which had worked well in libraries such as St Ives;
- stressed the ongoing nature of the library transformation process;
- stressed the value of mobile libraries, which were valued greatly by their communities;
- stressed that new libraries e.g. Northstowe start with the vision, so that they did not have to be retrofitted;
- the importance of the Committee keeping a watching brief on this issue.

It was resolved, by a majority, to:

a. Agree the role and function of the Library Service and endorse the approach outlined in the report;
b. Agree to the proposals around income generation and commissioning; and
c. Note the ongoing programme of work to transform the Library Service, which will be informed by feedback from stakeholders;

d. Agree that the Libraries Transformation Members Steering Group has served its purpose and can now be dissolved, but officers to bring back a progress report to September Committee, in particular on how charging for internet usage was working in practice.

54. PARKING SCHEMES AND CHARGES

The Committee considered a report on proposed residents' permit charges, and a proposed addition to the Residents' Parking Scheme Policy. Members were reminded that a report had been presented to Committee in November 2017, at which point officers were asked to review proposals for residents' parking charges, in particular visitors' permit charges and the types of permits available.

The key elements of the report were outlined, including the increase in the current Visitors' Permit Fee from £8.00 to £12.00 (the November 2017 report having proposed £15). Attention was also drawn to the forecast budgetary impact of the proposed changes to Residents' and Visitors' Permits. One free annual Visitors Permit was available for Blue Badge holders. It was also proposed that there would be additional flexibility, with the agreement of both the local Member and the Chairman of the Committee for local businesses. Another addition was the creation of a contingency fund, to counter unintended consequences, in relation to the implementation of new schemes, and an additional recommendation was proposed as follows:

Creation of a contingency fund for each new scheme to allow minor unintended consequences arising from the rollout of resident's parking schemes, within the first twelve months of a scheme's operation to be addressed. Measures to be implemented from this fund to be agreed in consultation between the Chair of the Committee and the local County Councillor.

This had been agreed jointly with the Greater Cambridge Partnership, to deal with inevitable teething troubles, should they arise.

Councillor Nethsingha welcomed the proposals, and in particular the flexibility to introduce schemes, as making relatively small changes will help the introduction of schemes and taking these forward: it was agreed that details of any such changes could be brought back to Committee, for noting.

In discussion, Members welcomed the proposed changes, and in particular the flexibility and contingency fund, to deal with issues associated with displacement. Discounts and concessions for Blue Badge and Free Medical permits were discussed, and it was noted that doctors had to fill in a form for the latter, and that it was unlikely that there was a charge for this. It was also noted that there was no limit to the number of Free Medical permits that could be requested, as a resident may have complex care needs with different visitors visiting at different times of day.

A Member commented that the report appeared to work in favour of those with cars, rather than discouraging car ownership, and that those without cars were subsiding car owners.

It was noted that the fees had not been revisited since 2011, but that they would be reviewed annually in future, and in the interests of good practice, the public would be informed of/consulted on the annual increases.

There was a discussion around Business Permits, and a Member suggested that the size of business should be considered when issuing such permits.

The Committee thanked officers and all those involved in incorporating improvements to these proposals.

It was resolved unanimously to approve:

a) The Residents' Parking Permit Charges;
b) An addition to the Residents' Parking Scheme Policy to allow valid blue badge holders to apply for one free visitors permit per annum;
c) An addition to the Residents' Parking Scheme Policy that enables specific local circumstances to be accommodated by agreement between the Chairman of Highways & Community Infrastructure Committee and the Local County Councillor. This will be applicable to new schemes introduced from 2018 onwards;
d) Agree to the creation of a contingency fund for each new scheme to allow minor unintended consequences arising from the rollout of resident's parking schemes, within the first twelve months of a scheme's operation to be addressed. Measures to be implemented from this fund to be agreed in consultation between the Chairman of the Highways & Community Infrastructure Committee and the local County Councillor.

55. FINANCE AND PERFORMANCE REPORT – DECEMBER 2017

The Committee received a report presenting financial and performance information for Economy, Transport and Environment (ETE) for December 2017.

The only material change on Revenue since the previous report was the forecast overspend on Winter Maintenance (£112K) due to a higher than usual number of gritting runs to date. This could increase or reduce, depending on the weather conditions and therefore number of gritting runs required for the rest of the season. On the Capital side, there was an additional £781K slippage in Operating the Network, where one of the signals schemes, funded from developer contributions, would be delayed until 2018/19.

Looking at performance, a Member expressed concern at the increase from the forecast 299 KSI (Killed and Seriously Injured) to an actual figure of 408. He asked if the cause for this dramatic increase needed to be identified, or if there was a statistical explanation for this. Officers advised that a Road Safety report would be considered at the March meeting of the Committee, and that would cover this increase in detail, including the measures being undertaken to tackle it.

In response to a question on energy usage for street lighting, it was confirmed that the PFI programme had installed energy efficient bulbs but not LED bulbs. The cost of changing the top of lanterns so that LED bulbs could be used was not cost

effective, but any new columns would have LED lanterns. The Member suggested that a brief explanatory note would be helpful in future reports. **Action required.**

There was a discussion on Section 38 agreements and road adoptions. Officers explained that the key difficulty was getting to the point of adoption – the Council could not insist that roads were presented for adoption.

A Member commented that LHI projects appeared to be going too slowly, although it was clarified that the figures presented in the report were as at 31/10/17, i.e. mid year, by which point approximately half the projects were completed, suggesting that the LHI programme was on schedule. Officers added that the LHI process had been refined over recent years, with a feasibility phase introduced so members knew that projects were achievable. However, recruitment to vacant posts was an ongoing issue, and officers were working with colleagues in HR and recruitment agencies in an effort to attract and recruit the right people. Officers were asked to provide a clearer breakdown to Committee **(attached at Appendix 1)**.

With regard to the email circulated to Committee, clarifying what was meant by the gap in classified road condition in Fenland, a Member suggested that this particular Performance Indicator needed revisiting.

It was resolved, to:

review, note and comment on the report.

56. HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE AGENDA PLAN, TRAINING PLAN AND APPOINTMENTS TO OUTSIDE BODIES

The Committee considered its agenda plan and training plan.

The following items were added to the Agenda Plan:
- LHI item (June meeting);
- Libraries item (September meeting).

In discussing items for the Training Plan, the following were agreed:

- The Highways training would be expanded to include key highways policies and would, and simple fact sheets would be provided describing key highway policies. This would take place on the scheduled Member Seminar date of 11th May (10:00am) to maximise attendance from all Members;
- Individual Members visiting services, such as Coroners, Trading Standards, could be arranged by contacting the Democratic Services Officer;
- The Community and Cultural Services 'package tour' had not been arranged but would be progressed in the coming months, and details circulated.

It was resolved to:

1. note the agenda plan and training plan, including the updates provided orally at the meeting.

Chairman

CAMBRIDGE CITY WORKS PROGRAMME

Project Number	Parish/Town	Street	Works	RAG STATUS (progress measured against 31/03/18 completion date)	Project Update and any Issues or Variance Explanation
Carried Forward from 2016/17					
16013	Castle	Albion Row	Zebra crossing		WORKS COMPLETE
15633	Romsey	Wycliffe Rd/Brooks Rd	Parking restrictions		WORKS COMPLETE
15634	Petersfield	East Rd	Parking restrictions		WORKS COMPLETE
15635	Petersfield	New St & Sleaford St	Parking restrictions		WORKS COMPLETE
15636	Petersfield	Mawson Rd	Residents parking bay		Implementing the RPPB is likely to mean that the Mill Rd loading restriction can no longer be enforced in this area. This could significantly impact vehicle flow along the road in peak times and cause potential safety issues especially for vulnerable road users - being reviewed by officers. City Cllr updated - needs to be carried over.
15637	Arbury	Alexwood Rd	Verge protection		WORKS COMPLETE
15638	Arbury	Alexwood Rd/Carlton way	Verge protection		WORKS COMPLETE
15901	Arbury	Alexwood Rd/ Arbury Court End	Landscape improvements		WORKS COMPLETE
15639	Arbury	Perse Way/Carlton Way	Verge protection		WORKS COMPLETE
15640	Market	Coe Fen & Lammas land	Way finding across open space		City council delivering - needs to be carried over
15642	Queen Edith	Strangeways Rd	Parking restrictions		WORKS COMPLETE
15643	Queen Edith	Hills Rd Slipway	Parking restrictions		WORKS COMPLETE
15644	Cherry Hinton	Rosemary Ln & Church End	Speed control measures		TRO was advertised and local members no longer support its implementation.
15645	Coleridge	Birdwood Rd & St Thomas's Rd	Parking restrictions		WORKS COMPLETE
15646	Coleridge	Fanshawe Rd	Parking restrictions		WORKS COMPLETE
15648	Newnham	The Driftway	Lighting		City council delivering - needs to be carried over
15649	West Chesterton	Bateson Rd/Garden Walk	Improve safety at junction		Sent for Target Cost
15651	East Chesterton	Mariners Way	Parking restrictions		WORKS COMPLETE
15652	East Chesterton	Lansdowne Rd	Parking restrictions		WORKS COMPLETE
15899	Coleridge	Flamsteed Rd/ Rustat Rd	Additional protection of junction		WORKS COMPLETE
15900	Cherry Hinton	Chartfield Rd	Improve access on bend		WORKS COMPLETE
15902	East Chesterton	Edinburgh Rd & Kinross Rd	Verge protection		Cancelled Cllr Manning not replied, but noted receipt of 2 emails
Current Year Schemes 2017/18					
16139	Petersfield	Ashley Ct, Staffordshire St	24h parking restrictions		Scheme going in with Residents Parking Project
16167	Abbey	Abbey Walk	Parking restrictions, DYLs		WORKS COMPLETE
16161	Coleridge	Hobart Rd/ Suez Rd	Improve footway access and environmebt between the two roads		Awaiting feedback from City Cllr
16140	Petersfield	Covent Garden	Traffic calming		Order raised Works to be complete before April
16141	Petersfield	Lyndewode Rd	Bollards installation		
16147	Queen Edith	Queen Edith Way	Mobile vehicle activated signs		Awaiting City Council feedback
16142	Petersfield	Emery St	Improved signage and lines to reinforce no through road		WORKS COMPLETE
16168	Abbey	Newmarket Rd/ Barnwell Rd roundebout	Improve safety for cyclists		Sent for Target Cost Unlikely to be delivered before end of financial year
16152	Coleridge	Lichfield Rd	A bus stop markings to prevent cars parking at the bus stop		WORKS COMPLETE
16137	Chesterton	High Street, Arbury Rd, Victoria Rd	Mobile vehicle activated signs		Awaiting City Council feedback
16156	Chesterton	Kirkby Cl/ Birch Cl/ Milton Rd junction	Parking restrictions, DYLs		Order raised Works starting w/c 26/02
16146	Queen Edith	Topcliffe Way	Parking restrictions, DYLs to maintain access		WORKS COMPLETE
16164	Arbury	Histon Rd	Dropped kerb uncontrolled crossing with connecting footway and improvements to the barrier layout to improve access to the adjacent cycle path		Order raised Works starting w/c 26/02
16159	Coleridge	Perne Rd/ Perne Av/ or Langham Rd junction	Keep clear' boxed area		Order raised Works starting w/c 26/02
16157	Chesterton	Cutter Ferry Path/ Manhattan Drive junction	New layout and de-clutter to improve safety and visal appearance of the area		Order raised Works starting w/c 26/02

16148	Queen Edith	Godwin Way	Parking restrictions, DYLs and fencing or posts		Order raised Works starting w/c 26/02
16170	King's Hedges	Campkin Rd	Parking restrictions		Member wants to amend scheme and undertake further consultation in the area
16149	Queen Edith	Chalk Grove and Netherhall Way	Parking restrictions, SYLs and DYLs		WORKS COMPLETE
16201	Chesterton	High Street/Green End Rd/ Water Ln junction	Village entry gateway		Sent for Target Cost
16135	Romsey	Mill Rd/ Coleridge Rd junction	Forward advance box for cyclist to enable them to set off ahead of vehicles		Construction taking place before April (Night works)
16174	Newnham	St Marks Court	Parking restrictions, DYLs around corners		Scheme going in with Residents Parking Project
16145	Market	Orchard St	Replace SYLs with DYLs		WORKS COMPLETE
16144	Arbury	Linden Cl	DYLs along western side of each 'access arm' Marked bays along main parking area Signage to enable enforcement against non-residents and vehicles obstructing highway		WORKS COMPLETE
16155	Newnham	Sheeps' Green	Installation of solar studs in the paths and ideally some solar lighting on the bridges		Awaiting feedback from City Cllr
16171	King's Hedges	Lovell Rd	Verge parking prohibition		Consultation ongoing, objections received - CJAC in April
16163	Cherry Hinton	Fulbourn Rd	Uncontrolled crossing point		Sent for Target Cost
16160	Coleridge	Perne Rd/ Radegund Rd roundabout	Bollards to prevent vehicles parking on pavement/ cycleway + on footpath in along John Condor Court		WORKS COMPLETE
16150	Queen Edith	Cavendish Avenue	Parking restrictions to improve access		Site meeting with Cllr Taylor - design agreed. To be sent off to P&R by w/e 16/02/18
16172	King's Hedges	Woodhouse Way	Additional new street lighting		Order raised for work
16162	Coleridge	Tiverton Way/ Robert May Cl & Tiverton Way/ Britten Pl junctions	Parking restrictions, DYLs		Order raised Works starting w/c 26/02
16151	Queen Edith	Beaumont Rd	Extension of DYLs at the QEW/ Beaumont junction		WORKS COMPLETE
16153	Coleridge	Lichfield Rd	Parking restrictions, DYLs		WORKS COMPLETE
16169	Romsey	Coldhams Ln	Feasibility study to improve capacity at Newmarket Rd junction approach		Contact applicant + arrange site meeting to investigate.
16136	Romsey	Romsey Terrace	Safety improvements		Order raised Works to be complete before April
16154	Coleridge	Lichfield Rd	Introduction of access protection markings		WORKS COMPLETE
16166	Arbury	Hurrell Rd	Knee rail fencing around green space		Sent for Target Cost 05/02/18. Needs further consultation.
16173	King's Hedges	Nuns Way/ Crowland Way junction	Introduction of give way marking at the junction		WORKS COMPLETE
16143	Romsey	Mill Rd bridge	Improvements to lining across the bridge to improve safety for cyclists		WORKS COMPLETE
16138	Various	Multiple Roads	Street lights replacements		Local Member not approved some lighting designs but others sent off to be costed

SOUTH CAMBRIDGESHIRE WORKS PROGRAMME

Project Number	Parish/Town	Street	Works	RAG STATUS (progress measured against 31/03/18 completion date)	Project Update and any Issues or Variance Explanation
Carried Forward from 2016/17					
-	Barton	Wimpole Rd	Safer crossing point		WORKS COMPLETE
15701	Comberton	Barton Road	Safer crossing point		WORKS COMPLETE
15702	Croxton	Abbotsley Rd	Speed reduction		WORKS COMPLETE
15703	Bartlow	Camps Rd	Speed limit reduction		WORKS COMPLETE
15704	Bourn	Church St/ Riddy Lane	Speed limit reduction		WORKS COMPLETE
15706	Haslingfield	Various	Traffic calming		WORKS COMPLETE
15709	Great Shelford	Woollards lane	Safer crossing point		WORKS COMPLETE
15710	Hauxton & Little Shelford	High St and Hauxton Rd	Speed reduction		WORKS COMPLETE
15711	Barton	New Rd B1046	Uncontrolled crossing point		WORKS COMPLETE
15712	Eltisley	Caxton End	Parking restrictions		Lining to take place once weather improves
15718	Waterbeach	Denny End Rd/Clayhither Rd/ Car Dyke Rd	Speed reduction		WORKS COMPLETE
15720	Kingston	Tinkers Ln & Church End	Speed reduction		Awaiting liners to attend to complete missing triangle
15896	Bassingbourn-cum-Kneesworth	Chestunt Ln	Speed limit reduction		WORKS COMPLETE
15897	Hatley	Various locations	Traffic calming		WORKS COMPLETE
15865	Histon and Impington	Station Rd	Junction safety		WORKS COMPLETE
15898	Little Abington	Bourne Bridge Rd	Speed reduction		WORKS COMPLETE
15863	Fulbourn	Cambridge Rd	Mobile VAS		WORKS COMPLETE
Current Year Schemes 2017/18					
16225	Fowlmere	Various	Mobile vehicle activated signs		WORKS COMPLETE
16237	Carlton	B1052	Improve signage and lining to define the hamlet		WORKS COMPLETE
16231	Toft	Village area	Village entry gateways (2no.) and parking controls		Order raised Works to be complete before April
16226	Willingham	Thodays Cl	Parking restrictions to manage safety outside school		Meeting held on 1st Feb. Trial Scheme to be implemented 5th March. Budget to be rolled over
16238	Orchard Park	Ring Fort Rd	School keep clear and signange		Zig zag line and enforcement approved by Primary School and Applicant
16239	Gamlingay	Everton Rd, The Heath	New footway provision		Parish can't use funding for this scheme. Looking for additional funding elsewhere.
16240	Swavesey	Ramper Rd	40mph buffer zone complete with 3-2-1 rumble strips and signs		WORKS COMPLETE
16236	Whittlesford	Duxford Rd	Priority give way features		Order raised Works to be complete before April
16241	Whaddon	Meldreth Rd and Church St	Mobile vehicle activated signs		WORKS COMPLETE
16243	Horningsea	B1047 High Street	Mobile vehicle activated signs		WORKS COMPLETE
16227	Little Shelford		Mobile vehicle activated signs		WORKS COMPLETE
16233	Histon and Impington	TBC	Improvements to surfaces of the footpaths to make them more accessible		Sent for Target Cost - been waiting some time.
16244	Teversham	Fulbourn Rd, High St	DYLs along existing double white lines		WORKS COMPLETE
16245	Heydon	Fowlmere Rd	40mph buffer zone		WORKS COMPLETE
16234	Fulbourn	Cambridge Rd	Solar studs to define edge to path		Order raised Works to be complete in March
16246	Stapleford	Various	Introduction of 20mph speed limit		Costs over to be picked up by PC. Currently out to formal consultation.
16247	Duxford	St John's St & Hunts Rd	Unsuitable for Heavy Goods Vehicle signs		WORKS COMPLETE
16229	Eltisley	Various	Speedwatch equipment		WORKS COMPLETE
16230	Shudy Camps	Various	Mobile vehicle activated signs + gateway features and signage		WORKS COMPLETE
16248	Wimpole	Cambridge Road	Gateway features at both entrances to the 40mph speed limit		WORKS COMPLETE
16249	Thriplow		Improved junction signage		To be delivered by Road Safety. PC has been updated.
16250	Harston		Chevron markings at bend		Signs installed 19/02 - awaiting flexible chevrons

15709	Great Shelford	Church St	Installation of school zone signs with flashing lights		Signs/posts installed - awaiting Solagen install
16251	Babraham	High St/ A1307 junction	Improve safety at junction and access to bus stops		To be reviewed by Engineer
16252	West Wratting	Various	40mph buffer zones on three entrances and relocation of 30mph limit on Commons Rd		Order raised Works to be complete before April
16232	Waterbeach	Long Drove in Chittering	30mph signage including passing place signage		Order raised Works to be complete before April
	Graveley	Various	Village entry gateway and VAS		Order raised MVAS in stock ready to be installed. Works to be complete before April
16253	Sawston	New Rd in Sawston	MVAS/School flashing signs		Order raised MVAS in stock ready to be installed. Works to be complete before April
16254	Madingley	Church Ln	40mph buffer zone		WORKS COMPLETE

HUNTINGDONSHIRE WORKS PROGRAMME

Project Number	Parish/Town	Street	Works	RAG STATUS (progress measured against 31/03/18 completion date)	Project Update and any Issues or Variance Explanation
Current Year Schemes 2017/18					
16209	Somersham	Pidley Road / St Ives Road	Re-profile road alignment to form traditional T junction		WORKS COMPLETE Additional cost covered by Road Safety
16216	St Neots	Loves farm	Managed parking control scheme for the whole estate		Currently checking proposed status of roads and parking bays in preparation for formal consultation.
16217	Yaxley	Broadway	Zebra crossing		WORKS COMPLETE Additional cost covered by on street account
16205	Ramsey Forty Foot	Ramsey Road	Traffic calming		WORKS COMPLETE Waiting on gates to be installed soon
16218	Bluntisham	Station Road	Central refuge island and carriageway widening		Construction taking place on site
16202	St Ives	Cordell Close	Additional lighting column		WORKS COMPLETE
16203	Hail Weston	B645 Kimbolton Road	50mph speed limit incorpoarting gateway features, improved signage and lining		Sent for Target Cost Unlikely to be delivered before end of financial year
16210	Earith	A1123 High Street	Speed reduction Buffer Zone and central island		Order raised Works to be complete before April
16219	Woodwalton	Bridge Street to Ravely Road	Gateways, dragons teeth & MVAS		Sent for Target Cost MVAS in stock ready to be installed.
16208	Colne	Bluntisham Road	Priority give way features and cushions **(now footway extension)**		Construction taking place on site
16213	Great Staughton	The Causeway the highway Junction	Realignment of kerbline		WORKS COMPLETE
16207	Bury - 16206	Ramsey Road	Gateways, dragons teeth, 30mph roundels and crossing point improvements		Order raised Works to be complete before April
16206	Upwood and The Raveleys	Ramsey Road	50mph limit, gateway features, dragons teeth and lining		Order raised Works to be complete before April
16214	Kimbolton	B645 Thrapston Road	Mobility crossing		WORKS COMPLETE
16215	Holywell cum Needin	High Street	TRO - Double yellow lines		WORKS COMPLETE
16201	Sawtry	Green End Road	Give way build out		Order raised Works to be complete before April
16211	Ellington	St Peters way & High Street	TRO - Double yellow lines		WORKS COMPLETE
16212	Pidley Cum Fenton	High Street	Central refuge island and, 40mph buffer zone with dragons teeth.		Order raised Works to be complete before April
16220	Broughton	Bridge Road causeway road and School road	Gateway features, signage & MVAS		Sent for Target Cost MVAS in stock ready to be installed. Other works unlikely to be delivered before end of financial year
16204	Huntingdon	High Street Hartford Road	Zebra crossing		WORKS COMPLETE Additional cost covered by on street account
16221	Tilbrook	B645 High Street	MVAS		Order raised MVAS in stock ready to be installed. Works to be complete before April
16222	Glatton	High Haden Road	Horse & rider rigns and posts		WORKS COMPLETE
16223	Old Weston	B660 High Street	Give way build outs		Sent for Target Cost Hold ups over design and planning for new access - unlikely to be delivered before end of financial year
16224	Warboys	High Street	Footway resurfacing / Patching		WORKS COMPLETE

FENLAND WORKS PROGRAMME

Project Number	Parish/Town	Street	Works	RAG STATUS (progress measured against 31/03/18 completion date)	Project Update and any Issues or Variance Explanation
Current Year Schemes 2017/18					
16190	Whittlesey	Windmill Street Stonald Road and Adjacent Roads	Double Yellow lines at Junctions		Target Cost received. With P&R for formal consultation and TRO order
16191	Whittlesey	New Road	Footway Extension		WORKS COMPLETE
16193	Whittlesey	A605 Gravel House Corner	40mph Speed Limit		Sent for Target Cost Unlikely to be delivered before end of financial year
16200	March	City Road	Footway Extension		Legal agreement obtained, however second land owner identified, TC received, under discussion
16188	Elm	March Road	School Warning Signs, Lines and reflective bollards		Order raised Works to be complete before April
16192	Wimblington	Doddington Road and March Road	VAS		Order raised MVAS in stock ready to be installed. Works to be complete before April
16189	Wisbech	South Brink	Traffic Calming (2 build outs)		Sent for Target Cost
16194	Doddington	Benwick Road	Footway Extension		Order raised Works to be complete before April
16196	Manea	Various	Speedwatch Equipment		WORKS COMPLETE
16198	Parson Drove	Sealeys Lane	Footway Extension		Design revision - retaining feature required
16199	Newton in the Isle	High Road B1165	Footway Maintenance		WORKS COMPLETE
16195	Chatteris	Doddington Road	Scope change to MVAS		Order raised MVAS in stock ready to be installed. Works to be complete before April
16197	Christchurch	Tipps End B1100	Speed Limit		Formal Consultation started 07.02.2018 Sent for Target Cost

EAST CAMBRIDGESHIRE WORKS PROGRAMME

Project Number	Parish/Town	Street	Works	RAG STATUS (progress measured against 31/03/18 completion date)	Project Update and any Issues or Variance Explanation
Current Year Schemes 2017/18					
16182	Little Thetford	Fen Road	Speed limit reduction, gateway features / treatments and signing		Order raised - Skanska Ops Team to deliver - Jimm Ladds
16187	Littleport	Various	MVAS		WORKS COMPLETE
16181	Witchford	Main Street	Footway Widening		To be delivered with 18/19 LHI in same location to combine costs and reduce public inconvenience
16179	Mepal	Sutton Road	MVAS		Order raised MVAS in stock ready to be installed. Works to be complete before April
16175	Stetchworth	High Street	Signage and Lining (SKC Zig Zags)		Order raised Works to be complete before April
16183	Burwell	Ness Road	Safer crossing point and speed reduction / calming		Scope change due to public consultation: now zebra, meets PV2, design to be finalised and resubmitted for costing. PC to clarify additional expenditure (UKPN scheme from June). Lighting design order raised. Submitted for Target Cost.
16177	Wicken	A1123	40mph buffer zone Stretham End		Order raised Works to be complete before April
16178	Haddenham	Various	MVAS		Order raised MVAS in stock ready to be installed. Works to be complete before April
16185	Snailwell	The street, The Green Chippenham Road	Traffic Calming Cushions and Signs		PC in dispute over scheme - meeting to be arranged ASAP
16176	Isleham	Various	MVAS		Order raised MVAS in stock ready to be installed. Works to be complete before April
16184	Ashley	High Street	MVAS		Order raised MVAS in stock ready to be installed. Works to be complete before April
16186	Brinkley	Weston Colville Road	Two Pairs Roshill Cushions (Calming)		Order raised Works to be complete before April
16180	Fordham	Isleham Road	40mph speed limit from Barrowfield Farm. Raised Zebra crossing outside the school.		Sent for Target Cost Unlikely to be delivered before end of financial year
15670	Soham Town Council	Pratt Street	Zebra Crossing (16/17)		WORKS COMPLETE

HIGHWAYS & COMMUNITY INFRASTRUCTURE POLICY & SERVICE COMMITTEE

Minutes-Action Log

Cambridgeshire County Council

Introduction:

This is the updated action log as at **5th March 2018** 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 11th July 2017					
14.	**Finance and Performance report**	Andy Preston/ Matt Staton	Follow up the work being done on the causes for the recent increase in the Performance Indicator for Road Safety.	Report included in 13/03/18 agenda.	Complete.
Minutes of 12th September 2017					
19.	**Service Committee review of the draft 2018-19 Capital Programme**	Graham Hughes/ Sarah Heywood	Look at how best to give information on the availability of funding for each proposed item of H&CI budget expenditure	Will be done as part of the review of the 2018/2019 Business Planning process once the Business Plan has been agreed by Council in February.	Noted for future action.

21.	**Finance and Performance report**	Graham Hughes	Clarify what was meant by the gap in classified road condition in Fenland	Note circulated to Committee Members by email by Mike Atkins on 12/02/18.	Complete.
21.	**Finance and Performance report**	Graham Hughes/ Sarah Heywood	Develop more informative and readily intelligible finance and performance reports	Will be done as part of the review of F&P monitoring in 17/18 once the year-end process is completed.	In progress
Minutes of 10th October 2017					
27.	**Relocation of Ely Registration Office to Cambridgeshire Archives**	Louise Clover	Requested a monitoring report of the first year's operation be presented including qualitative data regarding user experience.		Noted for reporting in Spring 2020.
Minutes of 24th November 2017					
34.	**Parking Schemes and Charges**	Richard Lumley/ Dawn Cave	Review Park & Ride parking charges in two years' time, following the removal of the £1 parking charge.	Added to Agenda Plan. Regarding timescales, officers will be reviewing charges in preparation for the 2020/21 financial year, so it will be scheduled to coincide with future business planning committee dates, i.e. Oct/Nov 2019.	Noted for future action.
Minutes of 4th December 2017					
40.	**Integrated Transport Block Funding Allocation Proposals**	Elsa Evans	Requested that the breakdown of monies allocated from the County-wide Minor walking and	This will be added to the Finance & Performance report.	In progress

			cycling improvements budget be provided at year end.		
41.	**Review of draft Revenue and Capital Business Planning Proposals for 2018-19 to 2022-23**	Sue Reynolds /Dawn Cave	Requested seminar on Authority's powers to adopt roads e.g. Section 38 Agreements	Scheduled for 13/04/18 Member seminar.	In progress
43.	**Agenda Plan**	Richard Lumley/ Sarah Heywood	Provide an update on progress made by the LHI Panels.	Report included in 13/03/18 agenda.	Complete.
Minutes of 16th January 2018					
45(1).	**Minutes and Action Log**	Richard Lumley/ Emma Murden	Confirm current number of street lights recommended to be upgraded to LED, and cost.	The current number of lights to be switched to LEDs is 3635, the current costs are £967,319.	Complete.
45(3).	**Minutes and Action Log**	Graham Hughes/ Richard Lumley	Discuss with Skanska the feasibility of offering an enhanced pothole repair service.		
47.	**Procurement of Clinical Waste Collection and Disposal arrangements**	Sass Pledger / Adam Smith	Advise Committee of the outcome of this process.		In Progress
49.	**Training Plan**	Dawn Cave/ Don Haymes	Confirm arrangements for visit to Amey in Waterbeach on 12/02/18	Electronic invitation issued to H&CI and E&E Committee Members and subs: 4 Members attended on 12/02/18.	Complete.
49.	**Training Plan**	Richard Lumley	Arrange a pothole/highway maintenance training session	Arranged for Seminar slot on 11/05/18.	Complete.

Minutes of 13th February 2018					
53.	**Library Service Transformation**	Sue Wills/ Christine May	Officers to investigate the feasibility of adding other websites to the free internet usage part of the proposal.		
55.	**Finance and Performance Report – December 2018**	Richard Lumley/ Emma Murden	Brief explanatory note requested for future reports on energy efficiency of street lights.		
56.	**Training Plan**	Christine May/ Dawn Cave	Arrange Community and Cultural Services 'package tour'	Arranged for 10/04/18 (am). See attached Training Plan.	Complete.

Agenda Item No: 4

ROAD SAFETY ACROSS CAMBRIDGESHIRE

To: **Highways & Community Infrastructure Committee**

Meeting Date: **13th March 2018**

From: **Graham Hughes, Executive Director – Place & Economy**

Electoral division(s): **All**

Forward Plan ref: **2017/036** *Key decision:* **Yes**

Purpose: **To update members on the current trends in road casualties and challenges related to road casualty reduction in Cambridgeshire. This report also sets out proposals for future delivery of road safety in Cambridgeshire to address these challenges and for the digitalisation of safety cameras.**

Recommendation: **The Committee is recommended to:**

a) **Adopt a new delivery model for road safety as outlined in section 2.3**

b) **Approve the new methodology for assessing collision hotspots and high risk routes outlined in section 2.4.11**

c) **Approve the commencement of negotiations with the Police regarding the future costs associated with the safety camera programme, in partnership with Peterborough City Council.**

d) **Approve the capital programme for safety schemes outlined in Appendix 5**

	Officer contact:		***Member contacts:***
Name:	Richard Lumley	Name:	Cllr Mathew Shuter/Cllr Bill Hunt
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1. BACKGROUND

1.1. From 2000-2010 road safety, nationally, received significant investment aligned to national five-year casualty reduction targets. The result was a reduction in the number of people killed and seriously injured (KSI), the number of children KSI and the slight injury rate. Following the removal of the national targets in 2010, funding directed towards road safety has steadily reduced year on year. This led to a 50% reduction in staff across the Road Safety Service in the 2011/12 business planning process.

1.2. Reductions in KSI road casualties across Cambridgeshire and Peterborough have fluctuated, but generally followed a downward trend, as per the national picture. However, over the past few years this downward trend has noticeably slowed and, more recently, shown a sharp increase.

1.3. In 2015 the Cambridgeshire and Peterborough Road Safety Partnership (CPRSP) set a new 5-year strategy (2015-2020) which outlined five aims for future activity in Cambridgeshire and Peterborough:

- To prevent road users from being killed or seriously injured through enabling behaviour change, delivering better education and delivering road engineering schemes
- To reduce the social impact of road casualties, at an individual, family and community level
- To reduce the cost to public agencies in dealing with the impact of road collisions including identifying invest to save opportunities
- To undertake targeted road safety enforcement as part of a strategy to reduce KSI's
- To develop a financially sustainable model of delivering road safety activity across Cambridgeshire and Peterborough

1.4. This strategy recognised that the social and economic costs of road collisions extends to wider provision not previously associated with typical road safety programmes, such as victim support and rehabilitation and therefore expanded its membership beyond the emergency services and highway authorities to include Public Health, Addenbrooke's hospital and the Road Victims' Trust.

1.5. The CPRSP set a vision to prevent all road deaths across Cambridgeshire and Peterborough and to significantly reduce the severity of injuries and subsequent costs and social impacts from road traffic collisions.

1.6. In order to work towards this vision, the following targets were adopted by the CPRSP reflecting those outlined in Cambridgeshire's LTP3 (all targeted reductions are compared to the 2005-09 average baseline):

- To reduce the number of KSIs in collisions by at least 40% by 2020.
- To reduce the number of child KSIs in collisions by at least 40% by 2020.
- To reduce the number of cycle and pedestrian KSIs in collisions by at least 40% by 2020.

1.7. Also in 2015, the government updated its road safety statement and adopted the 'safe system' approach to reducing road casualties. This approach recognises that:

- We can never entirely eradicate road collisions because there will always be some degree of human error;
- When collisions do occur the human body is inherently vulnerable to death or injury; and
- Because of this, we should manage our infrastructure, vehicles and speeds to reduce crash energies to levels that can be tolerated by the human body.

1.8. The Highway & Community Infrastructure committee (H&CI) on 21 February 2017 raised concerns regarding the number of reported collisions resulting in KSI casualties in Cambridgeshire. Following this, a brief commentary was provided within the Finance and Performance report to H&CI on 14 March 2017.

1.9. This report provides a more in depth commentary on the KSI figures as well as outlining recommendations for a change in approach in line with the government's updated road safety statement in order to address these challenges.

2. MAIN ISSUES

There are three main issues to be discussed in the following sections:

- Road casualty data and the emergence of an upward trend in casualties
- A change of approach in response to the challenges and opportunities the Council faces
- Future of the safety camera network

2.1. Road casualty data

2.1.1. KSI casualties in Cambridgeshire increased 21% from 286 in 2015 to 347 in 2016. This has further increased in 2017 with the latest available 12-month total to the end of July 2017 being 412 KSIs – 44% higher than in 2015. This means it is unlikely that we will meet the 40% reduction targets by 2020.

2.1.2. *Figure 1* shows the KSI trend over the last 10 years for Cambridgeshire compared to the East of England and the UK. The graph highlights the current 12-month rolling total is the highest it has been since early 2008. This is of significant concern. The recent trend in Cambridgeshire is very similar to that seen across the East of England but is a sharper increase than that seen nationally.

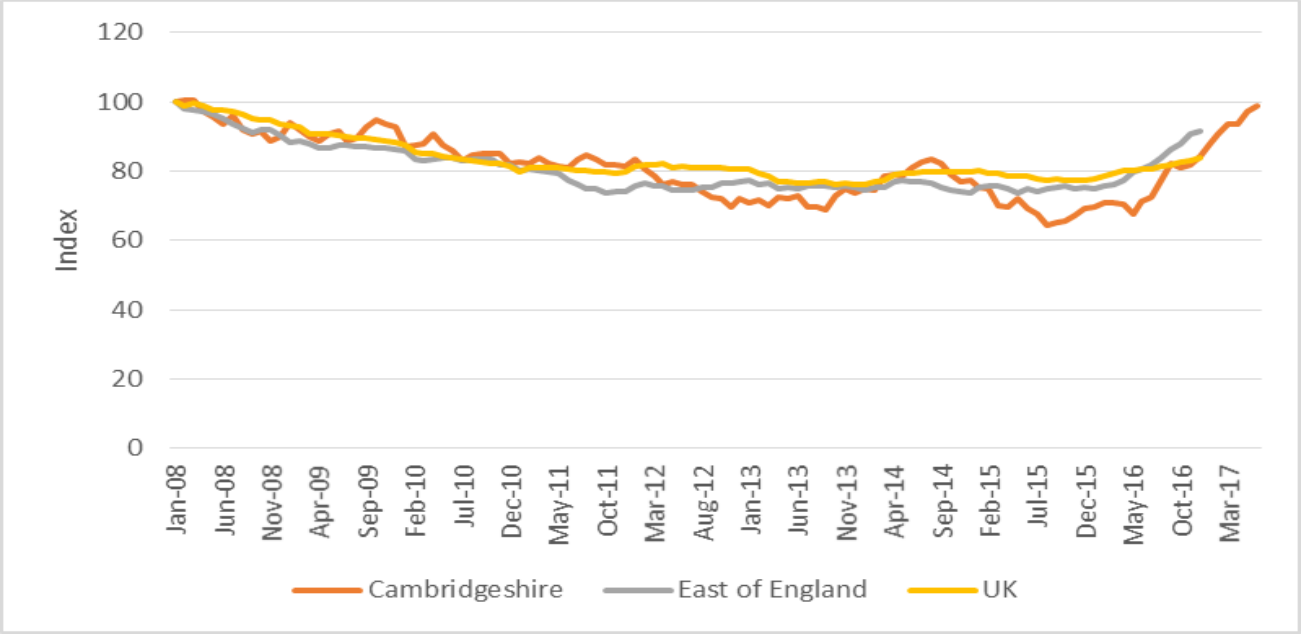


Figure 1 - Rolling 12-month total KSI in Cambs, East of England and UK, baselined against Jan 2008

2.1.3. As road collisions are affected by a large number of variables it is very difficult to attribute specific changes to any one factor without undertaking rigorous scientific investigation. However, based on the available evidence alongside the professional judgement and experience of the Council's officers, it is suggested the following factors may have contributed to the change in trend:

ECONOMY

Economic factors are known to affect traffic collisions, with the recession shown to have contributed significantly to the steep reduction in road casualties nationally from 2007-2010 due to reduced mileage and more economical driving.

Cambridgeshire has seen, and continues to encourage, significant economic growth and this is reflected in increased traffic volumes, with a recent study of the A142 showing an average 33% increase in traffic volume since 2010.

FUNDING

Alongside this growth we have seen public sector funding dramatically decrease, providing a significant challenge for maintenance of the highway network, reduced funding for safety improvement schemes, fewer traffic Police Officers and a reduction in road user education and public awareness information campaigns.

DRIVER BEHAVIOUR

Driver behaviour/error is by far the biggest factor in road traffic collisions. Driver error or reaction factors were cited in 74% of all collisions in Cambridgeshire 2010-2015, while road environment factors and vehicle defect factors were only cited in 18% and 2% of collisions respectively (see *Figure 2*).

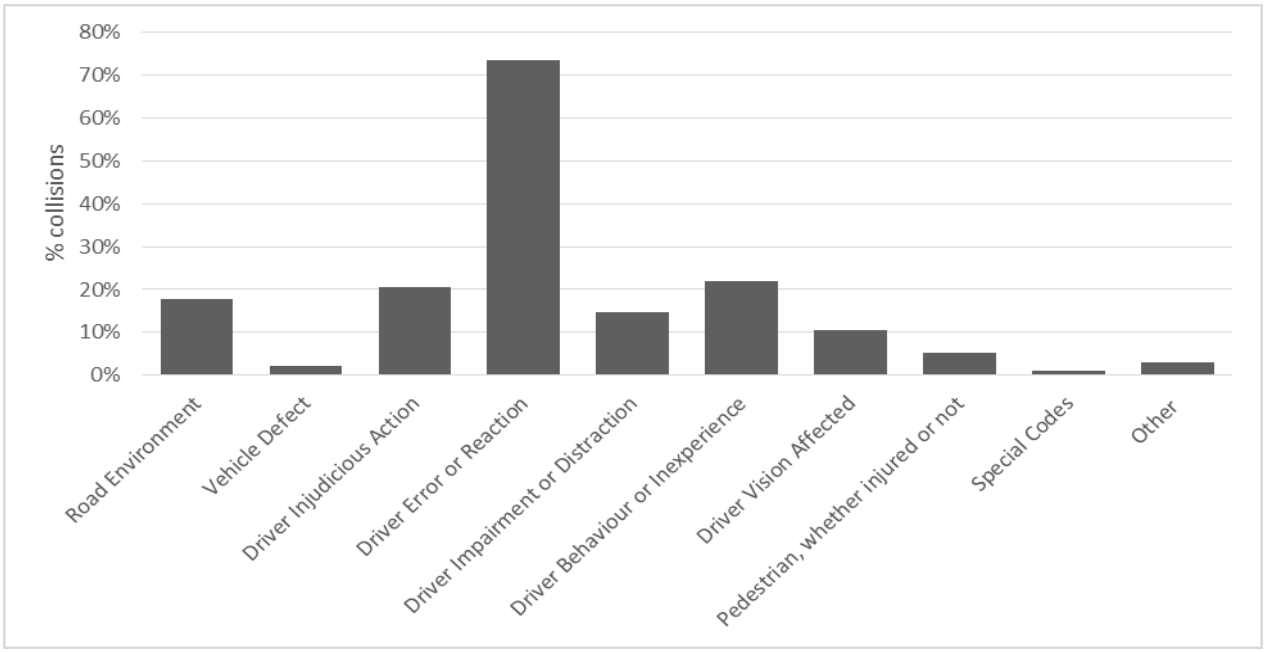


Figure 2 - Contributory factors by category in Cambridgeshire collisions 2010-2015

ENFORCEMENT/FEAR OF BEING CAUGHT

Evidence suggests that people's attitudes towards phone use has worsened over the last 10 years with only half of all people agreeing or strongly agreeing that "all use of mobile phones while driving is dangerous." Anecdotal evidence suggests that people feel less likely to be caught as there are fewer police officers. This, along with the reduction in funding for road user education and public awareness information campaigns provides a plausible theory behind the rising casualties, not just in terms of phone use but also speed, drink and drug driving and general driving standards.

CHANGE OF COLLISION REPORTING SYSTEM

The increase may, in part, be due to Police reporting changes in 2016 having an effect on the severity of injury recorded, which now requires the officer to record specific injuries that automatically populate the severity field. The Department for Transport (DfT) estimate there has been a 15-20% increase in the number of casualties recorded as seriously injured in forces that have switched to CRASH (a new road casualty reporting tool). However, while this may explain some of the increase it is believed other factors, including those above, have contributed too.

2.1.4. The Council is currently working with regional colleagues and the East of England Trauma Network to compare KSI data against hospital admissions to understand these changes in more detail, and specifically to try and quantify the effect of the new CRASH reporting system.

2.1.5. Tables showing summary data by road user type, age, traffic volume, district area and contributory factors can be found in **Appendix 1**. Key points are summarised below:

2.1.6. The vast majority of fatal collisions occur on Cambridgeshire's rural roads.

2.1.7. Casualties per 100 million vehicle kilometres have risen from 3.7 KSI in 2015 to 4.4 KSI in 2016. The Great Britain average for 2015 was 4.7.

2.1.8. *Figure 3* shows that nearly two thirds of all casualties in 2016 were car occupants, however the picture is very different between Cambridge and the rest of the county with 59% of all casualties in Cambridge being cyclists. Motorcyclists are also significantly overrepresented as national traffic figures suggest they comprise less than 1% of traffic.

Vehicle Type	Fatal	Serious	Slight	Total	% of total
Pedal Cycle	0	64	303	367	15%
Car	20	145	1171	1336	63%
Motorcycle	5	45	116	166	8%
Goods Vehicles	3	12	91	106	5%
Pedestrian	4	40	76	120	7%
Other	1	8	42	51	3%
Total	33	314	1799	2146	100%

Figure 3 - 2016 casualties by road user type

2.1.9. DfT produce a reference table each year for the value of preventing road traffic collisions which is used to undertake cost-benefit analysis of interventions. This includes, costs to emergency services, NHS, public health and other public services, loss of earnings and the societal value. The current value for preventing a fatal collision is approximately £2m and, using all severity values, **the value of preventing all collisions that occurred in 2016 in Cambridgeshire would be £163m.**

2.1.10. More recently the Institute of Advanced Motorists (IAM) produced a more tangible breakdown of this figure identifying the costs specifically to the public sector, and in particular to health and social care. Using these figures **the total cost to local health and social care budgets of all collisions occurring in Cambridgeshire in 2016 is £18m.**

2.1.11. Achieving the road safety partnership's 40% reduction target compared to the 2005-2009 baseline by 2020 would reduce this annual burden by approximately £5m. This demonstrates there is the potential to significantly reduce costs to other areas of Council spending by investing in road safety.

2.2. Change of approach

2.2.1. Using the United Nations' 2010 Global Plan for Road Safety 'five pillar' strategic approach to a safe system, the government identified major challenges and opportunities associated with this approach, shown in *Figure 4*.

Pillar of Action	Major Challenges and Opportunities
Road Safety Management	Maintaining investment in local road safety activity and management in a way that supports devolved local decision making (including the important contribution safer and more sustainable environments can make to improving health outcomes) and ensuring Highways England continues to improve road safety.
Safer Roads and Mobility	Maximising safety improvements to road infrastructure within given budgets and preparing roads and signage for increasingly connected and autonomous vehicles.
Safer Vehicles	Improving the road worthiness of the current vehicle fleet, accelerating safer vehicle adoption, legislating for connected and autonomous vehicles and tackling dangerous technological distractions.
Safer Road Users	Evaluating the most effective driver education interventions that can be incentivised by both the state and industry, improving compliance with current rules, and promoting safer driving behaviours and equipment choices.
Post Crash Response	Working with the emergency services and NHS to ensure that collisions are effectively responded to and investigated.

Figure 4 - Road safety challenges and opportunities identified in the Government's road safety statement

2.2.2. The Council has the opportunity to change its approach in response to these challenges and opportunities and address the current trend in collisions in Cambridgeshire.

2.2.3. Officers are proposing a new approach comprising the following elements, which are outlined in more detail below:

- A Road Safety Hub model for service delivery
- New processes for the identification of high risk routes/sites

2.3. Proposed Road Safety Hub approach

2.3.1. This proposal involves implementing a new delivery structure based around core expertise/functions in order to deliver an efficient and effective road safety service for Cambridgeshire, and maximise opportunities to offer services to others including, but not limited to, the Greater Cambridge Partnership, Combined Authority and Peterborough City Council.

2.3.2. The key principle of the approach is to provide the flexibility and expertise to source funding and commission delivery (internally and externally) while at the same time seeking opportunities to deliver commissioned work from others.

2.3.3. Alongside this a series of toolkits would be developed to enable communities to access a universal level of service for common road safety issues, and maintaining a level of consistency across the network.

2.3.4. The proposed model is shown in **Appendix 2** but in summary:

- The proposed approach recognises the value of the road safety expertise that exists within the Council and relies on developing and exploiting this to realise commercial opportunities as well as deliver the Council's responsibilities and objectives.

- The proposed approach would separate activity into **core**, **additional** and **commercial** elements.

- **Core** activity comprises our statutory duties under the Road Traffic Act 1988 to:

    - prepare and carry out a programme of measures designed to promote road safety
    - investigate accidents arising out of the use of vehicles
    - implement measures as appear to the authority to be appropriate to prevent such accidents

  Core activity would also include programmes that mitigate the risk of higher costs to another Council service area.

- **Additional** activity comprises those activities which would supplement core activity should additional funding be available/sourced for specific projects.

- **Commercial** services are charged-for activities that the Road Safety Team will deliver for others (internally or externally).

- The aim is to move as much activity as possible towards self-service (using the tiered service delivery model outlined in **Appendix 3**)

- Evidence suggests that a combination of interventions targeting high-risk groups as well as the population as a whole is the most effective approach to prevention.

2.3.5. Examples of activity under each heading are shown in Figure 5.

Core Activity	Additional Activity	Commercial Services
• Investigating causes of collisions • Interventions to address high risk routes / sites / road user groups • Child Road Safety Education at key ages / development stages (universal) • Behaviour Change Campaigns / Toolkits • Partnership working • School Crossing Patrols (meeting existing policy) • Route / risk assessments	• Research projects (grant funded) • Additional School Crossing Patrols • Training for school / partner agency staff • Direct delivery in schools • Project-based work (grant funded) • Community events	• Research (external) • Consultancy • Driver training services • Safety Audit • Replicate/ extend service model to other areas • Online shop for resources • Hire of resources to schools/community groups

Figure 5 - Example activities included under each category in the new road safety hub model

2.3.6. The hub approach pools the Council's road safety expertise under one team, which provides an opportunity to mitigate the impact from growth related issues, such as new school building, by providing a one-stop shop for other Council departments to access road safety information and advice.

2.3.7. The hub approach also allows for the possibility of other Council functions related to road safety being pulled into the hub e.g. the management of the Council's fleet and Bikeability cycle training.

2.3.8. The key benefits of this approach are its flexibility to expand and contract in response to additional funding, either through grants, sponsorship or income opportunities, whilst maintaining a core minimum level of activity to meet our statutory duties around road casualty prevention and reduction.

2.3.9. This approach will also provide external partners and communities a single point for road safety advice and toolkits to help themselves rather than rely on the limited capacity of officers for support.

2.3.10. The current Council funding for Road Safety in 2017/18 is:

- Total revenue £575k (inc. £105k Public Health Grant)
  - Education & School Crossing Patrols - £531k
  - Safety Cameras - £44k
- Total capital £594k - Road Safety capital programme (from LTP)

2.3.11. This follows a reduction of £84k in the Public Health grant from 2016/17 which has resulted in a reduction in safety and awareness messages in 2017/18.

2.3.12. The minimum revenue funding required to deliver the road safety hub model is £525k, a further saving of £50k compared to the current approach.

2.3.13. If this approach is approved one-off transformation funding of £50k would be required for the following elements to ensure an efficient transition to the new service model:

- 6 months analyst time to input polygons and set up dashboards and reporting templates – approximately 3 months temporary staff time.
- Development of the online platform for self-service resources, including 6 months temporary Project Officer/Manager time and IT support.

2.4. New processes for the identification of high risk routes/sites

2.4.1. The Council has a statutory duty to investigate collisions occurring on its network and this takes two forms:

- Investigating <u>every</u> fatal collision site within days of the collision occurring
- Investigating 'clusters' of collisions

2.4.2. The existing methodology for cluster site analysis, agreed by the Council, is shown in **Appendix 4**. In 2017/18 there were 88 collision cluster sites identified using this criteria.

2.4.3. The details of the collisions are reviewed for every site and ranked for further investigation. The ranking takes into account future development and projects that may have an effect on the issues identified in the collision types.

2.4.4. A stage 1 investigation is carried out on at least one third of the cluster site list. This ensures that every site will be reviewed at least every 3 years, if it remains on the cluster site list.

2.4.5. Where the stage 1 investigation reveals potential engineering remedial measures a full stage 2 investigation is undertaken. Feasible schemes are added to the annual £594k road safety capital programme for delivery.

2.4.6. A small proportion of the capital funding is allocated to minor improvements. This covers two elements of work:

- Small low cost works that are identified through the cluster site investigation process or the fatal investigation process.
- Small low cost measures at locations where there is a potential for high severity collisions, taking a proactive risk reduction approach.

2.4.7. The programme of planned safety schemes for 2018/19 can be found in **Appendix 5** for approval.

2.4.8. Using the existing methodology many of the sites have been on the cluster site list for a number of years. Some remain on the list as no viable intervention has been established within the resources available, however the limited resources also mean very few sites can be addressed each year.

2.4.9. The Government advocates a ‘safe system approach’ to road safety and recognises that to achieve this we should manage our infrastructure, vehicles and speeds to reduce crash energies to levels that can be tolerated by the human body. This proactive, risk-based approach should be used to maximise safety improvements to road infrastructure within given budgets.

2.4.10. Officers explored two different risk-based analysis tools (iRAP/ViDA and Agylisis) during 2017 to examine collisions on the county’s A-roads. It is proposed a new methodology would combine this type of risk-mapping with cluster analysis to provide a more proactive management of our infrastructure in terms of both reducing collisions at specific locations and reducing the risk of high-severity collisions on the wider network.

2.4.11. The proposed new methodology would comprise the following:

- A risk-based analysis of all A- and B-roads ranking sections in order of risk. This would use a 6-point analysis system developed and used by Devon County Council which allows for volume of traffic as well as number of injury collisions on a route.

- Cluster analysis based on 6 injury collisions OR 3 KSI collisions within 100m over 3 years. These would simply be ranked according to the number and severity of collisions (5x Fatal + 3x Serious + 1x Slight).
- A combination of education, engineering and enforcement interventions targeting the highest risk routes, sites and road user groups prioritised by those that offer the best cost-benefit return within the resources available.
- Larger-scale interventions outside the scope of the road safety capital budget would be put forward for other funding.

2.4.12. This methodology would be subject to annual review by officers, particularly while new software is embedded.

2.4.13. The benefit of this approach would be the ability to put more robust schemes forward to the Transport Investment Plan (TIP) for funding from other sources such as the Greater Cambridge Partnership, Combined Authority and Department for Transport grants. This is evidenced by the Council already having secured £1.3m from the Department for Transport Safer Roads Fund for the A1303 by using the iRAP/ViDA methodology.

2.4.14. This approach would also provide intelligence on specific routes and locations with higher concentrations of collisions in order to shape Council and partner priorities such as Transport Planning, Highways Maintenance, Highways Development Management, Public Health and Police enforcement. A similar approach has been successfully adopted by Devon County Council.

2.4.15. The main risk associated with this approach is in the way it is presented to the public, in particular risk-mapping, as it can be more easily misinterpreted. However, if presented correctly it could serve to provide much clearer context for our decision-making as every section of A- and B-road could be ranked, rather than just the locations meeting cluster site criteria.

2.5. Future of the safety camera network

2.5.1. The existing cameras must be updated to digital in order to remain active into 2019/20 and beyond, as technical support is being withdrawn by suppliers of wet film and the equipment to process the film is in increasingly short supply. Depending on the approach taken this could cost in excess of £500k. No Council funding is currently identified for this.

2.5.2. A review of the effectiveness of the existing safety camera operation (a total of 38 sites across Cambridgeshire) has been undertaken which has demonstrated that the existing deployment strategy for safety cameras since the mid-1990's has been effective in reducing fatal and serious road casualties at these sites.

2.5.3. The Council receives no revenue from the safety cameras, whilst currently being responsible for all upfront capital costs and ongoing revenue maintenance costs.

2.5.4. Initial discussion has taken place between Cambridgeshire County Council and Peterborough City Council to agree a common stance for approaching the Police to negotiate responsibility for future costs associated with continuing the safety camera programme.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

The report above sets out the implications for this priority in section 2.1 and proposals to ensure safe infrastructure is in place for new and existing communities in the remainder of the document.

3.2 Helping people live healthy and independent lives

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

- If a new model for road safety is adopted (as outlined in section 2.3) this will enhance the Council's ability to enable communities and other organisations to 'help themselves' in response to road safety concerns.

3.3 Supporting and protecting vulnerable people

There are no significant implications for this priority.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

The report above sets out details of significant implications in sections 0, 2.3 & 2.5

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications for this priority

4.3 Statutory, Legal and Risk Implications

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

- Under Section 39 of the Road Traffic Act 1988 the Council has a statutory duty to "prepare and carry out a programme of measures designed to promote road safety… must carry out studies into accidents arising out of the use of vehicles on roads or parts of roads, other than trunk roads, within their area [and] in the light of those studies, **take such measures as appear to the authority to be appropriate to prevent such accidents**, including the dissemination of information and advice relating to the use of roads, the giving of practical training to road users or any class or description of road users, the construction, improvement, maintenance or repair of roads for which they are the highway authority and other measures taken in the exercise of their powers for controlling, protecting or assisting the movement of traffic on roads." [bold formatting added by author for emphasis]
- Serious road traffic collisions attract significant media attention and the Council's actions to reduce their occurrence comes under regular media scrutiny.
- If a Council employee was to be involved in a serious collision, the Council's work related road safety policy would come under scrutiny by the Health and Safety

Executive. The review by our insurers in 2014 made a number of recommendations as to how our practices should be improved to ensure compliance and the new model outlined in section 2.3 would aim to enhance this area.

4.4 Equality and Diversity Implications

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

- Residents in lower IMD quintiles are at higher risk of being involved in a collision as are younger drivers.
- Older drivers are more likely to sustain serious or fatal injuries in collisions due to their frailty.
- It is essential that the Council maintains an element of targeting in its approach to delivering road safety as those most in need of prevention services often do not demand these services. For example, young drivers in Fenland have been highlighted as being at particular risk of being involved in road traffic collisions but would not be inclined to access road safety interventions themselves. The new model outlined in section 2.3 is designed to enable a balance of universal, self-service interventions for those seeking support (e.g. parishes looking to address speeding) with targeted interventions aimed at high-risk groups.
- A Community Impact Assessment (CIA) for the proposed new approach is included in **Appendix 6**.

4.5 Engagement and Communications Implications

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

- The CPRSP carried out stakeholder engagement in the development of its new strategy resulting in a broadened approach to encompass post-crash outcomes, particularly in relation to health and social care.
- Potential for shared service arrangements with Peterborough City Council, and within the wider road safety partnership.
- Serious road traffic collisions attract significant media attention and the Council's actions to reduce their occurrence comes under regular media scrutiny.

4.6 Localism and Local Member Involvement

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

- If the new model for road safety is adopted (section 2.3) this will enhance the Councils ability to enable communities and other organisations to 'help themselves' in response to road safety concerns.

4.7 Public Health Implications

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

- Road traffic collisions have a significant burden on health services as outlined in section 2.1 in the report above. Failure to change our approach will likely see this burden increase.

- Public Health indicator 1.10, KSI casualties per 100,000 population, is currently red for Cambridgeshire, and specifically for East Cambs, Huntingdonshire and South Cambs districts (Fenland and Cambridge City are amber).
- The value to the NHS of active travel as a direct result of the Road Safety Education Team's sustainable travel to school interventions in 2015/16 is in excess of £300k; a cost-benefit return of over 550%. Future reductions would have a significant impact on this.
- A change in approach would have a positive impact in better targeting those most at risk.

Implications	**Officer Clearance**
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heywood
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by Finance?	N/A Name of Financial Officer: Paul White
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Fiona McMillan
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Sarah Silk
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Stuart Keeble & Tess Campbell

Source Documents	**Location**
Department for Transport (2015) Working Together to Build a Safer Road System: British Road Safety Statement	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/487949/british_road_safety_statement_web.pdf
Global Plan for the Decade of Action for Road Safety 2011-2020, World	http://www.who.int/roadsafety/decade_of_action/plan/plan_english.pdf?ua=1

Health Organisation, 2010	
CCC Safer Roads Fund Application A1303	https://www.cambridgeshire.gov.uk/transport-funding-bids-and-studies/transport-funding-bids/
CCC Cluster site criteria	https://ccc-live.storage.googleapis.com/upload/www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/Cluster_site_criteria.pdf?inline=true
iRAP Methodology Papers and Fact Sheets	http://irap.org/en/about-irap-3/methodology
The Local Transport Plan 3 (2011-2031)	https://ccc-live.storage.googleapis.com/upload/www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/The_Local_Transport_Plan_3%20%281%29.pdf?inline=true
Clifford, J., Theobald, C., Atkinson, S. & Burger, C.. (2016) *IAM Roadsmart: Evaluating the costs of incidents from the public sector perspective: a road safety policy research paper*, IAM Roadsmart	https://www.iamroadsmart.com/docs/default-source/research-reports/evaluating-the-costs-of-incidents-from-the-public-sector-perspective.pdf?sfvrsn=0
Department for Transport, Accident and casualty costs (RAS60)	https://www.gov.uk/government/statistical-data-sets/ras60-average-value-of-preventing-road-accidents
Motor Liability Review Report	1st Floor, Vantage House, Huntingdon (electronic copy available)
Cambridgeshire and Peterborough Road Safety Partnership Strategy 2015-2020	https://cprsp-live.storage.googleapis.com/upload/www.cprsp.co.uk/research-and-statistics/Cambridgeshire%20and%20Peterborough%20Road%20Safety%20Partnership%20Strategy%202015-2020.pdf?inline=true
Owen (2015) Northamptonshire Speed Cameras: Post Switch-Off Collision Analysis	http://www.roadsafetyobservatory.com/Evidence/Details/11679
Agilysis (2017) Cambridgeshire Route Analysis 2012-2016 v1.1	https://cprsp-live.storage.googleapis.com/upload/www.cprsp.co.uk/research-and-statistics/Cambridgeshire%20Route%20Analysis%20V1%201.pdf?inline=true
Staton (2014) Examining Differences in Attitudes Towards Road Safety and Crash Involvement According to Age Group, Gender and Socioeconomic Profile in Cambridgeshire, UK	1st Floor, Vantage House, Huntingdon (electronic copy available)

Appendix 1

ROAD TRAFFIC COLLISION/CASUALTY DATA TABLES

Table 1: Cambridgeshire- Summary

Measure	2005-09 average baseline	2015	2016	2020 target	Current Year percentage (%) change from baseline	Current Year percentage (%) change from last year
Number of KSIs	411	286	347	247	-16%	21%
Number of casualties	2935	1847	2146		-27%	16%
Number of child KSI*	28.4	16.3	17	17	-40%	4%
Number of KSIs resulting from collisions involving drivers under the age of 25	151	69	98		-35%	42%
Number of cyclist and pedestrian KSI casualties*	92.8	88	108	55.7	16%	23%

*3-year rolling totals

Table 2: Cambridgeshire - Collisions (trend)

Year	Fatal	Serious	Slight	Total	KSI
2006	50	310	1928	2288	360
2007	54	310	1790	2154	364
2008	41	281	1658	1980	322
2009	19	323	1594	1936	342
2010	30	276	1537	1843	306
2011	23	274	1439	1736	297
2012	26	234	1400	1660	260
2013	28	232	1215	1475	260
2014	23	257	1265	1545	280
2015	27	236	1147	1410	263
2016	28	265	1238	1531	293

Table 3: Cambridgeshire - Casualties (trend)

Year	Fatal	Serious	Slight	Total	KSI	KSI Target
2006	50	322	2031	2403	372	
2007	54	319	1889	2262	373	
2008	41	291	1766	2098	332	
2009	19	329	1671	2019	348	
2010	30	281	1611	1922	311	

2011	23	277	1501	1801	300	
2012	27	270	1911	2208	297	
2013	28	277	1664	1969	305	
2014	26	294	1728	2048	320	
2015	30	256	1561	1847	286	
2016	33	314	1799	2146	347	
2017						
2018						
2019						
2020						247

Table 4: Cambridgeshire- 2016 casualties by vehicle type

Vehicle Type	Fatal	Serious	Slight	Total	% of total
Pedal Cycle	0	64	303	367	15%
Car	20	145	1171	1336	63%
Motorcycle	5	45	116	166	8%
Goods Vehicles	3	12	91	106	5%
Pedestrian	4	40	76	120	7%
Other	1	8	42	51	3%
Total	33	314	1799	2146	100%

Table 5: Cambridgeshire - 2016 casualties by age and gender

Age	Gender	Fatal	Serious	Slight	Total	% of age group	% of total casualties
0-15	Male	4	22	87	113	54%	5%
	Female	1	15	81	97	46%	5%
16-25	Male	6	56	264	326	58%	15%
	Female	3	23	206	232	42%	11%
26-35	Male	5	38	214	257	59%	12%
	Female	2	14	162	178	41%	8%
36-45	Male	4	39	136	179	56%	8%
	Female	2	12	127	141	44%	7%
46-55	Male	3	29	126	158	57%	7%
	Female	0	18	102	120	43%	6%
56-65	Male	1	19	64	84	53%	4%
	Female	0	9	67	76	48%	4%
66+	Male	4	17	69	90	54%	4%
	Female	1	14	61	76	46%	4%
Total*	Male	25	219	983	1227	57%	57%
	Female	8	94	812	914	43%	43%

*Total includes unknown ages and excludes unknown gender

Table 6: Cambridgeshire- 2016 age and gender of drivers by severity of collision

Age	Gender	Fatal	Serious	Slight	Total	% of age group	% of total drivers
17-25	Male	7	43	249	299	63%	12%
	Female	3	24	151	178	37%	7%
26-35	Male	12	44	297	353	68%	15%
	Female	1	26	136	163	32%	7%
36-45	Male	10	48	215	273	61%	11%
	Female	4	24	148	176	39%	7%
46-55	Male	8	44	197	249	67%	10%
	Female	2	15	103	120	33%	5%
56-65	Male	4	40	136	180	71%	7%
	Female	1	9	63	73	29%	3%
66+	Male	6	22	116	144	67%	6%
	Female	1	12	59	72	33%	3%
Total*	Male	47	255	1306	1608	66%	66%
	Female	12	115	692	819	34%	34%

*Total includes only drivers over the age of 17 and excludes unknown gender

Table 7: Cambridgeshire - comparison to National data (per 100 million veh km)

Area	KSI	Slight	Total
Cambridgeshire 2016	4.4	22.8	27.2
Cambridgeshire 2015	3.7	20.4	24.1
Great Britain 2015*	4.7	31.8	36.5

*2016 not yet published

Table 8: 2016 casualties by district

District	Fatal	Serious	Slight	KSI	Total	% of total	KSI as % of all collisions
City	0	63	330	63	393	13%	16%
East	12	43	190	55	245	8%	22%
Fenland	1	47	249	48	297	10%	16%
Hunts	9	78	535	87	622	21%	14%
South	11	83	495	94	589	20%	16%
P'boro	4	86	726	90	816	28%	11%
Total	37	400	2525	437	2962	100%	15%

Table 9: Cambridge City - 2016 casualties by vehicle type

Vehicle Type	Fatal	Serious	Slight	Total	% of total
Pedal Cycle	0	40	190	230	59%
Car	0	3	81	84	21%
Motorcycle	0	5	28	33	8%
Goods Vehicles	0	0	1	1	0%
Pedestrian	0	13	22	35	9%
Other	0	2	8	10	3%
Total	0	63	330	393	100%

Table 10: East Cambridgeshire - 2016 casualties by vehicle type

Vehicle Type	Fatal	Serious	Slight	Total	% of total
Pedal Cycle	0	5	18	23	9%
Car	8	27	135	170	69%
Motorcycle	2	6	12	20	8%
Goods Vehicles	0	2	12	14	6%
Pedestrian	1	2	10	13	5%
Other	1	1	3	5	2%
Total	12	43	190	245	100%

Table 11: Fenland - 2016 casualties by vehicle type

Vehicle Type	Fatal	Serious	Slight	Total	% of total
Pedal Cycle	0	2	21	23	8%
Car	1	29	173	203	68%
Motorcycle	0	4	18	22	7%
Goods Vehicles	0	1	13	14	5%
Pedestrian	0	10	12	22	7%
Other	0	1	12	13	4%
Total	1	47	249	297	100%

Table 12: Huntingdonshire - 2016 casualties by vehicle type

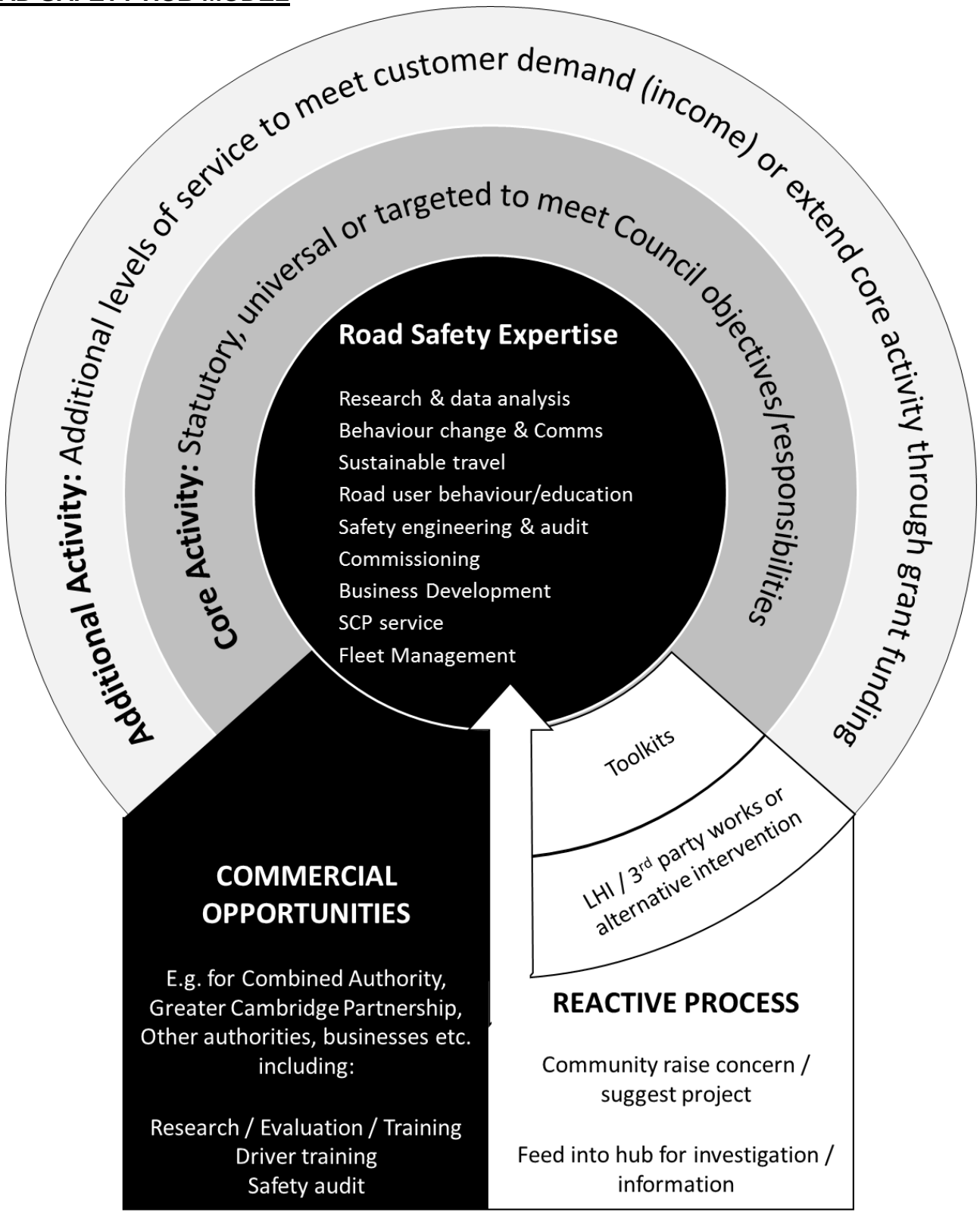
Vehicle Type	Fatal	Serious	Slight	Total	% of total
Pedal Cycle	0	10	37	47	8%
Car	6	43	396	445	72%
Motorcycle	2	10	29	41	7%
Goods Vehicles	0	4	40	44	7%
Pedestrian	1	9	20	30	5%
Other	0	2	13	15	2%
Total	9	78	535	622	100%

Table 13: South Cambridgeshire - 2016 casualties by vehicle type

Vehicle Type	Fatal	Serious	Slight	Total	% of total
Pedal Cycle	0	7	37	44	7%
Car	5	43	386	434	74%
Motorcycle	1	20	29	50	8%
Goods Vehicles	3	5	25	33	6%
Pedestrian	2	6	12	20	3%
Other	0	2	6	8	1%
Total	11	83	495	589	100%

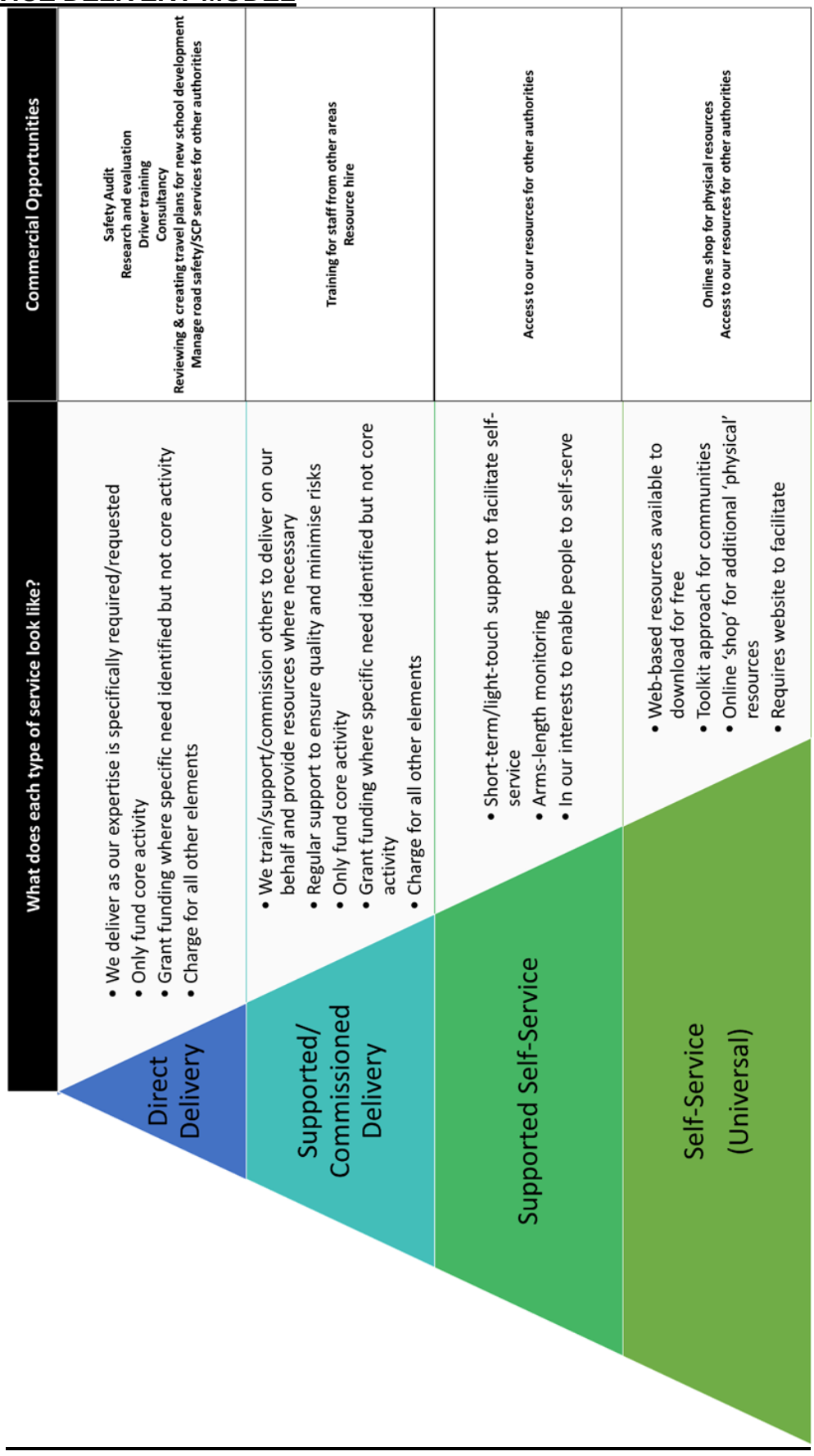
Appendix 2

ROAD SAFETY HUB MODEL



Appendix 3

TIERED SERVICE DELIVERY MODEL



Appendix 4

Cambridgeshire County Council
Approved Accident Cluster Site Criteria

Stage 1 - Site selection

Sites that meet the following criteria shall be designated cluster sites.

		Minimum number of injury accidents (3 years)		Minimum number of KSI injury accidents (3 years)
	Junction	5	Including	1
	Junction	6	OR	3
Length	100 metres	5	Including	1
	100 metres	6	OR	3
	200 metres	7	OR	3
	300 metres	8	OR	4
	400 metres	9	OR	4
	500 metres	10	OR	4
	600 metres	11	OR	5
	700 metres	12	OR	5
	800 metres	13	OR	6
	900 metres	14	OR	6
	1000 metres	15	OR	6
	1100 metres	16	OR	7
	1200 metres	17	OR	7
	1300 metres	18	OR	8
	1400 metres	19	OR	8
	1500 metres	20	OR	8

Stage 2 - Scoring

Once sites have been selected (using the above criteria), a score is attributed to each junction or length. For a junction or 100 metres length of road the score is simply the number of fatal accidents times 4 plus the number of serious accidents times 3 plus the number of slight accidents (4*Fatal + 3*Serious + Slight).

For longer sections or road the score is calculated using the following formula:

(4F+3Se+Sl)*(6/(5+L))

(F = Fatal, Se = Serious, Sl = Slight, and L = Length of road in metres divided by 100)

This gives the same score, for example, for a junction with 6 slight accidents and a 1500 metre length of road with 20 slight accidents, as per the criteria above.
The score is used to prioritise the sites, with the highest scoring site having the highest priority.

Appendix 5

2018/19 Safety Schemes for approval

	Parish/Town	Street	Location	Works	Budget 2018/19
CITY					
A1134	Cambridge	Lensfield Road	At junction with Trumpington Road	Trial - remedial measures	£20,000
A1134	Cambridge	Trumpington Road	Junction with Chaucer Street	Signalisation and pedestrian facilities	£50,000
EAST					
A142	Mepal	Mepal Road	A142 Mepal Road/Sutton Road junction	Route remedial implementation (islands, lining and signing)	£30,000
FENLAND					
A141	Wimblington	Isle of Ely Way	A141 Isle of Ely Way/Meane Road junction	Signalise the junction - (Part funded 2017/18 two year scheme)	£300,000
HUNTS					
UNC	Broughton	Crossroads	Huntingdon Road/Ramsey Road	Junction remedial measures	£50,000
COUNTY WIDE					
A1303	County wide	Quy to Bottisham	A1303	Contribution to Safer Roads Fund DfT Pathfinder Project (£1.3m)	£71,000
	County wide	Minor Improvements	Various	Cluster sites, fatals and non-injury potential for high severity	£45,000
	County wide	Advanced design	Various	AIP, design for future years	£28,000
					£594,000

Appendix 6

COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		**Officer undertaking the assessment**
Highways – Road Safety		Name: Matt Staton .....
Service / Document / Function being assessed		
Road Safety Hub Approach		Job Title: Road Safety Education Team Leader .....
Business Plan Proposal Number (if relevant)		Contact details: matt.staton@cambridgeshire.gov.uk .

Aims and Objectives of Service / Document / Function

This proposal involves implementing a new delivery structure based around core expertise/functions in order to deliver an efficient and effective road safety service for Cambridgeshire, and maximise opportunities to offer services to others including, but not limited to, the Greater Cambridge Partnership, Combined Authority and Peterborough City Council.

What is changing?

The proposed approach recognises the value of the road safety expertise that exists within the Council and relies on developing and exploiting this to realise commercial opportunities as well as deliver the Council's responsibilities and objectives.

The proposed approach would separate activity into **core**, **additional** and **commercial** elements.

Core activity comprises our statutory duties under the Road Traffic Act 1988 to:

- prepare and carry out a programme of measures designed to promote road safety
- investigate accidents arising out of the use of vehicles
- implement measures as appear to the authority to be appropriate to prevent such accidents

Core activity would also include programmes that mitigate the risk of higher costs to another Council service area.

Additional activity comprises those activities which would supplement core activity should additional funding be available/sourced for specific projects.

Commercial services are charged-for activities that the Road Safety Team will deliver for others (internally or externally).

The aim is to move as much activity as possible towards self-service (using the tiered service delivery model outlined in Appendix 3)

Evidence suggests that a combination of interventions targeting high-risk groups as well as the population as a whole is the most effective approach to prevention.

Who is involved in this impact assessment?
e.g. Council officers, partners, service users and community representatives.

The assessment is being undertaken by Council officers and reflects on research evidence and discussions with partners and stakeholders in the Road Safety Partnership.

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
Road traffic collisions are known to disproportionately affect young males and is of particular concern in areas of rural isolation where exposure is higher due to access to education/services often being reliant on vehicle ownership, higher annual mileage and higher speed roads. This new approach aims to enable better targeting of resources in areas of specific need while ensuring a greater basic level of service available to all through greater opportunities for self-service.
Negative Impact
If the new approach is adopted it is not expected to have any negative impact on the above protected characteristics
Neutral Impact
The change in approach is expected to have a neutral impact to characteristics not known to affect the risk of collision involvement in Cambridgeshire.
Issues or Opportunities that may need to be addressed
The introduction of more self-service elements to the programme will need to be monitored to ensure that these resources are easily accessible to all, particularly where the focus is likely to be on digital platforms. The approach should enable resource to be allocated in target areas where self-service is not being routinely utilised in order to either support self-service in the future or deliver on behalf of at-risk groups. The new approach has the opportunity to facilitate growth in the service through accessing external funding. These opportunities should be monitored and maximised.

Community Cohesion

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

Toolkits for community self-service should support the Council's focus on community resilience and provide an opportunity for residents/local groups to 'help themselves' within a framework that provides consistency for road users across the county.

Agenda Item No: 5

HIGHWAY INFRASTRUCTURE ASSET MANAGEMENT

To:	**Highways and Community Infrastructure Committee**
Meeting Date:	**13 March 2018**
From:	**Graham Hughes, Executive Director – Place and Economy.**
Electoral division(s):	**All**
Forward Plan ref:	**N/A** *Key decision:* **No**
Purpose:	**To consider the County Council's Highway Asset Management Policy, Strategy and Highway Operational Standards documents.**
Recommendation:	**That the Committee:**

a) Approves the latest version of the Highway Asset Management Policy, Appendix 1

b) Approves the latest version of the Highway Asset Management Strategy, Appendix 2

c) Approves the Highway Operational Standards (HOS), Appendix 3

	Officer contact:		***Member contacts:***
Name:	Mike Atkins	Name:	Cllr Mathew Shuter/Cllr Bill Hunt
Post:	Highways Asset Manager	Post:	Chairman/Vice Chairman
Email:	Mike.atkins@cambridgeshire.gov.uk	Email:	Mathew.shuter@cambridgeshire.gov.uk William-hunt@hotmail.co.uk
Tel:	01223 715560	Tel:	(01223) 706398

1. BACKGROUND

1.1 The Highway Asset Management Policy and Strategy were approved by Cabinet in March 2014. The Highway Infrastructure Asset Management Plan (HIAMP) was subsequently approved by Highways and Community Infrastructure (HCI) Committee in November 2014 and was fully implemented on 1 April 2015. Some minor amendments to the above suite of documents were approved by HCI Committee at its meetings held 3 November 2015 and 21 February 2017. For clarity, it is proposed to re-name the HIAMP as Highway Operational Standards (HOS); this better reflects the contents of the document.

2. MAIN ISSUES

2.1 Many of the standards contained in the February 2017 version of the HIAMP were based upon the national Code of Practice for Highway Maintenance Management "Well-maintained Highways" 2005. A new national Code of Practice "Well Managed Highway Infrastructure" was published in October 2016, superseding the previous Code. The new Code contains fewer prescriptive standards and promotes a more risk based approach. The Highway Operational Standards presented with this report represents the proposed implementation of the new Code and the adoption of the risk based approach. The Authority must implement the risk based approach, in accordance with the new Code, by October 2018.

2.2 A key element of the risk based approach is the proposed on-site risk assessment of potentially dangerous defects in the highway. This would mean that defects which are less hazardous will have a longer timescale for repair than was the case previously. Defects not assessed as presenting lesser hazards will still be repaired within the pre-existing timescales. The appropriate adoption of longer timescales will maximise "first time permanent" repairs and assist in the efficient programming of works. These proposals are detailed in **Appendix A** of the HOS. These proposals and those outlined in paragraph 2.3 were developed in liaison with colleagues from Skanska and the Council's Insurance Team.

2.3 In accordance with the new Code, it is proposed to introduce lesser reactive maintenance standards for very minor roads, i.e. those serving five or less properties. It is proposed that these roads be inspected less frequently and that potentially dangerous defects need to be of greater severity to attract reactive repairs. These proposals are detailed in Fig 5 and Appendix A of the HOS. Such roads serving properties that generate significant traffic will not be subject to these proposals.

2.4 Central Government's commitment to highway asset management continues to be demonstrated via the incentive funding mechanism. The amount of funding that the Council will receive from the Department for Transport (DfT) via the Incentive Fund will continue to depend upon the extent that the Council implements and maintains highway asset management strategies and policies. The Council could lose up to £1,761,000 of this funding in 2018-19 if it fails to adequately and demonstrably implement a robust asset management approach.

2.5 The Authority is currently in the top tier (Band 3) of those assessed for Incentive Funding. The proposed updates to the suite of asset management documents and the implementation of these policies and strategies reflect the Authority's approach to retaining this Band 3 status and maximising the capital funding that the Council receives via the

Incentive Fund in years 2019-20 onwards.

2.6 Further to devolution and the creation of the Combined Authority, it is anticipated that the Authority will automatically receive funding commensurate with being in Band 3 of the Incentive Fund assessment. However, the Authority is still expected to demonstrate to the DfT that it is appropriately implementing the asset management approach.

2.7 The work undertaken to achieve and retain Band 3 funding has extensive advantages for the Authority, over and above the capital funding it will deliver. The continuing development and implementation of the asset management approach will be essential in making optimal use of the limited revenue funds that are available to the Authority, via the adoption of whole life costing and life cycle planning principles.

2.8 A key element of the Authority's implementation of the asset management approach is a 3 year forward programme of transport capital maintenance schemes. In previous years, these maintenance schemes have been presented to this Committee as a component of the Council's Transport Delivery Plan (TDP). The TDP was a compendium of all transport capital works and included schemes that are subject to other governance arrangements and approval processes.

2.9 The 3 year programme of capital maintenance schemes is presented to the Committee as Appendix M to the HOS (**Appendix 3** to this report). The inclusion of the capital maintenance programme within the HOS reflects the linkage between the Asset Management Policy, Strategy and HOS with the resultant programme of works, which is predicated upon asset management principles. The Committee is asked to approve the HOS, including its associated programme of works.

2.8 All of the documents have been updated to reflect the latest information available and some minor textual amendments have been made to aid clarity. There are no substantive changes to the Policy document. The substantive changes to the Strategy and HOS documents are highlighted in yellow in Appendices 2 and 3 respectively.

The key changes contained with the HOS are as follows:

- Definition of Minor Roads and associated maintenance standards (please see para 2.3 of this report)
- Adoption of the risk based approach, in accordance with the new Code of Practice
- Introduction of Cat 1b defects and a response time of 21 days
- New Highway Standards
    - Definitive Map Modification Order and Public Path Order Statements of Priority
    - Road Classification Policy
    - Street Lighting Policy
    - Traffic Signals Design and Operational Guidance
- Amended Highway Standards
    - Disabled Parking Bays
    - Tables and Chairs
    - Vehicle activated signs

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

The following bullet point sets out details of implications identified by officers:

- The continued use of whole life costing and lifecycle planning principles will help ensure that well-maintained highway infrastructure is able to support the development of the local economy in the long term.

3.2 Helping people live healthy and independent lives

The following bullet point sets out details of implications identified by officers:

- The policies and standards set out in these documents support the provision and maintenance of highway infrastructure for all users, thus helping ensure that safe facilities are available for walking, cycling and other non-motorised forms of transport.

3.3 Supporting and protecting vulnerable people

- There are no significant implications for this priority.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

- The report above sets out details of significant implications in ***paragraphs 2.4 to 2.7*** regarding the Incentive Fund and its relationship to the adoption and implementation of highway asset management principles.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications within this category.

4.3 Statutory, Legal and Risk Implications

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

- The standards contained within the HOS, especially Appendix A to the HOS, will be key considerations in the Authority's statutory defence to third party claims, under Section 58 of the Highways Act 1980.

In accordance with the new Code of Practice, a more risk-based approach is proposed to the rectification of potentially dangerous defects in the highway. These proposed standards have been developed in liaison with the Council's Insurance Team and colleagues from Skanska. Further to detailed discussions with Insurance Team, they are content that these proposals fit well with the risk based approach. Insurance Team is content that the proposed revised standards represent good practice and will not hinder the Authority's ability to defend cases that might arise.

Whilst the Authority has to implement the new Code by October 2018, these principles are a departure from the previous prescriptive approach and will not have been tested when the Authority has defended third party claims to date.

Compliance with the Code of Practice is likely to assist the Authority's defence to third party claims and help to demonstrate that the Authority has taken such care as in all the circumstances was reasonably required, which is the key test for a defence under Section 58 of the Act.

4.4 **Equality and Diversity Implications**

There are no significant implications within this category.

4.5 **Engagement and Communications Implications**

There are no significant implications within this category

4.6 **Localism and Local Member Involvement**

There are no significant implications within this category.

4.7 **Public Health Implications**

There are no significant implications within this category

Implications	**Officer Clearance**
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Eleanor Tod
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Yes Name of Officer: Paul White
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Satinder Sahota

Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Joanne Shilton
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Tamar Oviatt-Ham
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Tess Campbell

Source Documents	Location
Code of Practice "Well-managed highway infrastructure" 2016	http://www.ukroadsliaisongroup.org/en/codes/index.cfm

Cambridgeshire County Council

Policy for Highway Asset Management

1. The County Council recognises the vital role played by Cambridgeshire's local highway network in supporting the authority's vision and strategic priorities:

   - Developing the local economy for the benefit of all;
   - Helping people live healthy and independent lives;
   - Supporting and protecting vulnerable people.

2. The County Council is committed to making the best use of its budgets and advocates an asset management approach for the maintenance of the county's local highway network. This will help deliver the best long term outcomes for local communities, whilst minimising whole life costs.

3. An Asset Management Strategy will set out how Highway Infrastructure Asset Management will be delivered in Cambridgeshire. This strategy will take into account current and projected financial pressures and will explain how available funds and resources should be most effectively utilised.

4. The Authority's third Local Transport Plan (LTP3) sets out the following local transport objectives, to support the County Council's key priorities and duties. The contribution of the Asset Management Strategy to each of these objectives is briefly set out below.

Enable people to thrive, achieve their potential and improve their quality of life:
The adoption of an effective Asset Management Strategy will support the development of a transport system that helps facilitate a high quality of life, by meeting the needs of the individual, whilst remaining responsive to the changing needs of businesses and the local economy. This approach will ensure that the condition and performance of transport assets are continuously monitored and managed, in order to help optimise the long term benefits of planned maintenance programmes.

Supporting and protecting vulnerable people: An effectively maintained local road network will help ensure accessibility for those people in most need of access to local services, whilst also facilitating the support to vulnerable people within their own communities. In addition, an effective Asset Management Strategy will support the delivery of targeted road safety initiatives, to help to reduce road traffic accidents.

Managing and delivering the growth and development of sustainable communities:
Adopting an Asset Management approach will help ensure that the future demands upon the network as a result of growth and development are considered when designing and programming maintenance works.

Promoting improved skill levels and economic prosperity across the county, helping people into jobs and encouraging enterprise: The Council's approach to Asset Management will mean that funds available for highways maintenance will be used to

achieve minimum whole life cost throughout the life cycle of assets. A well maintained and managed highway network is essential to encourage inward investment, since it will help provide good access to businesses and enable the efficient transport of goods. Asset management will also enable the effective coordination of works, thus reducing disruption associated with road works. This will help maximise the availability of the network and help provide reliable journey times.

Meeting the challenges of climate change and enhancing the natural environment: The Asset Management approach will help ensure that roadworks are co-ordinated. This will mean that disruption on the network, with associated extra journey times and emissions, is minimised. The lifecycle planning approach will mean that fewer roads need to be reconstructed and more thinner treatments are undertaken. This will save on the use of virgin aggregates and the carbon emissions associated with materials transport. The use of thinner treatments and the promotion of recycling will mean that less material will need to be taken to landfill. The asset management approach will actively consider those highways that are susceptible to climate change; this will be reflected in the maintenance regimes adopted for such highways.

Cambridgeshire County Council

Strategy for Highway Asset Management

1. Introduction

1.1 Cambridgeshire County Council recognises the importance of its highway infrastructure and how an effectively maintained and managed network contributes to the achievement of its corporate goals. It understands that effective Asset Management is a platform to deliver clarity around standards and levels of service, and to make best use of its available resources.

1.2 The Highway Asset Management Strategy sets out how the County Council will best manage the Highway Network taking into consideration customer needs, local priorities, asset condition and best use of available resources.

1.3 This document presents the Council's Strategy for the management of the Council's highway assets as at April 2018 and allows planning for the longer term.

1.4 It has been produced following the assessment of customer needs, local priorities and asset condition. It also ensures that both short and long term needs are appropriately considered, whilst delivering a minimum whole life cost approach to our highway assets.

1.5 The Strategy will be used to inform the highway maintenance schemes that are to be implemented within the Council's Highway Capital Maintenance Programme. Whilst selection of these schemes will be driven predominantly by condition data, challenge from local members is vital to ensure that local priorities are incorporated into delivery plans.

1.6 This Strategy covers all highway maintenance activities funded by revenue and capital streams. The Strategy does not directly relate to capital improvements but where linkages exist these are identified.

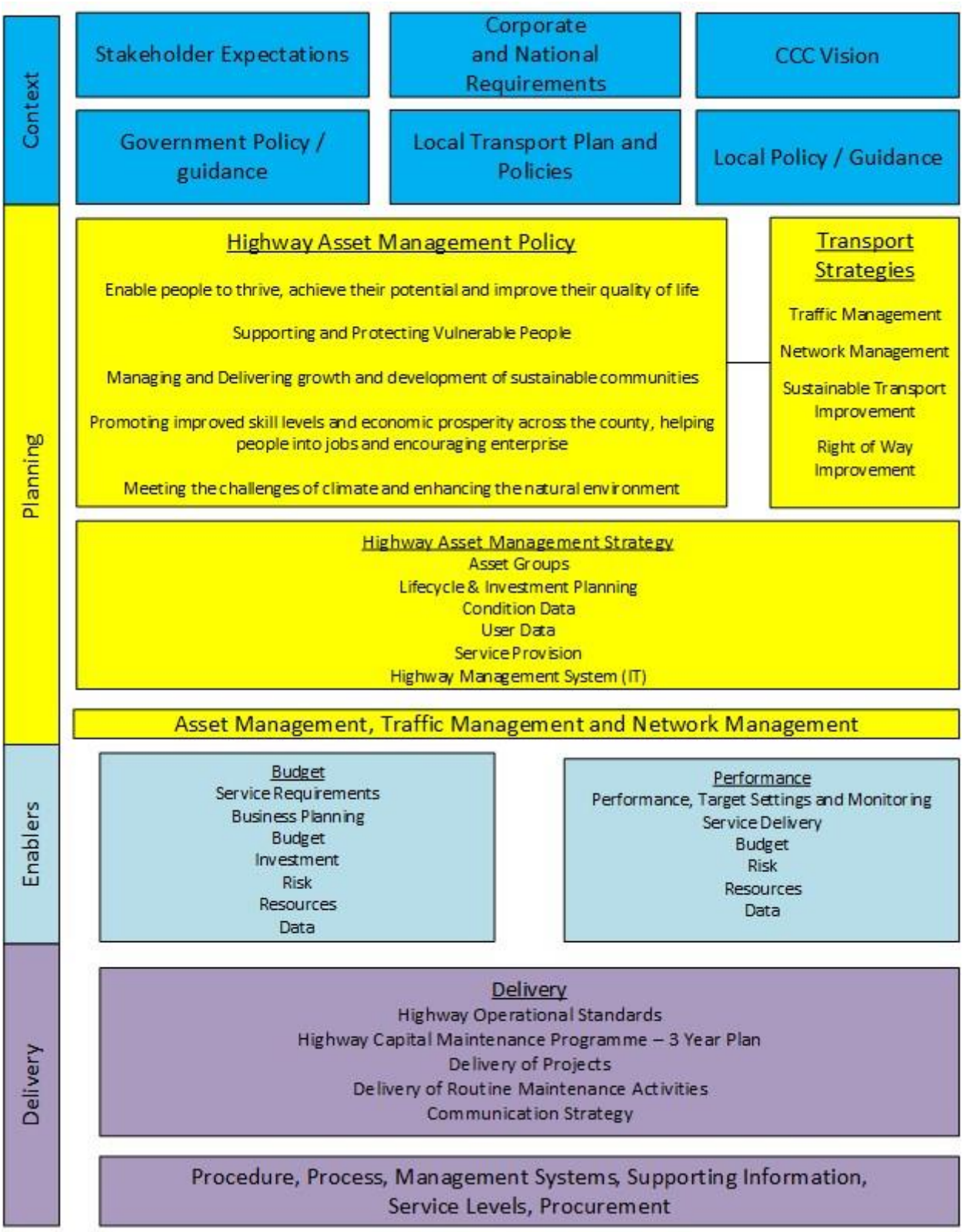
1.7 The Highway Asset Management Strategy will be used to inform priorities in the Business Planning Process and will support the continuous improvement of highway asset management.

2. Asset Management Policy and Framework

2.1 The Highway Asset Management Strategy sets out how the Asset Management Policy will be achieved. The Policy is a high level document that confirms the County Council's commitment to Highway Asset Management and demonstrates how an Asset Management approach aligns with the Authority's corporate vision and strategic/LTP objectives.

2.2 The Highway Asset Management Strategy is one of the key strategic documents relating to the County Council's Highway Services. The Asset Management Framework below encompasses these key documents and illustrates the local and national influences and dependencies that are in place to deliver these services.

Fig 1 – Cambridgeshire CC's Highway Asset Management Framework



2.3 A key element of the Asset Management Framework is the Council's Highway Operational Standards. This Plan will contain approved policies and guidance,

service standards and interventions, having regard to the Council's statutory duties.

2.4 This document reflects the guidance provided by the national Highways Maintenance Efficiency Programme, (HMEP) document *'Highway Infrastructure Asset Management'* and the new Code of Practice '*Well Managed Highway Infrastructure*'.

2.5 A new national Code of Practice "Well Managed Highway Infrastructure" was published in October 2016. This supersedes the previous Codes, published in 2005, which included "Well Maintained Highways". The new Code contains fewer prescriptive standards and promotes a more risk based approach. This Plan reflects the Authority's implementation of the key elements of the new Code.

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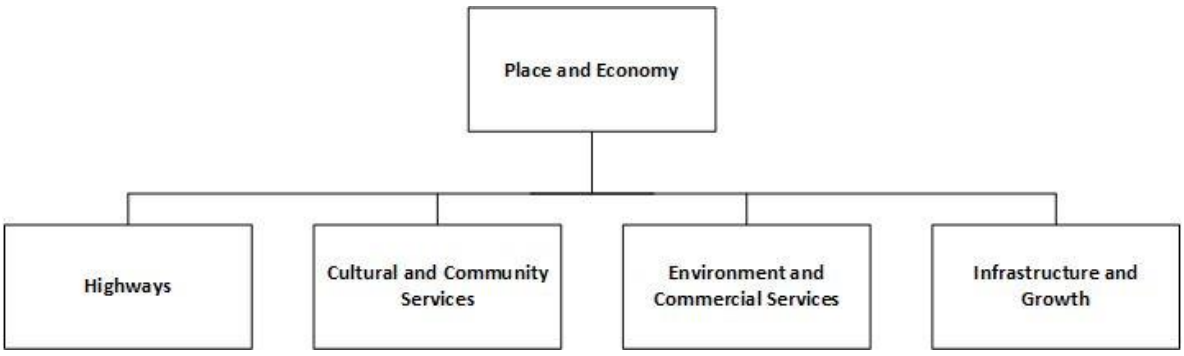
2.5 The organisational structure of the Council's Place and Economy (P&E) directorate delivers highway maintenance services through a number of key Service teams.

Fig 2 – P&E Organisational Structure



2.6 The Highways Service comprises:

- Highways Maintenance
- Highways Projects and Road Safety
- Traffic Manager
- Finance and Business Support
- Highways Commissioning
- Eastern Highways Alliance Management
- Asset Management
- Busway and Park and Ride Team

2.7 Highways Maintenance is the 'front door' to the highways service, handling routine maintenance, responding to customers / members, ordering works and services from the Council's Highway Services Contract partners. This service is predominantly delivered from four geographic locations - (Fenland, East Cambridgeshire, Huntingdonshire and South Cambridgeshire & Cambridge City).

2.8 The Highways Projects Team implements improvements to the county's highways, including those prioritised via the Local Transport Plan (LTP) and the Local Highway Improvement Initiative. The work of the Road Safety Team includes the

identification of schemes to improve road safety and undertaking safety audits of new works.

2.9 The Traffic Management Team plays a key role in ensuring the co-ordination of works on the county's roads, including the implementation of the Authority's permitting scheme.

2.10 The Highways Commissioning Team manages the major contracts under which highways services are delivered. These include the contracts for highway services and the street lighting PFI contract.

2.11 The Asset Management Team is responsible for highways asset management policies and strategies and their implementation. There are two teams within this group:

- Asset Planning: This team develops and manages this Strategy, the Asset Management Policy and the Highway Operational Standards (HOS). The team is responsible for the implementation of these policies, including the development of the Council's Highway Capital Maintenance Programme (HCMP). The HCMP is a co-ordinated 3 year programme of all the capital schemes promoted by the Authority. This team operates the systems that are key to implementing the asset management approach. These systems include Insight, which is the Authority's primary highway asset management system.

- ~~Asset Systems: This team manages and supports the systems that are key to implementing the asset management approach. These systems include Insight, which is the Authority's primary highway asset management system.~~

- Asset Information: This team maintains all the statutory records and registers of highway assets. The team responds to searches relating to these records, including a number of statutory functions.

2.12 The Eastern Highways Alliance (EHA) is a collaboration of 11 Highway Authorities within the East of England, The management of the Alliance is currently hosted within the County Council's Highways Service. The EHA framework contract is a delivery mechanism for a number of the county's highways maintenance and improvement schemes.

2.13 The Busway and Park and Ride Team is responsible for the maintenance and management of the five different Park & Ride sites and the 25km long County owned Guided Busway

2.14 Major capital maintenance schemes are delivered through the Major Infrastructure Delivery Service, with wider transport strategies, plans and funding streams being managed within Infrastructure and Growth.

3. User Preferences

3.1 Cambridgeshire's road network is a key contributor to the local economy and facilitator of growth. Maintenance of the county's highways is of paramount importance. This is reflected in customer contact data which is dominated by queries and requests for maintenance relating to carriageways.

3.2 Recent results for the county, from the National Highways and Transportation (NHT) customer survey, show that the condition and safety of roads are the criteria that are "most important to users" and the criterion with which users are least satisfied is the condition of roads. The data shows that of all the aspects of the highways service, the area in which customers would least like to see a reduction in the level of service is the maintenance of roads.

3.3 The Strategy for each asset group has been derived from an options appraisal. The preferred strategic options support the key messages from user data and the priorities identified via stakeholder engagement.

The preferred strategic options are:

- Recognise the importance of all carriageway assets
- To adopt a preventative maintenance approach, seeking to arrest the deterioration of key assets
- Geographical considerations on funding disaggregation (i.e. more emphasis on footways/cycle ways in south, more emphasis on carriageways in north)
- Footways, Structures and Traffic signals programmes to be rationalised and focused around priority assets

4.0 Strategy for Main Asset Groups

4.1 The user preferences are supported by current network intelligence which gives clear direction for a Strategy that prioritises the condition of carriageways. This has been acknowledged in creating this Strategy for each asset as outlined below.

4.2 Carriageways

Carriageways (roads) are the asset group in greatest need of attention and the desired outcome of this Strategy is to arrest the deterioration of this key asset. The Strategy targets increased investment in roads, to arrest the progressive deterioration that was occurring prior to 2011/12.

4.2.1 **Desired Outcome:** to deliver a sustainable improvement in overall condition.

- *Priority Investment:* a preventative strategy will be adopted, as this will deliver the best value for money.
- Investment will recognise the higher levels of deterioration and higher cost of maintenance of Fen roads in the north of the county, as well as other areas where poor underlying subsoils are present.
- Investment will recognise the differences in condition between various road hierarchies

- Investment in drainage maintenance and improvements will continue.
- Investment in safety fence maintenance and upgrades will continue.

4.2.2 **Preventative Approach -** A preventative approach will be adopted. This means investing a greater proportion of the available budget to treat roads in the early stages of deterioration. A preventative approach targets assets that are not currently in need of full structural renewal and serves to extend the assets whole life by arresting/delaying deterioration. A reactive approach, focusing on assets at the end of their life and involving carrying out more costly treatments is not sustainable. This Strategy is the roads equivalent of painting wooden window frames rather than waiting for them to rot and need expensive replacement. Failure to adopt the preventative approach would ultimately lead to an unsustainable backlog of roads requiring expensive treatments, whilst also requiring significant ongoing revenue expenditure to keep them safe, pending permanent repairs.

4.2.3 It is recognised that the transition to a preventative Strategy may lead to a short term position in which the perceived network condition is worse.

4.2.4 **Predicted Condition -** The condition profiles assume that a small element of revenue funded works contribute to the overall condition e.g. where significant areas of patching are undertaken.

4.2.5 **Reactive and Routine Repair Costs –** An ongoing review of reactive repair standards forms part of this Strategy. The review will examine investigatory and intervention levels and will determine how more cost effective ways of delivering an acceptable standard of repair to safety defects and other minor defects can be achieved.

4.2.6 The Strategy is designed to allow better management of customer expectations. By providing specified target standards, by improving planning of works and providing a more consistent condition, it is expected that users will have greater clarity of what can be expected. Improved communication with customers using this information should improve customer perception and satisfaction.

4.2.7 Summary

- Arresting the deterioration of carriageways
- Predicted decrease in quantities of minor defects (pot holes and the like) in the longer term
- Increasing customer satisfaction as a result of decreasing reactive repairs and more stable condition

4.2.9 **Fen Roads -** The condition of Fen roads is particularly difficult to predict as they can be significantly affected by weather conditions. 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 cause cracking and subsidence along roads in affected areas. This Strategy takes this into account and advocates funding disaggregation to reflect the impact of Cambridgeshire's underlying geology.

4.3 Footways

4.3.1 Condition surveys of the county's footways have been undertaken recently and the assumptions in this Strategy are based upon the data collected. The priority is to address the condition of the higher use footways.

4.3.2 **Desired outcome:** to improve condition of high use footways (referred to as Cat 1 and 1a) and to arrest the deterioration of other footways

- *Priority Investment:* the investment required to improve the condition of heavily used footways
- Footway investment on the remaining footways shall be based upon arresting their deterioration
- A preventative Strategy will be adopted using surface treatments where appropriate

4.3.3 High use footways represent 2% of the Council's footway network, making it possible to create a significant change in their condition for relatively small investment.

4.3.4 By targeting investment in Cat 1 and 1a footways over a 3 year period an improvement in the condition of high use footways will be possible.

4.3.6 **Prevention -** A large proportion of the County's footways are bituminous. A regime of preventative treatments such as slurry sealing offers the opportunity to deliver improved condition at a lower cost. A programme of preventative treatment will form part of this Strategy and will be incorporated into future Highway Capital Maintenance Programme.

4.4 Highway Structures (bridges)

4.4.1 **Desired outcome:** to maintain safe structures whilst making steady progress in addressing structures where strengthening is desirable, utilising bridge condition and location as determinant factors.

- *Priority investment:* in statutory duties and a small number of priority structures
- Strengthening programme; strengthening of structures will be undertaken progressively using a prioritisation of those structures where strengthening provides the greatest benefit to users
- Maintain the safety of the structures stock

4.4.2 **Statutory Duties -** The Council will continue to meet its statutory duties as the owner of highway structures, via a regime of inspections and management of abnormal loads and bridge use.

4.4.3 **Bridge Strengthening Programme -** There are currently a number of structures that fail to meet full load carrying capacity. A list of schemes has been identified where strengthening work is desirable. The remaining structures will be managed utilising a regime of inspection/monitoring.

Priority will be given to structures which require attention to prevent them from becoming hazardous to users, or those that require works to prevent higher future repair costs from being incurred.

Other structures which might require strengthening will be managed by monitoring, inspection and repairs as required.

4.5 Traffic Signals

4.5.1 A number of traffic signal installations that have reached the end of their life have been identified. These form the basis of the traffic signals Strategy.

4.5.2 **Desired outcome:** to retain a reliable, safe traffic signals asset

4.5.3 **Refurbishment Programme** – This will be driven by the age of the infrastructure and take into account potential obsolescence of equipment and deterioration of condition/reliability.

4.5.4 **Reliability -** The reliability of the traffic signal stock will be maintained via a regime of inspections and reactive repair.

4.6 Street Lighting

The County Council's Street Lighting management and maintenance is delivered through an existing long term PFI contract which runs through to 2036. It is therefore excluded from this Strategy.

4.7 Drainage schemes

The Strategy continues to provide annual investment in drainage improvements, recognising that positive drainage systems will help prolong the lives of roads. This investment will provide a mechanism to manage flooding issues and develop solutions and will be funded from within the capital carriageway allocation.

4.8 Capital Improvement and Road Safety Schemes

4.8.1 The Strategy supports the need to focus on improving road safety and encouraging growth through delivering appropriate improvement schemes. Whilst the Strategy does not directly cover these activities, it is intended to facilitate a joined up approach to the delivery of improvement and maintenance schemes. There is also an on-going requirement to understand the future maintenance implications of new capital schemes.

4.8.2 The Asset Management Strategy and resultant long term delivery plans, will allow a more coordinated approach to the provision of capital improvement and highway maintenance schemes. This will ensure that maximum value is achieved from various capital and revenue investments through the lifecycle of new and existing assets.

4.9 Sudden Asset Failures

Whilst the Strategy advocates a planned and risk based approach to Asset Management, there may be exceptional circumstances in which a particular asset fails rapidly and unpredictably. In this event, planned activities will be reprioritised (using the principles contained within this Strategy) across all asset groups in order to facilitate the inclusion of additional schemes within the programme.

5.0 Planning Considerations

The Council appreciates the importance of growth and development to the future of the local area and economy. However, there is a need to ensure that any new development / change of use promoted through the planning process fully considers the impact on the existing highway network and its future maintenance.

6.0 Data Management and Information Systems

6.1 The County Council's Highway Asset Management Strategy and Plans are supported by robust and reliable data.

6.2 The following systems are currently in operation by the Authority to manage its highway data

- Symology Insight Highway Management System
- WDM Pavement Management System
- GIS (MapInfo)

7.0 Good Practice

7.1 Cambridgeshire County Council is committed to developing and implementing best practice and will make best use of the following forums where appropriate:

- Highway Maintenance Efficiency Programme (HMEP)
- The Chartered Institute of Public Finance and Accountancy (CIPFA) Highways Asset Management Planning Network
- Highways Asset Management Financial Information Group (HAMFIG)
- UK Roads Board
- Eastern Highway Alliance (EHA)
- ADEPT Asset Management Working Group
- National and regional conferences
- Professional Institution engagement
- Competency training

8.0 Review Process Monitoring and Performance Reporting

8.1 The Strategy will be reviewed regularly to allow informed decisions to be made to accommodate any changes in funding and priorities within the longer term forecasts.

Cambridgeshire County Council

Highway Operational Standards 2018-2028

April 2018

Cambridgeshire County Council's

Highway Operational Standards

CONTENTS

Appendices

Appendix J —Definitive Map Modification Order and Public Path Order Statement of Priority

Appendix K – Road Classification Policy

Appendix L – Street Lighting Policy

Appendix M – Highway Capital Maintenance Programme

Appendix N – Traffic Signals Design and Operational Guidance

1. Introduction

1.1 This Highway Operational Standards (HOS) sets out how Cambridgeshire County Council manages and maintains the highway infrastructure for which it is responsible. It brings together the County Council Corporate and Local Transport Plan (LTP) objectives. This Plan details how the principles of asset management will be increasingly used to ensure that the Highways Service meets the requirements of its users and delivers value for money.

1.2 The Department for Transport (DfT) document *'Gearing up for efficient highway delivery and funding'*, published in January 2014, identified how highway maintenance funding was likely to be allocated in the future. It suggested that authorities which have a highway asset management plan in place, and can demonstrate its use, will be incentivised through a revised highway maintenance funding formula. An Incentive Funding stream was implemented from 2016/17. The amount of funding that authorities receive from this source is dependent upon the extent to which they have implemented the asset management approach. The potential funding available to the Authority from this source is £9,628,000 for the years 2016/17 to 2020/21. This Plan plays an essential role in securing and maximising long term capital funding for the maintenance of Cambridgeshire's highway network.

1.3 A new national Code of Practice "Well Managed Highway Infrastructure" was published in October 2016. This supersedes the previous Codes, published in 2005, which included "Well Maintained Highways". The new Code contains fewer prescriptive standards and promotes a more risk based approach. This Plan reflects the Authority's implementation of the key elements of the new Code.

1.4 This Plan, along with the Highway Asset Management Policy and Strategy, demonstrates the Authority's commitment to highway asset management via an approach that is tailored to Cambridgeshire's needs, whilst also recognising national best practice. The Plan sets out how progress in implementing the asset management approach is monitored. The integrated approach promoted throughout the Plan enables the consideration of the wider issues associated with the management of the county's transport network, such as sustainability and growth pressures.

1.5 Cambridgeshire's highway network is by far the most valuable asset for which the County Council is responsible, with a gross replacement cost in the order of £11.5 billion, (in accordance with Whole of Government Accounts principles). The highway assets covered by this plan are outlined in Section 2.

1.6 The purpose of this Plan is to:

- Define affordable highway service standards
- Publish investment and maintenance strategies for key highway asset groups
- Improve the way in which the county's highway are managed and maintained
- Enable the delivery of value for money through efficient and effective highway service provision

1.7 This Plan covers the period 2018 – 2028. It has been produced in accordance with national guidance provided by the Highway Maintenance Efficiency Programme

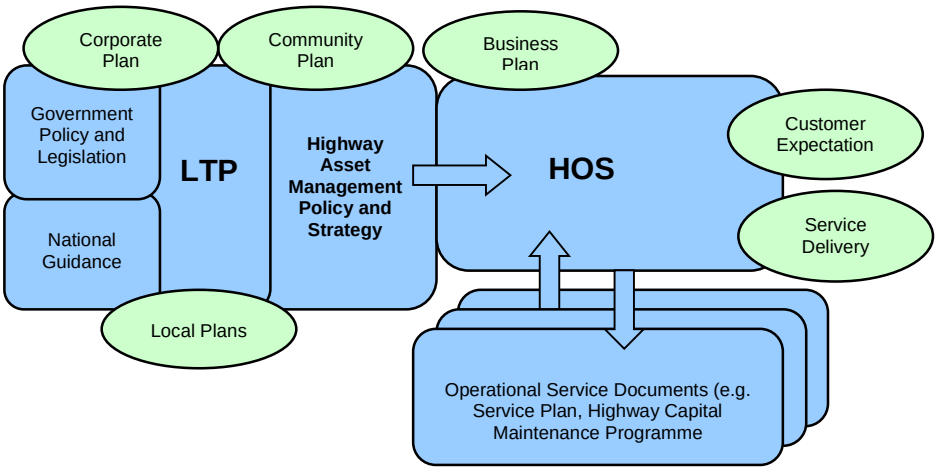
(HMEP) - 'Highway Infrastructure Asset Management' and 'Prevention and a Better Cure'.

Fig 1: HMEP Guidance documents

1.8 This Plan covers the development, maintenance and operation of Cambridgeshire's highway network.

1.9 This Plan is a key operational document that is linked intrinsically to other County Council policies and processes. This relationship is illustrated in the Systems Diagram below.

Fig 2: Asset Management Systems Diagram



2. Asset Descriptions

2.1 The official records of the overall status and extent of Cambridgeshire's public highway asset are managed within the Highways Service.

2.2 A summary of the main asset groups covered in this Plan is provided in Figure 3 below:

Fig 3: Summary of Assets Managed

Asset Group	Element	Quantity
Carriageways	A Road B Roads C Roads Unclassified Roads Soft Roads (unmade/green lanes) **Total** Cycletracks Fords & causeways Traffic Calming features Anti-skid	427 km 570 km 1115 km 2266 km 133 km **4,505 km** 64km 7 no (ok to keep) 1,682 no (ok to keep) 29 km (ok to keep)
Footways and cycleways	Cat 1a Footways Cat 1 Footways Cat 2 Footways Cat 3 Footways Cat 4 Footways (estimate) **Total** Permissive paths (excluding cycleways)	14km 28 km 66 km 175 km 2,020km **2,275 km** 644km
Structures	Pedestrian / cycle bridges Road bridges Retaining Walls Underpass / subway Signal Gantry sites PROW structures (over 5m)	142 no 917 no 63 no 17 no 5 no approx. 2200 no
Street Lighting	Street Lights Illuminated signs and bollards	53369 no 5,735 no
Intelligent Transport Systems (ITS)	Traffic Signals - Junctions Traffic Signals – Crossings Variable message signs Vehicle Activated Sign Parking guidance signs RTPI (bus stop displays) Rising Bollards (Cambridge City Centre) CCTV Cameras Flood Warning Signs	611 no 201 no 47 no 317 no 37 no 335 no 21 no 23 no 9 no
Grassed areas and trees	Highway Trees (All trees within falling distance are collectively termed 'highway trees') Verge length	87,429 no 4284km
Public rights of way	Restricted Byways Byways Bridleways Footpaths **Total**	5km 407km 596km 2,227km **3,235km**

Asset Group	Element	Quantity
Drainage	Gullies Offlets	154,150 no 7,101 no
Street Furniture	Non illuminated signs & bollards Safety Cameras Pedestrian guardrail Vehicle restraint systems (safety fencing) Weather stations Automatic Traffic Counters Verge Marker posts	62,744 no 35 no (plus one average speed camera installation) 10.78 km 54,291 km 3 no 63 no 6,867 no

2.3 Assets not covered by this plan

This Plan covers the management of key highway infrastructure assets. The Plan does not cover the following 'transport' related assets. Some are the responsibility of other authorities or agencies, whilst others are County Council assets that are currently managed outside of this Plan.

Fig 4: Assets not covered by this Plan

Asset	Responsibility
Guided Busway	CCC's Park & Ride and Busway Team
Street Lighting	Maintenance is covered by a PFI contract with Balfour Beatty. A street lighting Policy is included as an appendix to this document.
Park and ride sites	CCC's Park & Ride and Busway Team
Car Parks	Multi storey and street level managed by either private company or district council
Street name Plates (owned and managed by district councils)	City/District Council
Picnic site A10 Brandon Creek	CCC maintains barrier and cuts vegetation
Bus shelters (Parish Council owned)	Parish Council except Drummer Street Bus Station Cambridge which is managed within CCC's Park & Ride and Busway Team
Pay and Display parking machines	CCC's Traffic Manager Team
Motorways and Trunk Roads M11 – A11 to A14 A11 – A14 to M11 A428 – A14 to A1 A14 – A11 to Boundary with Northamptonshire near Keyston A1(M) – A1 near Alconbury to Peterborough Boundary North of A15 Norman Cross A1 – A428 to A1(M) near Alconbury A47 – Norfolk Boundary near Emneth to Peterborough boundary near Thorney Toll	Highways England In Cambridgeshire there is approximately 280km of trunk road and motorway network managed by Highways England

3. Data management

3.1 The main purpose of data collection is to provide the County Council with information to help make the best use of the funds available to the Authority. Data is collected via:

- Safety Inspections
- Condition Inspections / Surveys
- Inventory collection

Safety inspections are either walked driven or cycled inspections. Driven Inspections are carried out by two people in a slow moving vehicle as outlined in table 4a below.

3.2 Asset data is required to enable the following:

- Effective Management of the Highway Network
- Assessment of the expected lives of individual assets or asset components
- The assessment of current and development of future levels of service
- The assessment of current and development of future performance indicators
- The development of sustainable maintenance options
- The identification of future investment strategies
- The development of short, medium and long-term forward works programmes
- Valuation assessments for each of the assets and the calculation of how they have depreciated in value since they were created

Once completed, these processes will allow informed and cost effective asset management decisions to be made.

3.3 Network Hierarchy

The Council's Highway Network Hierarchy is based upon the criteria set out in the 2016 Code of Practice (CoP) Well-Managed Highway Infrastructure. The hierarchy reflects local needs and priorities. The hierarchies, which are shown in figures 4 a-c form the overarching framework for all data management activities. These were last reviewed in November 2017.

3.4 Safety Inspections

A primary source of information is a formal regime of safety inspections that identify and record Category 1a and 1b defects.

3.5 The frequency and method of these inspections is outlined in Fig. 5 below. The safety inspection frequencies and methods set out in this Plan are based upon the 2016 Code of Practice, with some variations to reflect local circumstances.

3.6 Where there is a controlled pedestrian crossing point within a carriageway then the adjacent footway defect intervention criteria are applied. Pedestrianised areas are deemed to be footways for the purposes of safety inspections and defect intervention criteria.

3.7 A resilient network has been identified in accordance with the requirements of the 2016 Code of Practice "Well Managed Highway Infrastructure". Any carriageway on the identified resilient network will receive a safety inspection at a minimum frequency equivalent to a Link Road, i.e. 4 times per year.

Fig 5: Inspection frequencies for main asset groups

a) Carriageways					
Category	**Hierarchy Description**	**Type of Road General Description**	**Description**	**CCC Inspection frequency and type**	**CCC Inspection frequency tolerance**
	Motorway	Limited access motorway regulations apply	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use.	Not inspected by CCC – responsibility of Highways England	Not applicable
CW1	Strategic Route	Principal 'A' class roads between Primary Destinations	The Primary Route Network	12 times per year (monthly) – Driven	± 7 calendar days
CW2	Main Distributor	Major Urban Network and Inter-Primary Links.	Short - medium distance traffic Routes between Strategic Routes and linking urban centres to the strategic network	12 times per year (monthly) – Driven	± 7 calendar days
CW3*	Secondary Distributor	Mostly B and C class roads and some unclassified routes typically carrying bus, HGV and local traffic. Might have frontage access and frequent junctions*	In residential and other built up areas these roads have typically 20 or 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities. On-street parking is generally unrestricted except for safety reasons. In rural areas these roads usually link the larger villages, bus routes and HGV generators to the Strategic and Main Distributor Network	12 times per year (monthly) – Driven	± 7 calendar days
CW4	Link Road	Roads linking between the Main and Secondary Distributor Network typically with frontage access and frequent junctions	In urban areas these are residential or industrial roads connecting areas of development, typically with 20 or 30 mph speed limits, random pedestrian movements and uncontrolled parking. In rural areas these roads link the smaller villages to the distributor roads	4 times a year (3 monthly) - Driven	± 14 calendar days

CW5	Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas these roads serve small settlements and provide access to properties and land. In urban areas they are often residential loop roads or cul-de-sacs	Annually (once per year) – Driven	± 28 calendar days
CW6	Minor Roads	Little used roads serving very limited numbers of properties	Locally defined roads typically serving 5 or less properties with lower volumes of traffic	Once every two years (24 monthly) – Driven (standard is that they are passable with care)	± 28 calendar days
CW7	Soft Roads (Green Lanes)	Unmade unclassified	Exclusively in rural areas carrying mainly agricultural vehicles and pedestrians	No formal inspection regime. Inspected on a reactive basis (standard is that they are passable in a 4 wheel drive vehicle)	Not applicable

*Whilst this is generally accepted, there are exceptions where some more minor classified roads are categorised as a CW4 or CW5

b) Footways

Category	Category Name	Description	CCC Inspection frequency and type	CCC Inspection frequency tolerance
FW1	Prestige walking zones	Very busy areas of towns and cities with high public space and street scene contribution	12 times per year (monthly) – walked inspection with associated carriageway inspected at same time	± 7 calendar days
FW2	Primary Walking routes	Busy urban shopping and business areas and main pedestrian routes.	12 times per year (monthly) – walked inspection with associated carriageway inspected at same time	± 7 calendar days
FW3	Secondary Walking Routes	Medium usage routes through local areas feeding into primary routes, local shopping centres etc.	12 times per year (monthly) – walked inspection with associated carriageway inspected at the same time	± 7 calendar days
FW4	Link Footways	Linking local access footways through urban areas and busy rural footways	Annually (once per year) - Driven with carriageway inspection	± 28 calendar days
FW5	Local Access Footways	Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.	Annually (once per year) – Driven with carriageway inspection	± 28 calendar days
FW6	Minor Footways	Little used rural footways serving very limited numbers of properties	Annually (once per year) – Driven with carriageway inspection	± 28 calendar days

c) Cycleways			
Category	**Description**	**CCC Inspection frequency and type**	**CCC Inspection frequency tolerance**
CY1	Prestige/ busier commuter route Cycle Track (by Legal Order) - a highway route for cyclists not contiguous with the public footway or carriageway, and shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated.	Twice per year (6 monthly – cycled or walked)	± 21 calendar days
CY2	Other routes Cycle Track (by Legal Order) - a highway route for cyclists not contiguous with the public footway or carriageway and shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated.	Annually (Once per year – cycled or walked), or Inspected with footway/carriageway at same frequency and method	± 28 calendar days
CY3	Cycle lane forming part of the carriageway, typically a strip adjacent to the nearside kerb, with provision of cycle route road markings. Cycle gaps at road closure point (no entry to traffic, but allowing cycle access).	Inspected with carriageway at same frequency and method (see Fig. 5 a) above)	As carriageway
CY4	Cycle trails, leisure routes through open spaces. These are not necessarily the responsibility of the highway authority, but may be maintained by an authority under other powers or duties.	Annually (Once per year – cycled or walked)	± 28 calendar days
CY5	Cycle provision on carriageway, other than a marked cycle lane or marked cycle provision, where cycle flows are significant	Inspected with carriageway at same frequency and method (see Fig. 5 a) above)	As carriageway

3.8 Condition surveys

Condition surveys are used to provide information for the prioritisation of maintenance schemes and also for performance and benchmarking purposes. They provide key information used to determine the effectiveness of the Asset Management Strategy. Figure 6 below describes the extent of the condition surveys undertaken.

Fig 6: Condition Survey extent and coverage

Carriageway Survey Type	Extent	CCC coverage / frequency
Scanner	A Roads B Roads C Roads	100% of the network in one direction each year 100% of the network in one direction each year 50% of the network in one direction each year
CVI	Unclassified Roads	Approximately 20% of the network each year
SCRIM	All hierarchy 2 & 3a roads	100% of the network in both directions each year
Deflectograph	All roads	Scheme specific as required during development of forward programmes
FNS	All footways	Approximately 20% of the network each year

Highway Structures		
Category	**Description**	**CCC Inspection frequency and type**
GI	General Inspection of all structures and gantries	Every 2 years
PI	Principal Inspection	Every 6 Years of structures with Technical issues / difficulties

Traffic Signals (Incl. VAS)		
Category	**Description**	**CCC Inspection frequency and type**
Periodic Inspection (PI)	Physical condition of the site is checked visually, together with testing all of the electronic signal and communications equipment	Each installation is inspected once per year

Public Rights of Way		
Category	**Description**	**CCC Inspection frequency and type**
PROW	All PROW	No formal safety inspection. Inspected reactively

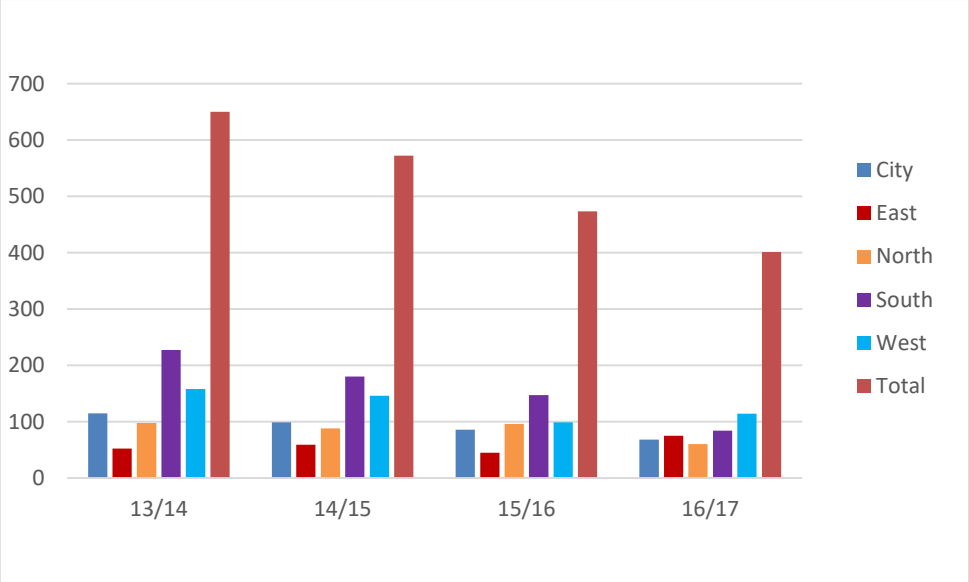
3.9 Inventory collection

The Council's Highway Management System (Symology's Insight) acts as the Councils Highway Asset Register within which all highway inventory data is stored.

3.10 Insurance Claims

The number of highway related insurance claims received can be indicative of both network condition and how well the network is being managed. The graph below shows the insurance data over the 4 years to 2016/17. Claims will continue to be monitored through the life of this plan.

Fig 7: Insurance Claims Received 2013 - 2017



	13/14	14/15	15/16	16/17
City	115	99	86	68
East	52	59	45	75
North	98	88	96	60
South	227	180	147	84
West	158	146	99	114
Total	650	572	473	401

3.11 Inspector Training

Highway Inspectors are trained to National Highway Inspector Competency Standards as set out in the 2016 CoP and are registered on the National Register of Highway Inspectors. In addition, all Inspectors will attend the Level 1 Tree Inspectors' Training Course (from April 2015). Refresher training for Inspectors is provided as per the CoP.

3.12 Highway Asset Management Training

Key staff within the Highways Service responsible for the overall management of the HOS have attended the Institute of Highway Engineers Highway Asset Management Practitioners Training course (or equivalent). Training for operational staff will be provided on an ongoing basis should new developments / practice be introduced.

4. Community requirements and customer communications

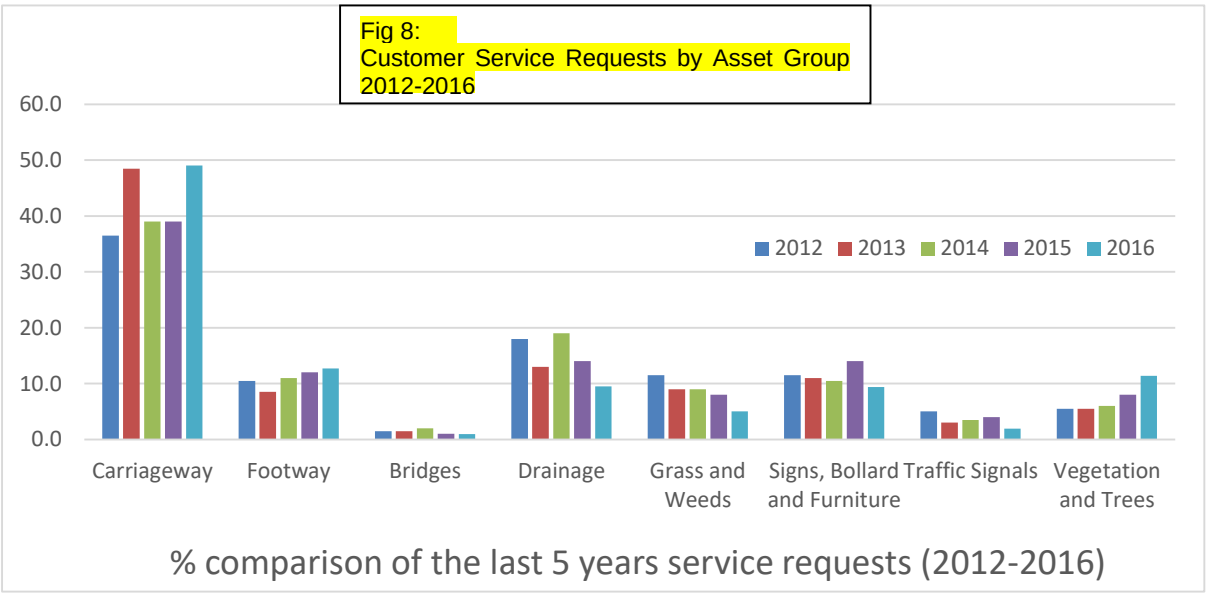
4.1 This section contains information about community requirements and how they have been identified. It also outlines how ongoing customer communications will take place in relation to highway maintenance activities.

4.2 Customer Priorities

The Council's Highway Asset Management Strategy was produced following analysis of data provided by customers so that community needs could be built into the strategy and in turn used to inform the development of this Plan.

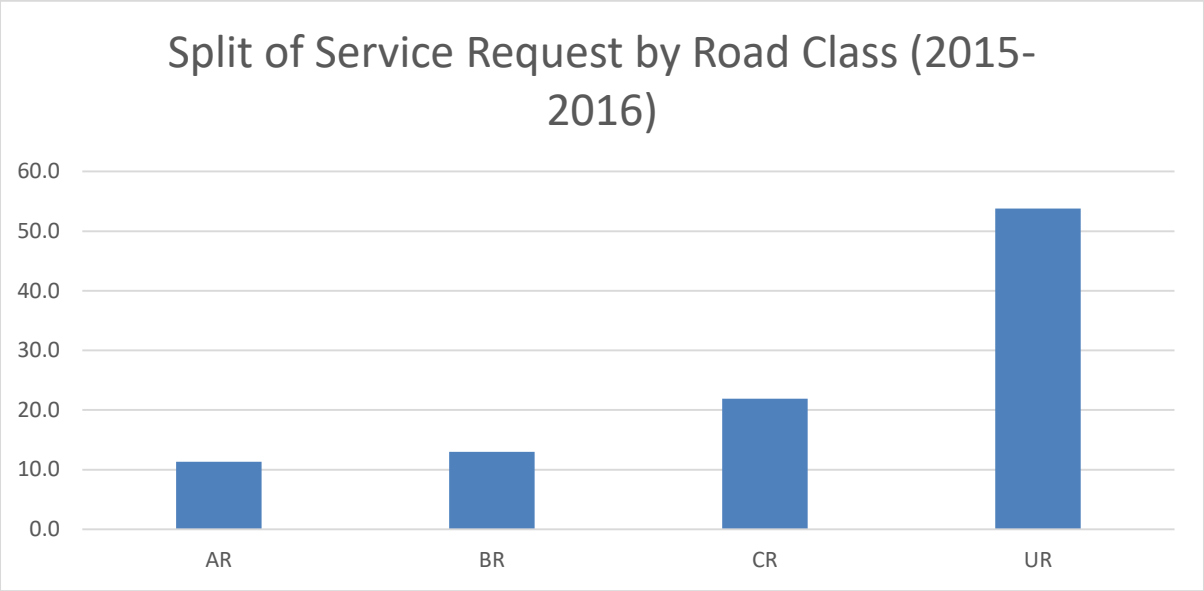
4.3 The vast majority of customer contacts relate to the condition of carriageways. Fig 8 shows the proportions of the customer contacts received by the Council's Customer Service Centre associated with the differing highways assets over the last 5 years.

Fig 8:
Customer Service Requests by Asset Group 2012-2016



4.4 Analysis of these carriageway service requests shows that over 50% of requests relate to the condition of unclassified roads (Figure 9). These figures support a need to focus future investment towards dealing with carriageways across all hierarchies.

Fig 9: Split of service requests by road class 2015- 2016



4.5 National Highways and Transportation Survey (NHT)

The Council currently participates in the NHT survey of customer priorities and satisfaction.

4.6 Results from the 2017 National Highways and Transportation (NHT) customer survey for the county show that the condition and safety of roads are the criteria that are "most important to users" and the criterion with which users are least satisfied is the condition of roads. The data shows that of all the aspects of the highways service, the area in which customers would least like to see a reduction in the level of service is the maintenance of roads.

4.7 It is recognised that other highway subject areas mentioned generated significant levels of interest (in particular pavements and safety on roads). However, this recent customer derived data supports the need for increased investment in roads (carriageways). It also indicates a clear public preference for investment in carriageways ahead of other highway assets.

4.8 Communications

The aspirations of customers are likely to focus on visible and perceived safety related condition, whereas engineering needs will be based on detailed, often complex condition surveys, coupled with knowledge and experience of how assets behave over time.

4.9 It is therefore essential that the County Council presents any complex engineering based information in a manner that is easily understood by communities. To help with this, a Communication Strategy for Highway Services has been developed and this can be found in Appendix C.

4.10 Contact from members of the public will be handled in line with Cambridgeshire County Council's corporate standards. The involvement of local members, Spokespersons and relevant Committee(s) will be in line with the Council's guide for member involvement. In addition to these standards, County Councillors, District / City Councils and Parish / Town Councils will be appropriately informed of work taking place in their area.

4.11 Our communication activities will focus around:

- Communicating through a variety of channels, appropriate to our target audience
- Being clear about the level of influence stakeholders have
- Being open and making information available
- Using consistent messages
- Managing expectations
- Being digital by design and making use of corporate social media resources
- Make information available in other formats and languages if required

4.12 In addition, all communications will:

- use Plain English
- be tailored to their target audience
- direct to further resources when appropriate
- be proactive about keeping the public informed about how 'their' money is being spent

5. Future Demand

5.1 The future usage and demands on the network need to be assessed to facilitate the further development of this plan and formulation of proposals for future funding.

The main demands that could become influential are:

- Asset growth
- Traffic growth
- Population growth
- Legislation Changes
- Changes in Technology
- Climate Change – Environmental conditions

5.2 Asset growth

New development and growth within Cambridgeshire has and will continue to create additional highway assets that will require future maintenance.

5.3 Traffic growth

Traffic Growth in the county is monitored regularly and is detailed in the Annual Traffic Monitoring Report. The Report shows that The density of HGV traffic on Cambridgeshire's trunk 'A' roads is almost three times the national average, and on non-trunk main roads it is 81% above the national average

5.4 Traffic Composition

The composition of traffic is a major factor that influences the rate at which the highway network deteriorates. In Cambridgeshire, this is a particular concern in areas where agricultural activities are prevalent on roads that have 'evolved' and have never been designed to deal which such heavy loads. This accelerated deterioration is of significant concern in the north of the county.

5.5 Population Growth

Population in the county is forecast to increase by 25% over the next 20 years. In order to satisfy this, there will be a need to ensure that the road network and other highway infrastructure will satisfy the increased potential demand.

5.6 Environmental Conditions

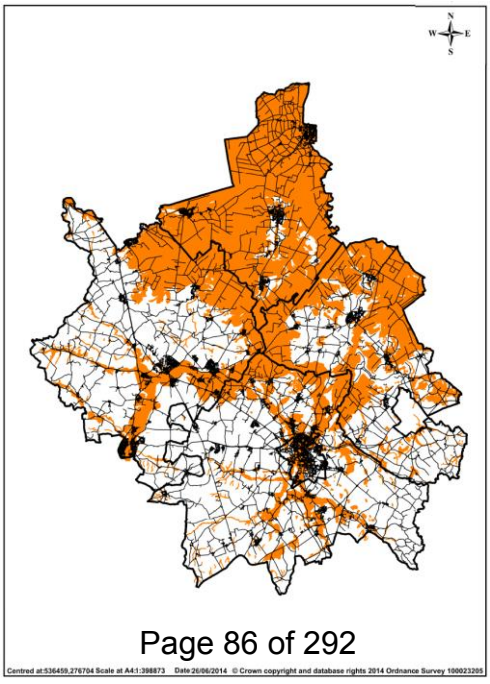
One of the most significant issues that impacts on the condition of Cambridgeshire's carriageway assets is that of 'drought damage'.

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. This became particularly prevalent during the summer of 2011 which was exceptionally dry and caused widespread damage to the road infrastructure around the north of the county.

5.7 The map below shows the areas of the county (in orange) that are at higher risk of 'drought damage'. The strategies for carriageways, along with the associated lifecycle plans, recognise the need to deal with these roads appropriately.

Fig 12: Drought damage (Fen soil) statistics

Class of Road	Total Network Length	Susceptible Roads by class (km)	Susceptible Roads by class (%)	% of total road class affected
A	427	144	9	34
B	570	245	15	43
C	1115	353	21	32
U	2266	914	55	40
Total	**4378**	**1656**	**100**	**38**



5.8 Severe weather events

Severe weather events will cause increased damage to the highway network. This is likely to be more significant on carriageway assets, through flooding and the impact of ice/snow on the fabric of the road. It is recognised that the funding breakdowns laid out in this plan would need to be reviewed should such an event occur. Flooding events will be managed in conjunction with the Council's Floods and Water Team who manage the Council's obligations as the Lead Local Flood Authority under the Floods and Water Management Act 2010.

6. Asset Investment Strategies

6.1 Prudential Borrowing Strategy

The need to invest in highway maintenance was recognised by the County Council in 2010/11 when a commitment to use prudential borrowing to invest an additional £90m in highway maintenance was made. This strategy assumes that the remainder of this funding will be available. This has been approved by members. The strategy optimises the use of this funding by investing in the right assets at the right time.

6.2 The strategy assumes the funding below:

- Annual LTP Capital Funding for Highways £14.591m*
- Prudential Borrowing (remaining at end of 2016/17) est. £26.268m

***** Allocation shown assuming maximum funding is achieved via the DfT Incentive Fund

and

- Directs all the remaining prudential borrowing monies to carriageways
- Spreads the investment of prudential borrowing until 2022/23. This provides significant advantages in terms borrowing costs, greater value in the selection of schemes and delivers a consistent programme level each year

6.3 Maintenance Strategy

The maintenance strategy is the plan of action required to accomplish the specific performance targets for each asset group. The maintenance strategy targets intervention thresholds at or below where maintenance action is to be considered.

6.4 A preventative maintenance strategy is adopted for carriageways and footways, investing a greater proportion of the available budget to treat assets in the early stages of deterioration. This is opposed to a 'worst first' approach which targets investment towards those assets that are at the end of their life and are in a poorer condition.

6.5 The preventative approach being adopted means that, in some cases, roads which appear to be in poor condition might wait longer for repair, while roads which appear in better condition are treated to arrest their deterioration. This HOS clearly sets out new and affordable Service Standards in line with this approach.

6.6 There will also be changes to seasonal maintenance and the way we respond to issues reported by the public. For example, grass might be cut less often, white lines might be replaced less frequently and potholes in some locations might be allowed to further deteriorate before they are repaired.

6.7 The asset management approach has increased the quantity of surface treatments carried out each year (e.g. surface dressing), and decreased the amount spent on traditional resurfacing, whereby the old surface is completely removed and replaced.

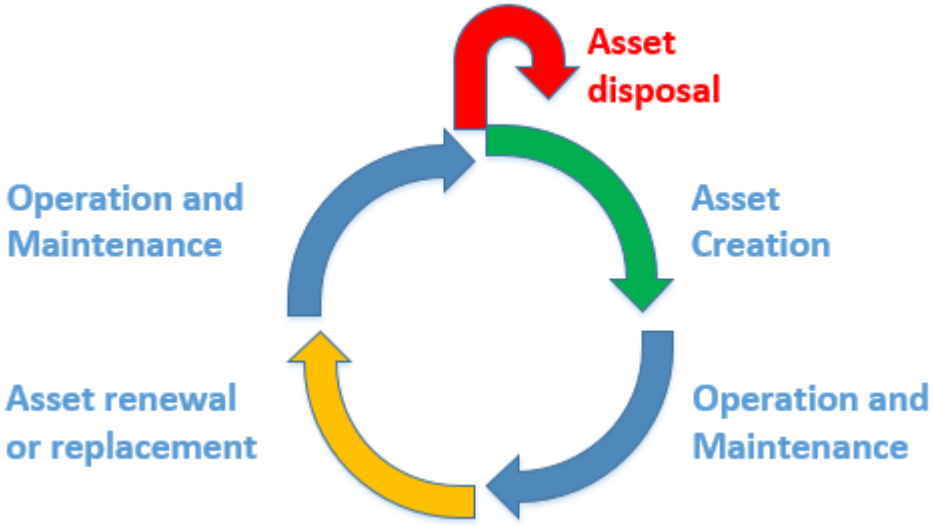
6.8 Structures and Traffic Signal Assets will be maintained on the basis of need, within the budgets available. In effect, the assets in the worst condition will be dealt with first.

6.9 Lifecycle Planning

The whole life costing approach considers all of the costs associated with the maintenance of an asset until it needs to be fully replaced. Highway assets have lifecycles that include the following phases:

- Creation/Acquisition
- Operation and Maintenance
- Renewal, Replacement or upgrade
- Operation and Maintenance
- Disposal or Decommissioning

Fig 13: Asset Lifecycle



Consideration of each of these phases for the Council's highway assets will help drive a shift towards longer-term asset management and planning. Such a longer-term approach is a key element of the highway asset management approach.

6.10 Lifecycle Approach through Long Term Cost Prediction (LTCP) Models

When developing the Council's Asset Management Strategy, lifecycle planning has been used to consider different treatment options, their performance and their impact upon the whole life cost of maintaining the assets. For each key asset group the Lifecycle Plan is linked directly to the Service Standards.

6.11 Lifecycle Plan Outputs

For each of the key asset groups, Life Cycle Planning models have been created and the effects of differing investment scenarios investigated.

6.12 Carriageways

The LTCP model for carriageway maintenance allocates investment into 3 broad treatment categories: Strengthening Treatment, Resurfacing Treatment & Surface Treatment. Carriageway funding will be allocated to treatments as determined by the LTCP model with specific sites identified primarily through the Council's Pavement Management System. Schemes will be put forward though the Highway Capital Maintenance Programme.

6.13 The profile graphs below show carriageway condition predictions up to 2034 based on the funding assumptions made in Section 7. Banding for RCI values are given in Appendix D.

Fig 14: Condition ouput from LTCP Models for All Roads as at 2016

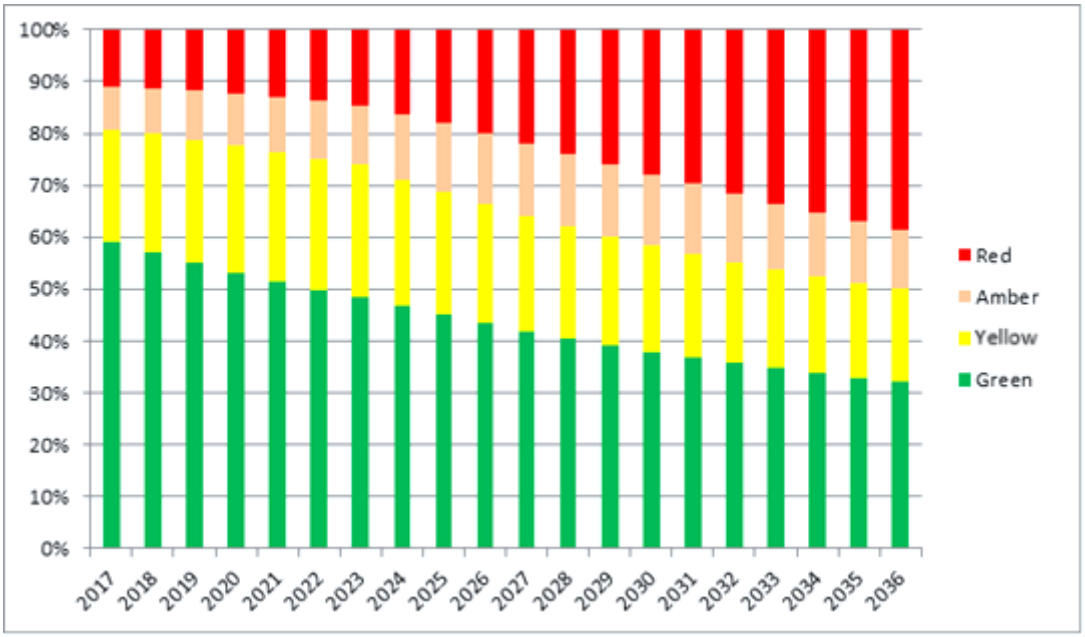
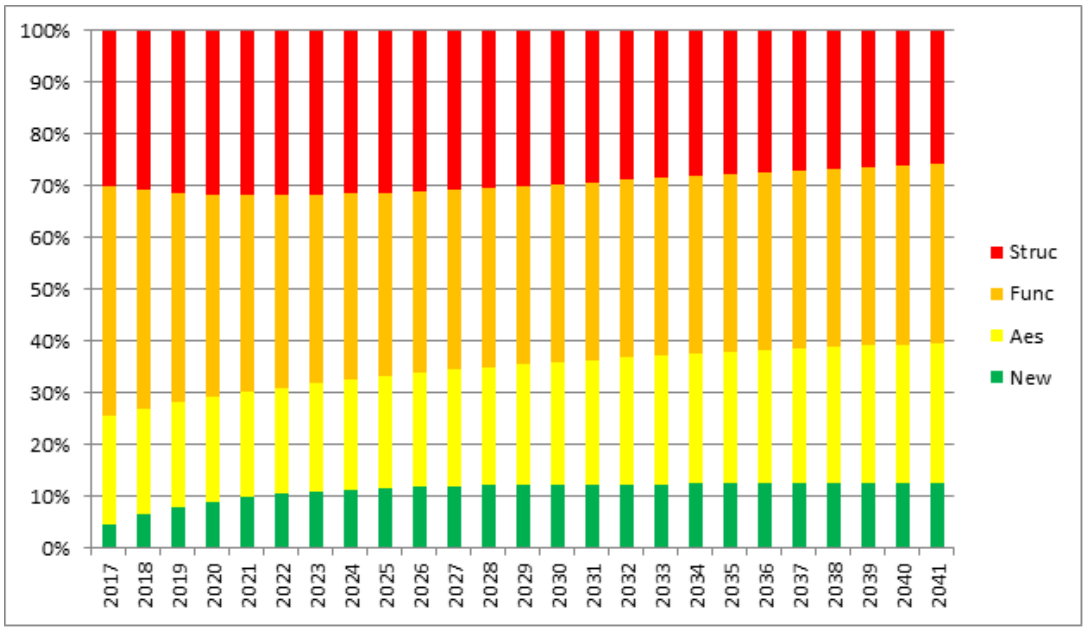


Fig 15: Condition ouput from LTCP Models for Footways - Cat 1a and 1 as at 2016



7. Financial Summary

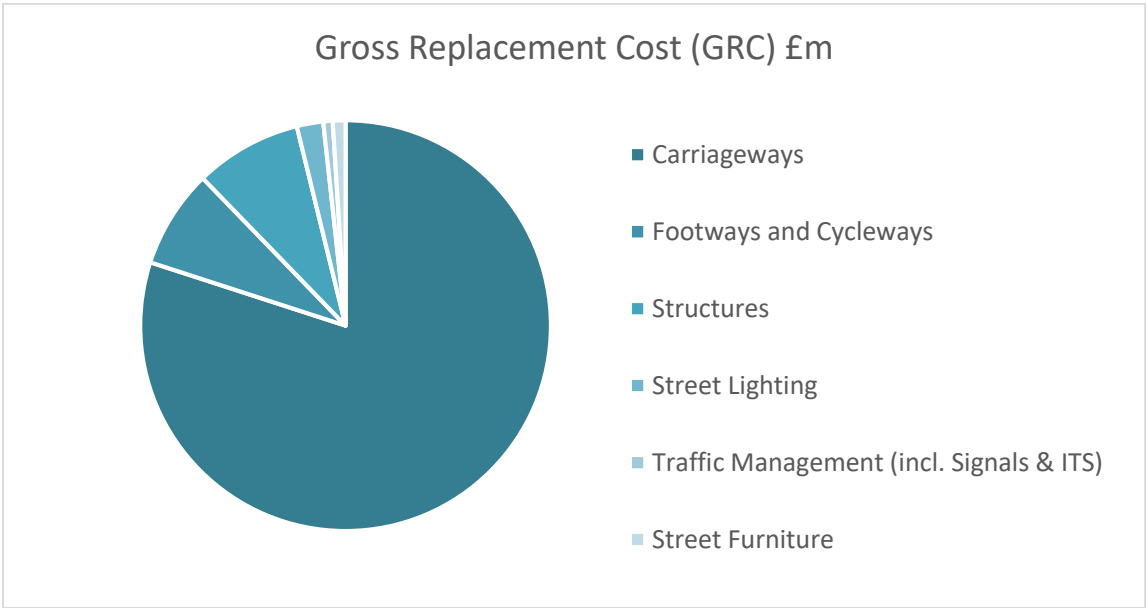
7.1 Funding for highway asset maintenance and improvement is split into revenue and capital expenditure. Consideration of levels of service, the views of stakeholders, risk management and whole life costs will serve to support ongoing investment decisions.

7.2 Valuation

As at 2017 Cambridgeshire County Council's Highway Assets are valued as follows. All financial figures within the HOS are based on current values and are not discounted or adjusted for inflation.

Fig 16: Asset Valuation Figures

Asset	Gross Replacement Cost (GRC) £m	Depreciated Replacement Cost (DRC) £m	Annualised Depreciation Cost (ADC) £m
Carriageways	4,082	3,752	35
Footways and Cycleways	396	108	8
Structures	430	273	7
Street Lighting	106	79	2
Traffic Management (incl. Signals & ITS)	38	13	2
Street Furniture	51	9	2
Total	**£5,103**	**£4,834**	**£56**



7.3 Planned funding and investment

The Service Standards Shown in Section 9 assume the future investment in maintenance forecast below in Figure 17. These allocations have been optimised to meet the requirements of the Highway Asset Management Strategy.

Fig 17: Investment forecast

		Actual Budget	Forecast Budget		
Asset Group	**Budget / works**	**2017/18**	**2018/19**	**2019/20**	**2020/21**
Carriageways	Revenue (routine & reactive)	3,485*	To be confirmed		
	Capital - LTP (planned)	6,272	6,322	6,472	6,472
	Capital - Prudential Borrowing	6,269	6,000	6,000	6,000
	Capital - Pothole Action Fund	1,155	To be confirmed		
Footways & Cycleways	Revenue (routine & reactive)	718**	To be confirmed		
	Capital (planned)	1,200	1,200	1,200	1,200
Locally Determined schemes	Capital - LTP (planned)	650	600	600	600
Traffic Signals & VMS	Energy Costs	233	To be confirmed		
	Revenue (routine & reactive)	345	To be confirmed		
	Capital - LTP (planned)	850	850	850	850
Structures	Revenue (routine & reactive)	160	To be confirmed		
	Capital - LTP (planned)	2,564	2,564	2,564	2,564
Drainage	Revenue (routine & reactive)	399	To be confirmed		
	Capital - LTP (planned)	1000	1,000	1,000	1,000
Safety Fencing	Revenue (routine & reactive)	0	To be confirmed		
	Capital - LTP (planned)	250	250	100	100
Street Furniture, Signs and road markings	Revenue (routine & reactive)	393	To be confirmed		
Cyclic (Grass Cutting, Weed Spraying, Gully Emptying)	Revenue	1,587	To be confirmed		
Winter Maintenance	Revenue	1,975	To be confirmed		
Public Rights of Way	Revenue (routine & reactive)	35	To be confirmed		
	Capital - LTP (planned)	140	140	140	140

Asset Group	Budget / works	Actual Budget	Forecast Budget		
		2017/18	2018/19	2019/20	2020/21
Integrated Highway Management Centre	Energy costs	13	To be confirmed		
	Revenue (routine & reactive)	70	To be confirmed		
	Capital - LTP (planned)	200	200	200	200
Real Time Passenger Information	Energy costs	13	To be confirmed		
	Revenue (routine & reactive)	225	To be confirmed		
	Capital - LTP (planned)	165	165	165	165
Other Staff Costs, Highway condition Surveys, Fees, Inspections etc.	Revenue (routine & reactive)	2,716	To be confirmed		
	Capital	260	260	260	260
Total Revenue		**12,367**	**To be confirmed**		
Total Capital - Prudential Borrowing		**6,269**	**6,000**	**6,000**	**6,000**
Total Capital - LTP		**14,591**	**14,591**	**14,591**	**14,591**
Total Capital – Pothole Action Fund		**1,155**	**To be confirmed**		

*Includes additional £2.15m
**Includes additional £300k
Highway Maintenance Block Capital Funding formula annual allocations from 2016 (over and above the needs based formula) will be determined by self-assessment, related to performance around efficiencies and Asset management practices. These capital figures assume band 3 (maximum funding).

8. Asset Management Planning Practice

8.1 This Section outlines the key activities that are in place to help deliver the elements of this plan and in turn the overall strategy.

8.2 Forward Works Programme – The Highway Capital Maintenance Programme (HCMP)

The County Council's forward works programme is the Highway Capital Maintenance Programme. It is a 3 year programme that contains all highway capital maintenance schemes. ~~and improvement schemes, thereby acting as an Implementation Plan for the LTP.~~ Maintenance schemes will be selected based on their condition in order to help deliver the outcomes of the Asset Management Strategy. The processes that govern how maintenance schemes are selected for the HCMP are shown in Appendix E. The HCMP is approved annually by Members and is subject to confirmation of need and the available resources.

8.3 Local Discretionary Highways Funding

In order to help provide a more efficient and responsive local highway maintenance service, the HCMP will allocate a nominal proportion of the Capital Maintenance budget that is to be managed within each geographical highways area. This funding is specifically for highway maintenance work and will be used for small scale works and importantly on sites that support the delivery of the Highway Asset Management

strategic outcomes. The level of funding provided to this fund will be reviewed annually with expenditure monitored to ensure value for money.

8.4 Local Highways Improvement Initiative

The Local Highways Improvement initiative allows local communities to apply for up to £10,000 as a contribution to a capital highways project. Projects should improve road safety and be based on issues that are felt to be important locally. To be eligible applicants must supply at least 10% of the overall cost. These projects need the support of local Parish/Town Councils and where appropriate they will need to meet (not contravene) the principles of the Asset Management Strategy and supporting policies.

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.

8.5 Annual review of Options and Asset Investment Strategies

An important part of ongoing Asset Management is the monitoring of the performance of the strategy as outlined in Section 9.3.

8.6 Highway Services

Performance of the Highway Services will be regularly monitored and reported upon in order to ensure that the contract is delivering Value for Money and is supporting the objectives of the County Council's Highway Asset Management approach.

9. Service Standards

9.1 This section sets out the primary Service Standards and performance targets that can be expected from Cambridgeshire's highway assets.

9.2 The Service Standards:

- Are closely linked with asset condition (both existing and desired) and demand aspirations from both the Council and Customer (what it is expected to deliver now and throughout its life cycle)
- Relate to such factors as: quality, quantity, reliability, responsiveness, environmental effect, cost and performance

9.3 Use of Service Standards

This plan is based on the delivery of affordable Service Standards (based on the funding levels shown in Section 7). The Service Standards will be used:

- To inform customers of the proposed type and level of service to be offered
- As a focus for the asset management strategy outcomes developed to deliver the required level of service
- As a measure of the effectiveness of this asset management plan
- To help identify the value and benefits of the services offered
- To enable customers to assess suitability and affordability of the services offered
- To inform members of the levels of service available

9.4 The prescribed Service Standards are shown in the tables below – Headline Service Standard Statements are shown at the top of each table.

Fig 18: Service Standards Statements, measures and targets

a) We will inspect carriageways, footways & cycleways for defects with the busiest routes inspected most frequently		
Service	**Measured by**	**Target Standard**
Safety Inspections	Percentage of Safety inspections completed on time within stated tolerance	100%

b) We will respond to make safe emergency incidents		
Service	**Measured by**	**Target Standard**
Emergency Incidents	Percentage of emergency incidents attended within response times*	90%

c) We will repair known defects that meet our repair criteria			
Service	**Measured by**		**Target Standard**
Road defects	% of high priority (Cat 1 (1a and 1b) defects repaired within response times*	Strategic & Main Distributor	90%
		Secondary Distributor	90%
		All other roads	90%
	% of other defects (Cat 2) repaired within response times*	Strategic & Main Distributor	90%
		Secondary Distributor	90%
		All other roads	90%
Road condition (see Appendix D for RCI bandings)	Percentage of the road network where maintenance should be considered	A Roads	5%
		B Roads	7.5%
		C Roads	10%
		Unclassified Roads	30%
Skid resistance	Percentage of the skid resistance network at or below the skidding investigatory level (3 year average value)		25%
Footway / cycleway defects	% of high priority (Cat 1 (1a and 1b) defects repaired within response times*	Prestige/ busier commuter route	90%
		Others	90%
	% of other defects (Cat 2) repaired within response times*	Prestige/ busier commuter route	90%
		Others	90%

d) We will maintain safe structures and bridges		
Service	**Measured by**	**Target Standard**
Structures (see Appendix D for BSCI bandings)	% of structures in very/severe poor condition	20%
	Number of structures requiring strengthening	40

e) We will maintain a reliable traffic signals network		
Service	**Measured by**	**Target Standard**
Traffic signal faults	% of compliance with fault repair response times for urgent defects**	95%
	% of compliance with fault repair response times for non-urgent defects **	95%
Traffic signal condition	% of traffic signal installations exceeding average expected service life (20 years)	9%

f) We will ensure that the identified gritting routes are treated during periods of snow and ice		
Service	**Measured by**	**Target Standard**
Winter Maintenance	Percentage of precautionary road salting completed on time within identified season*	100%

g) We will cut the grass on highway verges to maintain visibility		
Service	**Measured by**	**Target Standard**
Cut the grass on highway verges	Number of cuts of grass verges per annum – Rural	2
	Number of cuts of grass verges per annum – Urban	3

h) We will empty roadside gullies cyclically		
Service	**Measured by**	**Target Standard**
Empty roadside gullies	Targeted approach at agreed locations identified on risk based approach	N/A

i) We will apply weed killer to highway areas		
Service	**Measured by**	**Target Standard**
Apply Weed killer	Within 'built up' village/town areas within 40mph limits or below only (excluding central islands) per annum	2

* Time standards may be exceeded by a reasonable period due to unforeseen delays such as adverse weather conditions, emergency road closures, excessive traffic congestion or plant breakdown
** As defined in the council's Intelligent Transport Systems Term Services Contract

9.5 Reactive Maintenance Interventions

Achievement of the Council's Asset Management Strategy objectives is reliant on the efficient application of affordable reactive maintenance standards. The interventions have been developed taking into account the need to carry out routine maintenance work in a planned and efficient way, balanced with the need to maintain high levels of highway user safety. These interventions support the right first time principles outlined in the HMEP document - Prevention and a Better Cure.

9.6 Response times

- Category 1 (1a and 1b) - those that require prompt attention because they represent an immediate or imminent hazard or because there is a risk of short-term structural deterioration
- Category 2 - all other defects

9.7 The Council's response time categories and timescales are show below:

Fig 19: Response Timescales

Type of defect/incident	Timescale	Response
Emergency incidents	up to 2 hours	Attend / make safe
Category 1 (1a and 1b) excluding potholes (urgent)	Cat 1a up to 36 hours Cat 1b up to 21 calendar days	Make safe or repair
Category 1 (1a and 1b) potholes (urgent)	Cat 1a up to 5 calendar days Cat 1b up to 21 calendar days	Permanent repair
Category 2 defects (planned)	up to 12 weeks	Repair during next available programme

9.8 Where defects with potentially serious consequences for network safety are made safe by means of temporary signing or repair, arrangements will be made for further inspections to ensure the continued integrity of the signing or repair is maintained, until permanent repairs are undertaken.

9.9 The reactive maintenance investigatory levels for Category 2 defects shown in Appendix B have been developed using a risk based approach in line with the above response times.

10. Performance Management and Benchmarking

10.1 This plan outlines a series of baseline statistics for the Council's various assets and activities. This is key information in helping ascertain a baseline position from which future performance can be gauged to help define Value for Money (VfM) going forward.

10.2 Monthly Performance Reports

Performance reports will be produced on a monthly basis for use by operational teams focussing on local budgetary, customer service and works ordering information; that will help with ongoing performance management.

10.3 Benchmarking

The County Council recognises the importance of sharing information to support continuous improvement. Benchmarking allows comparisons to be made with other similar authorities, the sharing of best practice and performance information and provides a basis to develop local and national best practice.

10.4 The Council's involvement in benchmarking activities is under continuous review to ensure that they continue to provide the required benefits and value for money.

- NHT Customer Satisfaction survey and Customer Quality Cost comparisons (CQC)
- DfT - Road condition comparisons against Shire authorities
- Data and process benchmarking via the Eastern Highways Alliance (EHA)

11. Risk Management

11.1 Managing risk is an integral part of the management of the highways assets. This section of the plan only outlines the main risks to the delivery of the Highway Asset Management Strategy.

11.2 The County Council's Risk Management Policy and procedures set out how the Authority manages risk corporately and this approach has been applied to the way in which highway assets are managed.

11.3 The delivery of the Highway Asset Management Strategy is an overarching risk that is identified within the new Highways Services Risk Register. There is also a joint register currently managed and reviewed by Cambridgeshire and Skanska through the Cambridgeshire Highways Contract Transition Risk Register. These registers are reviewed quarterly. These registers in turn feed any relevant risks into the Place and Economy Risk Register, and into the Corporate Risk Register as required.

11.4 The high level tactical risks that relate to the delivery of effective highway asset management, the achievement of the highway asset management strategic outcomes and the associated service standards are identified in Fig 20 below.

Fig 20: Table of Risks

Ref	Plan assumption	Risk	Action if Risk occurs
1.*	The plan is based on operating with reliable IT hardware, Highway Management and Pavement Management Systems	Failure of systems will impact on ability to identify correct interventions; will prevent works ordering and the effective management of customer service requests.	Adoption of actions as outlined in CCC and Service Provider(s) Business Continuity Plan

Ref	Plan assumption	Risk	Action if Risk occurs
2.	The Plan is based upon a non-exceptional winter.	Adverse winter weather will lead to higher levels of defects requiring reactive repair than have been anticipated.	Predictions and budget disaggregation within this plan will be revised and updated in the event of abnormal winters.
3.	The Plan is based upon the assumption that no significant 'drought' events occur that impact the network	Drought events lead to higher levels of deterioration in parts of the network founded on 'fen soils' that are susceptible to cyclic shrinkage and swelling	Predictions and budget disaggregation within this plan will be revised and updated in the event of prolonged drought events.
4.	The Plan is based on the assumption that no significant flood damage occurs on the network	Flooding will lead to higher levels of defects requiring reactive repair than have been planned for. Significant events could lead to the failure of key assets.	Predictions and budget disaggregation within this plan will be revised and updated in the event of significant flood damage.
5.	The Plan assumes available budgets as shown in section 7	Funding available for the Highways Services might reduce.	Service Standards will be revised to affordable levels.
6.	The Plan assumes that construction inflation will remain at a similar level to the last 5 years.	Construction inflation will increase the cost of works and an adverse rise will impact on the quantity of work that needs to be delivered to meet the required service standards.	- Service Standards will be reviewed and revised to affordable levels. - Review of supply chain management, procurement arrangements and more sustainable practices by the Service Provider
7.	The Plan assumes that any increase in assets will be matched by sufficient additional maintenance funding being provided	Increase of new development through the growth agenda. A14 improvement scheme will result in increased assets to maintain.	- Commuted sums obtained where appropriate. - Budgets and predictions will be revised and this plan updated accordingly.
8.	Deterioration rates and levels of defects are based on current data ~~which for some assets (e.g. footways) is limited~~	Assets deteriorate more rapidly than has been predicted resulting in insufficient levels of investment.	Levels of planned and reactive maintenance to be revised accordingly.

11.5 The risks identified with an * are identified within the Cambridgeshire Highways Contract Transition Risk register. This register also contains a series of wider contractual / operational risks that relate to the provision of highway maintenance services by the current service provider.

11.6 Critical infrastructure is that which would have a significant impact upon the integrity of the county's highway network in the event of failure or unavailability. Cambridgeshire's critical highway infrastructure has been identified and risk registers are in place for each critical asset. These risk registers include appropriate mitigation measures.

11.7 The Council's approach to highway asset management is focussed on implementing (and funding) a preventative approach to carriageway maintenance. In order to deliver this a 'comparative risk' approach has been applied to other key assets, such as footways, traffic signals and structures. This approach supports the process of scheme appraisal and selection by assisting with the assessment of:

- The comparative risks of providing differing levels of service, e.g. is it acceptable to fund only a minimum level of service for a certain asset group i.e. a repair when broken (reactive) approach?
- The comparative risk of funding works on different assets, e.g. is it better to fund works on carriageways as opposed to structures?
- The comparative risk of funding improvements to the network as opposed to maintenance works, e.g. is it better to provide additional speed control facilities or to increase response time to certain defects?

11.8 The identification of highway defects will be managed on the basis of risk to ensure the best use of funding. This approach takes into account the type and nature of a particular defect along with its location on the network.

11.9 The intervention levels support the preventative approach that is promoted within the Highway Asset Management Strategy, which relies on the principles of 'right first time' being applied in a planned and effective way.

11.10 The reactive maintenance intervention levels are shown in Appendix B.

12. Continuous Improvement

12.1 The County Council's approach to Highway Asset Management and the development of its Policy, Strategy and this Plan reflect the recommendations outlined within the HMEP Highway Infrastructure Asset Management Guidance document.

12.2 This Plan has been produced to be a catalyst for driving improvements and efficiencies in the way highway maintenance activities are carried out in Cambridgeshire. Whilst specific benefits are being targeted there are ongoing improvement actions that are required to help realise and optimise these benefits.

12.3 Key areas for improvement and development include:

- Working with Peterborough City Council and Skanska to maximise opportunities to jointly develop the asset management approach
- Refinement of data and systems to enhance life cycle planning for key assets

13. Management of the Plan

13.1 Responsibilities

The table below shows the key officers who have ultimate responsibility for the delivery of the HOS.

Fig 21: Responsibilities for Highway Asset Management Activities

Plan element	Main Council Position(s) Responsible
HOS Document	- Highways Asset Manager
HOS implementation and improvements	- Highways Asset Manager - Asset Planning Manager
HOS document updating and reporting	- Asset Planning Manager
Finance and Valuation	- Highways Asset Manager - Asset Planning Manager
HOS Data	- Asset Planning Manager
HOS Risk	- Assistant Director - Highways - Highways Asset Manager
Delivery of Lifecycle Plan outputs (Carriageway, Footway, Traffic Signals, Structures)	- Assistant Director – Highways - Signals and Systems Manager - Maintenance Manager - Highways Projects and Road Safety Manager - Traffic Manager
Monthly Performance Reports	- Maintenance Manager
Annual Options and Performance Report	- Highways Asset Manager - Asset Planning Manager
Communication Strategy	- Assistant Director - Highways - Highways Asset Manager
Highway Asset Management Policy and Strategy	- Assistant Director - Highways - Highways Asset Manager

14. Links to associated documents and references

The following documents are key components of the County Council's approach to Highway Asset Management and have direct links to this Plan

a) Cambridgeshire County Council's Highway Asset Management Policy. The Highway Asset Management Policy describes the principles adopted in applying asset management and how they link to the Council's Corporate and LTP Objectives

b) Cambridgeshire County Council's Highway Asset Management Strategy. Sets out the strategy of how highway infrastructure asset management is to be delivered

c) Cambridgeshire County Council's Highway Capital Maintenance Programme. The County Council's Forward Programme of Highway Capital Maintenance ~~and Improvement~~ Schemes (3 Year)

d) **Cambridgeshire County Council's 3rd Local Transport Plan.** The Council's high level plan that contains details of the improvement and maintenance priorities for transport within Cambridgeshire

e) **Cambridgeshire County Council's Winter Maintenance Plan.** The Winter Maintenance Plan documents how the Winter Service will be delivered and shows which parts of the network will be treated

f) **Cambridgeshire Highways ~~Business Plan and~~Contract Transition Risk Register.** Used to manage and monitor ~~the performance of~~ risks associated with the Highway Services Contract. ~~The business plan lays out a programme of further developments and improvements to highway service delivery~~

g) **Cambridgeshire County Council's Rights of Way Improvement Plan.** A document covering the whole of Cambridgeshire, setting out how the authority intends to improve the management, provision and promotion of public rights of way in the county

h) **Well Maintained Highways – 2005.** National Code of Practice for Highway maintenance and management - superseded version

i) **Well-Managed Highway Infrastructure: A Code of Practice – 2016.** National Code of Practice for highway maintenance and management – current version

j) **Cambridgeshire's Local Flood Risk Management Strategy.** Produced by the County Council as the Lead Local Flood Authority for Cambridgeshire (LLFA). Focuses on local flood risk from surface water (incl. highway surface water), groundwater and ordinary watercourses, and identifies the responsibilities for flooding within the county and enables a range of organisations to work together to improve the management of flood risk

k) **Cambridgeshire County Council's Traffic Monitoring Report.** Annual report that publishes the results of the Traffic Census and associated information

15. Glossary

Terminology	Definition
ADEPT	Association of Directors of Environment, Economy, Planning and Transport (formerly County Surveyors Society -CSS)
Asset Management	A strategic approach that identifies the optimal allocation of resources for the management, operation, preservation and enhancement of the highway infrastructure to meet the needs of current and future customers
Asset Management Regime	Comprises the organisational structure and business processes, asset management planning and work planning and information management and systems that enable asset management to be effectively planned and delivered

Terminology	Definition
Asset Management System	The hardware and software that supports Asset Management practices and processes. Used to store the asset data and information
Asset Valuation	The procedure used to calculate the asset value
Authority	A collective term used to refer to the asset owner
BCI	Bridge Condition Indices – Indicator used to assess the condition of Highway structures
Cambridgeshire Highways	The partnership between Cambridgeshire County Council and Skanska delivering Highway Services on behalf of the County Council
Council or County Council or CCC	Cambridgeshire County Council
CROW	Countryside and Rights of Way Act 2000
CVI	Coarse Visual Inspection
Data	Numbers, words, symbols, pictures, etc. without context or meaning, i.e. data in a raw format.
Deflectograph	Machine survey that measures the deflection of a pavement, determining its structural condition
DfT	Department for Transport
DRC	Depreciated Replacement Cost
DVI	Detailed Visual Inspection
FNS	Footway Network Survey
Symology	Supplier of Cambridgeshire County Council's Computer Based Highway Management System
GRC	Gross Replacement Cost
Highway Network	Collective term for publicly maintained facilities laid out for all types of user, and for the purpose of this guidance includes, but is not restricted to, roads, streets, footways, footpaths and cycle routes.
HMEP	Highway Maintenance Efficiency Programme
HOS	Highway Operational Standards - A plan for managing the transport asset base over a period of time in order to deliver agreed target Levels of Service, in the most cost effective manner.
IHMC	Integrated Highway Management Centre
IMO	The County Council's Infrastructure Management and Operations Directorate
KPI	Key Performance Indicator
LA	Local Authority

Terminology	Definition
Service Standards	A statement of the performance of the asset in terms that the stakeholder can understand. They cover the condition of the asset and non-condition related demand aspirations, i.e. a representation of how the asset is performing in terms of both delivering the service to stakeholders and maintaining its physical integrity at an appropriate level. Service Standards typically cover condition, availability, accessibility, capacity, amenity, safety, environmental impact and social equity.
Lifecycle Plan	A considered strategy for managing an asset, or group of similar assets, from conception construction (planning and design) to disposal. A lifecycle plan should give due consideration to minimising costs and providing the required performance.
LTP	Local Transport Plan
Maintenance	A collective term used to describe all the activities and operations undertaken to manage and maintain highway assets, e.g. inspection, assessment, renewal, upgrade etc.
Maintenance Strategy	The overarching approach to maintenance that is aimed at delivering the overall Asset Management Strategy and associated performance targets.
Monitoring	Observation or measurement repeated periodically or continuously over time.
NI	National Indicators
Owner	A collective term used to refer to any owner of a highway asset, i.e. highway authorities and other owners. Also see authority.
PMS	Pavement Management System (County Council's is WDM)
Performance	A term used to describe the service delivered as measured by a series of levels of service. It comprises both condition and non-condition measures (i.e. safety, accessibility, etc).
Performance Measure	A generic term used to describe a measure or indicator that reflects the performance and/or condition of an asset, e.g. Best Value Performance Indicators.
PROW	Public Right of Way
RCI	Road Condition Index – used to assess road condition
Residual Risk	Remaining risk after implementation of risk treatment or control
Reconstruction	Surfacing technique that replaces all layers of a road / footway
Resurfacing	Surfacing technique that replaces the top layer of a road / footway
Risk	Chance of something happening that will impact on objectives
Risk Assessment	The process of risk identification, risk analysis and risk evaluation

Terminology	Definition
Risk Evaluation	Comparison of the risk score against the risk tolerance
Risk Identification	The process of determining what, where, when, how and why something could happen
Risk Management	The chance of something happening which will have an impact on corporate, departmental, tactical, operational or project objectives
Risk Reduction	Action taken to lessen the likelihood, negative consequence or both
ROW	Rights of Way
ROWIP	Rights of Way Improvement Plan
RTPI	Real Time Passenger Information
SCANNER	Surface Condition Assessment of the National Network of Roads
SCRIM	Sideway-force Coefficient Routine Investigation Machine
Stakeholder	An individual, group, body or organisation with a vested interest in the management of the transport network, e.g. authority/owner, public, users, community, customers, shareholders and businesses.
SuDS	Sustainable Drainage System
Surface Treatment	Preventative surfacing that prolongs the life of a road / footway. (surface dressing, slurry seals, micro asphalts, asphalt rejuvenators)
Treatment Option	A possible treatment type that can be used for the maintenance of an asset.
UKPMS	United Kingdom Pavement Management System
Value Engineering	Development of optimal solutions for prioritised maintenance needs using option appraisal, whole life costing, scheme development, and synergies with other highway schemes.
WGA	Whole Government Accounts
Whole Life Cost	Total cost of the asset over the term of its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal.

Appendices

Appendix A - Highway Safety Inspections – Cat 1 (1a and 1b) Defect Investigation levels

Appendix B - Reactive Maintenance Investigatory levels for Category 2 defects

Appendix C – Communications Strategy

Appendix D – BCI and RCI Indices

Appendix E – Highway Capital Maintenance Programme Flow Charts

Appendix F – Highway Standards and Enforcement

Appendix G – Life Cycle Plans

Appendix H – Skid Resistance Policy

Appendix I - Adoption of Non-Motorised User (NMU) Routes

Appendix J – Definitive Map Modification Order and Public Path Order Statement of Priority

Appendix K – Road Classification Policy

Appendix L – Street Lighting Policy

Appendix M – Highway Capital Maintenance Programme

Appendix N – Traffic Signals Design and Operational Guidance

Appendix A

Highway Safety Inspections – Cat 1 (1a and 1b) Defect Investigation levels

Item		Defect	Investigatory Level	If risk assessed as Cat 1a	If risk assessed as Cat 1b
Carriageway	Strategic and Main Distributor Roads	Pothole/spalling/ Depression/sunken cover	40mm depth (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	40mm depth (> 20mm width)	5 days	21 days
		Ridge/Hump ~~Depression/sunken cover~~	40mm ~~depth~~ height	5 days	21 days
		~~Surface Crowning~~	~~75mm high and less than 300mm wide~~	~~5 days~~	~~21 days~~
	Secondary Distributor Roads	Pothole/spalling Depression/sunken cover	50mm depth (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	50mm depth (> 20mm width)	5 days	21 days
		Ridge, Hump, ~~Depression/sunken cover~~	50mm ~~depth~~ height	5 days	21 days
		~~Surface Crowning~~	~~75mm high and less than 300mm wide~~	~~5 days~~	~~21 days~~
	Link and Local Access Roads	Pothole/spalling/ Depression/sunken cover	50mm depth (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	50mm depth (> 20mm width)	5 days	21 days
		Ridge, Hump, ~~Depression/sunken cover~~	50mm ~~depth~~ height	5 days	21 days
		~~Surface Crowning~~	~~75mm high and less than 300mm wide~~	~~5 days~~	~~21 days~~
	Minor Roads	Pothole/spalling/ Depression/sunken cover	80mm depth (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	80mm depth (> 20mm width)	5 days	21 days
		Ridge, Hump, ~~Depression/sunken cover~~	80mm depth	5 days	21 days
		~~Surface Crowning~~	~~75mm high and less than 300mm wide~~	~~5 days~~	~~21 days~~

Item		Defect	Investigatory Level	If risk assessed as Cat 1a	If risk assessed as Cat 1b
Cycleway (part of Carriageway)	Strategic and Main Distributor Roads	Pothole/spalling/ Depression/sunken cover	40mm depth (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	40mm depth (> 20mm width)	5 days	21 days
		Ridge, Hump, ~~Depression/sunken cover~~	40mm height	5 days	21 days
	Secondary Distributor Roads	Pothole/spalling/ Depression/sunken cover	50mm depth (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	50mm depth (> 20mm width)	5 days	21 days
		Ridge, Hump, ~~Depression/sunken cover~~	50mm height	5 days	21 days
	Link and Local Access Roads	Pothole/spalling/ Depression/sunken cover	50mm depth (where metalled) (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	50mm depth (where metalled) (> 20mm width)	5 days	21 days
		Ridge, Hump, ~~Depression/sunken cover~~	50mm height (where metalled)	5 days	21 days
	Minor Roads	Pothole/spalling/ Depression/sunken cover	80mm depth (where metalled) (75mm across in any horizontal direction)	5 days	21 days
		Gap/crack	80mm depth (where metalled) (> 20mm width)	5 days	21 days
		Ridge, Hump, ~~Depression/sunken cover~~	80mm height (where metalled)	5 days	21 days

Item		Defect	Investigatory Level	If risk assessed as Cat 1a	If risk assessed as Cat 1b
Footways and Cycleways	Category FW1, FW2 & FW3 footways Category CY1 & CY3 Cycleways	Trip/pothole/sunken cover	25mm high/deep (75mm across in any horizontal direction)	36 hours	21 days
		Rocking slab/block	25mm high/deep	36 hours	21 days
		Open joint	>25mm wide and >25mm deep	36 hours	21 days
		Depression	>25mm deep and >600mm wide in any horizontal direction	36 hours	21 days
	All Other categories	Trip/pothole/sunken cover	25mm high/deep (75mm across in any horizontal direction)	36 hours	21 days
		Rocking slab/block	25mm high/deep	36 hours	21 days
		Open joint	>25mm wide and >25mm deep	36 hours	21 days
		Depression	>25mm deep and >600mm wide in any horizontal direction	36 hours	21 days
Kerbs, Edging and Channels		Misaligned/ Loose/rocking	50mm horizontally/vertically	36 hours	21 days
		Missing	Missing kerb	36 hours	21 days
Verges		Sunken area adjacent and running parallel with c/way edge	150mm depth and 5m longitudinal	5 days	21 days

Item		Defect	Defect / Dimensions	If risk assessed as Cat 1a	If risk assessed as Cat 1b
Iron works	Carriageway	Gaps within framework (other than designed by manufacturer) causing a hazard	Present	2 hours	NA
		Level differences within framework	20mm	36 hours	NA
		Rocking covers	20mm	36 hours	NA
		Cracked/broken covers	No Cat 1 (1a or 1b) defect	NA	NA
		Worn/polished covers	No Cat 1 (1a or 1b) defect	NA	NA
		Missing covers	Missing	2 hours	NA
	Footway/ Cycleway	Gaps within framework (other than designed by manufacturer) causing a hazard	Present	2 hours	NA
		Level differences within framework	20mm high/deep	2 hours	NA
		Rocking covers	20mm high/deep	2 hours	NA
		Cracked/broken covers	No Cat 1 (1a or 1b) defect	NA	NA
		Worn/polished covers	No Cat 1 (1a or 1b) defect	NA	NA
		Missing covers	Missing	2 hours	NA
	Verge	Missing cover or damaged cover	Yes	2 hours	NA
Flooding		Standing water 2 hours after cessation of rainfall which inhibits the free flow of traffic	Yes if leading to network restrictions/safety concerns – warning signs /other mitigation deployed	2 hours	NA
		Substantial running water across carriageway/footway	Yes if leading to network restrictions/safety concerns – warning signs /other mitigation deployed	2 hours	NA
Drainage		Blocked gully (silted above outlet)	Yes if leading to network restrictions/safety concerns or risk to property	2 hours	NA
		Collapsed/blocked/settled items or systems	Yes if leading to network restrictions/safety concerns	2 hours	NA

Item		Defect	Defect / Dimensions	If risk assessed as Cat 1a	If risk assessed as Cat 1b
Road Markings	Strategic	Missing or obscured	~~Give Way, Stop lines~~ Mandatory Lines	5 days	NA
		Faded or worn markings	No Cat 1 (1a or 1b) defect	NA	NA
	Main & Secondary Distributors	Missing or obscured	~~Give Way, Stop lines~~ Mandatory Lines	5 days	NA
		Faded or worn markings	No Cat 1 (1a or 1b) defect	NA	NA
	Local, Link & Minor	Missing or obscured	~~Give Way, Stop lines~~ Mandatory Lines	5 days	NA
		Faded or worn markings	No Cat 1 defect	NA	NA
	Footways and Cycleways	Missing or obscured	~~Give Way, Stop lines~~ Mandatory Lines	5 days	NA
		Faded or worn markings	No Cat 1 (1a or 1b) defect	NA	NA
Road Studs		Missing stud leaving hole	As carriageway / footway / cycleway pothole criteria	-	-
		Displaced road stud (not rubber insert) on carriageway, footway or cycleway, causing a hazard	Present	2 hours	NA
Signs & traffic signals		Damaged/misaligned item causing a hazard	Present	2 hours	NA
		Missing or obscured item causing a hazard	Present	2 hours	NA
		Signals not operating correctly/malfunctioning	Present	2 hours	NA
		Exposed wiring	Present	2 hours	NA
		Missing door to item	Present	2 hours	NA
		Item missing	Present	2 hours	NA
Street Furniture		Item damaged or misaligned causing a hazard	Present	2 hours	NA
		Item missing causing a hazard	Present	2 hours	NA
Hedges and trees		Unstable tree causing danger of collapse onto highway	Present	2 hours	NA
		Overhanging tree leading to loss of height clearance over carriageway, footway or cycleway	No Cat 1 (1a or 1b) defect	N/A	NA

Item	Defect	Defect / Dimensions	If risk assessed as Cat 1a	If risk assessed as Cat 1b
Highway general	Oil / debris / mud / stones / gravel likely to cause a hazard	Present	2 hours	NA
	Illegal signs	Causing a safety hazard	2 hours	NA
	Obstructions in the highway	Causing a safety hazard	2 hours	NA
	Obstructed sight lines	Causing a safety hazard	2 hours	NA
	Unauthorised ramps in carriageway	Causing a safety hazard	2 hours	NA
	Embankment and cuttings apparently unstable	Present	2 hours	NA
Other dangers to the public	Anything else considered dangerous	Present	2 hours	NA
Graffiti Removal from County Council owned assets	Graffiti will be removed from CCC owned assets that is: • offensive, gang related, insulting or against public interest • likely to encourage more graffiti or tagging • inappropriate for the location or out of keeping with the surrounding area • a cause of complaints to the Council • on a listed building or in a conservation area • libellous or potentially libellous •intimidating	For offensive graffiti	5 days	NA

All 2 hours make safe emergencies will be permanently repaired in 28 days or as part of the next scheme

5 days = 5 calendar days

Current contractor completion timescale from date of order

A – Emergency 2 hour response
1 – Cat 1a non-pothole 36 hour response
2 – Cat 1a pothole 5 day response
3 - Cat 1b 21 day response

Appendix B

Reactive Maintenance Investigatory levels for Category 2 defects

Item		Defect	Category 2 defects	Response times
Carriageway	Strategic and Main Distributor Roads	Pothole/spalling/ Depression/sunken cover	20mm depth (75mm across in any horizontal direction)	Planned maintenance programme (Priority D)
		Gap/crack	20mm depth (>20mm width)	Planned maintenance programme (Priority D)
		Ridge/Hump ~~Depression/sunken cover~~	20mm depth	Planned maintenance programme (Priority D)
		~~Surface Crowning~~	~~Outside of scope for intervention~~	~~Not applicable~~
	Secondary Distributor Roads	Pothole/spalling/ Depression/sunken cover	40mm depth (75mm across in any horizontal direction)	Planned maintenance programme (Priority D)
		Gap/crack	40mm depth (>20mm width)	Planned maintenance programme (Priority D)
		Ridge/Hump ~~Depression/sunken cover~~	40mm	Planned maintenance programme (Priority D)
		~~Surface Crowning~~	~~Outside of scope for intervention~~	~~Not applicable~~
	Link, Local Access and Minor Roads	Pothole/spalling/ Depression/sunken cover	Outside of scope for intervention	Not applicable
		Gap/crack	Outside of scope for intervention	Not applicable
		Ridge/Hump ~~Depression/sunken cover~~	Outside of scope for intervention	Not applicable
		~~Surface Crowning~~	~~Outside of scope for intervention~~	~~Not applicable~~

Item		Defect	Category 2 defects	Response times
Cycleway (part of Carriageway)	Strategic and Main Distributor Roads	Pothole/spalling	20mm depth (75mm across in any horizontal direction)	Planned maintenance programme (Priority D)
		Gap/crack	20mm (>20mm width)	Planned maintenance programme (Priority D)
		Ridge, Hump Depression/sunken cover	20mm	Planned maintenance programme (Priority D)
	Secondary Distributor Roads	Pothole/spalling	20mm depth (75mm across in any horizontal direction)	Planned maintenance programme (Priority D)
		Gap/crack	20mm (>20mm width)	Planned maintenance programme (Priority D)
		Ridge, Hump Depression/sunken cover	20mm	Planned maintenance programme (Priority D)
	Link, Local Access and Minor Roads	Pothole/spalling	Outside of scope for intervention	Not applicable
		Gap/crack	Outside of scope for intervention	Not applicable
		Ridge, Hump, Depression/sunken cover	Outside of scope for intervention	Not applicable

Item		Defect	Category 2 defects	Response times
Footways and Cycleways	Category FW1, FW2 & FW3 footways Category CY1 & CY3 Cycleways	Trip/pothole/sunken cover	20mm depth (75mm across in any horizontal direction)	Planned maintenance programme (Priority D)
		Rocking slab/block	20mm vertical movement	Planned maintenance programme (Priority D)
		Open joint	>20mm wide and >25mm deep	Planned maintenance programme (Priority D)
		Depression	20mm depth (100mm x 50mm horizontally)	Planned maintenance programme (Priority D)
	All Other categories	Trip/pothole/sunken cover	20mm depth (75mm across in any horizontal direction)	Planned maintenance programme (Priority D)
		Rocking slab/block	20mm vertical movement	Planned maintenance programme (Priority D)
		Open joint	>20mm wide and >25mm deep	Planned maintenance programme (Priority D)
		Depression	20mm depth (100mm x 50mm horizontally)	Planned maintenance programme (Priority D)
Kerbs, Edging and Channels		Misaligned/ Loose/rocking	20mm horizontally/vertically	Planned maintenance programme (Priority D)
Verges		Sunken area adjacent and running parallel with c/way edge	Outside of scope for intervention	Not applicable

Item		Defect	Category 2 defects	Response times
Iron works	Carriageway	Gaps within framework (other than designed by manufacturer)	As c/w criteria	-
		Level differences within framework	As c/w criteria	-
		Rocking covers	Maximum height as c/w criteria	-
		Cracked/broken covers	Present	Risk assess by LHO
		Worn/polished covers	Present	Risk assess by LHO
	Footways / Cycleways	Gaps within framework (other than designed by manufacturer)	As f/w criteria	-
		Level differences within framework	As f/w criteria	-
		Rocking covers	Maximum height as f/w criteria	-
		Cracked/broken covers	Present	Risk assess by LHO
		Worn/polished covers	Present	Risk assess by LHO
	Verge	As footway/Cycleway above		
Flooding		Substantial running water across carriageway / footway / cycleway	~~Link and local access cat 2 only risk assess~~ Present	Risk assess by LHO
Drainage		Blocked gully (silted above outlet)	~~N/A~~ If no network restrictions / safety concerns	~~N/A~~ Risk assess by LHO
		Collapsed/blocked/settled items or systems	N/A If no network restrictions / safety concerns	N/A Risk assess by LHO

Item		Defect	Category 2 defects	Response times
Road Markings	Strategic Roads	Faded or worn markings	Where 30% loss of effective marking, refer to Road Markings and studs policy within Highways Standards and Enforcement Appendix F	Planned maintenance programme (Priority D)
	Main and Secondary Distributor Roads	Faded or worn markings	Where 50% loss of effective marking, refer to Road Markings and studs policy within Highways Standards and Enforcement Appendix F	Planned maintenance programme (Priority D)
	Link, Local Access and Minor Roads	Faded or worn markings	Where 70% loss of effective marking, refer to Road Markings and studs policy within Highways Standards and Enforcement Appendix F	Planned maintenance programme (Priority D)
	Footways and Cycleways	Faded or worn markings	70% loss of effective markings	Planned maintenance programme (Priority D)
Road Studs		Missing stud leaving hole	N/A	N/A
		Displaced road stud (not rubber insert) on carriageway, footway or cycleway, causing a hazard	N/A	N/A
Signs & traffic signals		Damaged/misaligned item causing a hazard	N/A	N/A
		Missing or obscured item causing a hazard	N/A	N/A
		Signals not operating correctly/malfunctioning	N/A	N/A
		Exposed wiring	N/A	N/A
		Missing door to item	N/A	N/A
		Item missing	N/A	N/A

Item	Defect	Category 2 defects		Response times
Street Furniture	Item damaged or misaligned causing a hazard	N/A		N/A
	Item missing causing a hazard	N/A		N/A
Hedges and trees	~~Unstable tree causing danger of collapse onto highway~~	~~N/A~~		~~N/A~~
	Overhanging tree leading to loss of height clearance over carriageway, footway or cycleway	Over Carriageway	<5.1m	Risk assess
		Over Cycleway	<2.7m	Risk assess
		Over Footway	<2.1m	Risk assess
Highway general	~~Oil/debris/mud/stones/gravel likely to cause a hazard~~	~~N/A~~		~~N/A~~
	Illegal signs	Not causing a safety hazard		Refer to HOS Appendix F
	Obstructions in the highway	N/A		N/A
	Obstructed sight lines	N/A		N/A
	Unauthorised ramps in carriageway	Not causing a safety hazard		Refer to HOS Appendix F
	~~Embankment and cuttings apparently unstable~~	~~N/A~~		~~N/A~~
Graffiti Removal from County Council owned assets	Graffiti will be removed from CCC owned assets that is: • offensive, gang related, insulting or against public interest • likely to encourage more graffiti or tagging • inappropriate for the location or out of keeping with the surrounding area • a cause of complaints to the Council • on a listed building or in a conservation area • libellous or potentially libellous •intimidating	For other graffiti types		To be reported to and removed by the environmental services department of local District/City Council in line with their procedures
Current contractor completion timescale from date of order D – Planned maintenance programme 13 weeks E – Planned maintenance programme 28 days ~~F – Planned maintenance programme 14 days~~				

Appendix C

Highway Operational Standards Communications Strategy

1. Executive Summary

1.1 This strategy supports the Highway Operational Standards (HOS). The Strategy sets out how the implementation of the asset management approach will be communicated to stakeholders and emphasises the benefits of asset management.

1.2 This strategy aims to provide information for use by Place and Economy staff, the Corporate Communications Team and Members.

1.3 This strategy is designed to provide a clear framework for relevant information associated with asset management to be actively communicated through engagement with relevant stakeholders in a consistent, co-ordinated and considered approach.

2. Background and Vision

2.1 The HOS intends to maximise the life of highway assets by adopting a longer term approach in the selection of schemes requiring maintenance interventions. Communication of this approach, as well as the way that work is undertaken needs to be in accordance with Local Government communication objectives, in particular the aims of the Cambridgeshire Highways Communications Strategy.

2.2 Activities delivered under the HOS can be split into three categories for the purposes of communications – planned, cyclic and reactive.

2.2.1 Planned activities include improvement schemes, planned maintenance works and other projects that have developed ahead of time.

2.2.2 Cyclic activities are the regular works that take place periodically. These include surface dressing, grass cutting, gully cleansing, weed treatments and gritting.

2.2.3 Reactive activities present the most common form of public interaction – reported potholes and other highway faults.

3. Objectives

3.1 Communications should be in line with the Cambridgeshire Highways Communications Strategy, with particular focus on the following elements:

- Communicating through a variety of channels
- Be clear about the level of influence stakeholders have
- Be open and make information available
- Use consistent messages
- Manage expectations
- Be digital by design and make use of corporate social media resources

In addition, communications should

- use Plain English (see guide here http://www.plainenglish.co.uk/free-guides.html)
- be tailored to their target audience or medium
- direct to further resources when appropriate
- be proactive about keeping the public informed about how 'their' money is being spent

3.2 Communications should align with Cambridgeshire County Council's ethos of community engagement, providing a consistent, friendly approach. In addition to the use of plain English, authoritative, demanding or absolute language should only be used when absolutely necessary.

3.3 Communication is proactive; the public is informed of planned work in advance and completed work is publicised, raising the profile of HOS activities.

4. Audiences

4.1 Engaging with stakeholders to understand their needs and expectations provides the information needed to determine and review the service of asset management activities.

4.2 Externally, the highway network is often of significant interest to the public, Local Members and the media. Internally, highway activities are of interest to Major Infrastructure Delivery (MID), Transport and Infrastructure, Policy and Funding (TIPF), and the Highways Service.

4.2.1 Reactive activities represent the majority of public interactions with the service. Communication in this area has been poor historically and represents a great opportunity to look at lessons learnt and make significant improvements.

4.2.2 Involvement of members will be either at a local member level through spokespersons or the relevant committee as appropriate. Whilst selection of highway maintenance work will be driven predominantly by condition criteria, the role of local members to challenge is vital in ensuring that local priorities are incorporated into delivery plans.

4.2.3 Communication advice can be sought from the Corporate Communications Team and any contact with media will be through the Corporate Communications Team. Consistent messaging will be essential and improved liaison internally will help achieve this.

4.2.4 Internally, staff can speak to the Corporate Communications Team to ensure staff across the organisation are aware of the work. A consistent programme of communications between the communications team and project teams should be considered a long term aim. Improved liaison between corporate communication, MID/TIPF and Highways staff should be considered an area for development.

4.3 Stakeholder analysis

Influence	High	***(Keep Satisfied)*** Department of Transport (DfT)	***(Key Players)*** Members Place and Economy/Highways Management Cambridgeshire Highways ~~Local~~ Media
	Low	***(Monitor)*** -	***(Keep Informed)*** Town and Parish Councils Local Community Groups General Public Contact Centre District Councillors
		Low	High
	Interest		

Table 1 – map of stakeholders scored against their influence and interest

5. Communication Tools and Activities

5.1 Cambridgeshire County Council must ensure it is working in an open and transparent way, asset management activities are of no exception. The Authority therefore needs to ensure a wide range of information is easily available, and accessible, to the public.

5.2 Cambridgeshire County Council must communicate how decisions are made in the assessment, programming and delivery of asset management activities, including maintenance works.

5.3 No additional branding is required for the HOS. All communications should adhere to the County Council's normal branding requirements.

5.4 Communications tools – Cambridgeshire County Council has a variety of communication processes in place to provide transparency in the planned, cyclic and reactive maintenance approach using a range of channels to reach as many audiences as possible. Please speak to the Corporate Communications Team for advice:

Engagement	Target	Tool	Regularity/details	Responsibility
Key Players	Members Place and Economy/ Highways Management Cambridgeshire Highways	Face to Face meetings	As required to discuss development and future changes	Highways Asset Manager/Assistant Director- Highways
Keep Informed	General public	Press releases	Key seasonal milestones, large consultations and notable changes to policy	Corporate Communications
		Letters to residents/ businesses	In advance of the work	Project manager in conjunction with corporate communications
		Highways Fault Reporting Tool	Every report made resulting in standard emails to customer.	Asset Systems Manager / Highways officers
		Social Media	Seasonal, end of projects etc. regular positive messages and engagement	Corporate Communications
		Website	In advance of the work and throughout	Information Services
	Contact Centre/District Councillors/Local Community Groups	Direct Email	Start of seasonal works, relevant projects, changes to policy etc.	Highways Officers
	Town and Parish Councils	LHO liaison	Daily/weekly as appropriate to establish new patterns of work	LHOs
Keep Satisfied	DfT	Web	Monthly statistics	Asset Systems Manager
		Direct report	As required for additional funding	Highways management
Monitor				

Table 2 – Table of audience related communication tools

5.5 Planned activities

5.5.1 On successful completion of a project / activity, liaise with the corporate communications team about promoting the work. In addition, a 'factsheet' has been developed to remind Highways staff to engage with members throughout planned works. This ensures members can help staff communicate our plans and decisions adequately to the public. All communications should be issued by the officer managing the works in conjunction with corporate communications. If works require a road closure, IHMC should be informed when the road is reopened.

5.5.2 Planned activities should all be included in the Highway Capital Maintenance Programme (HCMP). It has been noticed that there is potential to improve our communication regarding schemes within the HCMP. Because HCMP schemes are planned in advance there is an opportunity to inform stakeholders about the works in advance. A project is therefore under way to create an interactive, publically accessible map that shows all HCMP projects months in advance. The works will be colour co-ordinated and seen as 'pins' on a map detailing the extent of the works planned. Ensuring that this project is completed and kept up to date should be included as part of the HOS project.

~~**5.5.3** An accompanying downloadable HCMP could also be written for public consumption, with complex tables and figures confined to appendices. Press release and social media should announce updates to the HCMP.~~

5.6 Cyclic activities

5.6.1 ~~There is an existing communications plan associated with cyclic activities. The plan aligns with this strategy. Key stakeholders receive copies of planned schedules and a press release is arranged before the start of a work programme. For surface dressing, which has a higher profile due to traffic disruption, affected streets are published via the web and social media, with daily updates being directed through @cambs_traffic twitter feed held by IHMC and picked up by corporate Twitter and Facebook channels when appropriate. Full details can be found in the Cyclic Communications plan at the end of this appendix.~~ There is an existing communications plan associated with cyclic activities. The plan aligns with this strategy. Key stakeholders receive copies of planned schedules and liaison with the corporate communications team before the start of a work programme is vital.

5.7 Reactive activities

5.7.1 Cambridgeshire County Council has been taking fault reports online for over 4 years; however improvements have been identified through lessons learnt. Therefore a new improved Fault Reporting System is being implemented to allow residents to report a range of highway faults, such as potholes, signage, flooding, traffic lights and street lighting.

5.7.2 The new system answers much of the criticism levelled at the previous fault reporting site where users' responses suggested it was difficult to understand if work was being actioned or not due to poor communication feedback. The new system will improve on this and provide timely information about how a fault is being progressed on the site and via automated emails.

I

5.7.3 Feedback on the current system has been received from residents, local councillors from all tiers, as well as local citizen journalists and bloggers.

5.7.4 Improving the online fault reporting system will also help save the taxpayer money. The cost of recording a fault online is £0 compared to a reporting via the Contact Centre which costs up to £3. In 2013, the contact centre took over 17,500 calls which could have been dealt with by the customer online. Over a year we could therefore potentially save around £40,000.

5.7.5 The launch of the new system comes at a time when the Digital First agenda aims to reduce costs by encouraging people to use online local government services. The new Fault Reporting System will be tested for 1 month prior to an official launch. This offers local people the chance to give their views and feedback on the new site. For this a SmartSurvey has been set up to analyse responses. We want to make sure that the site works to its best ability and ensure all lessons learnt are incorporated into the new site.

5.7.6 Taking on board feedback and lessons, the new Fault Reporting System will include:

- Full screen mapping
- The app works on any device, including iPhone and Android devices
- You can attach a photo of the defect to your report
- Status updates are seamless and detailed
- Holistic customer experience, allowing redirection to other highways related services, for example street lighting.

5.7.7 Alongside the new Fault Reporting System, a further improvement has been identified. When reported faults are not scheduled to be fixed, due to them not reaching our intervention level criteria, a new webpage has been developed to detail these criteria in a more user friendly and accessible format. Currently, the HOS reactive maintenance intervention levels are appended to the HOS, an 81 page document. Many calls were being transferred to LHOs from people complaining that their reported issue isn't being fixed, therefore this new page details simply our intervention levels, reducing these calls.

5.7.8 The more accessible and user friendly process of reporting a highway fault to the authority will ensure we act in an open and transparent way, as set out in the objectives above. By acting in an open way, the decision making process for reactive activities is clear. Making our intervention levels accessible and creating a 'one stop shop' for all highway issues demonstrates how the authority makes its decisions and communicates this clearly to the customer. This also helps to manage expectations.

5.7.9 With the new Fault Reporting System in place, users will not have to manually track their reported fault. Instead, a traffic light system will be used with green, yellow, amber and red pins. At each stage an automated email will also be sent informing the reporter of how we are progressing and next steps.

5.7.10 The aim of this new system is ultimately to demonstrate the challenging financial constraints the authority is facing, making the best use of the available funds which ultimately keeps the whole network in the best condition possible.

5.7.11 Highway defects are a major area of requests for the service and can include complaints or claims. This new process will improve our quality of communication providing a high quality service.

6. Risks

6.1 Resources – with HOS changes affecting an extremely wide range of activities, it is vital that any communication plan is consistently achievable with the resources available.

6.2 Raised expectations – the direction proposed by this strategy increases the amount of information given to the public about work being undertaken on Cambridgeshire's highways. It is important to ensure that this does not create an appetite for further communication that would place an unreasonable burden on services.

6.3 Data integrity – with a drive towards digital by design and the use of online mapping to demonstrate planned and potentially cyclic activities, it is vital that digital records are kept in one place and that is the source referred to by all parties. Officer use of individual or offline records is likely to result in misinformation for the public.

Cyclic communication plan

Workstreams

1. Green Maintenance
2. Winter Maintenance
3. Gullies/Flooding
4. Surface Dressing

Levels of communication – in conjunction with corporate communications team

- County
  - Countywide information
  - ~~Press releases ("That time of year again", facts, promotion)~~
  - Generic – sent to all Council levels and areas
- Parish / Town
  - Drawn from works programme
  - Targeted to individual parishes
  - Specific information sent to specific Councillors
- Street
  - Letter drop to residents
  - On street signage
  - Works process leaflet (from contractor) to residents
- Road user
  - IHMC daily tweet of roads affected by works

Set up

Establish distribution lists (groups that need contacting e.g. emergency services etc.) for each work stream with business support. Business Support should then manage the lists to keep them up to date (changes to councillors, staff etc), but Network Management remain responsible for asking for groups to be added/removed.

1. 'Green' Maintenance (grass cutting, tree works, weed spraying)

Start of programme:

- Create works program with locations and intended dates. Append the following statement and save to pdf. "The programme shown here is for guidance only and should not be published as definite. Work can be affected by a number of factors including weather conditions and the date or duration of works is subject to change without notice."
- Send pdf to business support for distribution to affected County, District and parish Cllrs, LHOs etc. (as per agreed distribution list).
- ~~Contact corporate communications to arrange a positive press message about the programme – "With recent rainfall and the approaching summer, the County Council is springing into action to keep highway verges trim and trees under control…"~~ Liaise with corporate communications about how to positively get the message across about the programme

Daily during programme
If any works are likely to cause a delay, ensure that notification is sent to ihmc@cambridgeshire.gov.uk for twitter

2. Winter Maintenance

Start of programme

- Make sure the gritting maps (interactive and pdf) online are up to date for the season
- Liaise with ~~Contact~~ corporate communications to arrange ~~positive press~~ messages about winter maintenance ~~– "The County Council's fleet of gritters stands ready to keep Cambridgeshire moving if cold weather draws in…" ensure that this release mentions the ability to check routes online and the work of winter volunteers~~

Daily

- If gritting takes place, email ihmc@cambridgeshire.gov.uk and communications@cambridgeshire.gov.uk to keep them informed. Make sure this includes requests for winter volunteers

3. Gullies/Flooding

Start of programme

- Create works programme with locations and intended dates. Ensure the public is aware the "The programme shown here is for guidance only and should not be published as definite. Work can be affected by a number of factors including weather conditions and the date or duration of works is subject to change."
- Send pdf to business support for distribution to affected County, District and parish Cllrs, LHOs etc. (as per agreed distribution list)
- Contact corporate communications ~~to arrange a positive press message about the programme – "The heavy rainfall in recent seasons underlines the important work of ensuring that our roads drain properly…"~~ to arrange messages about the programme daily

Daily
Send updates on any flooding to ihmc@cambridgeshire.gov.uk and communications@cambridgeshire.gov.uk (in line with normal flood procedure)

4. Surface Dressing

Start of programme

- Works programme with locations and intended dates uploaded on the CCC corporate website prior to works commencing informing stakeholders of our intended schedule. This will be updated on a weekly basis as work can be affected by a number of factors including weather conditions and the date or duration of works is subject to change.
- Send pdf to business support for distribution to affected County, District and parish Cllrs, LHOs etc. (as per agreed distribution list).
- Contact corporate communications to arrange ~~a positive press~~ messages about the programme. ~~– "The County Council is about to begin its annual programme of surface dressing…"~~
- A new information leaflet has been created to help our pro-active engagement with properties affected by the works. Homes adjacent to the works will receive a 'what to expect' leaflet with FAQs.
- Increased number of signs will be erected on site around two weeks ~~7 days~~ before works begin with a letter from Skanska detailing the dates of the works.
  ~~Daily updates on the resurfacing programme will be posted on twitter @cambs_traffic and the Council's Facebook page~~

Appendix D

Road Condition Index - RCI

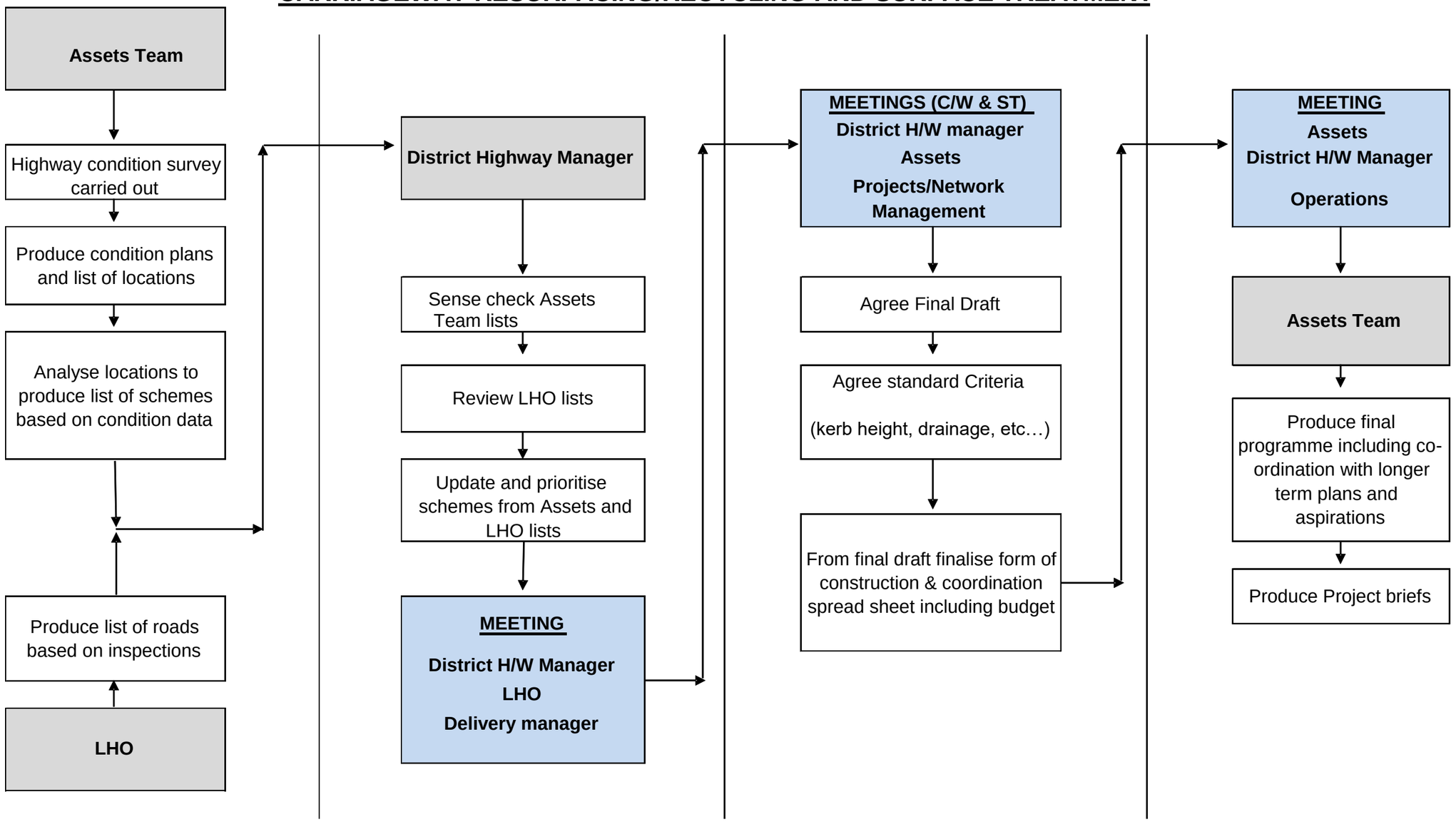
RCI Score Range	RCI Road Condition Description	RCI Road Condition Description
Between 0 & 40 Green	Good Condition	Minor defects and/or deterioration
Between 40 & 80 Yellow ~~Amber 2~~	Plan investigation soon	Moderate defects and/or deterioration present)
Between 80 & 100 Amber ~~1~~	Plan investigation soon	Significant defects and/or deterioration present)
100 + Red	Plan maintenance soon	Major defects and/or deterioration

Bridge Condition Index - BCI

BSCI Range	Bridge Stock Condition based on BSCIav	Bridge Stock Condition based on BSCIcrit
100–95 Very Good	Bridge stock is in a very good condition.	Very few critical load bearing elements may be in a moderate to severe condition. Represents very low risk to public safety.
94–85 Good	Bridge stock is in a good condition	A few critical load bearing elements may be in a severe condition. Represents a low risk to public safety.
84–65 Fair	Bridge stock is in a fair condition	Wide variability of conditions for critical load bearing elements, some may be in a severe condition. Some bridges may represent a moderate risk to public safety unless mitigation measures are put in place.
64–40 Poor	Bridge stock is in a poor condition	A significant number of critical load bearing elements may be in a severe condition. Some bridges may represent a significant risk to public safety unless mitigation measures are put in place.
39–0 Very Poor	Bridge stock is in a very poor condition.	Many critical load bearing elements may be unserviceable or in a dangerous condition. Some bridges may represent a high risk to public safety unless mitigation measures are put in place.

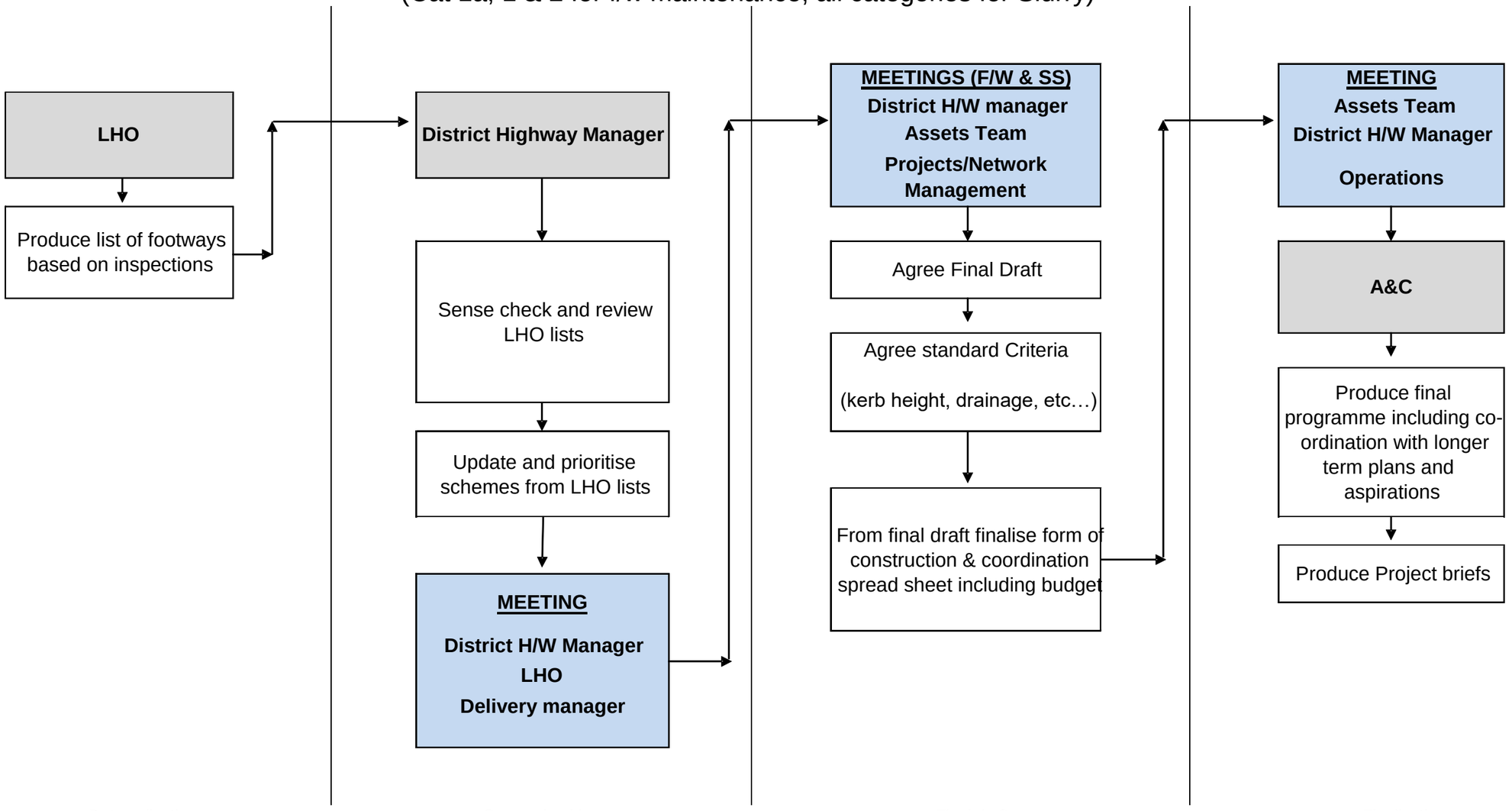
Appendix E

CARRIAGEWAY RESURFACING/RECYCLING AND SURFACE TREATMENT

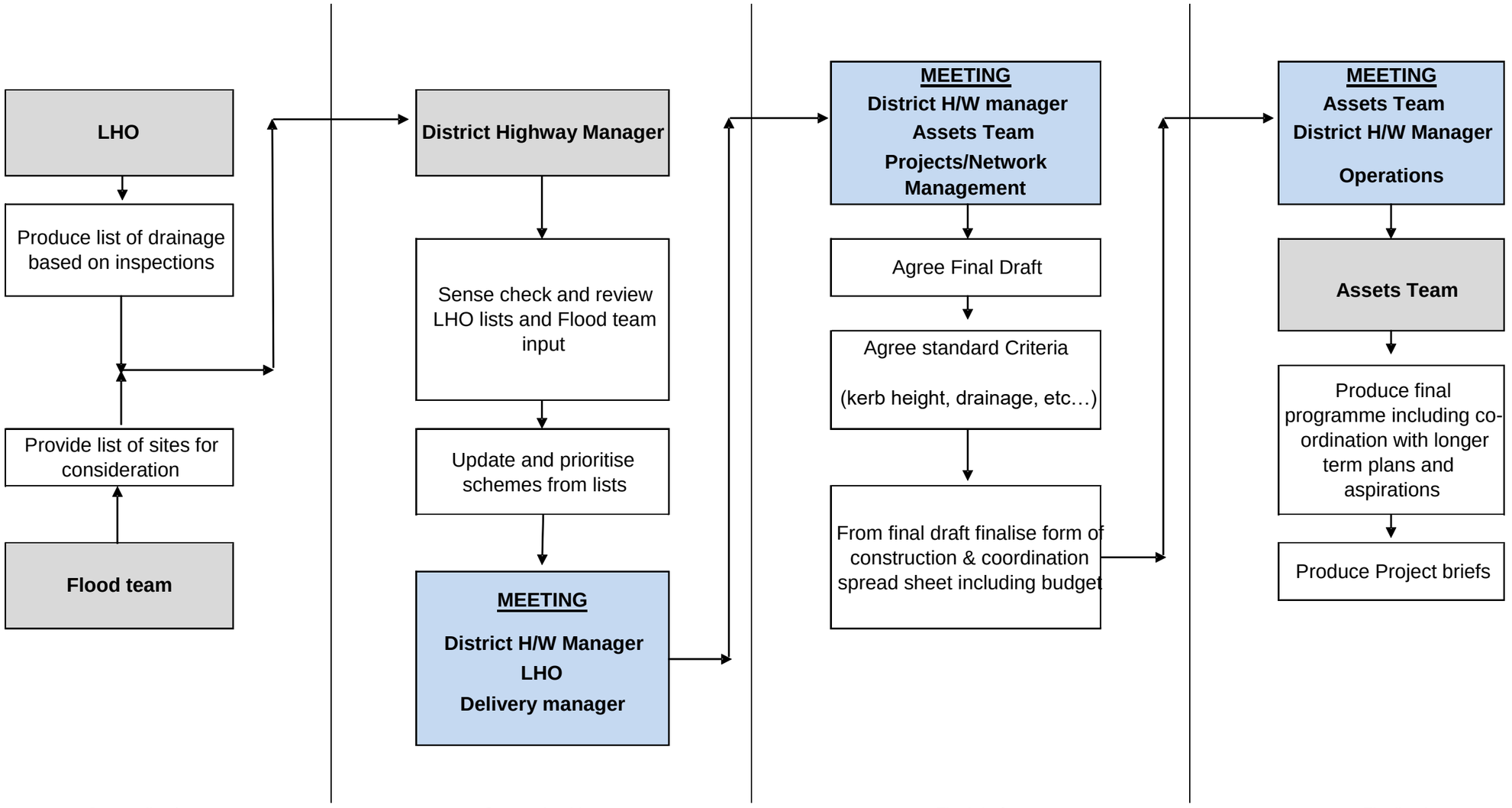


FOOTWAY/CYCLEWAY RESURFACING & SLURRY SEALING

(Cat 1a, 1 & 2 for f/w maintenance; all categories for Slurry)



DRAINAGE


LHO
Produce list of drainage based on inspections
Provide list of sites for consideration
Flood team
Data collection
District Highway Manager
Sense check and review LHO lists and Flood team input
Update and prioritise schemes from lists
MEETING
District H/W Manager
LHO
Delivery manager
Sense checking
MEETING
District H/W manager
Assets Team
Projects/Network Management
Agree Final Draft
Agree standard Criteria
(kerb height, drainage, etc…)
From final draft finalise form of construction & coordination spread sheet including budget
Final draft
MEETING
Assets Team
District H/W Manager
Operations
Assets Team
Produce final programme including co-ordination with longer term plans and aspirations
Produce Project briefs
Finalisation

Appendix F

Cambridgeshire County Council's

Highway Standards and Enforcement

Revised April 2018 ~~February 2017~~

Cambridgeshire County Council

Highway Standards and Enforcement

CONTENTS

1. Introduction

This document sets out the standards that apply to the operation of the highway network in Cambridgeshire excluding the rights of way network, motorways and trunk roads. The document identifies areas of highway enforcement and the process by which the enforcement is undertaken.

The Standards and Enforcement document has been drafted to contain standards that are necessary to:

- ensure safety
- comply with legislation
- manage the risk of litigation or claim
- protect the council's reputation
- encourage investment by third parties
- embrace the Localism agenda
- focus on local priorities

This is Cambridgeshire County Council's list of standards related to the operation of the highway. Whilst we have endeavoured to capture the majority of topics, the list is by no means exhaustive. Each standard provides a statement of intent and where appropriate links to the available supporting documentation ~~standard forms~~ and guidance as appropriate.

2. A-Boards

A-Boards may require planning permission from your District or City Council. A-boards should be on private land off the Highway, or within the tables and chairs enclosure (subject to having a valid table and chair licence) to:

- Minimise clutter
- Support traffic management
- Promote safety
- Support local business

Cambridge City Council are responsible for the management and enforcement of A-boards with Cambridge City.

3. Abandoned Vehicles on the highway

Vehicles that are abandoned on the public highway are dealt with by the Environmental Health Department of the local District or City Council.

4. Access Protection

Access protection markings will normally only be permitted where the access has the necessary planning permissions (if required), a properly constructed footway crossing and dropped kerb and there is sufficient area of off-street parking available appropriate

to the length of marking requested. The property owner is expected to meet the cost of providing and maintaining any requested access protection marking.

Within locations where area wide parking controls are applied in line with county parking policy, existing access protection markings will be replaced by an ‘at any time’ waiting prohibition (double yellow lines) to facilitate parking enforcement, if required.

Access protection markings are white 'H' shaped lines painted onto a road and situated in front of accesses to highlight dropped kerbs to other road users. They may be used to highlight any type of access or uncontrolled crossing point including vehicle accesses to properties (vehicle crossovers).

The marking is normally provided where the presence of a driveway is not obvious and the blocking of drives occurs on a regular basis by drivers other than residents. Anyone who applies for this facility is required to provide evidence of persistent problems in the form of photos, dates, times and if relevant, police incident report numbers.

As the markings are not legally enforceable, they should be used sparingly, and only where a problem is isolated and a Traffic Regulation Order could not be justified or easily enforced.

In the unlikely event that lines are removed due to resurfacing or excavations in the road we will try to replace them but cannot guarantee to do so. Repainting of APM’s will be undertaken as part of planned routine maintenance where possible.

Please note that there is a non-returnable fee for processing this service, and we will need payment before carrying out our investigations.

5. Banners on the Highway

Banners over the highway must be licensed. Applications will be considered for events organised to provide effective publicity for local charitable, cultural and educational events. Consent will not be given to any banner containing direct commercial or sponsorship advertising.

All banner licences will be subject to the applicant providing a minimum public liability indemnity of £5,000,000. The applicant must also provide a method statement for the erection of the banner, an emergency contact whilst the banner is in place and agreement that the erector of the banner will meet all costs incurred by the Highway Authority should it need to attend to the banner.

Flags or Sails attached to lamp columns do not require a licence but must have the approval of Cambridgeshire County Council’s Street Lighting service provider, who will ensure that the structure of the column is appropriate.

6. Bollards and Marker Posts

Bollards and marker posts may be installed on the highway to prevent vehicle overrun of footways or to define changes in carriageway alignment at sites where there is evidence of a safety problem.

Highway Authority approval must be obtained in writing, please contact the local highway officer for advice and guidance in the first instance.

7. Commuted Sums

Commuted sums will be paid to the council to support any increased cost of maintaining the adopted highway due to a development. Section 38(6) and 278(3) of the Highways Act 1980 provides the power to seek commuted sums from developers.

The council will require a commuted sum to cover the following adoptable items:

- where the materials chosen have a higher maintenance cost than those of conventional materials, this may include higher levels of street lighting than the standard specification
- additional highway features only required due to the development; examples being structures and traffic signals
- additional areas not required for the safe operation of the highway; an example would be trees or grassed areas beyond a required visibility splay
- Sustainable Drainage Systems (SuDS) and soakaways

Where the existing network is modified due to 3rd party works a commuted sum will be payable by the 3rd party for any increase in maintaining the highway.

The table below shows the current charges for 2017/18. Unless otherwise stipulated, commuted sums shall be calculated following the principals of the CSS (ADEPT) publication 'Commuted Sums for Maintaining Infrastructure Assets' Guidance Document.

Some charges are detailed on the council's website, under Economy, Transport and Environment Non-Statutory Fees and Charges.

	Item	Unit/Basis for calculation	Notes
1	Non-standard surface materials	m^2	1 off replacement cost
2	Non-essential street furniture	Works cost	1 off replacement cost
3	Trees	Each £570	
4	Soakaways	Each £5,314	
5	SuDS	Works cost	
4	Shrub beds/grass/landscaping	20 years maintenance	
5	Intelligent Transport Systems (ITS) inc.traffic signals/junctions /crossings & electronic signs	20 years maintenance plus one replacement of equipment	Refer to Place and Economy (formally ETE) Fees and Charges

6	Traffic calming	20 years maintenance plus one replacement of non-standard features	Expected life of asset
7	Bridges, tunnels, subways, culverts, retaining walls, head walls, sign and signal gantries, geotextile engineered embankments, fords, causeways and cattle grids	ADEPT guidance: (Commuted sums for maintaining infrastructure assets)	Designed for a 120 year lifespan

8. Disabled Parking Bays

In residential areas, applications for disabled parking bays will only be considered where the following conditions exist:

- the applicant has no access to suitable off-road parking facilities
- the applicant holds a Blue disabled drivers badge
- the applicant is either the driver of the vehicle or the driver is resident at the same address as the applicant
- that a suitable location for the disabled bay can be found that is acceptable in terms of achieving a balance of parking provision
- ~~that the application is supported by the local county councillor and the parish council (outside Cambridge)~~

Bays will not be provided in locations that may compromise public safety such as:

- on a bend
- on a brow of a hill
- close to a junction
- within a turning head of a cul-de-sac
- where the road is too narrow (less than 5.5 metres)
- where parking is already prohibited e.g. on yellow lines, zigzag lines etc

If, for any reason, a disabled bay is no longer required in a particular street, it may be removed if:

- there is pressure for the space to be made available for other users; and
- ~~its removal is supported by the parish council or in the case of streets in Cambridge, by local county councillor.~~

There are 2 different types of Disabled parking bay, these are the Advisory Disabled Bay and the Mandatory Disabled Bay the Highway Authority will assess each application to decide which bay is most appropriate.

9. Encroachment and obstruction

Any allegation of an encroachment/obstruction onto/on a highway will be notified to the land owner requesting appropriate action to remove the encroachment.

10. Gating Orders

Powers to close alleyways were first introduced by the Countryside and Rights of Way Act 2000 (CROW Act 2000); this enables alleyways, which are also Public rights of way, to be closed through 'special extinguishment and diversion orders' and gated for crime prevention reasons.

For a route to be eligible it must lie within a designated crime area, the application procedures for which are set out under the CROW Act. It is unlikely that any areas within Cambridgeshire would meet a request for such a designation. Such orders do not enable alleyways to be gated expressly to prevent anti-social behaviour (ASB) and they exclude many alleyways that are public highways but not recorded as rights of way. Also, under these provisions the removal of rights of passage is irrevocable.
PUBLIC SPACE PROTECTION ORDERS (PSPOs)

Public spaces protection orders (PSPOs) are intended to deal with a specific nuisance or problem in a particular area that is detrimental to the local community's qualify of life, by imposing conditions on the use of that area which apply to everyone. PSPOs are dealt with by the local District or City Council. PSPOs were introduced in October 2014 by the Antisocial Behaviour, Crime and Policing Act 2014 and replace Gating Orders under section 129A of the Highways Act 1980.

General Principles

A PSPO is made by a Local Authority if satisfied that two conditions are met. Firstly, that

(i) activities carried out in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality; and
(ii) (ii) it is likely that activities will be carried out in a public place within that area and that they will have such an effect.

Secondly the restrictions imposed by the notice are justified if the activities are of a persistent, unreasonable nature.

A PSPO is an order that identifies the public place and prohibits specified activities in the restricted area and/or requires specified actions by persons carrying on specified activities in that area. The order may not have effect for more than 3 years and the Local Authority must consult with the chief officer of the police and the local Highway Authority before making an order.

Special extinguishment or diversion orders that remove the highway status of an alleyway, for crime prevention reasons, should continue to be made under the provisions of the CROW Act 2005 if a Secretary of State crime area designation can be achieved.

Temporary gating orders for crime or ASB prevention reasons, should be made under the Clean Neighbourhoods and Environment Act 2005 (Sections 129A to 129G of the Highways Act 1980).

Restrictions on Public Rights of Way

PSPOs are not the only solution to tackling crime and ASB on certain highways. Before proposing an order, consideration must be given to whether there are alternative measures that may be more appropriate for tackling the specific problems, which do not involve gating the highway. Government advice gives examples of the installation of security lighting and CCTV. PSPOs should be seen as a last resort.

Cambridgeshire County Council will only consider the use of a PSPO in the following circumstances:

i) when alternative solutions for tackling the specific problems being experienced, such as the installation of security lighting, CCTV, increased police officer surveillance or neighbourhood watch, have been fully investigated or tried and have been found to be ineffective or prohibitively more costly than erecting a barrier.
ii) on public highways (generally urban alleyways) where it can be shown that persistent crime and/or serious ASB is occurring and is expressly facilitated by the use of the public highway;
iii) where the order will not restrict the public right of way over a highway for the occupiers of premises adjoining or adjacent to the highway.
iv) where the order would not restrict the public right of way over a highway that is the only or principal means of access to a dwelling.
v) where the order will not restrict the principal means of access to premises used for business or recreational purposes during periods when the premises are normally used for those purposes.

Cambridgeshire County Council will expect any consultation to demonstrate that all the above can be met through documented evidence.

It should be remembered that the orders are not meant to be permanent solutions. If a PSPO is made then they may not have effect for a period of more than 3 years so that the effect of the order and other factors such as action to combat the sources of the ASB or a change in local circumstances such as redevelopment can be assessed and a decision taken as to whether the order needs to be varied or revoked.

11. Grit and Salt Bins

All grit/salt bins will be provided by the City/Town/Parish Council and located, at the agreed location, by the relevant Highway Area office.

The bin will be filled and replenished when resources are available. CCC will replace/repair any bin that was not bought by the City/Town/Parish Council prior to 2009. However, before the bin is replaced, CCC will assess its usage and make a judgment if it is still required and if it is, CCC will provide one. Future repair/replacement will be the responsibility of the City/Town/Parish Council.

It will be the responsibility of the City/Town/Parish Council to repair/replace any bin they have purchased after 2009 and those that have been replaced by CCC as detailed

above. Requests that come in from a City/Town/Parish Council to position/fill bins on un-adopted roads will be considered only if the street is subject to a Section 38 agreement. The provision/filling/replenishment of the bin will be as described above. The positioning of the bin will be agreed by both the developer and CCC in order that the bin will not require repositioning on adoption.

12. Hanging Baskets

Hanging baskets provided by third parties may be permitted on street lighting columns with the approval of Cambridgeshire County Council's Street Lighting service provider, who will ensure that the structure of the column is appropriate and that the baskets would not interfere with the safe and convenient passage of highway users. The installation and maintenance of hanging baskets must be the responsibility of the third party who must provide evidence of the necessary level of public liability indemnity insurance.

13. Heavy Commercial Vehicle (HCV) Access Restrictions

Local Freight Issues

HGV movements can have a detrimental impact on local communities in terms of environmental intrusion and the perception of road safety. HGV traffic on Cambridgeshire's trunk 'A' roads is almost three times the national average and on non-trunk main roads it is 76% above the national average.

Enforcement

The Police are responsible for the enforcement of any existing Weight Limits.

What can be done to prevent HGV's from using certain roads

It is difficult to restrict the movement of HGV's as they are permitted to use any classification of road for access and deliveries even if there is a Weight Restriction in place (unless it is a structural weight limit e.g. weak bridge weight). As a main through route, HGV's are directed to use the most appropriate route via motorways, dual carriage ways and main roads.

The County Council's adopted advisory freight route map is intended to inform and influence decisions taken by HGV drivers when passing through the county or requiring access to sites within.

The map has been prepared to reflect the current situation on the network. The main HGV routes and abnormal load routes through the county have been identified, together with recommended access routes to sites that generate a significant number of HGV movements and existing physical and traffic regulation order HGV restrictions. The map can be viewed on our website.

HGV's are permitted to use any classification of road for access and deliveries. Only in exceptional traffic management circumstances can we consider the use of a Weight Limit Traffic Regulation Order (TRO) to reduce the movement of HGVs via structural restrictions (e.g. Weak Bridge) and environmental restrictions.

Implementing regulatory HGV management measures requires the making of a legal order, which involves a statutory consultation process that requires the Highway Authority to advertise, in the local press and on-street, a public notice stating the proposal and the reasons for it. The advert invites the public to formally support or object to the proposals in writing within a 21 day notice period. Should any objections be received then a report would go before Members for decision. The cost of the legal process is approximately £1,000. The cost of the signs will depend on the size and complexity of the limit. There is no existing Council funding available to introduce any new weight limits, therefore external funding would need to be identified by the requesting party

Advisory Signing

Advisory signs indicating that a road is not suitable for HGV's will not be considered for use on A and B class roads. Signs will only be considered on other roads if a survey shows that more than 10% of vehicles using the road are HGV's, without legitimate access. There is currently no existing Council funding available to carry out a survey or install new signs on the road, and therefore external funding would need to be identified by the requesting party.

Other options available to residents and communities

If particular haulage companies can be identified who continue to use the road as a through route when another main route is available, then we can contact them, making them aware that complaints from residents have been received, and advising them to use another route.

Regulatory HGV Management measures

Assessment

Any measures applied to the county road network to management HGV movements should:

- accord with the advisory freight route map
- accord with parking policies, if related to HGV parking matters
- be developed in partnership with local communities and the haulage industry using the strategy assessment process (Diagram 1)
- consider all options with formal restrictions being the last resort unless necessary on structural grounds e.g. weak bridge weight restriction

The exposure index, which forms part of the assessment process, is intended to provide some benchmark comparator upon which to form a judgment over the degree of impact resulting from HGV movements in communities. It is recognised that it is, to some degree, subjective in nature but it is also recognised that no index will satisfy all conditions.

It is expected that local communities will be closely involved in the decision making process but where regulatory management measures are proposed through a traffic regulation order process, the final decision will rest with the county council.

Diagram 1

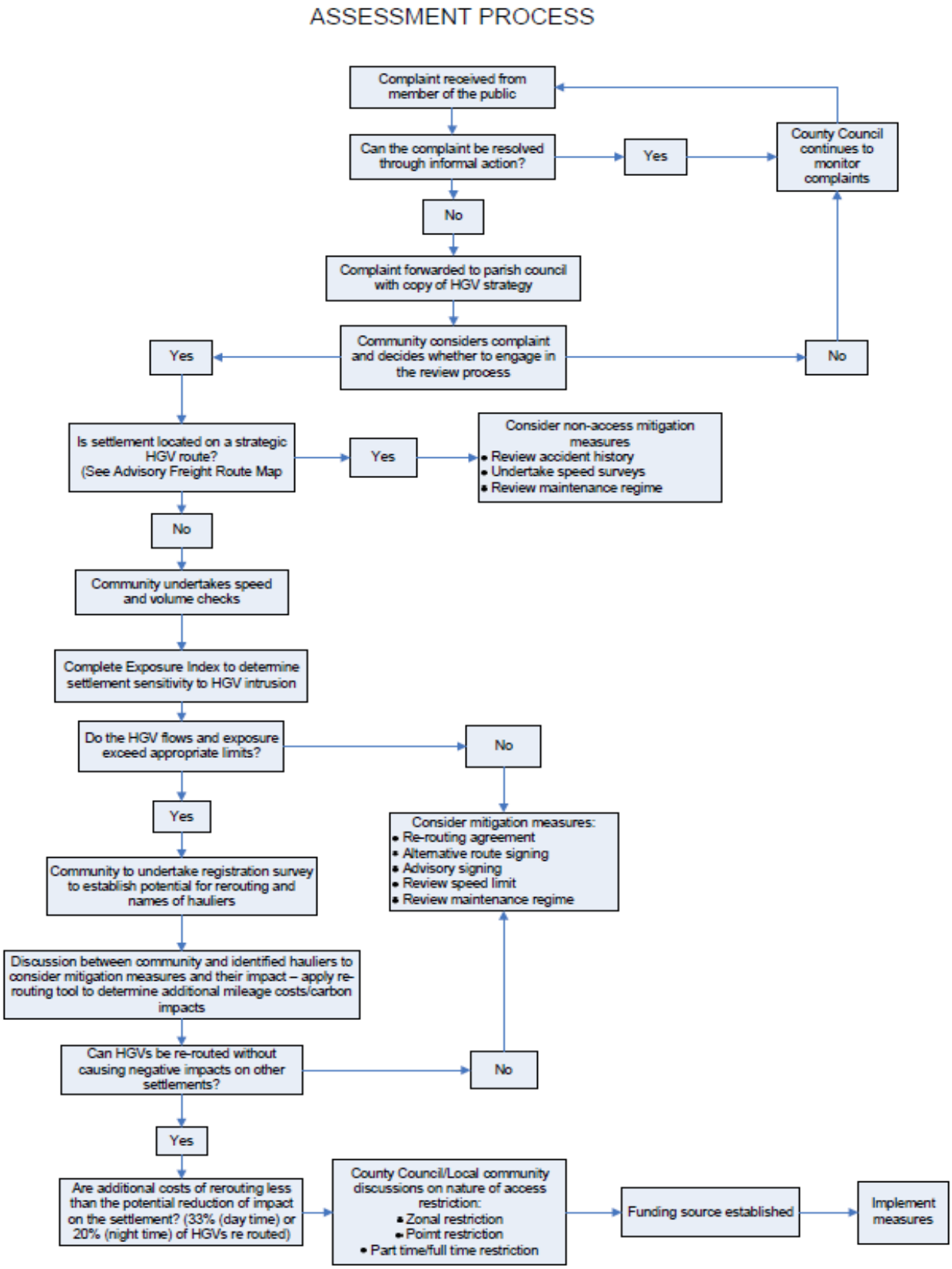

ASSESSMENT PROCESS
Complaint received from member of the public
Can the complaint be resolved through informal action?
Yes
County Council continues to monitor complaints
No
Complaint forwarded to parish council with copy of HGV strategy
Community considers complaint and decides whether to engage in the review process
Yes
No
Is settlement located on a strategic HGV route? (See Advisory Freight Route Map
Yes
Consider non-access mitigation measures
• Review accident history
• Undertake speed surveys
• Review maintenance regime
No
Community undertakes speed and volume checks
Complete Exposure Index to determine settlement sensitivity to HGV intrusion
Do the HGV flows and exposure exceed appropriate limits?
No
Yes
Consider mitigation measures:
• Re-routing agreement
• Alternative route signing
• Advisory signing
• Review speed limit
• Review maintenance regime
Community to undertake registration survey to establish potential for rerouting and names of hauliers
Discussion between community and identified hauliers to consider mitigation measures and their impact – apply re-routing tool to determine additional mileage costs/carbon impacts
Can HGVs be re-routed without causing negative impacts on other settlements?
No
Yes
Are additional costs of rerouting less than the potential reduction of impact on the settlement? (33% (day time) or 20% (night time) of HGVs re routed)
County Council/Local community discussions on nature of access restriction:
• Zonal restriction
• Poimt restriction
• Part time/full time restriction
Funding source established
Implement measures

Diagram 2

Environmental Sensitivity Criteria

Carriageway Width	Score	Description
Less Sensitive	0	Wide carriageway throughout - over 7.3m along entire length
	1	85% of carriageway width ≥7.0m
	2	85% of carriageway ≥6.8m
	3	85% of carriageway ≥6.6m
	4	85% of carriageway ≥6.4m
	5	85% of carriageway ≥6.0m
	6	85% of carriageway ≥5.8m
	7	85% of carriageway ≥5.6m
	8	85% of carriageway ≥5.4m
	9	85% of carriageway ≥5.2m
More Sensitive	10	85% of carriageway ≥5m

Footway Width	Score	Description
Less Sensitive	0	Wide footways throughout ≥4.00m along entire length
	1	Footways on both sides - 85% width ≥3.5m
	2	Footways on both sides - 85% width ≥3m
	3	Footways on both sides - 85% width ≥2.5m
	4	Footways on both sides - 85% width ≥2m
	5	Footways on both sides - 85% width<2m
	6	Footway on one side of carriageway only - 85% width ≥3m
	7	Footway on one side of carriageway only - 85% width ≥2.5m
	8	Footway on one side of carriageway only - 85% width ≥2m
	9	Footway on one side of carriageway only - 85% width <2m
More Sensitive	10	No footway along at least 15% of the entire length

Proximity of property frontage (i.e. front/rear door of property to kerb line)	Score	Description
Less Sensitive	0	10% or less of frontages <2m from carriageway
	1	15% of frontages <2m from carriageway
	2	20% of frontages <2m from carriageway
	3	25% of frontages <2m from carriageway
	4	30% of frontages <2m from carriageway
	5	35% of frontages <2m from carriageway
	6	40% of frontages <2m from carriageway
	7	45% of frontages <2m from carriageway
	8	50% of frontages <2m from carriageway
	9	25% of frontages <1m from carriageway
More Sensitive	10	50% of frontages <1m from carriageway

Total number of building frontages along route	Score	Description
Less Sensitive	0	Low number of frontages - fewer than 10
	1	Total number of frontages ≥10 <20
	2	Total number of frontages ≥20 <30
	3	Total number of frontages ≥30 <40
	4	Total number of frontages ≥40 <50
	5	Total number of frontages ≥50 <60
	6	Total number of frontages ≥60 <80
	7	Total number of frontages ≥80 <100
	8	Total number of frontages ≥100 <120
	9	Total number of frontages ≥120 <150
More Sensitive	10	High number of frontages - greater than 150

Average two-way pedestrian+cycle count (at 500m intervals or mid-point along route)	Score	Description
Less Sensitive	0	Low number of pedestrians+cyclists - fewer than 15/hour
	1	Total number of pedestrians+cyclists ≥15 <25
	2	Total number of pedestrians+cyclists ≥25 <35
	3	Total number of pedestrians+cyclists ≥35 <45
	4	Total number of pedestrians+cyclists ≥45 <55
	5	Total number of pedestrians+cyclists ≥55 <65
	6	Total number of pedestrians+cyclists ≥65 <75
	7	Total number of pedestrians+cyclists ≥75 <85
	8	Total number of pedestrians+cyclists ≥85 <95
	9	Total number of pedestrians+cyclists ≥95 <105
More Sensitive	10	Total number of pedestrians+cyclists > 105

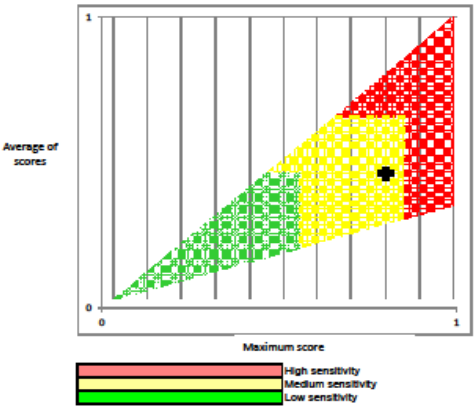
Average sensitive locations fronting the route per kilometre	Score	Description
Less Sensitive	0	School/nursery/shop/playground/sheltered housing: No sites
	1	School/nursery/shop/playground/sheltered housing: 1 site per kilometre
	2	School/nursery/shop/playground/sheltered housing: 2 sites per kilometre
	3	School/nursery/shop/playground/sheltered housing: 3 sites per kilometre
	4	School/nursery/shop/playground/sheltered housing: 4 sites per kilometre
	5	School/nursery/shop/playground/sheltered housing: 5 sites per kilometre
	6	School/nursery/shop/playground/sheltered housing: 6 sites per kilometre
	7	School/nursery/shop/playground/sheltered housing: 7 sites per kilometre
	8	School/nursery/shop/playground/sheltered housing: 8 sites per kilometre
	9	School/nursery/shop/playground/sheltered housing: 9 sites per kilometre
More Sensitive	10	School/nursery/shop/playground/sheltered housing: >9 sites per kilometre

Example

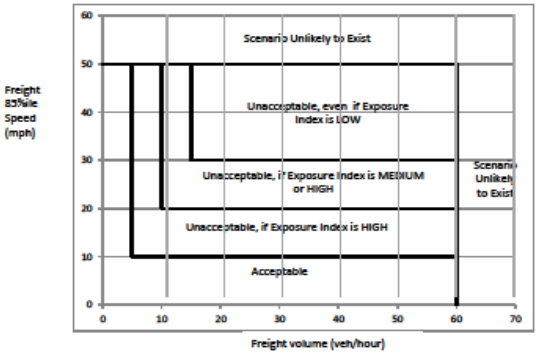
Criteria	Score (max 10)
Carriageway Width	3
Footway Width	4
Frontage to Footway Distance	1
Number of Frontages along Route	6
Typical Pedestrian Count	7
Schools	8

Allocation of Site to Sensitivity Group

Average of scores	4.67
Maximum score	8



This allows one very high score but other low scores to still be considered a high risk
This allows three fairly high scores to be collectively considered a high risk



14. Highway Charges

Charges are made for various elements of Network Management work and are displayed on the County Council website. These will be amended annually in line with the index associated with each charge.

15. Highway Scheme Funding

Third Party Funding of Highway features
Privately funded highway features may be installed on the public highway in the following circumstances:

- there is a safety problem which the proposed feature(s) would be expected to address;
- the proposed feature(s) could be installed safely (as demonstrated by a positive Safety Audit process);
- the provision of the proposed feature(s) would comply with current County Council policy;
- the proposed feature(s) are acceptable to the local community.

Local Highway Improvements
To assist communities in improving their local highways, the County Council provides funds annually towards improvement projects. Communities can enter an application for this funding, which will be assessed by an advisory panel of County Councillors for each District Council area of Cambridgeshire. The panels will take into account the views of local Parish Councils, before making recommendations on allocating the funding, so applicants should make sure they can demonstrate local support for their project before applying.

16. Horses on the Highway

If a horse/s is straying on the highway this should be reported to the police. If there is no danger of the horse getting on to the road but the horse is clearly sick, distressed or injured it should be reported to the RSPCA.

17. Indemnity for Highway Works

Any work the highway authority authorises on the county road network by a third party, other than a public utility of their agents, will be conditional on the third party demonstrating that it has in place public liability indemnity up to a minimum value of £5m for each and every potential claim.

18. Kerbing

Kerbing, subject to approval in writing from the County Council, may be provided in the following circumstances:

- As part of a Highway Capital Maintenance Programme project;
- Where required to protect pedestrians from vehicular over run of footway areas;

- To assist with drainage;
- To support the edge of the carriageway.

19. Memorials and Floral Tributes on the Highway

General

Any ban on the placing of road side tributes following fatal accidents would be difficult to enforce and potentially insensitive. In recognition of a possible need for bereaved relatives to visit the scene of an accident as part of the grieving process, any request from the police for traffic management support during any site visit for the purposes of placing a tribute will be treated sensitively and will be provided free of charge.

Floral Tributes

Any floral tributes left at the site should be allowed to remain for a period of not less than14 days, but generally not more than 30 days. The relevant District Highways Manager should arrange for collection and disposal at the end of the period. Sensitivity must be shown, with the bereaved being given the option of receiving any non-floral tributes which may be placed along with flowers.

Roadside Memorials

Roadside memorials, including 'green' memorials such as shrubs and bulb planting, should be discouraged as a matter of principle to address the potential safety risks associated with repeat visits. While some memorials may be very discreet and in allocation where they will not create any problem, the majority of situations will have some form of potential hazard. Any decision to remove any roadside memorial must be communicated to the bereaved through the Police Family Liaison Officer.

20. Mirrors on the Highway

The following criteria will be applied when assessing requests for traffic mirrors;

a. The site in question must have a demonstrable history of injury accidents where poor visibility is a contributory factor.
b. The reduced sightline must not be due to an object which can be realistically removed, such as a parked vehicle or overhanging foliage.
c. A mirror cannot be used to serve a private access onto the Highway

Mirrors placed on the highway can cause other highway users to be dazzled by headlight or sun reflection. The judgements made about the speed and distance of approaching traffic can be distorted when using a mirror. Each application will be considered on its merits. If a mirror placed on the public highway is considered a hazard or is the subject of a complaint, it will be removed without notice and placed in storage for retrieval by the owner for a 2 week period before being recycled of disposed of.

Mirrors erected on private land may require planning approval which should be sought from the relevant District Council.

21. Mobile Catering

Responsibilities

The County Council are responsible for the maintenance of the roads and the making of Regulations controlling the traffic management and ensuring under the various Highway Acts of Parliament, that roads are safe and available for use by the public, and are not obstructed.

The Police have responsibility for the management of traffic on the roads, with the relevant district council's Environmental Health Departments being responsible for Food Safety, Litter and Street Cleaning etc.

Street Trading Licence

Cambridge City Council, South Cambridgeshire, East Cambridgeshire and Fenland District Council have adopted Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982. This allows them to designate any street in their district as a prohibited street, a licence street or a consent street; thereby controlling street trading.

Where a Council has designated a 'consent zone' and within that has designated certain streets as 'consent streets'. This means that street traders in those streets must have formal consent from the council.

Where a street does not fall within the 'consent zone' it falls outside of the legislation and therefore does not require a street trading licence.

Premises Licence

Where someone intends to supply hot food or drink to the public between 11pm and 5am they will be required to obtain a Premises Licence from the relevant district council under the Licensing Act 2003.

Food Hygiene Certificate

All food business are required to be registered with the relevant district council, they are then subject to food hygiene inspections and are awarded a Food Hygiene rating.

Siting of mobile food outlets on public highway

Operators of roadside catering vehicles must get consent from the local Highways Office before starting to trade and should be aware of and bear in mind the following when considering making an application:

- No units are allowed in laybys on dual carriageways.
- There shall only be one outlet on any site at any one time − trading or non-trading.
- The unit should be truly mobile, that is, self-propelled or towable on its chassis
- The unit shall not conflict with any form of traffic regulation order.
- It shall not cause or give rise to road safety concerns.
- It shall not cause any damage to the highway or interfere with the free and safe flow of traffic.
- All waste and liquids shall be kept off the highway at all times and litter removed from the highway at the end of each opening period of business.

- The unit shall be sited behind the kerb line leaving at least 1.5m between it and the highway to provide a pedestrian safety margin. This shall also apply to any portaloo or waste containers.
- The operator is responsible for complying with planning legislation, environmental health and any other legislative requirements.
- Should any damage occur to the highway, for example, HGVs overrunning which could be attributable to the vending operation or should the area of highway be required by us for highway maintenance purposes, the vendor will be required to vacate the site on a permanent or temporary basis. Likewise, in the event of any occurrence related to the vending operation which could be considered to be prejudicial to highway safety.
- Any operator should be aware that in the event the vehicle causes an obstruction the police have the power to move the operator on.
- It must be understood that the 'pitch' does not become the property of a trader and no rights are acquired thorough length of use.
- No nuisance shall be caused to adjoining land owners or persons.
- Upon receipt of complaints which are upheld, whereby we have a duty to take some action, you will be asked to move on.

Enforcement

Where a mobile food outlet is found to be operating without approval, the operator will be served with both verbal and written notice of the requirement to remove the outlet from the highway within 7 days.

After the 7 day notice has expired, a further inspection will be made and any objects/furniture occupying the highway will be removed from the highway without further notice.

An inventory detailing the confiscated items will be made and a receipt issued to the operator.

Items removed by the Council will be subject to a release fee. This fee will be reviewed annually. If the items are not collected within 21 days of the date of seizure the Council will dispose of them.

22. Mud on the Highway

To report mud on roads in the county, contact Cambridgeshire constabulary on 101 who will assess the situation.

Prior to any activity likely to bring mud onto the highway, warning signs should be set up in both directions. However, signs in themselves do not prevent liability for accidents that occur. The placement of warning signs when no effort is being made to clean the road will not be permitted.

23. Parking

Parking controls will be introduced to regulate on-street, residential, Coach and Taxi parking, to assist the flow of traffic or to manage demand and achieve the efficient and fair use of the often limited space that is available for parking.

Parking controls should be developed on an area wide basis to ensure that the transfer of parking problems into neighbouring streets is minimised.

24. Pedestrian Crossings

The design of controlled pedestrian crossing facilities (Puffin, Toucan, Pegasus and Zebra) will be in accordance with all relevant current standards and will take into account all current design guidance. Any departure from current design standards and any significant departure from current design guidance must be approved by the Service Director, Infrastructure Management & Operations.

Choosing which crossing is most appropriate and indeed where it should go is a sometimes difficult job as there are many competing demands and criteria related to safety and amenity that must be fulfilled in order for the crossing to be well used and beneficial to the travelling public.

A PUFFIN CROSSING is a signal controlled pedestrian crossing where the lights controlling the pedestrians are on the near side of the road. The system also utilises sensors which detect the presence of pedestrians waiting at the crossing and as they are crossing the road. If after pushing the button the pedestrian decides to cross before the 'green man' appears, the sensor detects this movement and can automatically cancel the requested 'demand' if there is no one else waiting to cross.

A TOUCAN CROSSING is a signal controlled pedestrian crossing that also allows bicycles to be ridden across.

A PEGASUS CROSSING is a signalised pedestrian crossing with special consideration for horse riders. At a minimum, these crossings are in the form of a pelican crossing but simply have two control panels, one at the normal height for pedestrians or dismounted riders, and another one two metres above the ground for the use of mounted riders.

A PARALLEL PRIORITY CROSSING is parallel pedestrian and cycle crossing which does not require the installation of signal controls.

A ZEBRA CROSSING is a pedestrian crossing consisting of alternating dark and light stripes on the road surface and belisha beacons (flashing amber globes on posts). These provide suitable crossing points where pedestrian flows are light and vehicle speeds low. Good visibility is essential. There is a risk that pedestrians feel they have absolute priority whereas some drivers may not observe zebra crossings in the same way that they would comply with traffic lights.

Requests for controlled crossings are assessed against two documents produced by the Department for Transport. These are Local Transport Note 1/95 "The Assessment

of Pedestrians Crossings" and Local Transport Note 2/95 "The Design of Pedestrian Crossings". These documents can be found by clicking on the highlighted documents on the Department for Transport website.

The level of need for a crossing will need to be assessed by:

1. Measuring the degree of conflict between pedestrians crossing the road and the two-way traffic flow and

2. Taking into account the following factors
    - The age and ability of pedestrians
    - Any supressed demand
    - The different types of vehicle in the flow of traffic
    - The length of time pedestrians have to wait to cross
    - The width of the road
    - The speed of traffic
    - The pedestrian injury accident record at the site

Funding opportunities for improvements to the public road network are available via either the County Council's Local Highway Improvement (LHI) initiative or by third party funding.

Third party funding would need to cover the cost of the assessment, procuring and installing the measure and, in some cases, any ongoing operating costs would also need to be covered.

The provision of developer funded pedestrian crossing facilities will be sought, through the planning process, at suitable locations.

25. Pedestrian Dropped Kerbs

Where dropped kerbs are provided to help those with mobility problems, wheelchair users and people with pushchairs they shall be set flush with the carriageway channel level. Tactile paving must be provided at all dropped kerbs where pedestrians can be expected to cross.

Kerbs will be dropped to provide pedestrian crossings during planned footway maintenance to help wheelchair users and people with pushchairs.

If you feel that a pedestrian crossing is needed please contact highways@cambridgeshre.gov.uk and one of our officers will meet with local disabled groups to assess the location and, if a crossing is needed, it will be included in future maintenance work.

26. Planters, Litter Bins, Seats and Cycle Stands

Planters, litter bins, seats and cycle stands may be permitted on the public highway as part of works to enhance or improve the environment, maintenance or the operation of

the highway provided they do not interfere with the safe or convenient passage of highway users or the maintenance of the highway. Where provided by third parties they will be subject to the policy on third party funding of highway features although the need for a commuted sum may be substituted by a suitable maintenance agreement and as such will be considered on a case by case basis.

27. Religious Symbols on the Highway

Religious symbols on the public highway will only be permitted upon application, provided the applicants:

- Can demonstrate the symbol is to be displayed in connection with an event in their religion's calendar;
- Can demonstrate that the religion in question has a recognised place of worship within the city, town or village that the symbol was to be placed;
- Submit an acceptable method statement for the erection of the symbol;
- Provide and maintain appropriate fencing around the symbol for the duration of its display, if required for the safety of the public or to protect the symbol;
- Can demonstrate that they have suitable public indemnity insurance.

Religious symbols would only be permitted on the public highway where they would not adversely affect the passage or safety of other highway users. For the purpose of this policy, Christmas trees are considered a religious symbol.

28. Road Markings and Studs

Cambridgeshire County Council is responsible for the provision of road markings and studs on the road network throughout Cambridgeshire other than on motorways, trunk roads and private or non-adopted roads.

Road markings are as important as signs. The purpose of road markings and studs are to define traffic lanes, & alignment changes, provide warning, identify parking and waiting restrictions and to convey Give Way & other instructions to road users in a manner that is clearly visible both day and night.

This policy identifies the procedures and guidelines for the placement and maintenance of road markings and studs within the public highway and forms the basis of the decision making process for the provision of all road markings and studs on the public highway.

Over the years there has been an inconsistent approach to the provision of road markings and studs across Cambridgeshire County. Therefore it is necessary to review existing road markings when undertaking resurfacing works and routine maintenance works to ensure that they are used in the most effective manner and applied consistently across Cambridgeshire in line with:

- The Traffic Signs Regulations and General Directions 2016 (TSRGD)
- Chapter 5 of the Traffic Signs Manual 2003 (TSM)
- Cambridgeshire County Council guidance

- Requirements BS EN 1436:2007 + A1:2008 Road marking materials – road marking performance for road users.

The over-use of road markings can diminish their effect on road users. This policy aims to rationalise their use and maximise their effectiveness, where they are necessary.

Standards & Guidelines for the provision & maintenance of road markings and studs
Proposals for road markings on the public highway must be approved by the scheme manager. Road markings or layouts that are not contained within the TSRGD 2016 are not permitted without prior approval from the Department for Transport (DfT) including any that are experimental and under trial.
Unless being provided as part of accident remedial work or as part of a speed management scheme, the following rules will apply to the provision of road markings:

Centre Lines
Centre line markings and centre warning line markings should not be provided on any carriageway of typically less than 5.5 metres total width.

Centre line markings must not be used on:

- unclassified roads
- estate roads
- residential cul-de-sac.

Centre warning line markings should only be used on

- unclassified roads
- estate roads
- residential cul-de-sac.

in conjunction with give way markings and at other significant hazards.

Centre warning line markings should only be provided on approach to a hazard. They must not be used in place of standard centre line markings between hazards.

Centre warning line markings should only to be provided as per DfT guidance:

- at significant bends/crests
- each side of junction centres or significant

Where parking bays are provided, centre line markings should be omitted where the remaining carriageway width is less than 5.5 metres.

Edge of Carriageway Markings
Edge of carriageway markings should generally only be used:

- in conjunction with centre warning line markings
- with double white line systems where no kerbing exists
- at sites where there is a persistent recorded problem with vehicles overrunning the highway verge.

Edge of carriageway markings shall only be provided on carriageways of typically less than 5.5 metres in width where it is not permissible to provide a centre warning line. For example: on bends, alongside deep drains or other hazards.

In locations where occasional short lengths of kerb exist, edge of carriageway markings should be continued through the kerbed length to maintain continuity.

Wherever used, edge of carriageway markings must be offset from the edge of the carriageway surface by 180mm to prevent their deterioration and facilitate future maintenance of the lines.

Give Way Markings

Give way markings will be laid at all junctions where no other marking is provided on:

- strategic routes
- main distributor roads
- local roads at their junctions with secondary distributors
- on any road if their use is recommended following an accident investigation study

Give way triangle markings will be laid:

- on the approach to strategic routes
- on main distributor roads
- in conjunction with give way signs
- at other locations where their use is recommended following an accident investigation study.

Give way markings should only be provided on estate roads in situations where the priority is not obvious or where there is recorded evidence of an accident problem.

Other Road Markings

Road markings such as (but not limited to) bus stops, ‘School Keep Clear’, ‘Keep Clear’, access protection markings, pedestrian crossings, disabled/parking bays and stop lines must be assessed for suitability by the Policy and Regulation team before replacement.

Longitudinal carriageway markings approaching traffic islands should be continued around and offset outside the island to provide adequate vehicle deflection.

Conservation Areas and Environmentally Sensitive Locations

Where used in conservation areas and other environmentally sensitive locations, yellow road markings for waiting restrictions should be 50mm in width and must be "primrose" yellow.

Other yellow waiting restriction markings should be in yellow material and be 50mm or 75mm in width. 100mm-wide markings should only be used on high speed roads (outside 40mph speed limits).

Studs

Under current regulations it is only a requirement for road studs to be used in conjunction with a solid double white line system.

Road Studs may be replaced on A roads except in street lit areas or inside 30mph limits. They may only be replaced on other roads in exceptional circumstances such as accident reduction schemes.

Long-type studs shall be used on principal roads with Halifax-type reflecting "cats eye pads".

All road studs within proximity of a level crossing MUST be stick-on type.

The use of 360 degree studs or solar powered studs shall only be considered where night-time accident rates are high and only after consultation with the Road Safety Engineering team.

Further Information

The table below specifies the road markings and studs requirements for each road type.

If clarification is required on any aspect of road markings or studs please contact the Network Management Team for guidance in the first instance.

Table A: General rules for road classifications

Classification	**Centre Line**	**Edge Line**	**Road Studs**
A	Yes, with warning lines where appropriate	Yes, on high speed sections except alongside kerbed sections and inside 30 mph speed limits.	Yes, except in street lit areas or inside 30mph limits.
B	Yes, where carriageway width typically exceeds 5.5 metres and with warning lines where appropriate.	Only on consistently high traffic flow routes (typically >6000 vehicles in 12 hours) or at specific hazard locations (eg: bends and alongside deep drains or where buildings abut the highway).	No, except in conjunction with a double white line system or in exceptional circumstances such as accident reduction schemes.
C	Only on consistently high traffic flow routes (typically >2000 vehicles in 12 hours) where carriageway width	Only at specific hazard locations (eg: bends and alongside deep drains or where	No, except in conjunction with a double white line system or in exceptional circumstances such

	typically exceeds 5.5 metres. Warning lines at specific hazard locations (eg: junctions and bends).	buildings abut the highway).	as accident reduction schemes.
U & Estate	No markings at all except warning lines at specific hazard locations (eg: junctions and bends).	No markings at all except at specific hazard locations (eg: alongside deep drains or where buildings abut the highway).	No, except in conjunction with a double white line system or in exceptional circumstances such as accident reduction schemes.

29. School Flashing Amber Lamps

Flashing amber lamp units are permitted at school sites where either the 85th%ile approach speed to the crossing point is in excess of 36mph or the advance visibility of the crossing point is less than 100 metres.

At sites which do not meet the speed or visibility criteria specified above the provision of flashing amber lamps will be permitted if the installation, operational and maintenance costs are met by a third party.

30. Speed Limits

Speed limits in settlements

This policy has been developed with reference to national policy issued by central government “Setting Local Speed Limits, Department for Transport Circular 01/2013”

The County Council will ensure that speed limits are introduced in a manner consistent with the current government guidance. Exceptions to usual practice will be subject to Committee approval.

The purpose of this policy is to explain the roles, responsibilities and the procedure that will be followed by Cambridgeshire County Council when deciding whether to change a speed limit.

Several factors are taken into account in the assessment of a road or area for a speed limit. These include:

- General character of the road or area
- Type and extent of roadside development
- Traffic composition
- Accident history
- Current traffic speed
- Enforcement
- The frequency of junctions

- Presence of amenities that attract pedestrians and cyclists
- Environmental impact such as increased journey times, vehicles emissions, and the visual impact of the signing

The three national speed limits are:

- 30 mph speed limit on roads with street lighting (sometimes referred to as Restricted Roads)
- National speed limit of 60 mph on single carriageway roads
- National speed limit of 70 mph on dual carriageways and motorways.

These national speed limits are not, however, appropriate for all roads. The speed limit regime enables authorities like Cambridgeshire County Council to set local speed limits in situations where local needs and conditions suggest a need for a speed limit which is different from the national speed limit. For example while higher speed limits are appropriate for strategic roads between main towns, lower speed limits will usually apply within towns and villages. A limit of 20 mph may be appropriate in residential areas, busy shopping streets and near schools where the needs and safety of pedestrians and cyclists should have greater priority.

The speed limit regime enables traffic authorities to set local speed limits in situations where local needs and conditions suggest a speed limit which is different from the respective national speed limit.

<u>30 mph Limits</u>
The county council will work towards the introduction of a 30mph speed limit in the developed parts of all settlements in the County together with, where appropriate and affordable, complementary features to encourage drivers to travel at an appropriate speed.

Where mean speeds are in excess of 30mph, to initiate a lower speed restriction with simply a sign is unlikely to ensure conformity by the general motorist if the road and highway environment is not conducive and is likely to lead to unacceptable levels of requests for enforcement action on the part of Police officers. Current resourcing and ongoing operational commitments may not allow for specific, routine or targeted enforcement action to be undertaken. Consideration should therefore be given to the introduction of complementary speed reduction features. Depending on the site, “soft” features such as gateways, red surfacing and roundels may be appropriate where mean speeds are 35mph or below and traditional traffic calming measures may be required to achieve compliance where speeds exceed 35mph.

<u>20 mph Limits</u>
(Dft circular 1/13 Setting Local Speed Limits – table 1)

Successful 20 mph zones and 20 mph speed limits are generally self-enforcing, i.e. the existing conditions of the road together with measures such as traffic calming or signing, publicity and information as part of the scheme, lead to a mean traffic speed compliant with the speed limit. Therefore 20mph speed limits may be permitted at sites:

- where the mean speed of traffic is 24mph or lower

- in combination with self-enforcing speed reduction features necessary to achieve a mean speed no greater than 24mph

Having reliable information about existing speeds is vital to help confirm that the speed limit is appropriate for the road, therefore 7 days data from an automatic traffic counting device should be provided. Surveys should be carried out during a 'neutral', or representative, month avoiding main and local holiday periods, local school holidays and half terms, and other abnormal traffic periods.

To achieve compliance there should be no expectation on the police to provide additional enforcement beyond their routine activity

20 mph zones must be introduced in clearly defined zones (e.g. between radial routes or a spine road with culs-de-sac) and not in isolated roads or culs-de-sac.

School time 20mph speed limits supported by interactive signs and "soft" traffic calming may be provided outside school sites where the existing mean speed does not exceed 30 mph. Where the existing mean speed exceeds 30 mph to initiate a lower speed restriction with simply a sign is unlikely to ensure conformity by the general motorist if the road and highway environment is not conducive and is likely to lead to unacceptable levels of requests for enforcement action on the part of Police officers. Current resourcing and ongoing operational commitments may not allow for specific, routine or targeted enforcement action to be undertaken. Consideration should therefore be given to the introduction of complementary speed reduction features. Depending on the site, traditional traffic calming measures may be required to achieve compliance.

Buffer speed limits of up to 400 metres in length, set at a minimum of 10 mph above the settlement speed limit will be permitted.

For speed limit purposes the following definitions will apply:

I. A settlement will be 'At least 20 properties fronting onto a length of public highway over a distance of at least 600m'

II. The extent of a settlement will be 'The point at which full frontage development begins', or 'at the first property fronting a road entering a settlement, on which there is at least 3 properties/100 metre length of road, prior to the point at which full frontage development begins'.

<u>Decision Making</u>
Implementing speed limits requires the making of a legal order, which involves a statutory consultation process that requires the Highway Authority to advertise, in the local press and on-street, a public notice stating the proposal and the reasons for it. The advert invites the public to formally support or object to the proposals in writing within a 21 day notice period. The County Council will also consult with the emergency services, (the Chief Officer of Police is a statutory consultee) the local County, District and Parish Councilors and any other persons most likely to be directly affected by the proposal.

Should any objections be received then the Council has a duty to consider the objection and a report would go before Members for a decision whether to uphold or overrule.

Police Support

Proposed speed limits should be supported by the Police. If the Police are not supportive communities must ensure that expectations over the likely level of compliance with the limit are managed.

Speed limits outside settlements

Typical characteristics for speed limits in rural areas outside settlements are shown in the table below:

Speed limit (Mph)	**Upper tier** (Roads with predominant traffic flow function)	**Lower tier** (Roads with important access and recreational function)
60	Recommended for most high quality strategic A and B roads with few bends, junctions or accesses	Recommended only for the best quality C and Unclassified roads with a mixed (i.e. partial traffic flow) function with few bends, junctions or accesses. In the longer term, these roads should be assessed against upper tier criteria.
50	Should be considered for lower quality A and B roads, which may have a relatively high number of bends, junctions or accesses. Can also be considered where mean speeds are below 50 mph, so lower limit does not interfere with traffic flow.	Should be considered for lower quality C and Unclassified roads with a mixed function where there are a relatively high number of bends, junctions or accesses
40	Should be considered where there is a high number of bends, junctions or accesses, substantial development, where there is a strong environmental or landscape reason, or where there are considerable numbers of vulnerable road users.	Should be considered for roads with a predominantly local, access or recreational function, or if it forms part of a recommended route for vulnerable road users.

Guidance in urban speed limit characteristics

A summary of typical urban characteristics and appropriate speed limits is shown in the table below.

Speed Limit (mph)	**Characteristics**
20	In town centres, residential areas and in the vicinity of schools and other premises where there is a high presence of vulnerable road users.
30	The standard limit in settlements that are fully developed.
40	Higher quality suburban roads or those on the outskirts of urban areas where there is little development and few vulnerable road users. Should have good width and layout, parking and waiting restrictions in operation and buildings set back from the road.

	Should wherever possible cater for the needs of non-motorised users through segregation of road space and have adequate footways and crossing places.
50	Usually most suited to special roads, dual carriageway ring or radial routes or bypasses which have become partially built up. Should be little or no roadside development.

To achieve average speeds appropriate to the typical speed limits given in the table above it may be necessary to introduce speed reduction measures.

Speed limits in new developments

All roads in areas of new development should be designed to physically restrict vehicle speeds to the appropriate maximum levels shown in the table above.

Manual for streets (the guide for the design, construction, adoption and maintenance of new residential streets) recommends 20 mph or less as the design speed for residential roads in new developments.

31. Stopping up of a Highway

When considering applications to stop up a highway or part of a highway the following conditions will be considered:

- That the highway is no longer necessary or;
- That the highway can be diverted so as to make it nearer or more appropriate for public need.

The applicant is expected to meet all the legal costs incurred in this process, regardless of whether the application for stopping up is approved by a Magistrates' Court and an engineering fee to cover the costs associated with technical vetting and Court attendance (see Highway Charges). Consultation will be undertaken with the relevant parish council and local county councillor.

32. Street Traders

A licence is required to become a street trader. Licences are issued by the local District or City Council.

33. Tables and Chairs

The Highways Act 1980 regulates tables and chairs permits. You will need a permit if you would like to place tables and chairs on the public highway.
You may also need to get planning permission. Contact your local Planning Department for more details.

For Highways Tables & Chairs Application Forms please visit our web site.

Policy Guidance Notes - Placing tables and chairs on the highway

1. Introduction

There is an increasing demand to allow tables and chairs outside restaurants and cafés. Provided that free and safe passage for pedestrians can be maintained then such amenities can be beneficial and permission may be granted (subject to meeting certain conditions) on an individual basis.

2. Relevant Legislation

The setting up of Pavement Cafés on the public highway is dealt with under Part VIIA, Section 115(A to K) of the Highways Act 1980. The Highway Authority (Cambridgeshire County Council) will normally require before consent is granted that:

- Applicants will have obtained planning permission from the Local Planning Authority (District Council) unless the Local Planning Authority has confirmed in writing that this is not required (de minimis ruling)
- A licence is issued under the Licensing Act 2003 if appropriate (District Council)

3. Conditions under which consent may be granted

a) The provision of tables and chairs on the highway shall be regularised by the granting of licences by the Highway Authority.

b) Suitable conditions shall be drawn up by the Highway Authority relating to the extent of the tables and chairs, clearances, pedestrian access provisions, barriers and parasols, together with obligations on the control and management of the area and access to Statutory Undertakers' plant.

c) The licensee shall conform to conditions laid down in the licence and these will be enforced by the Highway Authority.

d) In general, only footways will be used for Pavement Cafés, assuming all safety and non-obstruction requirements are met. However, exceptions may be made in pedestrian areas or zones during pedestrian only hours.

e) The role of the public highway is to allow the public to pass and re-pass. In granting permission for pavement cafés it is important to ensure that these rights are not detrimentally affected. They must be located and managed in a manner that protects the rights and safety of all users with special attention to wheelchair users and those with impaired vision.

f) You must display the 'licence summary sticker' (Which confirms the licence duration) at your premises where it can be easily seen.

g) To apply and make the initial payment for a tables and chairs licence please complete the online form @ https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-licences-and-permits/#Tables and chairs licence

You need:

- to read the guidance notes and standard licencing conditions before completing the form
- an email address as we will use this to communicate with you concerning your application
- a debit or credit card for the initial assessment payment
- to upload a plan showing the location of the premises
- to upload a dimension plan showing the area to be utilised for tables and chairs

- to upload images showing types of furniture
- to upload a copy of any relevant consents (e.g. planning permission) if applicable
- the freeholder's name, address and contact details, if it is not you
- to have in place public liability insurance policy for £5m as detailed in the licencing conditions

4. Supplementary

a) In some cases it will be necessary to provide brass studs in the highway defining the periphery of the agreed area. The cost of providing and installing the studs will need to be meet by the applicant at its sole expense and will be in addition to the cost of the licence. Local circumstances may also require a low level marker to assist the blind and partially sighted who use a white stick for guidance. The Layout of tables and chairs must take account of the existing street furniture.

b) A pedestrian route must be maintained at all times for people to walk or take a wheelchair or buggy through or around the pavement café with minimal inconvenience. The route should be straight, and adjacent to the premises to ensure that all pedestrians and particularly those with a disability can maintain their normal path.

c) Each site will need to be evaluated and determined on its merits taking into account pedestrian flows and physical constraints. Local Access Groups may be consulted regarding suitability of layout as the circumstances of each site will need to be evaluated and determined on its merit.

d) All licences are valid from the date of grant for one year and will be not automatically renewed.

e) The Highway Authority will require a copy of the applicant's third party insurance prior to the granting of a licence and at each anniversary of the insurance renewal. Failure to provide this will result in revocation of the licence.

f) If contravention of license conditions is observed, the licensee will be requested to comply with the conditions and, if necessary, issued with a warning letter advising that further contravention will result in revocation of the licence. The licensee will be allowed seven days to comply with a warning letter. If contravention continues after seven days of the warning or a contravention reoccurs within a year of the warning the license will be revoked.

g) Where a licence is not renewed or is revoked under f) above, the licensee must remove its property from the public highway within 7 days. After 7 days, the Highway Authority is empowered to remove and store or dispose of furniture from the highway, at the cost of the licensee. The Highway Authority will not be responsible for their safekeeping.

5. Terms and Conditions

These are contained in a separate document on the right hand side of the web page. The operator should be aware that the Highway Authority and others (e.g. police, statutory undertakers) may need access at various times (including emergencies) for maintenance, installation, special events, improvements etc and may therefore require the pavement café to cease operating for a period of time. On these occasions there will be no compensation for loss of business.

6. Consultations

All of the applications we receive must go through a 28 day period of consultation. Local residents, Councillors, businesses and council officers are asked if they have any objections to a premise placing amenities (tables and chairs) on the public highway.

During this period tables and chairs must not be placed on the public highway unless the premise has a current valid consent.

Whatever the outcome, the relevant authority makes sure that any objections received are relevant to the application and work hard to ensure that all applications are issued fairly.

7. Decision Making

The Assistant Director - Highways in consultation with the Local Members for all districts has authority to exercise, in accordance with the relevant policies of the authority and within the budget allocated for the purpose, the powers of the County Council where the completion of the consultation process for a pavement licence results in objections, to determine those objections.

8.Fee Charged

There will be an initial application fee of £250. This charge covers inspection and administration costs. The annual licence fee is then £100 per square metre within Cambridge's historic core area and £50 per square metre elsewhere. The application fee will be deducted from the annual licence fee if an application is successful.

9. Renewal Applications

Licences will not be renewed automatically, renewals must be applied for at least 2 months prior to expiry to allow sufficient time for the application to be considered.

Where an application is made to renew a licence, the Highway Authority will consider:

1. Evidence of past demonstrable impacts from the activity on the safety and amenity of local residents.
2. Whether appropriate measures have been agreed and put into effect by the applicant to mitigate any adverse impacts.
3. Compliance with the terms or conditions of any previous licence, including the timely payment of the licence fee.

The Highway authority reserves the right to refuse renewal applications where appropriate.

10. Variation of Conditions

Where an application is made to vary the consents in terms of hours of operation or number of amenities as previously permitted, the Highway Authority will take into account the criteria set out in points 1, 2 and 3 above.

HIGHWAYS ACT 1980 SECTION 115E

STANDARD LICENCE CONDITIONS

TABLES AND CHAIRS ON THE HIGHWAY

The following conditions will be applied to every licence granted under the above Act:

1. This licence is granted in accordance with compliance with the advice given in the guidance notes issued at the time of application

2. The tables and chairs placed on the highway after the granting of a licence must be in accordance with the details and plans provided at the time of the application. No changes are permitted without prior approval of the Highway Authority.

3. The amenities must be removed from the public highway at the end of the permitted period each day. (To be used in all cases, except where consent for picnic tables is granted).

4. All tables and chairs authorised by the licence must be removed by midnight on the day the licence expires unless a renewal licence has been applied for and granted. Renewals must be applied for at least 2 months prior to expiry to allow sufficient time for the application to be considered.

5. Failure to pay the annual licence fee and return the signed licence by midnight on the day the previous licence expires will render the licensee in breach of the Standard License conditions and subject to enforcement.

6. The Licensee shall maintain a public liability insurance policy up to the value of £5 million pounds against any liability, loss or damage, claim or proceeding whatsoever arising under Statute or Common law in respect of the placing and maintaining of the tables and chairs on the highway or their removal there from.

7. The Licensee shall be responsible for keeping the designated area in a clean and tidy condition at all times. Under your duty of care you must ensure that any waste produced is handled safely and in accordance with the law. You must keep all waste safe, prevent it from escaping from your control and ensure that it is only handled or dealt with by persons that are authorised to deal with it.

8. The Licence may be suspended where necessary to allow highway maintenance and any other necessary remedial work to be carried out at the location covered by the licence. A reasonable period of notice will be given to the licensee where possible. The Highway Authority will not be liable for any loss of earnings arising out of the suspension of a licence.

9. Any umbrellas provided must not protrude beyond the designated boundary of the licensed area. They shall be kept in good condition so as not to detract from the appearance of the street. You are advised that enclosed structures

(including gazebos) and the like will not be permitted within the proposed boundary of the licensed area.

10. If you intend to use space heaters, their metric dimensions materials and colour must be specified as part of the application. **You will also be required to submit a formal risk assessment as required by the Management of Health and Safety at Work Regulations 1999 in support of your application**. This should be carried out by a competent person i.e. someone who has knowledge of the law, British Standards, and Health and Safety Executive Codes of Practice and Guidance. In considering an application, the Council will have regard to the inherent safety of the equipment, its location, storage of Liquid Petroleum Gas Cylinders, maintenance and training arrangements. The County Council will consider the adequacy of the risk assessment which must:

- Identify the hazards e.g. fire, explosions, burns, impact from falling equipment/cylinders
- Decide who may be harmed and how
- Evaluate the risks and decide whether proposed precautions will be adequate or whether more could be done. Record findings, review assessment and revise on an annual basis or more frequently if the situation requires it e.g. a significant change in equipment, etc.

11. In areas of significant footfall (to be determined by the Highway Authority), when in use, the pavement café area will need to be enclosed, to demarcate the licensed area and contain the tables and chairs, thus making it distinguishable to other pavement users, and to assist blind and visually impaired pedestrians. (Applicable with immediate effect to all new licenses and renewals made from 1st January 2019)

12. The placing of speakers or any other equipment for the amplification of music within the licensed area is strictly prohibited unless authorized by a premises licence issued under the Licensing Act 2003. Any such authorised music must not cause a nuisance or annoyance to others.

13. Any sales of alcohol within the licensed area must be authorised by a premises licence issued under the Licensing Act 2003.

14. Any material alteration to the Means of Escape, which affects people using the Means of Escape, inside or in the immediate vicinity outside the premises must be recorded in the premises' Fire Risk Assessment as a significant finding. Control measures should be put in place to reduce risk within the area as well as recording them. A review of the hazards and risks should be ongoing throughout the period the premises are in use.

15. This Licence covers the use of amenities by customers for consuming food or refreshment which have been purchased from the licenced establishment. This Licence does not permit the use of the amenities for any other purposes at any time.

16. No additional charge shall be made to customers for the use of the tables and chairs within the licensed area.

17. The licensee may only use the land for the placing of tables and chairs in the course of his business only during the hours permitted by the licence and only within the defined area applied for.

18. No tables and chairs or barriers may be placed in the area until a licence has been granted.

19. No other items may be placed on the highway within the licensed area other than that approved in accordance with the application and the licence when granted. This consent also excludes “A boards” unless specified on the licence.

20. The licence is granted for a period of 12 months. This licence will not be renewed automatically. Compliance with the terms of conditions of any previous licence will be taken into account at any application for renewal. The Highway Authority reserves the right to refuse renewal applications where appropriate.

21. The licensee is responsible for carrying out the reinstatement of the highway in the event of any damage to the highway occurring as a result of the activity (if requested to do so by the Highway Authority). The permanent surface reinstatement shall be carried out to the satisfaction of the Highway Authority.

22. The license is issued to the applicant only and is not transferable.

23. These conditions may be varied where appropriate to reflect any changes in local circumstances.

24. The footway must not be obstructed by patrons standing between tables, chairs and the kerb, or by the personal possessions of patrons.

25. The fee is for the administration and grant of the licence. No refunds will be made in the event of a surrender of the licence before expiry. There is no automatic right to appeal against refusal of consent.

26. The Highway Authority may withdraw this consent at any time upon giving the licensee seven days’ notice in writing. Upon withdrawal of the consent the licensee shall remove the amenities from the public highway and, in default, the Highway Authority may remove the amenities and recover from the licensee its cost in so doing.

Enforcement Measures

Periodic inspections of pavement cafés will be made by the Council to ensure compliance with the Pavement Café Policy and Guidance

Breach of Conditions

Where a breach of a license condition is noted, the operator of the pavement café will be served with both verbal and written notice of the offence(s) being committed. The operator will be given 7 days to comply.

Where the Highway Authority serves a notice on the licensee requiring him/her to remedy any breach of the terms of this consent, and the licensee fails to comply with the notice, the Highway Authority may itself take the steps required by the notice and recover from the licensee any expenses incurred.
A further inspection will be made of the pavement café 7 days after the notice is served. If remedial action has not been taken then a Notice of Contravention will be issued further outlining the nature of the offence(s) and informing the operator that they are to remedy the breach or remove the pavement café from the highway within a period of 7 days from the date the notice is served.

After the 7 day notice has expired, a further inspection will be made and if it is found the breach has not been remedied then the pavement café furniture will be removed by the Council or the Police and the licence revoked.

If the pavement café continues to operate once the licence has been revoked then any objects/furniture occupying the highway will be removed from the without further notice.

Unauthorised Pavement Cafés (a café without a valid licence)

Where an unauthorised pavement café is found to be operating without the correct permissions, the operator will be served with both verbal and written notice of the requirement to remove the pavement café from the highway within 7 days.

After the 7 day notice has expired, a further inspection will be made and any objects/furniture occupying the highway will be removed from the highway without further notice.

An inventory detailing the confiscated items will be made and a receipt issued to the licence holder/operator. Items removed by the Council will be subject to a release fee. This fee will be reviewed annually. If the items are not collected within 21 days of the date of seizure the Council will dispose of them.

Persistent variances from the conditions will result in the licence being revoked.

No part of the fee shall be refunded should the licence be revoked

34. Temporary Road Closures

- Temporary road closure orders may be made to facilitate:
- Events taking place on the highway
- Highway works by a statutory undertaker / public utility
- Highway works by a third party to facilitate new development
- Improvement or maintenance of the highway network

Temporary road closures may not last for more than 18 months unless approval of the Secretary of State is granted.

Temporary closure orders for third parties and statutory undertakers / public utilities will be subject to a charge (see Highway Charges).

35. Tourist Signing

1. DEFINITION

1.1 A “tourist destination” is defined as a permanently established attraction which attracts or is used by visitors to an area and is open to the public without prior booking during its normal opening hours.

2. GENERAL POLICY

2.1 To ensure that tourist confidence is upheld in the white on brown system of direction signing to tourist attractions and facilities it is essential that a minimum level of quality is maintained and that the provision of tourist signing does not lead to a proliferation of direction signing to the detriment of road safety and the environment.

2.2 For these reasons the provision of tourist signing will only be considered:

- to permanently established sites which are open to visitors without prior booking for a minimum of 4 hours a day, 150 days per year
- to sites whose primary purpose is to provide an attraction or facility for tourists-tourist signing will not be permitted at locations where other directional signing (including private signing) exists, or is to be provided
- where their provision is considered essential to direct visitors to an attraction or facility-signs will not be approved at locations where their provision would be mainly for promotional or advertisement reasons
- for sites where other eligible establishments in the vicinity would not be compromised by their provision
- at locations where the effectiveness of existing traffic signs will not be adversely effected
- in areas where their provision will not detract from the visual environment.

3. TOURIST ATTRACTION REQUIREMENTS

3.1 Tourist attractions will generally include places of interest open to the public which attract visitors to the area and offer recreational, educational or historical interest. These include, for example, theme parks, historic houses, museums, zoos and leisure complexes.

3.2 In addition to the general conditions stated in paragraph 2.2, tourist attractions must also comply with all of the following conditions to qualify for the provision of tourist signing:

- The owners or management of the attraction must provide confirmation that they have registered with Visit England and have agreed to abide by its Code of Practice for Visitor Attractions (leisure destinations no not have to be and for reasons of their national interest English Heritage and National Trust properties are exempted from this requirement)
- The applicant must provide evidence that appropriate steps have been taken to publicise the attraction and to inform potential visitors of suitable approach routes
- There must be adequate on-site facilities for visitors, including parking, appropriate to the size of the site and the number of visitors which it is likely to attract.

- Where off-site parking is provided it must be within a safe reasonable walking distance of the attraction.
- If the off-site car park is not owned by the operator of the attraction, written confirmation that such use is acceptable must be provided.

a. Attractions will only be signed from the nearest A or B Class road or the nearest signed settlement. Those with direct access to such a road will not need signing if the entrance is visible and identifiable from a sufficient distance to enable safe vehicular movement at the access.

Signing from motorways and trunk roads will be considered in accordance with the Highways Agency's own criteria, and will be subject to their approval. Where an attraction meets these criteria, consideration should be given to signing from the nearest of these roads.

Signing to attractions in urban areas should be considered in conjunction with any signing to tourist facilities and should form part of a comprehensive scheme developed in conjunction with the local Council, Tourist Officer, business associations and other local representative bodies. Priority should be given to directing tourists to appropriate public car parks and to providing Tourist Information Centres (TICs) or Tourist Information Points (TIPs) within the car parks. Signing to attractions could then take the form of pedestrian signing.

Subject to road safety and traffic management considerations outlined in Section 7, as a general rule no more than six destinations (less on high speed roads), of which not more than four should be tourist destinations, should be included in any sign structure. It may be necessary to prioritise tourist destinations with primary and other local destinations, and where necessary, tourist destinations may be prioritised on the basis of visitor numbers or closeness to the initial signing.

Directional signing to the attraction must satisfy the environmental requirements listed in Section 6. To reduce environmental impact, where an attraction requires signing through more than two junctions, consideration should be given to providing signs of the "For X, follow Y" type, utilizing where possible existing signing legends rather than providing additional continuity signing.

4. ASSESSMENT OF TOURIST FACILITIES

4.1 The provision of signing to tourist facilities will only be considered where it can be shown that they will be of benefit to tourists who require serviced accommodation, refreshment, shopping, leisure facilities etc. The numbers and level of provision of tourist facilities vary across the County and between urban and rural locations. Clearly, it would be impracticable to sign every facility.

4.2 To avoid a proliferation of signing, basic conditions have been developed which apply to all facilities and more specific conditions for each type of facility.

Basic conditions

4.3 In addition to the general conditions stated in paragraph 2.2 tourist facilities must also comply with all of the following basic conditions to qualify for the provision of tourist signing:

- The owners or management of the facility must provide confirmation that they have been operating for at least 12months.
- The facility must meet the standards required by professional or regulatory organisations appropriate to the facility and its conduct of business and operation
- The applicant must provide evidence that appropriate steps have been taken to publicise the facility and to inform potential visitors of suitable approach routes.
- There must be adequate on-site facilities for visitors, including parking, appropriate to the size of the site and the number of visitors which it is likely to attract. Where off-site parking is provided it must be within a safe reasonable walking distance of the facility. If the off-site car park is not owned by the operator of the facility, written confirmation that such use is acceptable must be provided.

In addition to these basic conditions establishments will also need to satisfy the more specific conditions for the various types of facility listed below.

Accommodation

4.4 The provision of tourist facility signing for the following types of accommodation will be restricted in both rural and urban areas to premises whose primary function is providing accommodation.

4.5 Hotels and Bed and Breakfast establishments must be members of a quality assurance scheme which requires independent inspection of all member premises and which are more than just marketing schemes. Those operated by the ETB, AA or the RAC are suitable.

4.6 Camping and Caravan sites retain their eligibility for tourist signing from the 1991 regulations. To qualify for signs a site must be licensed under the Caravan Sites and Control of Development Act 1960 and/or the Public Health Act 1936 and have a minimum of 20 pitches for casual overnight use. They should also be members of the British Graded Holiday Parks Scheme (“Q” scheme) or alternatively be registered with the ETB.

4.7 Youth Hostels also retain their eligibility for tourist signing under the 1991 regulations and all Hostels managed by the Youth Hostels Association may be provided with tourist signing.

4.8 Self-catering accommodation tends to be pre-booked, with visitors receiving directions to the premises. In this situation it should not be necessary to consider such facilities for tourist signing. If evidence can be produced that self-catering accommodation is available without pre-booking and the ETB quality standard for this type of accommodation is met then the provision of tourist signing could be considered.

Refreshment

4.9 Tourist facility signing will only be considered for establishments whose primary function is to provide refreshments for visitors to the area. This group of facilities will include restaurants, cafes and public houses, which provide food but will exclude premises whose primary function is the sale of alcoholic drinks.

4.10 Many premises provide refreshments and it would clearly be unacceptable to provide tourist signing to all such facilities. To do so would lead to a proliferation of

signs which in many cases would be directing visitors away from equally suitable establishments. For these reasons only isolated or remote refreshment establishments and those which are promoted as tourist attractions will be considered for signing.

4.11 Similarly, it is proposed that there should be no tourist signing of refreshment facilities in urban areas. In these areas it is recommended that there should be greater use and signing of TICs and TIPs. In the market towns TIPs should be located in the town centre public car parks and should contain information on the attractions and facilities available. The information displayed will be a matter for the District/City Authorities to agree with the appropriate bodies representing the various tourist facilities and attractions involved.

4.12 In rural areas tourist signing to refreshment facilities will only be considered where:

- The facility is not located on a Class A or B Road or on a main thoroughfare. Establishments in bypassed communities will be considered under the special conditions which relate to this situation and are described in paragraph 5.2
- There are no similar facilities within one mile
- The facility must comply with all relevant Environmental Health, Planning and other legislation
- The facility must have a minimum of 20 seats available for dining and should serve hot meals at lunch times and in the evening without pre-booking.

Shopping

4.13 Conventional local direction signing is already available for directing visitors to town centres, superstores etc. and this should continue to be used. Only shops which have special features specifically for tourists will be considered for signing in urban areas. The use of TICs and TIPs is considered to be most appropriate for this type of signing.

4.14 In remote areas the signing of village stores will be permissible but only in locations where their presence would not otherwise be apparent.

4.15 Garden centres which are able to demonstrate that they promote themselves to the tourist market may be considered for signing.

4.16 Generally, shopping facilities will be signed by their generic names i.e. village store, craft centre, garden centre etc. Individual naming of facilities will only be considered to prevent possible confusion between similar facilities.

Leisure

4.17 Leisure facilities will include recreational facilities, sports venues, cinemas and leisure centres etc. Tourist signing will be considered if the following requirements are met:

- Theatres, cinemas and music venues must have a minimum of 50 seats
- Sporting venues must demonstrate a regional or national significance, holding regular fixtures with suitable visitor facilities.

Implementation Guidelines

4.18 Facilities will only be signed from the nearest A or B Class road. Those with direct access to such a road will not need signing if the entrance is visible and identifiable from a sufficient distance to enable safe vehicular movement at the site.

4.19 Signing from motorways and trunk roads will be considered in accordance with the Highways Agency's own criteria, and will be subject to their approval. Where a facility meets the criteria, consideration should be given to signing from the nearest of these roads.

4.20 Signing to facilities in urban areas should be considered in conjunction with any signing to tourist attractions and should form part of a comprehensive scheme developed in conjunction with the local Council, Tourist Officer, business associations and other local representative bodies. Priority should be given to directing tourists to appropriate public car parks and to providing TICs or TIPs within the car parks. Signing to facilities could then take the form of pedestrian signing.

4.21 Subject to the road safety and traffic management considerations outlined in Section 7, as a general rule no more than six destinations (less on high speed roads), of which not more than four should be tourist destinations, should be included in any sign structure. It may be necessary to prioritise tourist destinations with primary and other local destinations, and where necessary, tourist destinations may be prioritised on the basis of visitor numbers or closeness to the initial signing.

4.22 Directional signing to the facility must satisfy the environmental requirements listed in Section 6.

4.23 To reduce environmental impact, where a facility requires signing through more than two junctions, consideration should be given to providing signs of the " For X, follow Y" type, utilising where possible existing signing legends rather than providing additional continuity signing.

4.24 The general requirement to admit the public without prior booking will preclude the signing of facilities that are primarily membership organisations (e.g. golf clubs).

4.25 Where there are two or more facilities of the same type either in an area, or along a particular route, then generic legends rather than individual ones should be used.

5. POLICY FOR BYPASSED COMMUNITIES

5.1 The presence of "local services" in by-passed villages or small towns can now be signed using the "white on brown" tourist signs. The sign can include a short descriptive phrase, such as "Historic market town". Generic names and/or symbols should be used to indicate the facilities/attractions available (i.e. Hotels/bed symbol; restaurants/knife and fork symbol, etc).

It is reasonable to expect larger towns to provide the full range of visitor facilities and therefore, it is proposed that only settlements of 10,000 population or less which are also within 3 miles of a main road will be considered for this type of signing.

6. ENVIRONMENTAL CONSIDERATIONS

6.1 Many tourist attractions and facilities are located in environmentally sensitive areas quality of the surroundings. A proliferation of signing in these areas would be counter-productive to the very reason for tourists visiting the area.

6.2 Details of tourist facilities should be provided at TICs and TIPs for which signing using the "***i***" symbol will be permitted.

6.3 In conservation areas tourist attractions may be signed but signing to tourist facilities will not be permitted. A boundary sign may be allowed at the edge of the village or town to identify the available tourist facilities. Within conservation areas signing to tourist attractions will be considered but will be subject to the approval of the Director of Environment and Regulation and the appropriate District Council Planning Officer.

7. ROAD SAFETY AND TRAFFIC MANAGEMENT ISSUES

7.1 Signs will be provided in accordance with the Traffic Signs Regulations and General Directions 2016 and all subsequent amendments and shall be manufactured in accordance with BS 873.

7.2 The number and size of signs required will depend on the road system and traffic flows and speeds. Sign design will be in accordance with good traffic management practice and will be to the satisfaction of the Assistant Director - Highways.

7.3 If tourist signing is refused on road safety grounds, the applicant will be clearly informed of the dangers which necessitated refusal.

8. APPLICATION PROCEDURE AND PAYMENT FOR SIGNS

8.1 All tourist signing costs should be borne by the applicant. This includes design, administration, manufacture, installation and ultimately maintenance.

8.2 On receipt of an initial enquiry applicants will be supplied with a self-assessment form (see below) and an application form. These will facilitate an initial self-assessment of their eligibility for tourism signing and if this appears favourable to make a full application. The form will also state the conditions relating to the provision and costs of signing and when completed and returned to the Highways Directorate, with the completed application form and initial administration fee will instigate the detailed assessment of eligibility and entitlement.

8.3 The following costs will be borne by the applicant:

i. Administration and site feasibility fee -if the applicant decides to make a formal application for tourist signing he/she will be asked to provide a nonreturnable fee of £200.00 and to sign a form of agreement which sets out the pricing mechanism and their legal obligation. The fee will cover the administration time in checking eligibility, assessing entitlement, copying applications for consultation, staff time and travelling costs in carrying out the assessment of sign locations and all associated correspondence.

ii. Design and post erection inspection fee -the full cost of these works will be charged.

8.4 The applicant will be expected to pay all fees in advance. The signs will be procured under the third party funding policy for highway features with the applicant meeting all works costs and a commuted sum for the maintenance of the signs during their design life. The cost of replacing signs as a result of damage vandalism or theft or at the end of their design life must be met by the applicant.

8.5 The County Council reserves the right to remove signs, should an attraction or facility cease to meet the relevant criteria, and to charge the operator of the attraction for the cost of this work. It may also prove necessary to relocate signs for road safety or traffic management reasons but such works would be carried out at the County Council's expense.

8.6 Where there is more than one destination on any sign the cost of that sign will be borne equally by the applicants.

9. ELIGIBILITY

9.1 To be eligible for consideration for the provision of tourist signing operators must be able to answer "yes" to all of the questions below.

ELIGIBILITY AND CONDITIONS SELF ASSESSMENT FORM

1 Does your business benefit from tourism?
2 Has it been operating from a permanent site for 12 months?
3 Does it fulfil an identified tourist need?
4 Do visitors need directions other than normal road signs to find your establishment?
5 Is it open to the public without prior booking?
6 Are you prepared to pay all reasonable costs for signing if your application is successful?
7 Do you accept that any agreed signing can be removed at your cost if your facilities fail to maintain relevant criteria or move location?
8 If your application is successful will you remove any off site advertisement signing which you may have on or adjacent to the public highway?

Notes

i. The administration and site visit fee is payable at the time of application in accordance with the approved schedule of highway charges and fees.
ii. There are additional costs for design fees, safety audit of sign schemes designed by other than Cambridgeshire County Council, construction and erection.
iii. Traffic management, road safety, local amenity, quality of attraction and standard of service all have to be taken into account and could, without prejudice, form the basis for rejection of your application.
iv. The design, maximum number and locations of signs are determined by Cambridgeshire County Council and may be altered upon review of traffic management, safety or amenity needs.
v. Applicants should not expect signing from all possible directions.
vi. All signs become and remain the property of Cambridgeshire County Council.

Updated January 2018

36. Traffic Calming

Traffic calming schemes may consist of a combination of various traffic calming features, designed to reduce and manage the speed of vehicles and improve road

safety. The design of schemes should accord with current Department for Transport standards and take into account all relevant guidance and advice.

37. Traffic Regulation Orders

Traffic regulation orders must comply with County Council policies subject to Elected Member decision via the Committee process.

The process for introducing traffic regulation orders shall be in accordance with the current Government procedure regulations.

The informal consultation process will identify who is likely to be affected by a proposal and we will ask those individuals/groups to provide feedback on draft plans.

We may use this process to help shape the proposal that will later go out for formal consultation.

The formal advertisement of a draft traffic regulation order will be undertaken by the Policy and Regulation Team.

38. Traffic Signals

Traffic signals may be provided to:

- reduce accidents
- improve conditions for pedestrians (in particular vulnerable users), cyclists and public transport
- balance conflicting access demands
- manage vehicle flow

New installations will be designed in accordance with current relevant standards, taking into account all relevant guidance. New installations shall incorporate pedestrian and cycle facilities as far as is reasonably practicable.

39. Traffic Signs

All directional, warning and information traffic signs will be designed in accordance with the current Traffic Signs Regulations and General Directions (TSRDG) and other national guidelines issued by the Department for Transport. The use of non-prescribed signs must be authorised by the Department for Transport.

New or replacement sign posts on roads with speed limits of 50 mph or higher shall comply with the requirements for road restraint systems as set out in the Design Manual for Roads and Bridges.

Passively safe street furniture will not be considered on roads with speed limits of 30 mph or less due to the possibility of frangible posts hitting pedestrians or causing other secondary accidents. The need for passive street furniture on roads with speed limits between 40 mph and 50 mph will be risk assessed as part of the road safety audit process.

40. Tree Policy

Scope

This document sets out Cambridgeshire County Council's approach to preserving and enhancing the tree stock across Cambridgeshire's highway network. The approach outlined below is very much a partnership effort, with the County Council working closely with Members, District and Parish councils, local organisations, communities and individuals.

Asset Management

This document forms part of the Highway Operational Standards (HOS), which details the County Council's approach to improving, managing, operating and maintaining its assets on the public highway and rights of way network.

Responsibility

- There are over 87,000 highway trees in the County and many more privately owned trees adjacent to the highway.
- Trees situated within the boundary of the public highway are generally the responsibility of the Highway Authority (Cambridgeshire County Council).
- Highways England is responsible for trees along motorways and trunk roads.
- Trees on private land are the responsibility of the land owner or occupier.
- Trees in hedges and boundaries are usually the responsibility of the land owner/occupier whose property abounds the highway.
- Trees on private property adjoining the highway are the responsibility of the owner/occupier, but the Highway Authority has a duty to ensure that such trees do not endanger the Highway or its users and statutory powers to discharge the duty.
- The responsibility for cutting back trees and other vegetation that overhangs the public highway from neighbouring land rests with the owners or occupiers of the land on which the trees or vegetation grow. The Highway Authority can enforce such actions, using its statutory powers, if the overhang is deemed a danger or nuisance.
- Cambridge City Council currently manages the tree stock within Cambridge City on behalf of Cambridgeshire County Council. There are some 10,400 street trees within Cambridge City.

Routine Tree Work

The County Council will cut back all hedges, trees and shrubs that are the responsibility of the Highway Authority to ensure appropriate visibility and sight lines and that road signs are not obscured. All cutting shall be undertaken in the late autumn or winter to accord with the Wildlife & Countryside Act 1981 and will be carried out to recognised arboriculture standards. Where an obstruction to a sight line, street light, road sign etc. or a potential hazard has been identified these shall be prioritised to allow works to be undertaken as part of the cyclic maintenance programme.

The local member/s of the County Council and the relevant District, Parish, Town or City Council will be informed of any works due to be carried out, a minimum of two weeks prior to the work being undertaken. In the case of emergency work the relevant

local members will be updated once the work has been completed, should it not be practical to do so before dealing with the emergency.

Trees Encroaching on Public Highway

Trees and vegetation that overhang the highway should be crown-lifted to at least 5.2m to allow safe passage of high sided vehicles as well as being cut back sufficiently from the edge of the carriageway to allow clearance for wing mirrors.

Trees and vegetation that overhang footways and footpaths should be crown-lifted to at least 2.5m and cut back to ensure that the footpath/way is at least 1.2m in width or to recover the full width. This is to allow safe passage for all footpath/way users including wheelchairs and mobility scooters.

For obscured road signs, the area cut shall be from the edge of the carriageway to the signpost furthest from the carriageway tapering to the edge of the carriageway at a distance of 150 m on 'A' and 'B' class roads and 75m on all other roads, so that the sign is visible to the road user.

These heights have been selected as an acceptable standard and any vegetation below this may be deemed to be an obstruction. We may enforce Section 152 of the Highways Act (1980) which allows us to serve notice upon the owner of the trees/ vegetation informing them that they need to clear any obstructions safely.

When considering works to trees close to the highway, it is important to remember that wet, leaf laden branches may droop up to a metre lower than in their leafless, winter state.

Hedge Maintenance

Hedges should be trimmed as appropriate for highway safety or as part of their regular maintenance. They should be cut or laid, never flailed, unless they have been managed in this manner for five years or more. The cuttings should be swept up from carriageways and footways where they may cause punctures.

Trimming hedges during the bird nesting season should be avoided unless hedges are preventing the passage, or affecting the safety of the highway user, including cyclists and pedestrians.

The most active period of bird nesting season is from 1st March to 31st July but can extend from February to August so it is important to check that there are no active nests before trimming. Birds and their nests are protected by law. More information on this can be obtained from Natural England.

Replacement Trees

Trees that have to be removed from the highway or pathway will be replaced if the Council budget is available. Where no budget is available, the Council will contact the local Parish, City or District Council to see if they or local residents would like to pay for the planting of a replacement tree. The local County Council Member will also be informed about the tree removal and opportunity for a replacement.

Planting New Trees

The Council is happy to license new planting on the public highway where it is considered feasible and appropriate, via a risk assessment and safety check sheet. We will work closely with District, Town and Parish Councils, local organisations and individuals who may wish to plant trees in the public highway subject to good arboriculture practice, with cases assessed on a site by site basis.

Householders can apply to plant and maintain trees on the highway verge in front of their house only. This is done under Section 142 of the Highways Act. Support regarding an application will be provided by the Highway Authority, including specific guidance on species, location and suitability.

If you are a District, Town or Parish Council we will consider granting an agreement under Section 96 of the Highways Act to plant and maintain trees in your town or parish (please see our page on planting on the public highway). We will need to be satisfied that the trees are suitable now and in the long term, taking into account safety, existing features, utility apparatus, water extraction, tree canopy and future maintenance implications. Commuted sums should be in place before a new tree is adopted in respect of the ongoing tree and landscape maintenance, but the County Council will help seek alternative sources of funding for tree planting, as well as commuted sums from others, (e.g. Parish Councils), for those who wish to plant trees on highways.

Good arboriculture practice must support any new planting proposal on new developments or existing adopted public highway. The 2014 Trees & Design Action Group guide “Trees in Hard Landscapes a Guide for Delivery” which considers technical design solutions and methods for tree planting in roadway verges and hard landscape areas is a useful document to promote good practice.

Planting will be approved either by Agreement (Highways Act 1980 - Section 96) or by Licence (Highways Act 1980 - Section 142), or by commuted sum. Depending on the type of agreement, ownership and maintenance of the planting will transfer to the County, District, Town or Parish Council (Section 96) or the frontage (Section 142) owner who will be responsible for maintenance.

<u>Privately Funded / Third Party Trees</u>

Parish Planting Schemes and/or privately funded new or replacement trees are welcomed and encouraged, and the County Council is keen to work with organisations / individuals that wish to fund replacement / new trees on the public highway.

Considerations for those wishing to privately fund trees:

- The type and siting of the planting does not differ from the approved scheme without written consent of the Highway Authority;
- The Council encourages a minimum of three metres planting distance from the road edge. However, some roadside verges may accommodate trees closer to the road edge than this, and the Council is pleased to consider site specific assessments on a case by case basis.
- For new trees, the party carrying out the planting consults with all affected utility companies, and pays for any alterations or damage caused during planting;

- For new trees the party carrying out the planting consults adjoining landowner(s), local Parish, Town or City Council, concerning the proposals and resolves any dispute or objection to the scheme;
- For new trees copies of the correspondence with utility companies and adjoining landowners are provided to Cambridgeshire County Council along with the proposal.

Insurance Claims and Subsidence Caused by Trees

There has been much discussion concerning subsidence of structures allegedly caused by street trees. Subsidence may be the result of many things such as a general reduction of ground water levels, inadequately designed or constructed foundations or seasonal variations in the moisture content of soils. Consequently we will not automatically agree to remove trees where there is evidence of building subsidence and property owners should seek professional advice.

It is up to the owner of the property to prove that the tree(s) is (are) causing the damage. This is normally done by submitting a full arboriculture report from a structural engineer and/or a chartered surveyor and a professionally qualified arboriculturalist (with 12 months of crack monitoring data attached, soil analysis and other supporting evidence) from your insurance company.

The Council will carefully consider any relevant claims for subsidence damage but does not accept as a matter of course nearby highway trees are likely to cause or contribute to a subsidence problem. Early investigations are recommended as early action can limit the potential for damage.

Subsidence claims related to highway trees are administered by the Council Insurance Team. The claimant must provide positive evidence to demonstrate that the highway trees have caused the subsidence. Where appropriate the Council will obtain an independent third party opinion. The following information is required:

- Plan showing the location of the property and trees
- Age of property
- Depth and type of foundation
- Details of relevant property extensions
- Drainage details and location of other services
- Extent of damage
- Tree root data
- Soil and subsoil analysis
- Seasonal movement monitoring level distortion survey

Summary

The Highway Authority recognises that trees on the highway form an important part of the natural landscape providing aesthetic, ecological and environmental benefits. To that end we are keen to support and encourage local communities that wish to plant trees in their area. In the first instance please contact the Local Highway Officer for your area.

41. Vehicle Activated Signs (VAS)

It is recommended that VAS are only deployed if it is clear that the problem cannot be remedied by changing the environment, therefore VAS will only be permitted at accident cluster sites where there is a record of personal injury accidents for which excessive speed is considered to be a contributory factor and engineering measures have not resolved the problem.

The trigger speed for sites is an 85th percentile speed above ACPO limits (Association of Chief Policy Officers), i.e. 15% of drivers would be exceeding ACPO levels (= speed limit +10% +2mph). Without a recognised speed problem there is little benefit in reinforcing the speed limit.

Where a VAS is installed on the highway the sponsor must also provide funding for a commuted sum to cover its future maintenance, usually we limit this to 20 years.

If a VAS sign is adopted by the Highway Authority it will be maintained throughout its working life. Replacement due to failure and not being economical to repair will need to be third party funded. Replacement due to failure or as a result of accident damage and not being economical to repair will need to be third party funded. However replacement VAS will not automatically be approved unless the circumstance meet the above criteria.

~~To reduce the funds required by communities~~ We are promoting in place of main operated units, the use of Moveable Vehicle Activated Signs or Speed Indicator Devices which removes the need for solar panels or expensive mains power supplies. The sponsor would need to recharge the battery and may need to pay the manufacturer a small annual service charge. These signs are cheaper than the traditional ones and we currently do not require a commuted sum to be paid.

Moveable Vehicle Activated Signs (MVAS)
MVAS are temporary and will not be in operation at any one site for more than one month.

MVAS sites will be determined by the Local Highway Authority after consideration of the following factors:

- The criteria for a VAS are not met
- Evidence of inappropriate speed
- Evidence of Parish/Town/City Council support for public concern over vehicle speeds and willingness to operate a volunteer MVAS relocation scheme

Speed Indicator Devices (SIDs)
SIDs are temporary and will not be in operation at any one site for more than one month.

SIDs will only be permitted at locations covered by a 30mph speed limit.

SIDs sites will be determined by the Local Highway Authority after consideration of the following factors:

- The criteria for a VAS are not met
- Evidence of inappropriate speed
- Evidence of Parish/Town/City Council support for public concern over vehicle speeds and willingness to operate a volunteer SID relocation scheme

42. Vehicle Access

A dropped kerb may be used to provide access for vehicles to a property. If you would like a dropped kerb for vehicle access you need to put in an application to the County Council and if successful, arrange and pay for the construction.

To make an application (charges available on website and subject to annual review):

- contact your local planning authority;
- gain planning permission or a written statement that you do not need planning permission;
- call 0345 045 5212 and apply for a dropped crossing. Please note that a fee is payable at this point as detailed on our website, under Fees and Charges;
- if your application is approved you will need to employ a contractor to carry out the work. If your application is not approved you will receive a refund as detailed on our website, under Fees and Charges;
- complete a booking road space form

43. Vehicles for Sale on the Highway

Vehicles offered for sale on the public highway should be reported to the District Council for enforcement under the Neighbourhoods and Environment Act.

44. Highway Enforcement

General
In the most serious cases the County Council will consider the use of enforcement powers. Any action that is taken will have been carefully considered and will be in line with the Council's Enforcement Policies. The Enforcement Policies can be viewed on our website

The County Council's Enforcement Policies comply with the requirements of the following and should be read in conjunction with them:

- Regulators Compliance Code
- Code for Crown Prosecutor
- Enforcement Concordat
- The Guidance Manual for the Cambridge Parking Scheme
- Street works Enforcement - Refer to national legislation

Areas for Enforcement
The County Council's powers of highway enforcement would be exercised should the following items be found not to be compliant with the policy.

- A Boards
- Abandoned vehicles on the Highway
- Banners on the Highway
- Bollards and Marker Posts
- Depositing materials on the highway
- Encroachments and Obstructions
- Horses on the Highway
- Kerbing
- Mirrors on the Highway
- Mud on the Highway
- Religious symbols on the Highway
- Street Traders
- Tables and Chairs
- Vehicular Access
- Vehicles for sale on the highway

Specific guidance is shown below (items 4 and 5 – in relation to unauthorised encampments and signs)

Unauthorised Encampments

Where an unauthorised encampment is situated on the public highway, including a Public Right of Way, the Asset Manager will liaise with and support the Travellers Liaison Officer in confirming that the encampment is on highway land and whether any action should be taken to achieve the removal of the encampment off the public highway.

Any decision to instruct Legal Services to serve notice on the travellers and to seek an appropriate court order will be made by the Assistant Director – Highways, in consultation with the Travellers Liaison Officer in accordance with the County Council's policy.

Unauthorised Signs

Advertising signs are not permitted on the highway. Highway Officers will take action when unauthorised signs along a road become a problem or in response to a complaint from a parish or town council or from other elected representatives.

Signs or 'A-boards' which interfere with the safe movement of road users will be removed without notice and stored for not less than four weeks. The owner may collect the sign(s) on payment of a fee. The signs will be disposed of if not collected after four weeks.

Appendix G

Life Cycle Plans – Carriageway as at 2016

Fig. 1 – A class roads

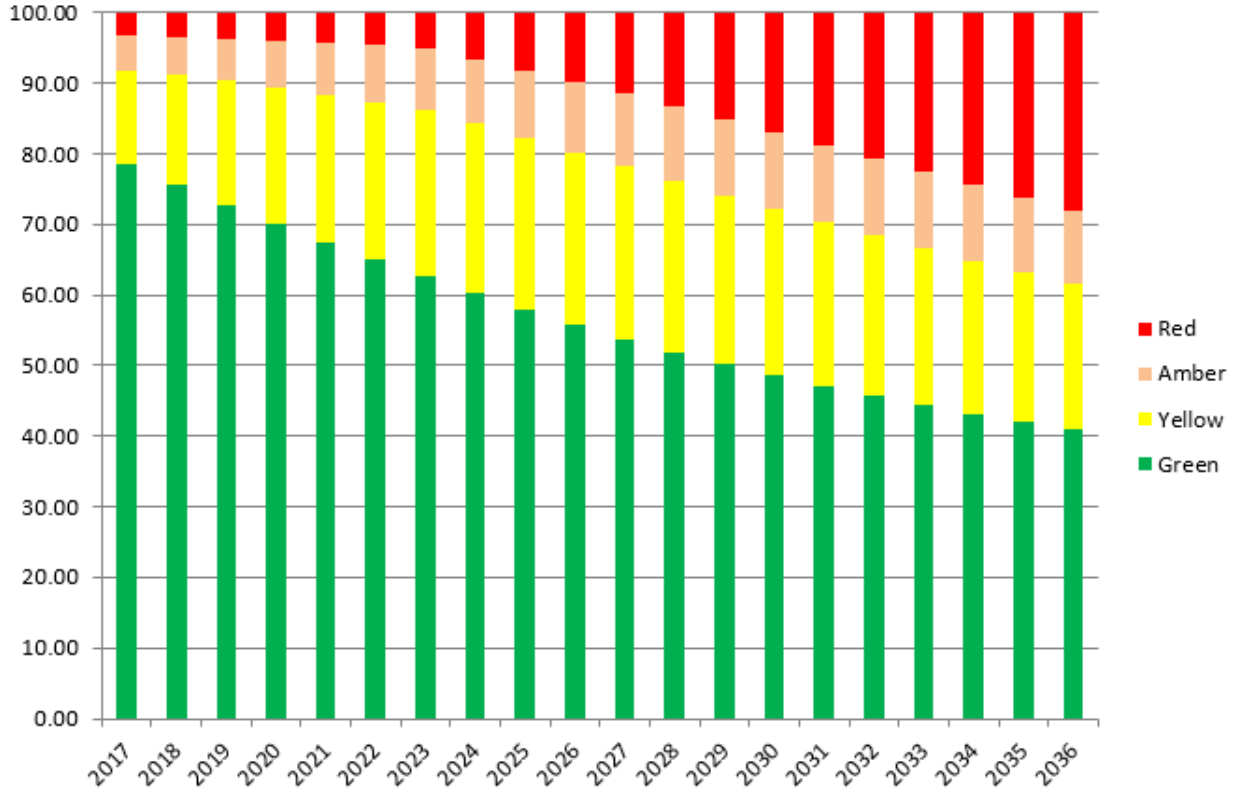


Fig. 2 – B class roads

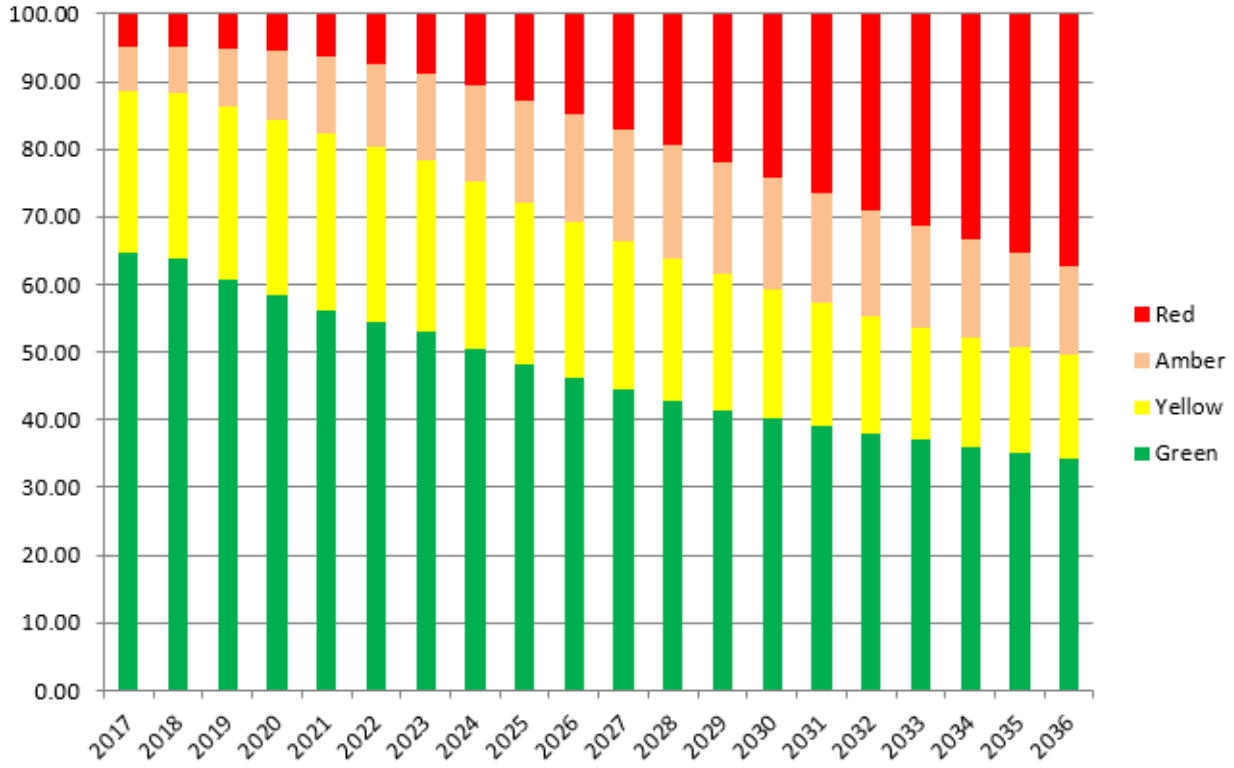


Fig. 3 – C class roads

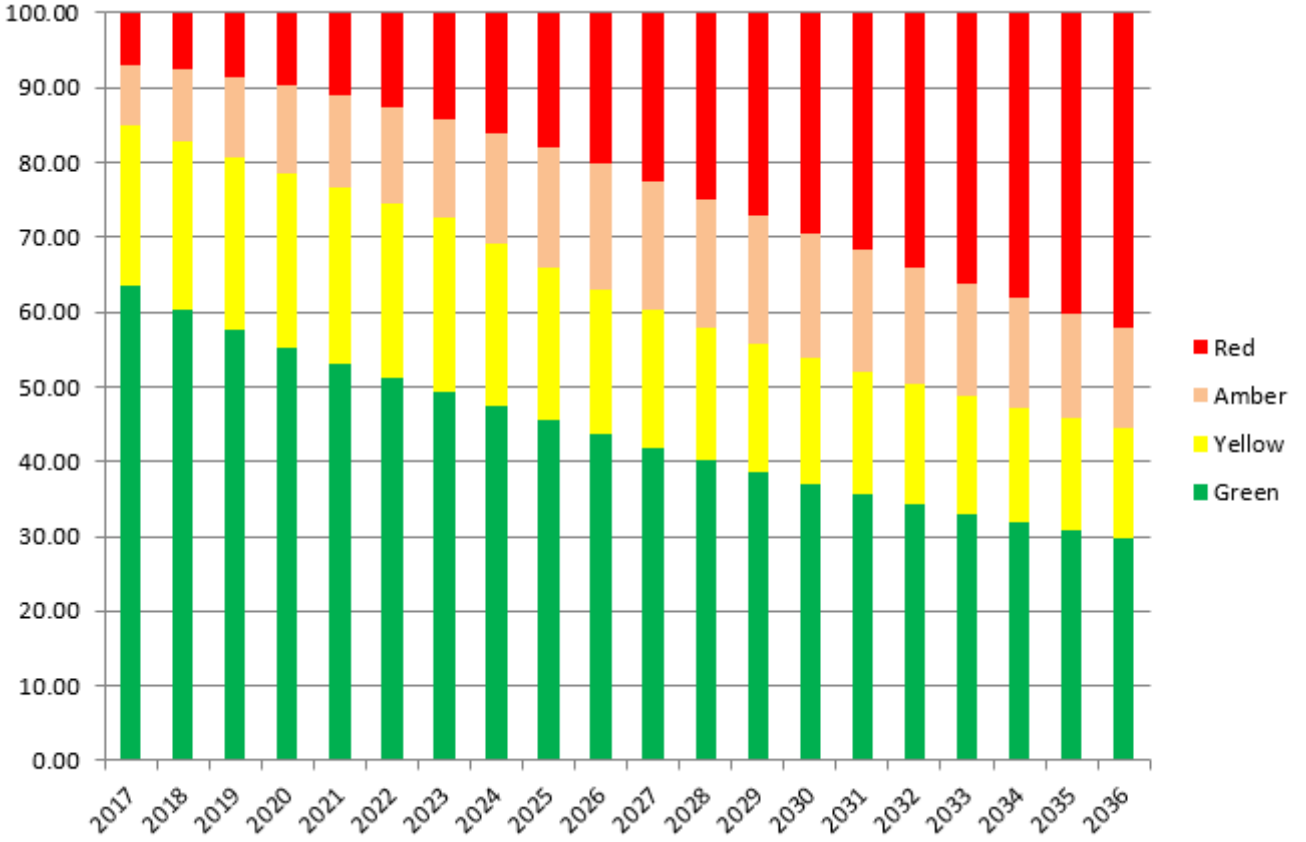
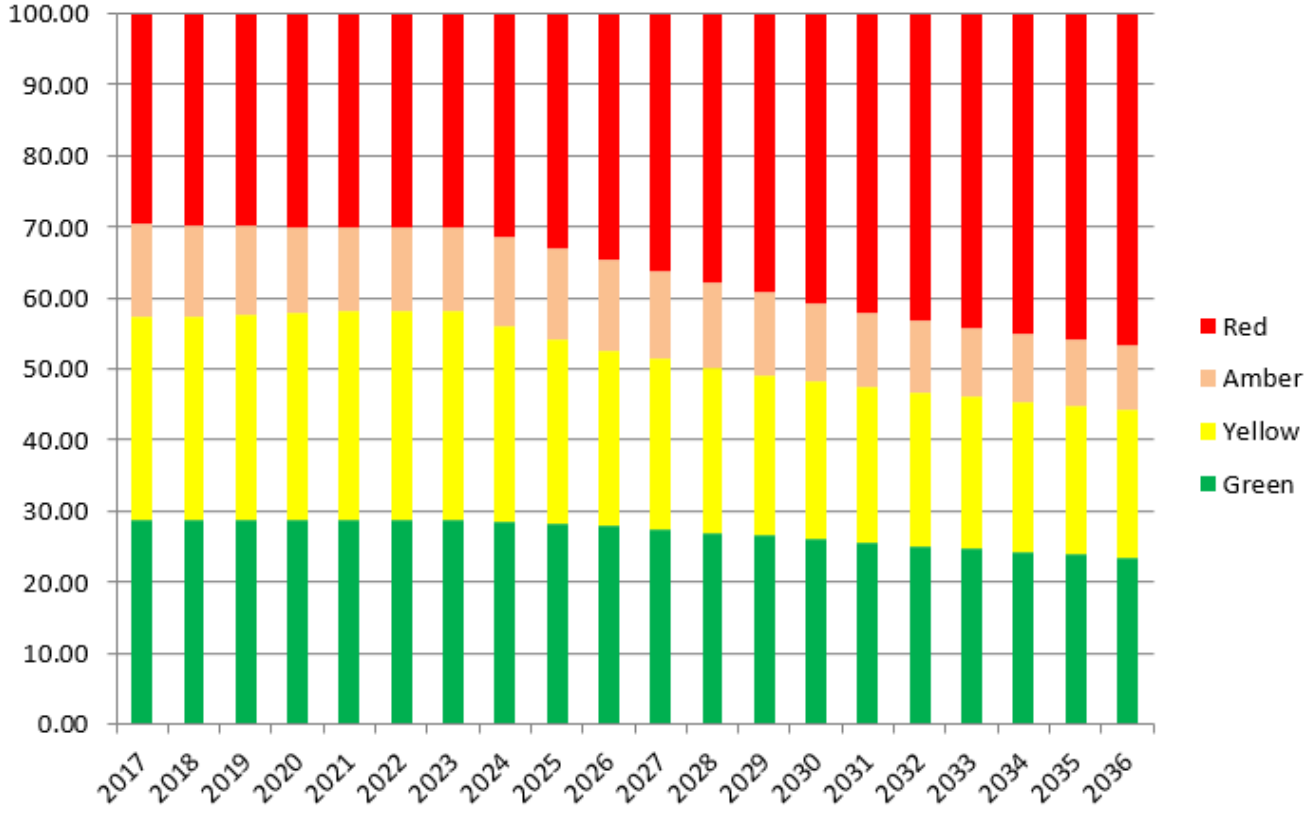


Fig. 4 – Unclassified roads



Appendix H

Skid Resistance Policy

The maintenance of adequate levels of skidding resistance on carriageways is a most important aspect of highway maintenance, and one that contributes significantly to network safety, particularly for riders of motorcycles. However, whilst the frequency of accidents is expected to increase as skidding resistance falls, the effect will be more pronounced for more 'difficult' sites and there is no skidding resistance boundary at which a surfacing passes from being 'safe' to 'dangerous'. Difficult sites are those where the geometry, for example, bends, junctions, steep gradients, pedestrian crossings and traffic signals increase the risks of skidding accidents.

Skid resistance network

The network to which this policy applies is based upon Cambridgeshire's maintenance hierarchy and incorporates Strategic Routes and Main Distributor Roads. A review of the maintenance hierarchy will be carried out periodically to ensure any changes to the road network or its usage are reflected and incorporated into this policy.

A list of roads that are routinely tested and for which this Skid Resistance Policy is applicable is given as Annex A.

Test Equipment

The test equipment to be used for routine skid resistance testing is SCRIM (Sideways Force Co-efficient Routine Investigation Machine). This complies with the national standard for skid resistance and is the preferred method for calculating the Characteristic SCRIM Co-efficient (CSC).

The network shall be tested on an annual basis, with 100% of the network to which this policy applies tested in both directions.

Setting Investigatory Levels

The initial investigatory Level (IL) is based upon various factors including road type, alignment or feature. HD28/15 Table 4.1 contains nationally defined IL categories, descriptions and values, for trunk roads and motorways. It is noted that HD 28/15 states that it "is not intended for the management of skid resistance on local roads, similar principles may be applicable". The table is reproduced below.

Site Category and Definition		Investigatory Level at 50km/h					
		0.30	0.35	0.40	0.45	0.50	0.55
A	Motorway						
B	Dual carriageway non-event						
C	Single carriageway non-event						
Q	Approaches to and across minor and major junctions, approaches to roundabouts						

K	Approaches to pedestrian crossings and other high risk situations						
R	Roundabout						
G1	Gradient 5-10% longer than 50m						
G2	Gradient >10% longer than 50m						
S1	Bend radius <500m – dual carriageway						
S2	Bend radius <500m – single carriageway						

- The dark shading indicates the range of IL that will generally be used for trunk roads carrying significant traffic levels
- The light shading indicates a lower IL that will be appropriate in low risk situations, such as low traffic levels or where the risks present are well mitigated and a low incidence of accidents has been observed
- Exceptionally, a higher or lower IL may be assigned if justified by the observed accident record and local risk assessment

Cambridgeshire County Council has set appropriate IL's for its network, based upon the table above, amended to reflect lower traffic levels. These are reviewed on a 3 year rolling programme, by a detailed site specific risk assessment. This assessment is to be undertaken by competent officer. The annual IL review programme is detailed in Annex B.

In addition, a review of the IL shall be carried out whenever there is a significant change to the network, such as the installation of a pedestrian crossing or roundabout. This review shall be carried out annually to incorporate any new installations/changes that are delivered through the authority's Highway Capital Maintenance Programme, and to capture any changes due to private development of which the Authority is aware.

Roads within any site category with no exceptional risk of skidding accidents will be assigned the lowest IL.

Cambridgeshire County Council bases its approach to setting ILs on Table 4.1 from HD28/15. Where the table permits lower values (light shading), the Authority will consider adopting these values.

<u>Detailed Site Specific Risk Assessments and Site investigation</u>
When routine SCRIM testing has been carried out, results are analysed to determine if there are any sites that are at or below the Investigation Level.

Where any site is at or below the IL, an investigation is undertaken to establish whether the site in question has a wet skidding accident skidding history. Those sites showing a correlation of wet skidding injury accident history and skidding resistance at or below IL are then subject to further investigation, leading to a prioritised list of sites for treatment.

Sites that have had one or more wet skidding injury accidents during the 3 year period prior to the SCRIM survey are deemed to have a wet skidding accident history.

Method of Prioritisation of Sites

Those sites that have skidding resistance considerably less than IL and also have a wet skidding injury accident history will be prioritised for further site investigation by the Authority's road safety team and probable treatment. Typically such sites will be 0.25 or more below IL.

All sites 0.10 or more below IL but less than 0.25 below IL that also have a wet skidding injury accident history will be assessed by the Authority's road safety team for possible site investigation and treatment.

Those sites less than 0.10 below IL will only be prioritised for treatment where there is a wet skidding injury accident history combined with poor texture depth and there are clear indications that improving the condition of the surfacing is likely to significantly reduce the risks of injury accidents occurring.

Accident histories will be assessed based upon the number of wet skidding injury accidents over the 3 year period prior to the SCRIM survey being undertaken.

Site Investigations

Individual site investigations shall be completed and documented.

The results of the site investigation will determine whether or not there is justification for treatment, or whether other action may be more appropriate. Surface treatment may not always be a necessary response and other measures to reduce the injury accident risk of the site may be both more cost effective and consistent with local transport policy. All decisions shall be fully documented on the Site Investigation Form, Annex C.

Any priority treatments will be identified and fed into the Highway Capital Maintenance Programme.

Site investigations will be commissioned or undertaken by the Council's road safety team. The road safety team will finalise the list of sites for treatment each year, based upon SCRIM data, injury accident histories, site investigations and other data held by the Authority. This data will include public reports of highways defects and service users' concerns.

Priority for treatment will be given to those sites with the greatest difference below the IL, where low skid resistance is combined with low texture depth and where the injury accident history shows there to be a clearly increased risk of wet or skidding accidents.

Cambridgeshire's Road Safety team will work with colleagues within the Highways Service and providers of highway services to ascertain the most cost effective treatments.

Slippery Road Signs

Signs will be erected where, following the above prioritisation processes (see also Annex C), treatment to improve skid resistance is scheduled to be undertaken. Upon completion of the works, signs will be removed.

Annex A – Road Network subject to routine Skid Resistance Testing

Road Number	From	To	Length (km)
Strategic Roads			
A1101	Lincolnshire boundary	Norfolk boundary	12.68
A1303	A428	M11 junction 13	2.75
A605	Entire length		26.51
A10	Entire length		54.61
A141	Entire length		46.94
A142	Entire length		38.38
A505	Entire length		20.29
A1198	A14	A428	12.48
Total length of Strategic roads			214.64
Main Distributor Roads			
A1101	Shippea Hill	B1411	13.19
A1303	M11 junction 13	A1304	20.41
A15	Entire length		3.16
A603	Entire length		18.68
A1096	Entire length		5.35
A1123	Entire length		39.77
A1198	A428	Hertfordshire boundary	20.38
A1301	Entire length		13.68
A1304	Entire length		10.07
A1307	Entire length		34.97
A1421	Entire length		3.76
A1309	Entire length		5.68
A1134	Entire length		20.19
B1040	A141	B1095	17.03
B1042	Entire length		6.47
B1043	C105	C339/A14	1.94
B1049	A14	A1123	15.85
B1050	A14	A1123	14.38
B1095	Entire length		6.12
B1102	A142	A14 (omit Isaacson Road, Burwell)	16.08
B1381	Entire length		8.1
Addenbrookes Road A1301 & U7046	Hauxton Road	Dame Mary Archer Way	2.15
Total length of Main Distributor roads			297.41
Total length of testing road network			512.05

Annex B – Programme for review of Investigatory Levels

Road Number	2018/19	2019/20	2020/21
A1101			12.68
A1303			2.75
A605			26.51
A10	54.61		
A141	46.94		
A142		38.38	
A505		20.29	
A1198		12.48	
A1101			13.19
A1303			20.41
A15			3.16
A603			18.68
A1096			5.35
A1123			39.77
A1198			20.38
A1301	13.68		
A1304	10.07		
A1307	34.97		
A1421	3.76		
A1309	5.68		
A1134		20.19	
B1040		17.03	
B1042		6.47	
B1043		1.94	
B1049		15.85	
B1050		14.38	
B1095		6.12	
B1102		16.08	
B1381		8.1	
A1301 & U7046		2.15	
Total km	**169.71**	**179.46**	**162.88**

Annex C – Site Investigation Form

General Information			
Name of Investigator		Date / time	
Weather conditions		Traffic conditions	

Site location and use	
Location and nature of the site (attach plan)	
Are there any features that could require users to stop or manoeuvre to avoid an accident?	
Has there been any change in site use since IL was set?	

Pavement condition data	
Site Category - (attach plan)	
Investigatory level - (attach plan)	
Test results - (attach plan)	
SCRIM deficiency - (attach plan)	
Also include excel spreadsheet as example provided	
Is the skid resistance consistent over the site?	
If no, what are the variations?	
Is the lowest skid resistance in locations where users have a specific need to stop or manoeuvre?	
Are there any individual 10m lengths that fall below the mean for an averaging length?	
Is the location significant, i.e. within a sharp curve?	
Does the site contain a sharp bend to the left in combination with braking or accelerating?	
What is the texture depth over the low skid resistance areas	

Are there any extreme values of rut depth or longitudinal profile variance that could affect vehicle handling or drainage of water from the carriageway?	

Accident history		
	%	Number
% wet accidents		
% skid accidents		
% wet skid accidents		

Visual assessment	
Is a visual inspection of the surface condition consistent with the survey data?	
Is the whole of the carriageway surface generally consistent with the measured nearside wheel track?	
If so, is the location such that it is likely to increase the risk of accidents occurring?	
Is the surface free from debris?	
Does water appear to drain adequately during heavy rain?	
Is the pavement free from defects such as potholes?	

Road users	
What is the type and volume of road user?	
Are observed traffic speeds appropriate to the nature of the site?	
What types of manoeuvres are made and what is the consequence if not completed successfully?	
Is there evidence that road users fail to negotiate the site successfully?	

Road layout	
Is the road design still appropriate for the speed, volume and type of traffic?	
Is the layout unusual or confusing to road users?	
Is the road particularly narrow?	
Is the layout appropriate for vulnerable road users?	
Are junction sizes appropriate?	
Are right turning vehicles adequately catered for?	
Are priorities at junctions clearly defined?	
Are signals operating correctly?	
Are signals / signs clearly visible to approaching motorists?	
Are all pavement markings and signs appropriate and visible in all conditions?	
Have old markings been removed properly	
Are there any redundant signs that could cause confusion?	
Are all roadside objects on high speed roads protected adequately from vehicle impact ?	
Do sight lines appear to be adequate?	
Is the end of likely queues visible to road users?	
Does landscaping reduce the visibility, including signs?	

Additional information
Are there any other sources of information available, such as reports or visual evidence of damage only accidents or damage to street furniture?

Results and actions
Is action needed?
If not, why not?
If yes, what action is required?
Officer responsible for report: Signature: Date:

Appendix I

Adoption of New Non-Motorised User (NMU) Routes

1. Introduction

1.1 The maintenance of Cambridgeshire County Council's existing highway network is planned and managed through its Highway Operational Standards (HOS), reviewed annually. The County's various transport strategies provide the guiding principles regarding the strategic development and management of the transport network, including non-motorised user routes comprising public rights of way and cycle routes ('NMU routes').

1.2 Records of the County's highway assets are managed by the Asset Information and Asset Planning teams. These databases provide the basis for the maintenance of the highway network, and include NMU routes.

1.3 In order for the network to be effectively planned and managed, both the current and future maintenance liabilities have to be managed. The adoption of new roads is well regulated through the Highway Development Management process. There is also an existing policy specifically regarding the adoption of public rights of way through diversions under the Highways Act 1980.

1.4 This policy sets out how the County Council will decide what NMU routes it should adopt in future in terms of need, affordability and consistency. This is particularly important in the current economic climate of ever-reducing budgets where an asset management approach is being taken to highway maintenance.

1.5 The policy first sets out the process by which the County Council will decide what new NMU routes it will adopt in future, based on criteria applied equally to all potential candidates.

1.6 Secondly, it addresses situations where the County Council has to decide if it will adopt recorded public rights of way not previously maintainable at public expense. It also addresses public path order diversion proposals that would result in additional maintenance liability than is currently the case, such as a change of surface material or additional length.

2 Classes of public access

2.1 Most linear forms of public access in Cambridgeshire exist as public highways, which may or may not be maintainable at public expense, depending on their origin. However, access can also be provided by permission of a landowner, as explained at 3.3 below.

2.2 There are six classes of highway, ranging from public footpaths at the lowest level to carriageways at the highest:

- **Footpath** – provides users with the right to pass and repass on foot only. A footpath is geographically separate from carriageways with adjacent footways (pavements).
- **Bridleway** - provides the right to pass and repass on foot, bicycle and horse. However, cyclists should give way to pedestrians and horse-riders.
- **Restricted byway** - provides the right to pass and repass on foot, bicycle, horse and horse-drawn vehicles in equal rights.
- **Byway open to all traffic ('BOAT')** – provides the right to pass and repass on foot, bicycle, horse, horse-drawn vehicles and all motor vehicles. However they usually have a soft surface and many are not suitable for modern vehicles.
- **Cycle track** – may carry pedestrians and bicycles, or only bicycles depending on its designation.
- **All-purpose highway** – these are principally carriageways and carry all types of traffic from Non-Motorised Users to all motorised vehicles. Carriageways are divided into A, B, C and Unclassified categories. Unclassified status includes unsurfaced 'soft' roads. Carriageways may or may not contain footways, cycle tracks or multi-user routes for pedestrians, cyclists and equestrians adjacent to the section used by vehicles. Margins can be provided in or beside a carriageway for horses or driven animals if considered necessary.

2.3 Non-Motorised User routes (NMU routes) is a generic term covering all types of public access that can be used by pedestrians, cyclists and equestrians and horse-driven carriages. They include footpaths, bridleways, restricted byways, cycle tracks, and footways and multi-user routes within the highway.

2.4 The lengths of the different classes of highway and other public access in Cambridgeshire are shown in Table 1 at Document A. The majority of the highways shown in Table 1 are maintainable at public expense. 1.8% (58km) of public rights of way are known to be not maintainable at public expense; potentially this figure is as much as 9% (291km), depending on their historic legal origin.

2.5 The length of cycle tracks is a current estimate. However, it is likely that the figure is significantly higher, because cycle routes have been created over some decades not only by the County Council, but also under agency agreements with the District Councils. They are very poorly documented, and so the extent of the County Council's potential liability is unknown. A project is underway to identify the routes.

2.6 In addition to these highways, Cambridgeshire has 641km of permissive paths (footpaths, bridleways, restricted byways and cycle routes). The majority of these are maintained privately by the landowner. However, the County Council may be liable for maintaining many of the cycle routes, depending on the agreement (see 3.3-3.4 below).

3 Methods by which public rights of access are created

3.1 The County Council accrues new highways through a number of different legal mechanisms. Many arise through external parties, such as developers and Central Government transport schemes. The mechanisms are shown in Table 2 at Document B.

3.2 Highways are also accrued in a number of ways through the County Council's own initiatives, including strategic transport plans and third party schemes. These are set out in Table 3 at Document B. Capital schemes (documented and approved annually in the County Council's Highway Capital Maintenance Programme (HCMP)) are often achieved through the County Council's own powers of 'build and adopt', which technically requires no formal documentation of legal creation. Local Highway Initiatives are approved separately by Members each year, and can include NMU schemes.

3.3 Public access can also be provided by permission of a landowner through a formal legal agreement or 'licence' (see Table 4 at Document B). This gives local communities additional valuable facilities, whilst protecting the land from permanent rights being accrued. The majority of permissive paths are not maintainable at public expense.

3.4 Many of the cycle routes provided in partnership with the charity Sustrans have been achieved through permissive agreements. Some, such as the Jubilee Cycle Path along Riverside in Cambridge run over existing public footpaths, leading to a dual status and potentially differing maintenance liabilities.

4 Maintenance Liability

4.1 Most new highways will be maintainable at public expense, but there are certain situations in which this will not be the case. These are listed at Table 5 at Document C. Diagram 1 at Document C shows the relationship of different categories of highways and their maintenance liability to the different legal systems of asset record management.

4.2 The tables at Document B show that the sources of public access are wide and varied. The County Council has influence over the location and design of most of these highways and permissive routes through negotiation with the parties concerned, and will accept them provided certain legal tests and technical specifications are met.

4.3 However, the Authority does not necessarily have control over how many highways it will accrue in a given year. This is because it is a function of many factors, such as the

amount of development coming on-stream, the issues involved with each scheme, and when Central Government gives approval for major transport schemes.

4.4 Another factor is that landowners can apply to divert public rights of way that are not currently maintainable at public expense and, if the relevant legal tests for diversion are met, the County Council will become liable for such diverted paths. However, the burden of taking on maintenance liability is not one of the legal tests for diversions. This policy addresses this issue.

5. The Asset Management approach to adoption of NMU routes

5.1 In order to ensure that the County Council can afford to take on new NMU routes and public rights of way that are not currently maintainable at public expense, two sets of criteria have been developed. Proposals will be assessed against the relevant criteria for the category as set out below. The criteria can be found at Document D.

Criteria Set 1: Adoption of New NMU Routes

5.2 The first set of criteria at Document D applies to all new NMU routes proposed through i) the planning and development process in negotiation with Asset Management; ii) new public rights of way proposed by landowners or other third parties outside of the development process; and iii) through all the County Council's own transport initiatives. The application of these criteria will ensure an auditable consistency of approach. It will not affect proposals negotiated with the County Council's Highway Development Management team (under section 38 and 278 Highways Act 1980 agreements).

5.3 New NMU routes covered by this policy include:

- Public rights of way
- Dedicated cycle tracks
- NMU routes within the highway
- Permissive paths and cycle routes

5.4 The criteria are based on:

- Cambridgeshire County Council's Vision as set out in its 2016-27 Business Plan outcomes:
  - Older people live well independently
  - People with disabilities live well independently
  - The Cambridgeshire economy prospers to the benefit of all residents
  - People lead a healthy lifestyle and stay healthy for longer
  - People live in a safe environment
- Statements of Action from the County Council's Rights of Way Improvement Plan policy (adopted 2006, revised 2016).
- The Cambridgeshire Health & Well Being Strategy 2012-2017
- Good practice developed over years of experience by the County Council's Cycling team and Asset Information team.

5.5 In order to be successful, a scheme must achieve a threshold score of at least 75% (see scoring notes in Document D). A Viability and Affordability criterion will mean that schemes must demonstrate that they are sustainable in terms of ongoing maintenance. Schemes that cannot demonstrate this will not pass. Project Managers will be expected to agree the Viability and Affordability score with Highway Asset Management and the relevant local highways office. Scoring for the other criteria will need to be agreed with Asset Information and the relevant Highway or ROW Officer. Solutions to enable viability include ensuring that the route is built to the County Council's Housing Estate Road Construction Specification, or offering an agreed commuted sum.

5.6 Schemes that pass will still have to undergo their relevant legal process, for example Public Path Creation Agreements and Orders through the formal Highways Act 1980 process. Schemes that are adopted via the Highways Development Management process and satisfy the relevant specification will be deemed to pass and will not be subject to the other criteria.

5.7 The criteria will also apply where it is proposed that the County Council takes on the maintenance liability of a permissive route for the life of the agreement.

Criteria Set 2: Public Path Diversion Order Applications

5.8 The second set of criteria at Document D applies to all public path diversion order applications under the Highways Act 1980 (HA80) and the Town & Country Planning Act 1990 (TCPA90), including like-for-like diversions; routes that are recorded public rights of way but are not currently maintainable at public expense; and packages to reorganise the network.

5.9 The criteria are based on a revised version of the County Council's Requirements for making a diversion order (previously adopted as policy in 2010), and provide an equitable means of assessing the maintenance liability that would be incurred. The criteria consider: accessibility relating to the County Council's duty under the Equality Act 2010; the benefit to the Authority and communities from resolving long term maintenance problems; the benefit to the PROW network; and the benefit to landowners from improved land management. Applications will still have to meet all the HA80 and TCPA90 legal tests.

5.10 The criteria are split into two elements:

- Six Pass/Fail criteria relating to County Council requirements that must be met in order for an application to be considered. If an application fails one of these criteria, it fails regardless of its numerical score. Officers will then revert to the applicant to discuss their options.
- Numerically scored criteria, where a 70% threshold must be met in order for an application to be taken forward. If an application passes the Pass/Fail criteria but fails the 70% numerical threshold, it will not proceed and officers will revert to the applicant to discuss their options.

5.11 If the maintenance liability incurred would be significantly greater than the existing, an application may still pass if a solution is agreed, such as a commuted sum or an agreement for a third party to maintain the route instead.

5.12 Cambridgeshire County Council's Public Path Order Diversion Requirements are now encapsulated in the *Criteria 2: Public Path Order Diversion Applications*. The 'Flow Chart for Public Path Order Applications' has been amended to reflect these changes (see Document E).

6. References

Cambridgeshire County Council - Housing Estate Road Construction Specification - http://www.cambridgeshire.gov.uk/info/20081/roads_and_pathways/115/highways_development
Highway Operational Standards
http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies/4
Rights of Way Improvement Plan
http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies
Local Transport Plan
http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies
Highway Capital Maintenance Programme
http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies/4

7. Glossary

Term	Definition
HA80	Highways Act 1980
HOS	Highway Operational Standards
LTP	Local Transport Plan
NMU Routes	Non-Motorised User Routes
ROWIP	Rights of Way Improvement Plan
PROW	Public Rights of Way
TCPA90	Town & Country Planning Act 1990
HCMP	Highway Capital Maintenance Programme

8. Documents

A Sources of highway accrual
B Highways not maintainable at public expense and the Relationship between highways and maintenance liability
C Lengths of highways and public access in Cambridgeshire
D NMU Adoption Criteria
E Public Path Order Applications Flow Chart

DOCUMENT A

Table 1 Lengths of highways and other public access in Cambridgeshire

Class	km	Total (km)	% of Total Network	Maintained by CCC (km) (including routes requiring further investigation)	% Network maintained by CCC (including routes requiring further investigation)	% not maintainable at public expense	Length of routes requiring further investigation (km)	% Network requiring further investigation	Total % network potentially not maintainable at public expense
Footpaths	2,229		68.9%	2204	68.1%	0.77%	8.3	0.37%	1.14%
Bridleways	595		18.4%	563	17.4%	1.01%	8	1.27%	2.28%
Restricted Byways	5		0.2%	5	0.2%	0.00%	0.4	8.00%	8.00%
Byways	407		12.6%	407	12.6%	0.02%	217	53.27%	53.29%
Total PROW		*3,237*	*(PROW) 100%*	*3,178*	*98.2%*	*1.80%*	*233.3*	*7.21%*	*9.01%*
Cycle tracks	64		1.4%	64	1.4%				
Soft roads	133		2.9%	133	2.9%				
U roads	2,280		50.0%	2,280	50.0%				
B roads	545		12.0%	545	12.0%				
C roads	1,117		24.5%	1,117	24.5%				
A roads	419		9.2%	419	9.2%				
Total roads and cycletracks		*4,558*	*(Roads+CTs) 100%*	*100%*	*100%*	*0%*	*0%*	*0%*	*0%*
Total highways		**7,794**	*100%*						
Permissive paths (including cycleways)	641	**641**		unknown	unknown	unknown	unknown	unknown	unknown
All routes		**8,435**							

DOCUMENT B – Sources of Highway Accrual and Liability

Table 2 External sources of highway creation and associated maintenance liability

Source	Scheme type	New CCC Highway Created	Legal Mechanism	Liability
Highways England	Major roads e.g. A14	New/diverted side roads, PROW, cycle tracks and NMU routes	Development Consent Order; Side Roads Order	Maintainable at public expense by CCC
Network Rail	Major rail infrastructure schemes	New/diverted side roads, PROW, cycle tracks	Transport & Works Act 1992 Order; Highways Act 1980 s118A/ 119A	Maintainable at public expense by CCC
Developers	Housing, commercial, mineral developments	Roads, cycle tracks, PROW	Highways Act 1980 Section 37/38/278; Town & Country Planning Act 1990 s247	Maintainable at public expense by CCC
Developers	Housing, commercial, mineral developments	PROW	S106 obligations requiring Highways Act 1980 Section 25/s30 agreements; s26/s118/s119 orders; or Town & Country Planning Act 1990 s247/s257 orders	Maintainable at public expense by CCC except for s30 HA80 agreements
Parish and Town Councils and other third parties	Local Highway Initiatives	Cycle tracks; footways; margins for horses; widening	Highways Act section 65; s66; s71; s72 and others	Maintainable at public expense by CCC. Widening done by parish/town councils may not be maintainable at public expense unless formally adopted by CCC.
Landowners/parish/ Town councils	Public Path Orders	PROW	Highways Act 1980 ss25; 26; 30 119; 118	Maintainable at public expense, *except* for s30 agreements.
Landowners	Public paths	Public paths	Express dedication at common law	Not maintainable at public expense
Public applications/proactive CCC orders	Unrecorded PROW	PROW	Wildlife & Countryside Act 1981 section 53	May or may not be maintainable at public expense, depending on the legal history
Public requests/proactive CCC investigations	Unrecorded roads/cycle tracks	Public roads/ cycle tracks	Highways Act 1980 ss 31; 32; 36	May or may not be maintainable at public expense, depending on the legal history

Table 3 Internal sources of highway creation and associated maintenance liability (cont.)

Source	Scheme type	New CCC Highway Created	Legal Mechanism	Liability
CCC	Major road schemes e.g. bypasses	Roads; alterations to PROW; creation of NMU routes	Highways Act 1980 s24	CCC
CCC	Cycle schemes	Cycle tracks (which may be shared pedestrian and cycle or cycle only); NMU margins within highway	Highways Act 1980 ss24, 65, 71, 72	CCC
CCC	Discovery of unrecorded PROW	PROW	Wildlife & Countryside Act 1981 section 53	May or may not be maintainable at public expense, depending on its legal history
CCC	Public path orders to resolve longstanding problems	PROW	Wildlife & Countryside Act 1981 section 53; ss25, 26, 118, 119 Highways Act 1980	May or may not be maintainable at public expense, depending on its legal history

Table 4 Other sources of public access and associated maintenance liability

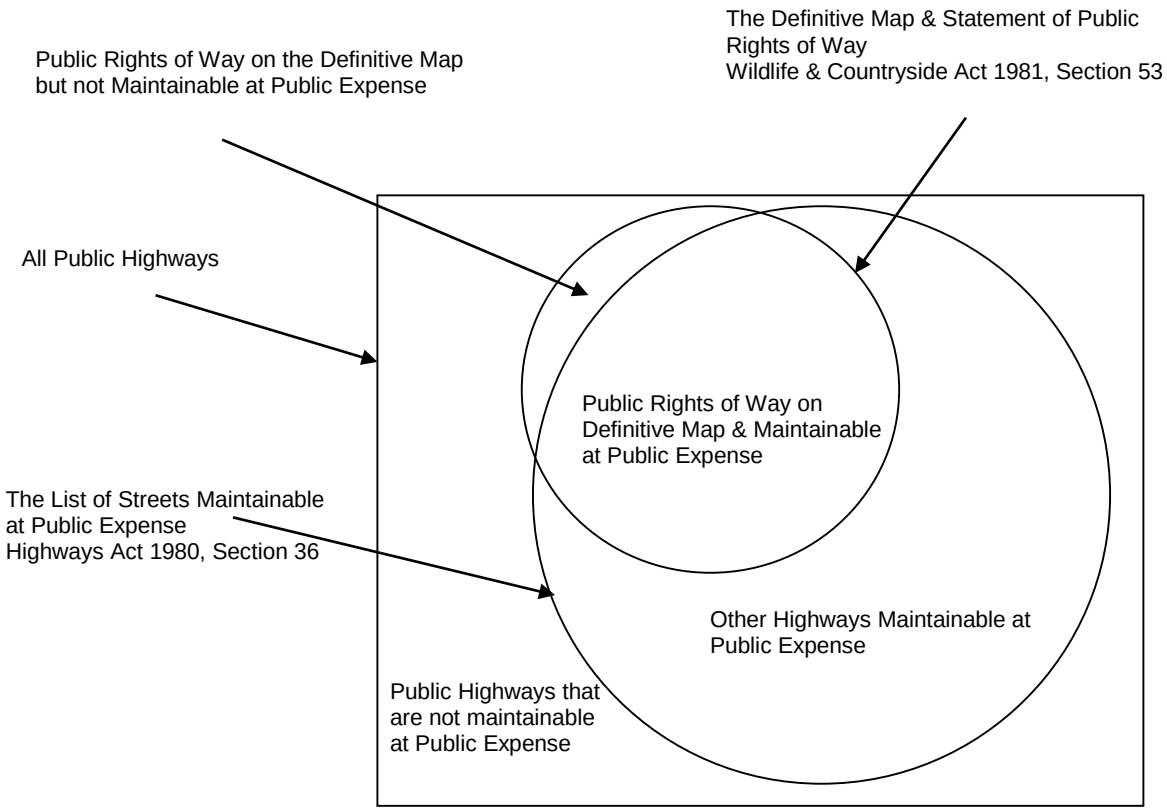
Source	Scheme type	Type of Access Created	Legal Mechanism	Liability
CCC, District Councils, Sustrans and other third parties	Cycle schemes	Shared pedestrian and cycle routes; separate cycle routes	Licence or permissive agreement	Depends upon terms of agreement
CCC	Permissive rights of way	Pedestrian, cycle, equestrian, driven horses	Licence or permissive agreement	Usually landowner but depends upon terms of agreement

DOCUMENT C

Table 5 Methods through which highways can be created but which are not maintainable at public expense

	Highway created	Legal mechanism
1	Public rights of way accrued through public applications, mainly created through usage over time since 1959 (typically 20 years)	Section 53 Wildlife & Countryside Act 1981
2	Routes discovered to be highways (anything from a footpath up to a road) for which documentary evidence proves they are not maintainable at public expense	Sections 31, 32, 36 Highways Act 1980
3	Where a town or parish council has entered into an agreement with a landowner to create a public right of way. The parish council can maintain such paths themselves. They can be added to the Definitive Map & Statement (the legal record of public rights of way) which gives them protection, for example they would be disclosed for property searches. However, there is no obligation on the Highway Authority to maintain them.	Section 30 Highways Act 1980
4	Where a landowner has made an express dedication at common law that a certain route shall be a highway of a certain status. However, there is no obligation for the Highway Authority to adopt the maintenance liability for such a route, and it would not be possible for a member of the public to serve notice on the Authority requiring it to put the route into good order as he or she could for a highway maintainable at public expense.	Express dedication at common law, captured in a deed

Diagram 1 The relationship between highways and maintenance liability



DOCUMENT D

Criteria Set 1: Adoption of Non-Motorised User Routes Criteria - New Highways

Subject area	Criteria		Maximum available score	Scheme	Notes
	No.	Item (SOA = Statement of Action in ROWIP)			
CCC Estate Road Specification	1	Project design complies with requirements of CCC Housing Estate Road Construction Specification (PASS or FAIL only)	Pass or Fail		
Maintenance & Financial	2	Viability and Affordability (PASS or FAIL only)	Pass or Fail		
Safety	3	Mitigates conflict between potential users and different modes on an existing route, e.g. by splitting/removing one or more modes of user	3		
Connectivity & Safety	4	Provides safer road crossing and/or off-road link not currently provided for (SOA2)	6		
Connectivity	5	Provides a missing link to a wider network, supporting physical and mental well being (SOA2, SOA5)	2		
Connectivity	6	Enables a new circular route (Whole or in part) supporting physical and mental well being (SOA2, SOA5)	3		
Connectivity	7	Provides convenient access to work, education centres, health facilities and/or transport hubs	4		
Connectivity; convenience	8	Provides a sustainable transport connection (Walking, Cycling or Equestrian) with an existing or new development (SOA3)	4		
Connectivity	9	Provides convenient access for users to other local amenities (e.g. community facilities, shopping, religious centres)	3		

Equalities Impact	10	Project will benefit pedestrians	3		
Equalities Impact	11	Project will benefit equestrians	3		
Equalities Impact	12	Project will benefit cyclists	3		
Equalities Impact	13	Significant negative impact on accessibility - Equalities Act	-3		
Equalities Impact	14	Significant increase in accessibility - Equalities Act	3		
Equalities Impact; health & well-being	15	Increases access to green space and opportunities for physical and mental wellbeing	3		
Consultation	16	Support from local communities	3		
Biodiversity Duty	17	Significant negative impact on biodiversity	-2		
Promoted route	18	Route will be on a promoted way e.g. National Cycle Network, Ouse Valley Way	1		
		TOTAL			
BONUS POINTS					
Enjoyment; convenience	19	Enhancement of a route currently used	Plus 1		
Features of Interest	20	A route leading to, through or past (200m radius) a site of historic, cultural or wildlife interest. (BONUS - 1 point for each)	Plus 3		
Biodiversity Duty	21	Route enhances biodiversity	Plus 2		
Equalities Impact; health & well-being	22	Route allows/enhances access for disadvantaged groups (Cambridgeshire Health & Well Being Strategy; JSNA)	Plus 2		
		Total Score /44 +8 bonus points (Pass mark 75% i.e. 33)			

New Highways: Scoring Notes
These criteria are only to be used for proposals that involve the creation of completely new routes.
Scoring will be applied to each proposal separately. If a number of competing proposals are being offered, schemes will be ranked according to score, with higher scores being prioritised.

Where a criterion is deemed to be of higher importance and so has a higher possible maximum score, the reasoning behind this should be clearly recorded so any disputes can be addressed.

If a proposal passes Criterion 1 (green), then the whole scheme passes overall and all other criteria are overridden. If it fails this questions, this does NOT mean the whole scheme fails, but it will still need to pass Criterion 2 and meet the 75% pass threshold. For example, schemes with unbound surfaces are not built to the County Council's Housing Estate Road Construction Specification but may still meet the other criteria.

If a proposal fails Criterion 2 (orange), then the whole scheme will fail and all other criteria are overridden.

SOA numbers in brackets refer to the Statement of Action in the County Council's adopted Rights of Way Improvement Plan http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies

Threshold: A scheme must reach the threshold of 75% of maximum score in order to be considered for adoption. However, schemes will still have to undergo their relevant legal process e.g. Public Path Orders through the formal consultation process, and may later be abandoned in accordance with the Council's Public Path Order Policy. Similarly, CCC highway initiatives will still need to be passed through the HCMP or LHI process, with appropriate asset records certification at the end of the process.

There are 44 core marks, but schemes can score additional bonus points which can result in an overall score that meets the 75% threshold.

Criteria Set 2: **Non-Motorised User Routes Adoption Criteria - Public Path Diversion Applications under S119 Highways Act 1980 and S257 Town and County Planning Act 1990**

Subject area	Criteria		Maximum available score	Scheme	Notes
	No.	Item (SOA = Statement of Action in ROWIP)			
Consultations	1	Pre-application consultations have been carried out with the prescribed bodies.	Pass or Fail		
Consultations	2	The existing route is available for use and any 'temporary' obstructions have been removed, in order to allow a comparison to be made. Any request for exemption will be decided by the Director Economy, Transport and Environment Services as to whether or not that is appropriate.	Pass or Fail		
Consultations	3	No objections are received to the proposals during the statutory consultation period prior to making an order. However, the County Council will review this criterion in individual cases in light of objections and potential public benefit of the proposal. If the County Council consider the objection to be irrelevant, this will class as a pass.	Pass or Fail		
Width	4	A minimum width of 2m is provided for a diverted footpath, and a minimum width of 4m for a diverted bridleway. In exceptional cases, e.g. cross-field paths, the County Council may, taking into account all the available facts, require such a width as it considers reasonable and appropriate.	Pass or Fail		

Maintenance & Financial	5	If maintenance liability is significantly greater than existing, the landowner has agreed to undertake or fund future maintenance.	Pass or Fail		
Equalities impact - Gaps & Gates	6	The proposed route would have no stiles or gates or allows for people with mobility issues.	Pass or Fail		
Equalities impact	7	Significant negative impact on a class of user - Equalities Act	-2		
Equalities impact	8	Significant increase in accessibility - Equalities Act	2		
Maintenance & Financial	9	Resolves long-term maintenance problems	3		
Maintenance & Financial	10	The proposed new route is not less convenient for maintenance than the original.	2		
Use of Land	11	The effect the order would have on the land served by the existing path and also the land across which the new path would run.	2		
Connectivity	12	The proposed new route is substantially as convenient to the public as the original.	3		
Connectivity and enjoyment	13	User enjoyment is similar to the existing route or is enhanced by the proposal	3		
Connectivity	14	There are no other reasonable or viable alternatives	2		
Connectivity & Enjoyment	15	A suitable alternative path is provided for every path that is to be diverted.	1		
Connectivity & Enjoyment	16	The proposal maintains or improves usefulness of the Rights of Way Network	2		
		Total Score out of /20 (Pass mark 70% i.e. 14)	**20**		

Diversion Applications: Scoring notes

A scheme must reach the threshold of 70% of maximum score in order to be adopted. However, schemes will still have to undergo their relevant legal process e.g. Public Path Orders through the formal consultation process, and may later be abandoned in accordance with the Council's Public Path Order Policy.

There are six Pass/Fail criteria relating to County Council requirements that must be met in order for an application to be considered. If an application fails one of these criteria, it fails regardless of its numerical score. Officers will then revert to the applicant to discuss their options.

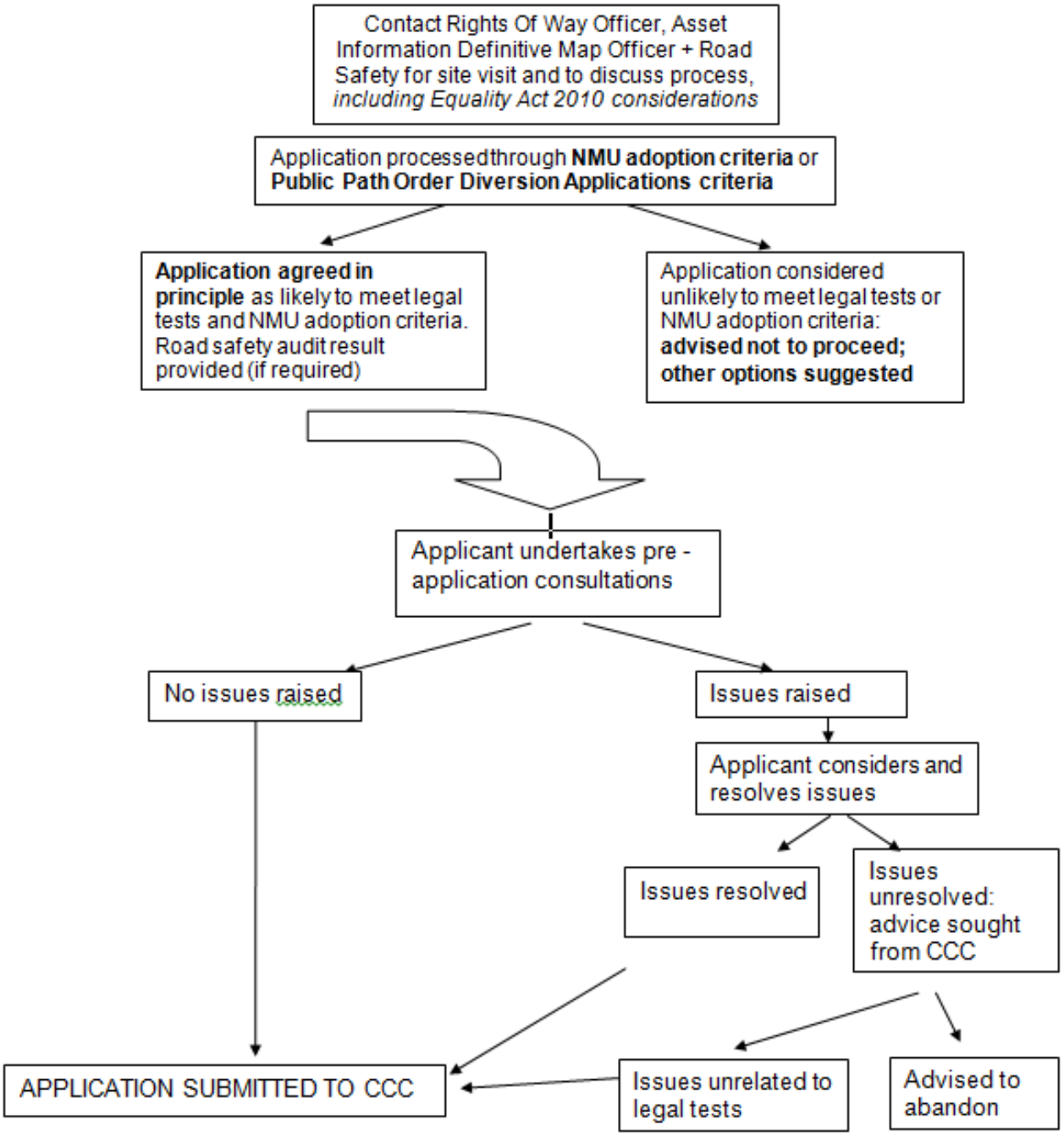
For the numerically scored criteria, a 70% threshold must be met in order for an application to be taken forward. If an application passes the Pass/Fail criteria but fails the 70% numerical threshold, it will not proceed and officers will revert to the applicant to discuss their options.

If the maintenance liability incurred would be significantly greater than the existing, an application may still pass if a solution is agreed, such as a commuted sum or an agreement for a third party to maintain the route instead.

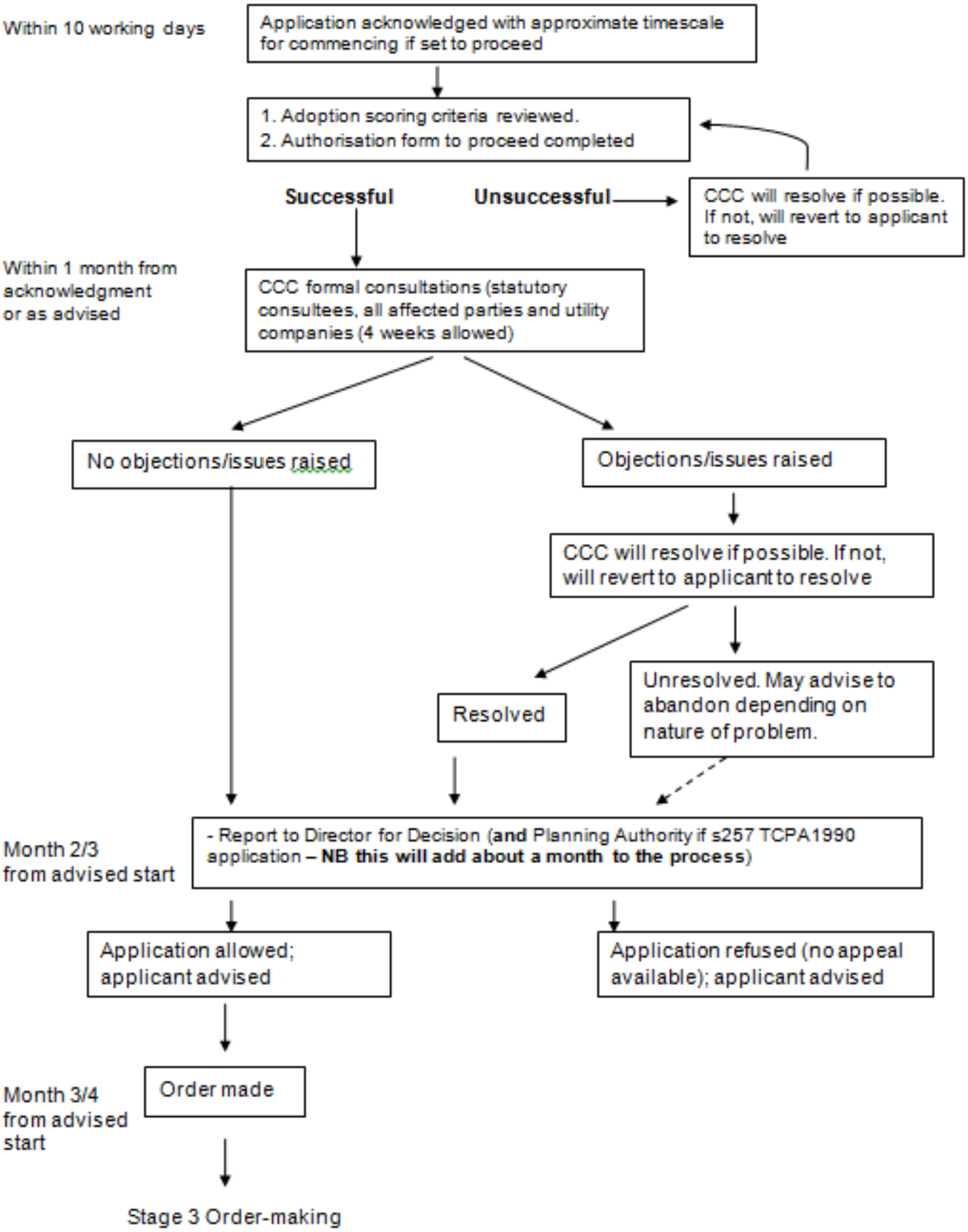
DOCUMENT E - Cambridgeshire County Council
Highways Act 1980 & Town & Country Planning Act 1990
Public Path Order Applications:
Flow chart of process

Please note that further guidance is available from NE112 - A guide to definitive maps and changes to public rights of way - 2008 Revision
http://naturalengland.etraderstores.com/NaturalEnglandShop/product.aspx?ProductID=8f4433c1-0c14-488e-96b6-b7d67bacbfd4

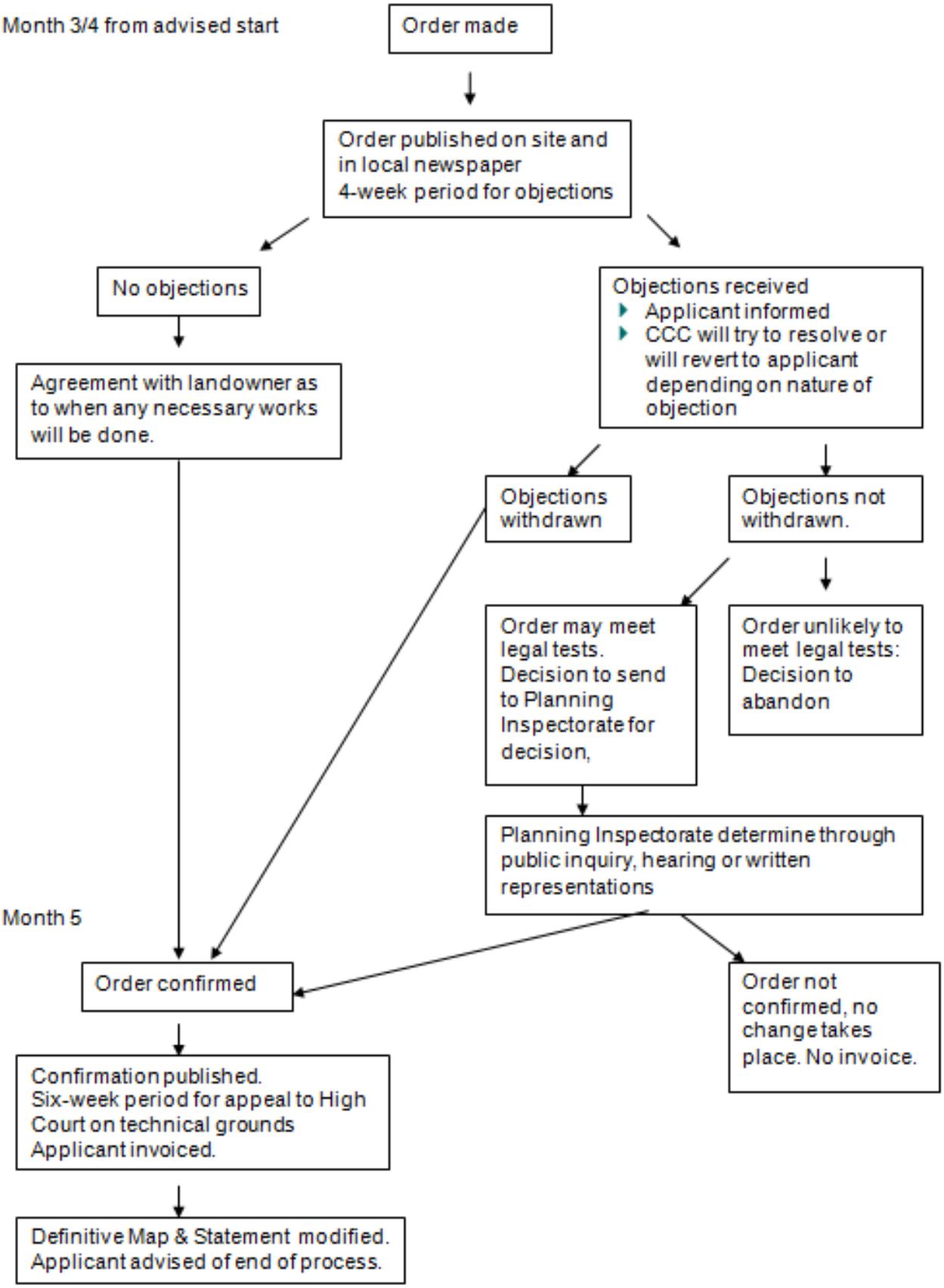
Stage 1: Pre-application preparations



Stage 2: Formal Consultations and Decision



Stage 3: Order-making



Appendix J

Definitive Map Modification Order and Public Path Order Statement of Priority

STATEMENT OF PRIORITIES FOR DEALING WITH APPLICATIONS TO MODIFY THE DEFINITIVE MAP AND STATEMENT OF PUBLIC RIGHTS OF WAY UNDER SECTION 53 OF THE WILDLIFE AND COUNTRYSIDE ACT

1. All applications made under Schedule 14 to the Wildlife and Countryside Act to modify the Definitive Map and Statement will be dealt with in chronological order of receipt by the County Council unless any of the following exceptional circumstances apply:-
   a) The route concerned is likely to become permanently obstructed as a result of development;
   b) The route has been physically obstructed, causing significant community severance and the application is contentious locally;
   c) The documentary evidence supporting the application pre-dates 1949 and any unrecorded public rights might therefore be vulnerable to extinguishment on 1st January 2026.
2. Any request for an application to be taken out of turn will be considered by Assistant Director (Highways) in liaison with the Definitive Map Manager.

STATEMENT OF PRIORITIES FOR DEALING WITH APPLICATIONS TO DIVERT, CREATE OR EXTINGUISH PUBLIC RIGHTS OF WAY UNDER SECTIONS 25, 26, 118 AND 119 OF THE HIGHWAYS ACT 1980 AND SECTION 257 OF THE TOWN AND COUNTRY PLANNING ACT 1990

1. All applications to divert, create or extinguish public rights of way will be dealt with in chronological order of receipt by the County Council unless any of the following circumstances apply:
   a) The diversion has been submitted to enable development to take place and as such must be completed within a specific timescale as part of the planning consent.
   b) The route is permanently obstructed and the diversion application has been made as a result of enforcement action taken by the County Council.
   c) Where demonstrable public or community benefit is evidenced by the application and the applicant is paying all costs to the County Council.
2. Any request for an application to be taken out of turn will be considered by the Assistant Director (Highways) in liaison with the Definitive Map Manager.

Appendix K

Road Classification Policy

Background

1. Road classification in Great Britain dates back to the 1920s and was originally used as a way of allocating grants for road maintenance and improvement. However, over the years it has developed into a way of ensuring that there is a logical, consistent road network across the country.

2. Excluding motorways, all UK roads fall into one of four classifications:
    - A Roads – major roads providing large scale transport links within and between urban areas
    - B Roads – roads intended to connect lesser areas and connect A roads to smaller roads on the network
    - Classified Unnumbered – smaller roads intended to connect together unclassified roads (see below) with A and B roads, often linking a housing estate or village to the rest of the network. Although called “classified unnumbered” in statute, most local authorities refer to these as “C Roads” and have developed their own numbering system
    - Unclassified – The remainder of the highway network, typically local roads carrying local traffic such as residential estate roads or minor rural roads serving small settlements or individual farms

3. These four classes of road form a hierarchy. Large volumes of traffic and traffic travelling longer distances should typically be using the higher classes of road, whilst smaller volumes of more local traffic should be using the lower classes of road. However, there is no fixed relationship between the various classes of road and traffic flows carried. In general, the higher classes of road will carry more traffic than the lower, but the situation will vary depending on the context. For example, a rural B road may well carry less traffic than a classified unnumbered road in urban areas. Similarly there is no minimum capacity or width associated with each class or level of maintenance (the latter being set by the maintenance hierarchy).

4. Hence, the classification of a road reflects its strategic importance in the local network, rather than the number of vehicles it carries or its width.

5. From April 2012, central government handed over greater responsibility to local highway authorities for the management of the roads classification system and the Primary Route Network (PRN). While authorities had previously done the majority of the work involved in reclassifying a road, they always needed to secure the agreement of the Department for Transport (DfT). Under the new approach, authorities are allowed to exercise this power without the need for central approval.

6. Under the new system, local highway authorities assumed new responsibilities, namely:
    - the authority will manage all local classification and PRN decisions, ensuring that the network is adequately signed

- the authority must consult with neighbouring highway authorities (including Highways England) where relevant
- the authority must keep records and inform the National Street Gazetteer, Ordnance Survey and DfT of any changes
- the authority should be prepared to explain its decisions if challenged, in case of appeal

7. However, the Secretary of State retains ultimate legal responsibility for road classification and the PRN, and retains the right to intervene if necessary.

8. To assist local highway authorities in their new role, DfT published the document "Guidance on Road Classification and the Primary Route Network" in January 2012. This guidance forms the basis of this document.

The Primary Road Network (PRN)

9. The PRN designates roads between places of traffic importance, with the aim of providing easily identifiable routes across the whole of the country.

10. The PRN is constructed from a series of locations (primary destinations), which are linked by roads (primary routes) selected by the Local highway authority.

11. Responsibility for PRN will now be divided between central government and the local highway authority.
    - DfT will retain the responsibility for producing and maintaining the list of primary destinations. Within Cambridgeshire, primary destinations are based upon Ceremonial Counties, Cambridge, Ely, Huntingdon, Wisbech and Peterborough. The inclusion or exclusion of individual locations is therefore a matter of DfT discretion
    - Local highway authorities are now responsible for linking primary destinations together with primary routes

12. In case of affected neighbouring authorities, any significant change such as a material impact on the route of a journey from one primary destination to another should be agreed to ensure consistency. In some cases, this will include Highways England.

13. Changes to PRN do not require public consultation or advertisement, and local authorities do not traditionally do so. An authority is free to use such measures should they wish.

14. Under EU Directive 89/460/EC, the PRN must provide unrestricted access to 40 tonne vehicles. Under this Directive, a local highway authority would be able to alter a primary route, if need be. It is however the responsibility of the authority to ensure that all infrastructure on the new primary route is of an appropriate standard.

15. The Secretary of State retains ultimate legal responsibility for roads classification and the PRN, and retains the right to intervene.

Roads Classification

16. Responsibility for roads classification will now be with the Local Highway Authority.

17. Classifications must be set in a way that reflects the road network in their local area. Any standards therefore must be relative:
    - An ‘A’ road will generally be among the widest, most direct roads in an area, and will be of the greatest significance to through traffic
    - A ‘B’ road will still be of significance to traffic (including through traffic), but less so than an A road
    - A ‘Classified’ Un-numbered road will be of lower significance and be of primarily local importance, but will perform a more important function than an unclassified road
    - An ‘Unclassified’ road will generally have very low significance to traffic, and be of only very local importance.

18. The DfT recognises that the pressures of connectivity will, in places, mean that A and B roads will necessarily go through populated areas or sites with environmental issues. In some cases it may be necessary to select one road from several broadly similar roads for a particular classification, in order to ensure that the overall network retains coherence.

19. Road classification needs to be consistent from one authority to another and should not change classification at the boundary without a clear reason. When reclassifying a road across a local authority boundary, any change will need to be agreed by both authorities.

20. Changes to roads classification do not require public consultation or advertisement, and local authorities do not traditionally do so. An authority is free to use such measures should they wish.

21. In case of disputes, the Secretary of State retains ultimate power over roads classification.

22. The need for new or revised road classifications arise in various ways but are most commonly due to :
    - the construction of new road schemes (e.g. bypasses)
    - a change of role due to new traffic management systems, or
    - very occasionally, existing historic inconsistencies that need addressing

23. In deciding the appropriate classification to be applied to a road the starting point will be the general descriptions of each level of classification as provided in the DfT’s Guidance and set out above. More specifically, the following points will be considered:
    - the strategic role the road plays in moving people and goods from one location to another. This will vary in context, particular between rural and urban areas
    - the general level of traffic and proportion of goods vehicles that the road is carrying (or expected to carry in the case of new roads)
    - any wider traffic management routeing strategies in the vicinity
    - the standard and classification of other nearby roads

Decision Making

24. Responsibility for managing the classification of roads is with the Asset Planning Team.

25. In order to establish what changes are necessary, discussions will take place internally involving :
    - the Traffic Manager's Team
    - the appropriate Project Manager in the case of new highway or traffic management proposals
    - Affected local members

26. Decisions regarding re-classifications that might have implications for a wider area or that have significant financial implications will be subject to approval by the Highways and Community Infrastructure Committee.

27. Should the proposals have any cross-border implications, then the appropriate adjacent highway authorities will be consulted prior to any decision being taken. Similarly, should there be any implications for the national Trunk Road network, discussions will be held with Highways England. Changes to roads classification do not require public consultation or advertisement.

Record Keeping

28. All changes to road classifications (once active) will be included in the authority's monthly update to the National Street Gazetteer as required under the DfT Guidance.

29. In addition, the appropriate forms and maps will be forwarded to Geoplace who are responsible for forwarding these to DfT, Ordnance Survey and other interested parties. In addition, all relevant groups within the Authority will be notified of any changes.

Financial Implications

30. In the majority of cases the changes are unlikely to result in a significant budgetary impact.

31. The local Highway Authority is responsible for any costs incurred in the creation of a new primary route and in changing the classification of a road, including the replacement of signs and the strengthening of bridges and other highway structures where necessary.

Appendix L

Cambridgeshire County Council's Street Lighting Policy

1. Introduction

1.1. This policy outlines the basic principles and standards for street lighting and illuminated signage in Cambridgeshire.

1.2. The term "street lighting" encompasses lighting and all other items of illuminated street furniture provided on the public highway (whether or not adopted by the Council), except traffic signals and electrically operated vehicle information signs. The County Council is responsible for circa 52,000 streetlights, 3000 illuminated signs and 2298 illuminated bollards, on highways maintainable at public expense across the county.

1.3. Well designed and installed public lighting which is effectively maintained and operated contributes to:

- Improving safety
- Improving commerce
- Improving the night scene
- Making sustainable and non-motorised transport more attractive and friendly
- Reducing energy costs and consumption

2. Legislation

2.1 In accordance with the Highways Act 1980, there is not a statutory requirement for local authorities to provide public lighting. Councils do, however, have the power to provide lighting for any highway or proposed highway for which they are, or will be, the Highway Authority.

2.2 Under the Highways Act 1980, Health and Safety at Work Act 1974 and Electricity at Work Regulations 1989 the Council has a duty to maintain its assets in a safe condition.

2.3 The Council is required by law to provide specific traffic signs and bollards in accordance with the Traffic Signs and General Directions, some of which must illuminated.

2.4 Under the Highways Act 1980, Health and Safety at Work Act 1974 and Electricity at Work Regulations 1989, the Council has a duty to maintain these where provided. However the Council will remove illumination from signs and bollards where it is deemed appropriate following compliance and safety checks.

2.5 Well Managed Highways Code of Practice has also been reviewed, as part of this process.

3. Street Lighting Maintenance

3.1 In July 2011, a 25 year Private Finance Initiative (PFI) contract commenced between Cambridgeshire County Council and Balfour Beatty. This PFI contract permits Balfour Beatty to carry out vital improvements and maintenance to County Council owned street lighting on behalf of Cambridgeshire County Council. These include the following:

a) Maintenance Requirements

To provide effective pro-active maintenance, electrical inspection and reactive maintenance the County Councils service provider will:

- Maintain a cyclical maintenance regime for lighting installations that ensures the assets' correct operation and light output, minimises failures and maximises the life of the assets
- Assess installations for structural and electrical safety.
- Manage the risk of structural failure by inspecting the columns regularly and accurately recording their condition.
- Inspect and maintain street furniture to comply with Electricity at Works Regulations 1989
- Operate a reactive maintenance service, making safe electrical hazards and repairing faults in appropriate timescales

b) Emergency Works

- The County Councils service provider will provide at all times competent staff and suitable equipment to respond to an emergency call-out location within 1 hour from receipt of the instruction to attend.

c) Fault Detection

Faulty lighting equipment will be identified by the following methods:

- Reported by the public
- Via the reporting function of the County Councils central management system (CMS).
- Reported by the service provider's night time inspection team (for areas not covered by the CMS system).

4. Environmental Impact

4.1 The County Council is committed to meeting the challenges of climate change and enhancing the natural environment therefore all Council policies and strategies must consider this where relevant.

4.2 Street Lighting policies ensure all new and replacement Street Lighting is:

- Energy efficient and effective
- Complies with British and European Standards
- Designed and manufactured to a high quality
- Minimising the requirement for new equipment by re-using materials where possible e.g. sign faces and photo cells

4.3 Design of new or replacement lighting schemes ensure that the following are considered:

- Appropriateness, thus avoiding the installation of unnecessary lighting wherever possible.
- Environmental issues such as light spillage and intrusion.
- Impact on wildlife. Cambridgeshire County Council aims to be consistent with the requirements of the Natural Environment and Rural Communities Act 2006.

5. Attachments

5.1 Attachments to street lighting columns including but not limited to: Hanging Baskets, Festive Lighting, CCTV Cameras, Wi-Fi Equipment and Banners provided by third parties may be permitted on street lighting columns with the approval of Cambridgeshire County Council and its Street Lighting Service Provider.

5.2 The Council and provider will ensure that the structure of the column is appropriate and that the attachments would not interfere with the safe and convenient passage of highway users. Please note there will be fees payable for the required technical approval checks and inventory records updates associated with each application for permission for attachments.

5.3 Unauthorised Signs attached to Street Lighting Assets.
Advertising signs are not permitted on the highway. Such unauthorised signs will be managed in accordance with the Highways Enforcement Policy.

6. Light Sources

PL-L – (Fluorescent lamp) Residential areas

SON – (High Pressure Sodium lamp) Traffic routes

CPO – CosmoPolis (Ceramic Metal Halide Lamp) - Residential areas/Traffic Routes

For new installations street lighting lanterns using a LED (Light Emitting Diode) light source will be specified.

LED lighting has been selected for use in new street lighting installations for the following reasons:

- Energy saving – LED's use considerably less energy than conventional lamps.
- Maintenance savings/Health and Safety benefit – Due to the greater lifespan of LED's (Expected life is in excess of 25 years) there is a reduction in the time spent by maintenance operatives on live carriageways, compared with replacing conventional lamps.
- Reduction of light pollution, intrusion and trespass due to the well-controlled light output from LED lanterns.

7. Lighting Operating times and Dimming levels

The table below shows the different lighting levels and dimming times for street lights owned by Cambridgeshire County Council.

Road Type	**Dimming Regime/Lighting Levels**
Traffic Routes	Dimmed between the hours of 20.00 and 24.00 by one (1) lighting class (20%) to give 80% light output and then dimmed between 24.00 and 06.00 by two (2) lighting Classes (40%) to give 60% light output
Residential/Public Areas	Dimmed between the hours of 22.00 and 06.00 by 40% Lamp light output to give 60% light output.

8. Maintenance Fault Repair Timescales

All street lighting units adopted by Cambridgeshire County Council shall be maintained to a standard that ensures as far as possible, their safe, economic and reliable operation.

The table below shows the County Councils service provider's maintenance repair times/targets:

Maintenance Fault Type	**Response Time/Target**
Emergency Fault (this covers anything which is a danger to the public) including: • Street lighting column door off • Street light Lantern Hanging • Street lighting column Hit by a Vehicle / Column Knockdown • Bollard (illuminated) knocked down (danger to public) • Belisha Beacon (Zebra Crossing lights) Fault • School crossing warning lights failures • Smoke from unit	**1 Hour Response**

Urgent Faults: • Section Out – 3 or more lights out of lighting in a row in a road/street • Bollard (illuminated) knocked down / Vandalised • Bollard (illuminated) missing • Only one streetlight in road/street (unit out of lighting fault) • After crime or serious concern to residents (unit out of lighting fault)	**24 Hour Response**
General Faults: • Street Light is out of lighting • Street Light is dim • Light is flashing or Flickering • Street Lighting column is leaning • Lantern needs to be replaced • Street Lighting Column and Lantern need to be replaced (Cambridgeshire County Council owned electricity supply cable) • Removal of offensive/non-offensive graffiti • Sign plate damaged/Sign plate twisted	**5 Working Day Response**
Faults which require joint working with the electricity Distribution Network Operator (UK Power Networks) which include: • Street Lighting Column and Lantern need to be replaced (UK Power Network owned electricity supply cable) • Electricity supply cable faults (UK Power Network owned electricity supply cable)	**30 Working Day Response**

9. Part Night Lighting

At Present there is no part night lighting (switching off street lights for periods of time during the hours of darkness) in operation for street lights owned by Cambridgeshire County Council.

10. Developments and new lighting requirements

The Council will provide a developers specification, aligned with this policy, to achieve sustainable lighting installations on new building developments. Once completed, new lighting will be formally adopted by Cambridgeshire County Council. Developers and new lighting design specification is available at:

http://www4.cambridgeshire.gov.uk/info/20081/roads_and_pathways/115/highways_development

11. Future Strategy

Cambridgeshire County Council will seek to continue to reduce energy and CO2 emissions whilst providing an appropriate level of lighting.

The Council will assess technological developments and innovation, in order to deliver effective efficiency improvements whilst delivering a street lighting service which offers value for money and safer outcomes to the travelling public.

12. Contact Details for Faults/Repairs and General Enquiries.

If you wish to report one of our street lights not working or have any other concerns about our streetlights, please go to Balfour Beatty's fault reporting web page at:

http://www.lightingcambridgeshire.com/contact-us/report-fault.htm

Or contact their office on 0800 7838247 between 9am and 5pm Monday to Friday.

If you have any general enquiries regarding the PFI contract or street lighting please contact Balfour Beatty at: enquiries@lightingcambridgeshire.com or by:

E-mail: enquiries@lightingcambridgeshire.com

Post:
Balfour Beatty Living Places
Unit 4, Rowles Way
Buckingway Business Park
Swavesey
Cambridgeshire
CB24 4UQ

Website: http://www.lightingcambridgeshire.com

Or Cambridgeshire County Council through our online feedback form at:

https://www.cambridgeshire.gov.uk/site/xfp/scripts/xforms_form.aspx?formID=121&language=en

Appendix M

Highway Capital Maintenance Programme

Cambridge City Programme

Carriageway & Footway Maintenance including Cycle Paths

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Andy Preston				
Various	Cambridge	City Centre	Various streets in City centre area	Footway repairs	£ 120,000	£ 120,000	£ 120,000
A1307	Cambridge	Hills Road	Catholic Church to Station	Relay paving	£ 102,000	-	-
A1303	Cambridge	Madingley Road	M11 interchange area	Carriageway resurfacing	£ 287,000	-	-
C280	Cambridge	Parkside	From Gonville Place to Parker Street	Carriageway resurfacing	£ 170,000	-	-
A1309	Cambridge	Trumpington Road	At Brooklands Ave junction/traffic lights to include up to pedestrian Crossing	Carriageway resurfacing	£ 120,000	-	-
C291	Cambridge	Newmarket Road	From Elizabeth Rd roundabout to Grafton c/pk	Renew footways	-	£ 90,000	-
Unc	Cambridge	Tenison Road	From Station Road to St Barnabus Road	Carriageway resurfacing	-	£ 120,000	-
A1134	Cambridge	The Fen Causeway	From Newnhams Road to Trumpington Road	Carriageway resurfacing	-	£ 260,000	-
A1134/ A1303	Cambridge	Newmarket Road	Coldhams Lane to Marshalls	Carriageway resurfacing/treatments	-	£ 465,000	-
Unc	Cambridge	Corn Exchange St and Wheeler	All road	Carriageway resurfacing	-	£ 144,000	-
C286	Cambridge	Kings Hedges Road	Histon Road to Milton Road - worst sections	Carriageway resurfacing	-	£ 160,000	-
Unc	Cambridge	The Westering/The Homing/Mea	Footways in the estate - Phase 1 of 2	Footway repairs	-	-	£ 92,000
Unc	Cambridge	Norfolk Street	From East Road	Footway repairs	-	-	£ 44,000
A1309	Cambridge	Hauxton Road (dual section)	Approach to roundabout - south bound only	Carriageway resurfacing	-	-	£ 150,000
					£ 799,000	**£ 1,359,000**	**£ 406,000**

Footway Slurry Sealing - Funded from Carriageway & Footway Maintenance

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke				
Full programme to be confirmed					inc	inc	inc

Surface Treatment Schemes - Funded from Carriageway & Footway Maintenance

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke				
Unc	Trumpington	Monkswell	From Padget Road to end	Micro Asphalt	inc	-	-
Unc	Teversham	Tamarin Gardens	From Gazelle Way	Micro Asphalt	inc	-	-
Unc	Cherry Hinton	Pen Close	From Fishers Lane	Micro Asphalt	inc	-	-
Unc	Cherry Hinton	Shepherds Close	From Fishers Lane	Micro Asphalt	inc	-	-
Unc	Cherry Hinton	Colville Road	From High Street to Bridewell Road	Micro Asphalt	inc	-	-
Unc	Cherry Hinton	Keates Road	From Colville Road to Drayton Road	Micro Asphalt	inc	-	-
Unc	Newnham	Gough Way	From Barton Road to end	Micro Asphalt	inc	-	-
Unc	Newnham	Wooton Way	From Gough Way	Micro Asphalt	inc	-	-
Unc	Newnham	Stukeley Close	From Gough Way	Micro Asphalt	inc	-	-
Unc	Newnham	Spens Avenue	From Gough Way	Micro Asphalt	inc	-	-
Unc	Newnham	Penarth Place	From Gough Way	Micro Asphalt	inc	-	-
Unc	Newnham	Pearce Close	From Gough Way	Micro Asphalt	inc	-	-
Unc	Newnham	Dane Drive	From Gough Way	Micro Asphalt	inc	-	-

Bridge Strengthening

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Gareth Guest				
A1134	Cambridge	Barnwell Railway Old	Newmarket Road Cambridge	Brick arch repairs	-	-	£ 350,000
C281	Cambridge	Brooklands Ave bridge	Brooklands Ave	Strengthen Deck/Parapet beam	-	-	£ 750,000
					£ -	**£ -**	**£ 1,100,000**

Traffic Signal Replacement

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Richard Ling				
C280	Cambridge	Mill Road	At Gwydir Street	Refurbish signals at junction	£ 126,500	-	-
C289	Cambridge	Gilbert Road	At Carlton Way	Refurbish signals at junction	£ 112,000	-	-
A1303	Cambridge	Madingley Road	At Lady Margaret	Refurbish signals at junction	£ 112,000	-	-
A1303	Cambridge	Madingley Road	Near Northampton Street	Refurbish signals at junction	£ 7,000	-	-
A1134	Cambridge	Newmarket Road	At Garlic Row	Proposed removal of signals	-	£ 22,000	-
A603	Cambridge	Barton Road	At Grantchester Street	Refurbish signals at junction	-	£ 144,000	-
C292	Cambridge	Emmanuel Road	Near New Square	Refurbish signals at crossing	-	£ 51,000	-
C294	Cambridge	Downing Street	Near Corn Exchange Street	Refurbish signals at crossing	-	£ 35,000	-
A1134	Cambridge	Perne Road	At Brookfields	Refurbish signals at junction	-	£ 124,000	-
C280	Cambridge	Parkside	At Clarendon Street	Refurbish signals at junction	-	-	£ 95,000
					£ 357,500	**£ 376,000**	**£ 95,000**

East Cambridgeshire Programme

Carriageway & Footway Maintenance including Cycle Paths

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Andy Preston				
Unc	Soham	Julius Martin Lane	From Mereside to Townsend	Resurface footway	£ 102,000	-	-
A10	Littleport	Lynn Road	A1101 Roundabout south	Carriageway repairs	£ 350,000	-	-
A142	Witcham/Wentworth	Witcham Toll, Ely Road, Wentw	At A1421 / Garage / crossroads	Carriageway resurfacing	£ 295,000	-	-
C315	Ely	Lynn Road	From Nutholt Lane to Cam Road roundabout	Carriageway resurfacing	£ 262,000	-	-
A10	Ely & Little Thetford	Ely Road, Little Thetford & Cambridge Road, Ely	From roundabout at A142 at Ely to Little Thetford	Resurface footway	-	£ 115,000	£ 115,000
B1381	Sutton	Hundred Foot Bank	Throughout road	Place to place repairs	-	£ 93,000	-
A1101	Littleport	Bates Drove	Phase 2 - Bell's Drove North West towards Toll Corner (patches)	Carriageway recycle	-	£ 295,000	-
A142	Sutton	Sutton Bypass	Approach to Elean Business Park roundabout	Carriageway resurfacing	-	-	£ 150,000
B1085	Ashley	Stadishall Road	Suffolk border to carriageway joint neat Gazeley Rd crossroads	Carriageway resurfacing	-	-	£ 195,000
B1061	Dullingham	Brinkley Road	Junction in village to 60mph speed limit	Carriageway resurfacing	-	-	£ 118,000
					£ 1,009,000	**£ 503,000**	**£ 578,000**

Safety Fence Renewal - Funded from Carriageway & Footway Maintenance

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke				
C214	Swaffham Prior	Whiteway Drove	Protection at HV pylon	Renew Vehicle Restraint System	-	£ 30,000	-
B1382	Ely	Mile End Road, Prickwillow	Protection at Drain on approach to level crossing	Renew Vehicle Restraint System	-	£ 22,000	-
Full programme to be confirmed					-	-	tbc
					£ -	**£ 52,000**	**£ -**

Footway Slurry Sealing - Funded from Carriageway & Footway Maintenance

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke				
Full programme to be confirmed					inc	inc	inc

Carriageway Recycling process - Funded from Carriageway & Footway Maintenance

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke				
Unc	Ely	Quanea Drove	Route length	Carriageway retread	inc	-	-
Unc	Pymoor (Little Downham)	Adventurers Drove, Oxlode	Route length	Carriageway retread	inc	-	-
B1411	Pymoor (Little Downham)	Hundred Foot Bank	Between River Bank and Straight Furlong	Carriageway retread	inc	-	-
Full programme to be identified for future years					-	inc	inc

Surface Treatment Schemes - Funded from Carriageway & Footway Maintenance

A preventative treatment to extend the life of the carriageway

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke				
A10	Stretham	Cambridge Road	From A1123 to Lazy Otter turn	Surface Dressing	inc	-	-
A10	Littleport	Littleport Bypass - Lynn Road	From Wisbech Road to level crossing	Surface Dressing	inc	-	-
A142	Mepal	Chatteris Road	From east of Dickersons to Mepal Viaduct	Surface Dressing	inc	-	-
A142	Ely	Witchford Road	From Lancaster Way to garage nr A10	Surface Dressing	inc	-	-
A142	Witchford	Witchford Bypass	From Sutton Road to Lancaster Way	Surface Dressing	inc	-	-
B1102	Fordham	Mildenhall Road	From Isleham Road to Station Road	Surface Dressing	inc	-	-
B1411	Little Downham	Ely Road	From Ely Road to Cannon Street	Surface Dressing	inc	-	-
Unc	Ashley	Upend Road	From B1063 to village	Surface Dressing	inc	-	-
Unc	Burwell	Weirs Drove	From Hythe Lane to Reach Road	Surface Dressing	inc	-	-
Unc	Ely	Abbot Thurston Ave	From Bentham Way	Micro Asphalt	inc	-	-
Unc	Ely	Arundell	From Northwold to Fleetwood	Micro Asphalt	inc	-	-
Unc	Ely	Dean Peacock Court	From Bentham Way	Micro Asphalt	inc	-	-
Unc	Ely	Elmfield	From Northwold	Micro Asphalt	inc	-	-
Unc	Ely	Fleetwood	From Arundell	Micro Asphalt	inc	-	-
Unc	Ely	Gilbert Scott Drive	From Bentham Way	Micro Asphalt	inc	-	-
Unc	Ely	James Essex Drive	From Bentham Way	Micro Asphalt	inc	-	-
Unc	Ely	Northwold	From Downham Road	Micro Asphalt	inc	-	-
Unc	Ely	Queen Emma Walk	From Bentham Way	Micro Asphalt	inc	-	-
C316	Ely	Witchford Road	From A10 roundabout to Cambridge Road	Grip Fibre	inc	-	-
Unc	Ely	Cam Drive	From Downham Road to Lynn Road	Grip Fibre	inc	-	-
B1102	Fordham	Mildenhall Road	From Station Road to village speed limit	Grip Fibre	inc	-	-

Rights of Way

Maintaining the Rights of Way network

Road Number	Parish/Town	ROW	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke			
Various	Various IDB Areas	Various routes that have degraded , focusing on those protected by TRO	Mainly groundwork to knock out ruts, some sections of hardened ground using road planings	£ 7,000	£ 8,500	£ 7,000
Various	Various	Various	Consultant advice and permit for badger mitigation works	£ 3,000	£ 3,000	£ 3,000
Various	Various	Various	Scrub removal to support grass cutting -TBI by Network Management	£ 9,000	£ 5,250	£ 6,000
Various	Various	Various TRO Byways	Replace criminal damaged gates	£ 10,000	-	-
Various	Various	Various - Old TRO's	Replace or add signage that has degraded	£ 2,000	-	-
TBC	TBC	TBC	Works to be identified	-	-	£ 1,950
				£ 31,000	**£ 16,750**	**£ 17,950**

Bridge Strengthening

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Gareth Guest				
A142	Fordham	Snailwell Railway bridge	Fordham Road	Repairs to brick cladding over rail line	£ 150,000	-	-
C129	Little Downham	Downham Common	Gravel Head Bridge	Brick repairs to abutments/install scour protection or tie back anchors	-	£ 240,000	-
					£ 150,000	**£ 240,000**	**£ -**

Traffic Signal Replacement

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Richard Ling				
B1085	Kennet	Kennett Railway Bridge	Station Road, Kennett	Refurbish signals at narrow bridge	-	£ 71,000	-
B1382	Ely	Nutholt Lane	at Newnham Street	Refurbish signals at junction	-	-	£ 82,000
C138	Ely	Newnham Street	near Nutholt Lane	Refurbish signals at crossing	-	-	£ 13,000
C315	Ely	Lynn Road	at Nutholt Lane	Refurbish signals at junction	-	-	£ 110,000
A1123	Wilburton	High Street	Near Carpond Lane	Refurbish signals at crossing	-	-	£ 49,000
					£ -	**£ 71,000**	**£ 254,000**

Fenland Programme

Carriageway & Footway Maintenance including Cycle Paths

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Andy Preston				
C79	March	Burrowmoor Road	Various sections throughout	Resurface footway	£ 95,000	-	-
C73	March	Creek Road	Worst sections only	Resurface footway	£ 55,000	-	-
B1093	Wimblington	Manea Road	From Nr A141 to new surfacing	Carriageway resurfacing	£ 350,000	-	-
A141	Wimblington	Isle of Ely Way	from Eastwood End to Manea Road	Carriageway patching	£ 136,000	-	-
B1093	Whittlesey/ Benwick	Benwick Rd/Whittlesey Rd	Two areas, from Cock Bank to beyond Bridge Lodge, and from nr Wype Road Eastrea towards Wype Doles, Whittlesey	Carriageway resurfacing	£ 380,000	-	-
B1093	Manea	Station Road/Fodder Fen Road	Wisbech Road to Railway Station	Resurface footway	-	£ 135,000	-
B1166	Gorefield	Leverington Common	From Barretts Bridge to Fen Lodge	Haunch/resurface carriageway	-	£ 350,000	-
Unc	March	West End	from town centre to nr 88	Carriageway resurfacing	-	£ 164,000	-
B198	Wisbech	Cromwell Road	At South Brink Junc and Weasenham Ln to signals at Sandown Road	Carriageway resurfacing	-	£ 370,000	-
A141	Chatteris	Huntingdon Road	From roundabout at Huntingdon Rd to c'way joint before The Haven/layby	Carriageway resurfacing	-	£ 550,000	-
C73	March	Estover Road	From Elm Road	Resurface footway	-	-	£ 55,000
Unc	March	Eastwood Avenue	Estate	Resurface footway	-	-	£ 140,000
B1166	Parson Drove	Main Road	Nr John Peck Close to near bends	Carriageway resurfacing	-	-	£ 340,000
C32	Parson Drove	Fen Road	From Long Drove to Swan Bridge	Carriageway resurfacing	-	-	£ 132,000
C78	March	Knights End Road - Floods Ferry	Worst section/s - phase 2	Carriageway resurfacing	-	-	£ 180,000
B1050	Chatteris	London Road	Huntingdon Road to Honey Lane	Carriageway resurfacing	-	-	£ 300,000
B1094	Christchurch	Halfpenny Toll Road	From Upwell Road to Norfolk boundary	Carriageway strengthen/resurface	-	-	£ 112,000
					£ 1,016,000	**£ 1,569,000**	**£ 1,259,000**

Footway Slurry Sealing - Funded from Carriageway & Footway Maintenance

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke				
Full programme to be confirmed					inc	inc	inc

Carriageway Recycling process - Funded from Carriageway & Footway Maintenance

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke				
Unc	Doddington	Parson's Land Drove	Route length	Carriageway Retread	inc	-	-
Unc	March	Rodham Road	Route length	Carriageway Retread	inc	-	-
Full programme to be identified for future years					-	inc	inc

Surface Treatment Schemes - Funded from Carriageway & Footway Maintenance

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke				
A142	Chatteris	Iretons way	From Langwood Hill Drove to Block Fen roundabout	Surface Dressing	inc	-	-
B1040	Whittlesey	East Delph	From speed limit to Dog in Doublet	Surface Dressing	inc	-	-
B1101	Friday Bridge	March Road	From Jew House Drove to Co-op turn (nr Coldham)	Surface Dressing	inc	-	-
Unc	Wisbech	Admirals Drive	From Waterlees Road	Micro Asphalt	inc	-	-
Unc	Wisbech	Armada Close	From Admirals Drive	Micro Asphalt	inc	-	-
Unc	Wisbech	Beechwood Close	From Beechwood Road	Micro Asphalt	inc	-	-
Unc	March	Chandlers Way	From St Peters Road	Micro Asphalt	inc	-	-
Unc	Christchurch	Crown Road	From Green Lane	Micro Asphalt	inc	-	-
Unc	Chatteris	Eastbourne Close	From Eastbourne Road	Micro Asphalt	inc	-	-
Unc	Chatteris	Eastbourne Road	From London Road	Micro Asphalt	inc	-	-
Unc	March	Elwyn Court	From Elwyn Road	Micro Asphalt	inc	-	-
Unc	Chatteris	Hilda Clarke Close	From Eastbourne Road	Micro Asphalt	inc	-	-
Unc	March	Roses Close	From Chandlers Way	Micro Asphalt	inc	-	-
Unc	Wisbech	Southfields Close	From Walton Road	Micro Asphalt	inc	-	-
Unc	Chatteris	The Elms	From Birch Avenue	Micro Asphalt	inc	-	-
Unc	March	White Lion Close	From Chandlers Way	Micro Asphalt	inc	-	-

Rights of Way

Maintaining the Rights of Way network

Road Number	Parish/Town	ROW	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke			
-	Tydd St Giles & Newton	Area 1 Tydd st Giles & Newton	Shrub Clearance and Maintenance	£ 5,000	£ 5,000	
-	March / Wimblington	Area 2 March & Wimblington	Shrub Clearance and Maintenance	£ 5,000	£ 2,500	£ 2,500
-	Manea & Chatteris	Area 3 Manea & Chatteris	Shrub Clearance and Maintenance			£ 10,000
				£ 10,000	**£ 7,500**	**£ 12,500**

Bridge Strengthening

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Gareth Guest				
B1093	Chatteris	Boots Bridge	Manea Road/Sixteenfoot	Redeck and safety barrier	£ 600,000	-	-
B1099	March	Bedlam Bridge	Upwell Road	Concrete repairs to piers & underside of deck	£ 229,000	-	-
Unc	March	Martins Bridge	Binnimoor Road	Reconstruct as plastic pipe	-	£ 300,000	-
					£ 829,000	**£ 300,000**	**£ -**

Traffic Signal Replacement

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Richard Ling				
B1101	March	Dartford Road	At Broad Street	Refurbish signals at junction	£ 133,300	-	-
A1101	Wisbech	Dowgate Road	At Leverington Road	Refurbish signals at junction	-	£ 102,000	-
A1101	Wisbech	Churchill Road	At Norwich Road	Refurbish signals at junction	-	-	£ 123,000
					£ 133,300	**£ 102,000**	**£ 123,000**

Huntingdonshire Programme

Carriageway & Footway Maintenance including Cycle Paths

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Andy Preston				
Various	St Ives	Town Centre area	Town centre area	Relay small element paving	£ 100,000	-	-
Unc	Earith	Greenfields estate	Greenfields estate	Resurface Footway	£ 42,000	-	-
A1123	St Ives	St Audrey Lane	Ramsey Road to Compass Point r'bt	Carriageway resurfacing	£ 475,000	-	-
Unc	St Ives	North Road	including East Rd and pt of Ramsey Rd	Carriageway resurfacing	£ 195,000	-	-
C89	Yaxley	Holme Road	Including C89 Hod Fen Drove	Carriageway strengthening	£ 485,000	-	-
B1050	Somersham	Chatteris Road	Between Somersham and Chatteris	Carriageway resurfacing	£ 508,000	-	-
Unc	Huntingdon	Oxmoor Estate	Inc. Elm Close, Bradshaw Close, Silver Birch, Milton Close - Phase 1	Footway resurfacing	-	£ 100,000	-
Unc	Huntingdon	Coneygear Road	From Pennington Road to Maryland Avenue	Carriageway reconstruction		£ 77,000	-
B1043	St Neots	Huntingdon Street	Signals to Huntingdon Road	Carriageway resurfacing	-	£ 305,000	-
C116	Warboys	Fenside Road	From A141 to Puddock Road - worst sections	Carriageway recycling	-	£ 204,000	-
C117	Warboys	Puddock Road	From Fenside Road towards New Rd	Carriageway strengthen/recycling	-	£ 600,000	-
C86	Ramsey	Oil Mills Road, Ramsey Mereside	Sections nr Church Farm and Marriotts Drove to Oil Mills Drove	Carriageway resurfacing	-	£ 318,000	-
Unc	Somersham	Bank Avenue	Cul de sac	Carriageway resurfacing	-	-	-
Unc	Huntingdon	Chequers Court	All link	Footway resurfacing	-	-	£ 95,000
B1040	Pidley	Fenton Road	Village to A141	Carriageway resurfacing	-	-	£ 275,000
Unc	St Ives	Hill Rise	From Old Ramsey Road to Pettis Road	Carriageway resurfacing	-	-	£ 285,000
Unc	Huntingdon	Sallowbush Road / California Road	From Coneygear Rd to California Road, including short section of California Road	Carriageway resurfacing	-	-	£ 228,000
Unc	Huntingdon	Buttsgrove Way	From California Road to Coneygear Road	Carriageway strengthening/resurfacing	-	-	£ 540,000
B1514	Huntingdon	The Wyton Rd, Main St, Longstaff Way, Main St, Hartford Rd	Desborough Road junction to Owl Way	Carriageway resurfacing	-	-	£ 435,000
B1044	Huntingdon	Stukely Road/Ermine Street	from Nr car park to slip road at A141 roundabout	Carriageway resurfacing	-	-	£ 220,000
Unc	Yaxely	Mere View	From B1091 to bend near Willow Rd and short section near to no. 76	Carriageway strengthening/resurfacing	-	-	£ 325,000
B1043 / Unc	Godmanchester	London Rd, London St, Old Court Hall, The Causeway	From Cambridge St mini roundabout to new roundabout on A1198	Carriageway resurfacing	-	-	£ 485,000
					£ 1,805,000	**£ 1,604,000**	**£ 2,888,000**

Safety Fence Renewal - Funded from Carriageway & Footway Maintenance

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke				
Unc	Low Road	Little Stukeley	Approach to HE Bridge over A14	Renew Vehicle Restraint System	£ 90,000	-	-
Unc	St Neots	Bushmead Road	Approach to HE Bridge over A1	Renew Vehicle Restraint System	£ 30,000	-	-
A141	Warboys	High Fen Straight Drove	At Gaunt Farm Culvert	Renew Vehicle Restraint System	£ 22,000	-	-
A605	Oundle Road	Chesterton	Approach to HE Bridge over A1	Renew Vehicle Restraint System	-	£ 75,000	-
B1043	Great Paxton	Huntingdon Road	At Paxton Hill rail bridge	Renew Vehicle Restraint System	-	£ 19,000	-
B1041	Pidley cum Fenton	Fenton Road	On bends	Renew Vehicle Restraint System	-	£ 16,000	-
B1041	Lt Paxton/ Huntingdon	Mill Lane	At Great Ouse sluices	Renew Vehicle Restraint System	-	£ 45,000	-
Full programme to be confirmed					-	-	tbc
					£ 142,000	**£ 155,000**	**£ -**

Footway Slurry Sealing - Funded from Carriageway & Footway Maintenance

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke				
Full programme to be confirmed					inc	inc	inc

Carriageway Recycling process - Funded from Carriageway & Footway Maintenance

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke				
Unc	Farcet	Conquest Drove	Route length	Carriageway Retread	inc	-	-
C87	Farcet	Kings Delph Drove	Route length	Carriageway Retread	inc	-	-
Full programme to be identified for future years					-	inc	inc

Surface Treatment Schemes - Funded from Carriageway & Footway Maintenance

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke				
A141	Warboys	High Fen Straight Drove	From nr. Wind farm to joint nr. Tick Fen turn	Surface Dressing	inc	-	-
B660	Catworth	Fox Road	From A14 slip to village	Surface Dressing	inc	-	-
B660	Glatton	Glatton Ways	From A1 flyover to village	Surface Dressing	inc	-	-
B661	Perry	East Perry	From Buckden Road to village speed limit	Surface Dressing	inc	-	-
B662	Old Weston	Clopton Road	From B660 to county boundary	Surface Dressing	inc	-	-
B671	Elton	Wansford Road	From Sibson aerodrome to Elton	Surface Dressing	inc	-	-
B1040	Warboys	Airfield Road	From village speed limit to industrial estate	Surface Dressing	inc	-	-
B1040	Warboys Road	Bury	From Wistow Toll to Bury speed limit	Surface Dressing	inc	-	-
B1090	Kings Ripton	Sawtry Way	From Sapley Road, east to nr. laboratories	Surface Dressing	inc	-	-
B1090	Abbots Ripton	St Ives Road	From The Green to nr. Grange Cottage	Surface Dressing	inc	-	-
C100	Sawtry	Bill Hall Way	From Fen Lane to Toll Bar Way	Surface Dressing	inc	-	-
C100	Sawtry	Toll Bar Way	From Bill Hay Way to Coppingford Road	Surface Dressing	inc	-	-
C164	Stow Longa	Kimbolton Road	From Stow Road to Spaldwick Road	Surface Dressing	inc	-	-
Unc	Ramsey	Brands Close	From Bury Road	Micro Asphalt	inc	-	-
Unc	St Ives	Da Vinci Close	From Constable Road	Micro Asphalt	inc	-	-
Unc	St Ives	Degas Drive	From Constable Road	Micro Asphalt	inc	-	-
Unc	St Ives	Fraser Drive	From Constable Road	Micro Asphalt	inc	-	-
Unc	St Ives	Gainsborough Drive	From Constable Road	Micro Asphalt	inc	-	-
Unc	St Ives	Hogarth Close	From Constable Road	Micro Asphalt	inc	-	-
Unc	St Ives	Holbein Road	From Constable Road	Micro Asphalt	inc	-	-
Unc	St Ives	Lowry Close	From Constable Road	Micro Asphalt	inc	-	-
Unc	Ramsey	Millfields	From Newtown Road	Micro Asphalt	inc	-	-
Unc	St Ives	Monet Close	From Constable Road	Micro Asphalt	inc	-	-
Unc	St Ives	Moreland Way	From Constable Road	Micro Asphalt	inc	-	-
Unc	Huntingdon	Owl Way	From Sapley Way to Main Street	Micro Asphalt	inc	-	-
Unc	St Ives	Rembrandt Way	From Constable Road	Micro Asphalt	inc	-	-
Unc	St Ives	Renoir Close	From Spencer Drive	Micro Asphalt	inc	-	-
Unc	St Ives	Reynolds Close	From Constable Road	Micro Asphalt	inc	-	-
Unc	St Ives	Romney Close	From Constable Road	Micro Asphalt	inc	-	-
Unc	St Ives	Ruebens Way	From Constable Road	Micro Asphalt	inc	-	-
Unc	St Ives	Spencer Drive	From Constable Road	Micro Asphalt	inc	-	-
Unc	St Ives	Stubbs Close	From Spencer Drive	Micro Asphalt	inc	-	-
Unc	St Ives	The Whistlers	From Constable Road	Micro Asphalt	inc	-	-
Unc	St Ives	Turner Road	From Constable Road	Micro Asphalt	inc	-	-
Unc	St Ives	Van Dyke Place	From Constable Road	Micro Asphalt	inc	-	-
Unc	St Ives	Van Gogh Place	From Constable Road	Micro Asphalt	inc	-	-

Unc	Eaton Socon	Axis Way	From Monarch Road	Micro Asphalt	inc	-	-
Unc	Eaton Socon	Beaver Close	From Monarch Road	Micro Asphalt	inc	-	-
Unc	Eaton Socon	Duchess Close	From Monarch Road	Micro Asphalt	inc	-	-
Unc	Eaton Socon	Earl Close	From Monarch Road	Micro Asphalt	inc	-	-
Unc	Eaton Socon	Fallow Drive	From Monarch Road	Micro Asphalt	inc	-	-
Unc	Eaton Socon	Gazelle Close	From Monarch Road	Micro Asphalt	inc	-	-
Unc	Eaton Socon	Lady Way	From Monarch Road	Micro Asphalt	inc	-	-
Unc	Eaton Socon	Marchioness Way	From Monarch Road	Micro Asphalt	inc	-	-
Unc	Eaton Socon	Muntjac Close	From Monarch Road	Micro Asphalt	inc	-	-
Unc	Eaton Socon	Otter Way	From Monarch Road	Micro Asphalt	inc	-	-
Unc	Eaton Socon	Peer Road	From Monarch Road	Micro Asphalt	inc	-	-
Unc	Eaton Socon	Prince Close	From Monarch Road	Micro Asphalt	inc	-	-
Unc	Eaton Socon	Roe Green	From Monarch Road	Micro Asphalt	inc	-	-
Unc	Eaton Socon	Samber Close	From Monarch Road	Micro Asphalt	inc	-	-
Unc	Eaton Socon	Viceroy Close	From Monarch Road	Micro Asphalt	inc	-	-
Unc	Eaton Socon	Viscount Court	From Monarch Road	Micro Asphalt	inc	-	-
Unc	Brampton	Horseshoes Way	From /' to High Street	Micro Asphalt	inc	-	-
Unc	Upwood	Helens Close	From High Street	Micro Asphalt	inc	-	-
Unc	Upwood	Bentley Close	From Helens Close	Micro Asphalt	inc	-	-
Unc	Somersham	Grange road	From Parkhall Road to Feoffes Road	Micro Asphalt	inc	-	-

Rights of Way

Maintaining the Rights of Way network

Road Number	Parish/Town	ROW	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke			
FP 3	Godmanchester	FP 3	Riverbank has eroded Grid Ref 524 191, 270 418 for approx. 10 metres	£ 15,000	-	-
FP 1&6 / FP 2&3	St Ives & Woodhurst	St Ives FP 1 & 6, Woodhurst FP 2 & 3	Localised surfacing and drainage	£ 12,000	-	-
Various	Various	Ouse Valley Way	General maintenance plus Holywell-cum-Needingworth 3 surface/drainage	£ 5,000	-	-
7 & 9	Old Weston & Winwick	Broad Lane Old Weston 7 & Winwick 9	Drainage, surfacing and scrub clearance	£ 6,000	-	-
Various	Various	Ouse Valley Way	General maintenance	-	£ 9,000	-
FP 12 & 13	Brampton	FP 12 & 13	Riverbank eroding - Hedge removal	-	£ 20,000	-
BR4	Ellington	BR4	Shrub clearance & Drainage works	-	£ 3,000	-
TBC	TBC	TBC	Works to be identified	-	-	£ 30,000
				£ 38,000	**£ 32,000**	**£ 30,000**

Bridge Strengthening

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
				Contact Officer: Gareth Guest			
B1043	Huntingdon	The Avenue	Huntingdon River Bridge	Stone repairs (Scheduled Ancient Monument)	£ 60,000	-	-
B660	Holme	Stokes Bridge	Long Drove	Edge beam strengthening	-	£ 200,000	-
BW1	Elton	Yarwell Meadows Bridge	Elton Bridleway 1	Replace with new steel beam structure	-	£ 60,000	-
C168	Great Staughton	Great Staughton Church	Causeway	Stone refurbishment and strengthening/pinning	-	£ 200,000	-
B660	Glatton	Glatton Bridge	Infield Road	Arch strengthening to substandard bridge	-	£ 120,000	-
U/C	St Ives	St Ives Flood Arches	London Road, St Ives	Brick parapet repairs	-	-	£ 350,000
B1040	Ramsey	Great Whyte	nr Great Whyte Culvert	Install /repair key/wall	-	-	£ 75,000
B660	Tilbrook	Tilbrook bridge		Brick arch pier strengthening	-	-	£ 250,000
					£ 60,000	**£ 580,000**	**£ 675,000**

Traffic Signal Replacement

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
				Contact Officer: Richard Ling			
Unc	Godmanchester	London Road	Near Tudor Road	Refurbish signals at crossing	-	£ 52,000	-
B1514	Huntingdon	Brookside (Ring Road)	At Cowper Road	Refurbish signals at junction	-	-	£ 104,000
A15	Yaxley	London Road	At Brunell Drive	Refurbish signals at junction	-	-	£ 110,000
B1091	Farcet	Peterborough Road	Near Broadway	Refurbish signals at crossing	-	-	£ 49,000
					£ -	**£ 52,000**	**£ 263,000**

South Cambridgshire Programme

Carriageway & Footway Maintenance including Cycle Paths

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Andy Preston				
Unc	Longstanton	Ladywalk/Brookfield Drive	All estate off High Street	Resurface footways	£ 72,000	-	-
C234	Teversham	Church Road	Near School	Resurface footways	£ 40,000	-	-
A1198	Longstowe	Old North Road	From bridge to School Lane cross roads	Carriageway resurfacing	£ 180,000	-	-
A603	Barton	Barton roundabout	Roundabout and exits/entrance	Carriageway resurfacing	£ 345,000	-	-
A1307	Linton	Cambridge Road	Outside Daleheads Food, westbound dual carriageway - worst section only	Carriageway resurfacing	£ 154,000	-	-
A1307	Horseheath	Haverhill Road	Joint near Withersfield Rd to Suffolk county boundary	Carriageway resurfacing	£ 380,000	-	-
A1307	Horseheath	Horseheath bypass	Horseheath between Linton/Haverhill Road	Carriageway resurfacing	£ 552,000	-	-
C259	Barton	Haslingfield Road	From A603 to village speed limit	Carriageway resurfacing	£ 100,000	-	-
A1303	Stow cum Quy	Newmarket Road	At Roundabout at A14, south - short section	Carriageway resurfacing	£ 30,000	-	-
B1052	Linton	The Grip	Boundary to the Zoo	Resurface footways	-	£ 33,000	-
B1053	Linton	Balsham Road	Place to place	Resurface footways	-	£ 42,000	-
C194	Madingley	High Street	Opposite Public house on bend	Resurface footways	-	£ 25,000	-
Unc	Melbourn	Orchard Way, Palmer Way	Includes Fordham Way and Clear Crescent	Resurface footways	-	£ 40,000	-
C194	Madingley	The Avenue	From Madingley towards A14	Carriageway resurfacing/reshaping	-	£ 120,000	-
Unc	Bourn	Caxton End	Approaches to ford area	Carriageway resurfacing	-	£ 74,000	-
B1047/C210	Horningsea	Horningsea Road	Approaches to signals/bridge area	Carriageway resurfacing	-	£ 186,000	-
B1046	Comberton	Barton Road	From Barton Court to 60mph limit	Carriageway resurfacing	-	£ 175,000	-
B1042	Croydon / Tadlow	Lower Road	nr high speed bends	Carriageway resurfacing	-	£ 132,000	-
A10	Landbeach	Ely Road	From Denny End Road to Research Park	Carriageway resurfacing	-	£ 670,000	-
A10	Landbeach	Ely Road	From Research Park to Denny Abbey r'bt	Carriageway resurfacing	-	-	£ 316,000
Unc	Milton	Benet Close	Cul de sac	Resurface footways	-	-	£ 21,000
Unc	Barton	Mailes Close	Cul de sac	Resurface footways	-	-	£ 22,000
C198	Girton	Cambridge Road	Inc parts of Girton Rd and High St, from Welbrook Court to Manor Farm Road	Carriageway resurfacing	-	-	£ 552,000
B1049	Histon	Bridge Road	From A14/traffic lights to near bridge	Carriageway resurfacing	-	-	£ 268,000
B1368	Hauxton	London Road	From A10 to joint beyond 60mph	Carriageway resurfacing	-	-	£ 220,000
Unc	Milton	Cambridge Road industrial Estate	From roundabout at C282 Cambridge Road to turn/junction	Carriageway strengthen, part re kerb/footway resurface	-	-	£ 152,000
					£ 1,853,000	**£ 1,497,000**	**£ 1,551,000**

Safety Fence Renewal - Funded from Carriageway & Footway Maintenance

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke				
A1301	Cambridge Road	Hinxton	Under M11 / A11	Renew Vehicle Restraint System	£ 40,000	-	-
A603	Barton Road	Grantchester	At M11 junction 12	Renew Vehicle Restraint System	£ 120,000	-	-
C195	Madingley	Cambridge Road	Approach to HE Bridge over A428	Renew Vehicle Restraint System	£ 40,000	-	-
C197	Oakington	Station Road	At Guided bus junction/Drain	Renew Vehicle Restraint System	£ 16,000	-	-
Full programme to be confirmed					-	tbc	tbc
					£ 216,000	**£ -**	**£ -**

Footway Slurry Sealing - Funded from Carriageway & Footway Maintenance

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke				
Full programme to be confirmed					inc	inc	inc

Carriageway Recycling process - Funded from Carriageway & Footway Maintenance

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke				
Unc	Papworth St Agnes	The Main Road	From Passhouse Cottage south to end	Carriageway Retread	inc	-	-
Unc	Willingham	Sponge Drove	Route length	Carriageway Retread - provisional	inc	-	-
Full programme to be identified for future years					-	inc	inc

Surface Treatment Schemes - Funded from Carriageway & Footway Maintenance

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke				
A10	Foxton	Cambridge Road	From Foxton speed limit to Harston speed limit	Surface Dressing	inc	-	-
A10	Shepreth	Dunsbridge Turnpike	From Cambridge Rd to Fowlmere Rd	Surface Dressing	inc	-	-
A10	Melbourn	Bypass	From New Farm to Royston Road	Surface Dressing	inc	-	-
A10	Meldreth	Bypass	From Royston Road to Cambridge Road	Surface Dressing	inc	-	-
A10	Foxton	Royston Road	From Fowlmere Road to Station Road	Surface Dressing	inc	-	-
A505	Fowlmere	Newmarket Road	From Chrishall Road to Flint Cross	Surface Dressing	inc	-	-
A505	Melbourn	Newmarket Road	From Flint Cross to county boundary	Surface Dressing	inc	-	-
A1198	Caxton	Bypass	From Royston Road to Ermine Street	Surface Dressing	inc	-	-
A1198	Papworth Everard	Bypass	From / to Ermine Street roundabouts	Surface Dressing	inc	-	-
A1307	Linton	Bypass	From petrol station to Bartlow Road	Surface Dressing	inc	-	-
A603	Wimpole	Cambridge Road	Between speed limits in village	Surface Dressing	inc	-	-
Unc	Stapleford	Haverhill Road	From Bury Road to A1307	Surface Dressing	inc	-	-
Unc	Waterbeach	Rosemary Road	From St Andrew's Hill to Burgess Road	Micro Asphalt	inc	-	-
Unc	Oakington	Mead View	From Longstanton Road	Micro Asphalt	inc	-	-
Unc	Oakington	Church View	From Mill Road	Micro Asphalt	inc	-	-
Unc	Barton	Allens Close	From Mailes Close	Micro Asphalt	inc	-	-
Unc	Barton	Mailes Close	From High Street	Micro Asphalt	inc	-	-
Unc	Duxford	Lacey's Way	From St John's Street	Micro Asphalt	inc	-	-
Unc	Duxford	The Rustons	From Lacey's Way	Micro Asphalt	inc	-	-

Bridge Strengthening

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Gareth Guest				
A505	Whittlesford	Whittlesford rail bridge	Bridge over Cambridge to London Liverpool Street line	Parapets / Edge beam refurbishment	£ 475,000	-	-
C204	Histon	Park Lane culvert	Park Lane	Replace sub standard weak bridge (improve flood capacity)	£ 600,000	-	-
Unc	Orwell	Green Ford Bridge	Town Green Road	Replace structure with box culvert or portal	-	£ 500,000	-
C261	Barrington	Archer Bridge	Shepreth Road	Concrete repairs	-	£ 60,000	-
					£ 1,075,000	**£ 560,000**	**£ -**

Traffic Signal Replacement

Road Number	Parish/Town	Street	Location	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Richard Ling				
Unc	Melbourn	High Street	At Station Road junction	Refurbish signals at junction	£ 114,200	-	-
Unc	Fulbourn	Yarrow Road	Near Tesco's	Refurbish signals at crossing	£ 55,000	-	-
A1301	Stapleford	London Road	Near Church Street	Refurbish signals at crossing	£ 44,000	-	-
B1049	Histon	Water Lane	At The Green	Refurbish signals at junction	£ 126,000	-	-
A1307	Girton	Huntingdon Road	At Girton Road	Refurbish signals at crossing	-	£ 77,000	-
B1049	Impington	Bridge Road	At Chequers Road	Refurbish signals at junction	-	£ 135,000	-
C249	Sawston	High Street	Near Church Lane	Conversion to Zebra crossing	-	£ 17,000	-
B1050	Willingham	High Street	At Station Road	Refurbish signals at junction	-	-	£ 95,000
					£ 339,200	**£ 229,000**	**£ 95,000**

Rights of Way

Maintaining the Rights of Way network

Road Number	Parish/Town	ROW	Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
			Contact Officer: Jon Clarke			
BR 6	Little Wilbraham	BR 6	Supply plant and labour to level material delivered from Newmarket Road (Coldhams Lane to Marshalls) from Cambridge Capital Works. Plus 2000 square metres of Type 2000G Geotextile membrane	£4,750	-	-
FP 15	Little Wilbraham	FP 15	Supply plant and labour to level material delivered from Tenison Road (from Station Road to St Barnabus Road) from Cambridge Capital Works	£4,500	-	-
BY 8	Willingham	BY 8	Supply plant and labour to level material delivered from South Cambridgeshire	£4,000	-	-
BY 1	Kingston	BY 1	Porter's Way - make good 1190m of surface with imported material with material from Barton (Haslingfield Road and Barton roundabout) Capital resurfacing works	£3,500	-	-
BR 2	Caxton	BR 2	Supply plant and labour to level material delivered from Ermine Street/Royston Road Capital works 2018/19	£2,250	-	-
FP 2	Heydon	FP 2	Wet surface on hillside to improve it requires five French drains and type one material imported (180m), repair badger sett damage. Requested by PC	£2,000	£2,000	£2,000
BY1	West Wratting	BY 1	Icknield Way - Fill ruts with road planings along 250 metre section north of Green End Farm Cottages (500 tonnes)	-	£12,000	-
BY 48	Castle Camps	BY 48	Fill ruts with reclaimed material and road planings along 420 metre section (970 tonne), install drainage, profile surface to form natural drainage to field drain	-	£11,250	-
BY 1	Kingston	BY 1	Porter's Way - clear scrub and manage dead elms in verge - 1,400 metres on both sides, hand work	-	£5,500	-
FP 2	Bourn	FP 2	830 metres of scrub and semi-mature material needing clearance and taking back growth to drain edge after harvest	-	£3,500	-
BY 7	Comberton	BY 7	Supply plant and labour to level material delivered from Cambridge Capital Works	-	£3,500	-
BY 1	Babraham	BY 1	Supply plant and labour to level material delivered from Cambridge Capital Works	-	£3,000	-
BY 1	Rampton	BY 1	Supply plant and labour to level material delivered from South Cambridgeshire	-	£3,000	-
BR10	Longstanton	BR 10	Clear scrub back to boundary drain and hedgerow, 890 metres	-	-	£4,000
BR 10	Longstanton	BR 10	Clear scrub back to boundary drain and hedgerow, 890 metres	-	-	£3,000
BY 2	Lolworth	BY 2	Supply plant and labour to level material delivered from Cambridge Capital Works	-	-	£3,500
BY 19	Melbourn	BY 19	Scrub clearance along entire route cutting back to boundaries	-	-	£2,000
BY 2	Lolworth	BY 2	Supply plant and labour to level material delivered from South Cambridgeshire	-	-	£3,000
BY 4	Stapleford	BY 4	Supply plant and labour to level material delivered from Cambridge Capital Works	-	-	£2,750
FP 16	Tadlow	FP 16	5m wide track overgrown with scrub from hedge on eastern boundary	-	-	£2,000
FP 1	Toft	FP 1	Clear 140 metres of scrub so that people avoid using field	-	-	£1,500
BR 5	Stow cum Quy	BR 5	Surface works to improve drainage of wet areas at southern end and making good	-	-	£5,000
FP 7	Horseheath	FP 7	Surface improvements to make good ground	-	-	£4,250
BR 8	Graveley	BR 8	Clear scrub alongside edges	-	-	£3,250
BR 6	Fen Drayton	BR 6	Clear overhanging side scrub	-	-	£1,750
BR 9	Great & Little Eversden	BR 9	Repair surface damage on hill side caused by water erosion and install drains then fill compressions on top of hill	-	-	£1,550
				£ 21,000	**£ 43,750**	**£ 39,550**

Countywide Programme

Carriageway & Footway Maintenance including Cycle Paths

Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
Contact Officer: Jon Clarke			
Countywide capitalised road patching	£ 1,040,000	£ 1,040,000	£ 1,040,000
Locally determined minor capital schemes	£ 650,000	£ 650,000	£ 650,000
Contact Officer: Jon Clarke			
Countywide Surface Treatment programme - current schemes listed under District/City areas. Schemes for future years to be confirmed	£ 4,200,000	£ 4,200,000	£ 4,200,000
Preparation for surface treatment schemes, as above	£ 900,000	£ 900,000	£ 900,000
Countywide Retread programme - current schemes listed under District/City areas. Schemes for future years to be confirmed	£ 1,200,000	£ 1,200,000	£ 1,200,000
Countywide safety fence renewals - current schemes listed under District/City areas. Full programme for future years to be confirmed	£ 400,000	£ 350,000	£ 200,000
Countywide Footway slurry seal programme - current schemes listed under District/City areas. Schemes for future years to be confirmed	£ 500,000	£ 500,000	£ 500,000
Contact Officer: Andy Preston / Barry Wylie			
Investigation and design for future schemes	£ 300,000	£ 300,000	£ 300,000
Drainage schemes to be identified	£ 1,000,000	£ 1,000,000	£ 1,000,000
	£ 10,190,000	**£ 10,140,000**	**£ 9,990,000**

Pothole Action Fund

Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
Contact Officer: Jon Clarke			
Fund to repair or prevent the formation of potholes	tbc	£ -	£ -
	£ -	**£ -**	**£ -**

Rights of Way

Maintaining the Rights of Way network

Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
Contact Officer: Gareth Guest			
Fund to repair, replace and upgrade bridges as a result of inspections	£ 40,000	£ 40,000	£ 40,000
	£ 40,000	**£ 40,000**	**£ 40,000**

Bridge Strengthening

Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
Contact Officer: Gareth Guest			
Design for future years schemes & capitalised minor improvements	£ 450,000	£ 884,000	£ 789,000
	£ 450,000	**£ 884,000**	**£ 789,000**

Traffic Signal Replacement

Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
Contact Officer: Richard Ling			
Design for future years schemes	£ 20,000	£ 20,000	£ 20,000
	£ 20,000	**£ 20,000**	**£ 20,000**

Smarter Travel Management - Integrated Highway Management Centre

The Integrated Highways Management Centre(IHMC) collects, processes and shares real time travel information to local residents, businesses and communities within Cambridgeshire. In emergency situations the IHMC provides information to ensure that the impact on our transport network is mitigated and managed.

Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
Contact Officer: Sonia Hansen			
Expand our existing Intelligent Transport Systems to provide further integration in delivering transport information to the public and our partners. Provide new facilities into the IHMC including additional CCTV coverage, variable message signs (VMS) and other technology to better inform the public on our	£ 200,000	£ 200,000	£ 200,000
	£ 200,000	**£ 200,000**	**£ 200,000**

Smarter Travel Management -Real Time Bus Information

Provision of real time passenger information for the bus network.

Works	Budget 2018/19 £	Budget 2019/20 £	Budget 2020/21 £
Contact Officer: Sonia Hansen			
Add further displays to areas of key footfall and other strategic use, add or replace bus kit as fleets change and invest further in more direct channelling of information to users	£ 165,000	£ 165,000	£ 165,000
	£ 165,000	**£ 165,000**	**£ 165,000**

Appendix N

Traffic Signals Design and Operational Guidance

Purpose

This document sets out guidance on the design and operation of traffic signals within Cambridgeshire. When applying this guidance it is emphasised that a flexible approach should be adopted to allow a balanced outcome to be achieved that is consistent with transport strategy objectives.

This guidance will inform and influence any reviews of existing traffic signal installations and the design of new signal installations including those being delivered by external parties, particularly in respect of new development.

This guidance is intended to complement existing traffic signal best practice and regulation.

General approach

As a first step in any traffic signals review or in the design of new installations, the principle of traffic signal control should be tested with alternative methods of control being considered.

Traffic signals should be configured so that signal stages and timings optimise the movement of people rather than simply the movement of vehicles. Signal timing plans should have flexibility to respond to changing modal demands throughout the day/week/season. In urban areas, traffic signal systems should have the ability to utilise air quality data to influence and inform changes in networked signal timings in response to poor air quality.

Up to date information on people movement and delays at individual junctions and crossings should be collected to inform and influence the way in which signal control is configured and operated.

Individual transport mode considerations

Pedestrians

Wherever practical and possible pedestrian movements across individual junction arms should be made in a single movement. All red motor vehicle stages (potentially incorporating diagonal crossing facilities) should be considered at junctions where necessary to manage high pedestrian flows.

Pedal cyclists

Wherever practical and possible cycle movements should be:

- segregated by space or time or both from motor vehicle movements

- made in a single movement across individual junction arms.

Buses

Local registered service bus movements should be prioritised over general traffic movements through early detection on junction approaches. At sites where buses run on conflicting routes, priority should be given to which ever bus is experiencing the greatest delay in punctuality or which ever is carrying the greatest number of passengers (implementation of this aspect will be dictated by the availability of technology to monitor timetabling and passenger levels in real time).

Other motor vehicles

The signal review process should determine whether the retention of all current permitted movements for private motor vehicles is essential or necessary, in consideration of other transport strategies and projects. If considered appropriate, consideration could be given to restricting identified motor vehicle movements if they support and/or achieve strategic transport aims and create more opportunity to prioritise sustainable transport modes. Any proposal to restriction junction movements should be modelled to fully assess and understand the implications for access on the wider road network.

Road safety

To improve road safety, injury accident data should be assessed to:

- determine the need for any changes in design or operation at existing signal sites
- inform the design process for new signal installations.

Perceived safety concerns for vulnerable users (pedestrians and pedal cyclists) should also be taken into account.

Technology and Innovation

At all signal controlled junction/crossing the use of ‘state of the art’ technology should be considered to address the following key operational aspects:

Pedestrians - on-crossing detection and other aids for those with limited mobility to optimise pedestrian stage operation.

Pedal cyclists - stop line and approach detection to optimise cycle stage operation.

Buses - the ability to detect buses early to optimise the prioritisation of bus movements for registered local service buses (with the ability to access real time bus timetabling and passenger levels to prioritise conflicting movements).

Pollution – the ability to factor in air quality data in real time to influence and inform the optimisation of signal timings

General traffic - the ability to optimise general traffic movements on a network/ corridor basis.

Whilst traffic signal designs and operations need to be consistent with current Department for Transport (DfT) regulations, the design and/or review process should aspire to test and adopt innovative approaches through DfT approved trials.

Application of guidance

The way in which this guidance is applied to individual junctions and crossings needs to take into account their location and role within the road hierarchy to ensure consistency with strategic aims and to achieve a pragmatic balance between competing movement demands.

Therefore, the degree to which sustainable transport mode movements are prioritised over motor vehicle movements could be expected to be more significant on routes within city and town centres than on the ring roads / arterial routes.

LOCAL HIGHWAY IMPROVEMENT (LHI) SCHEMES 2018/19

To:	**Highways & Community Infrastructure Committee**
Meeting Date:	**13th March 2018**
From:	**Graham Hughes, Executive Director: Place and Economy**
Electoral division(s):	**All**
Forward Plan ref:	**N/A** *Key decision:* **No**
Purpose:	**To inform Committee of the outcome of the prioritisation of 2018/19 LHI applications by the Member Panels in each District area.**
Recommendation:	**To approve the prioritised list of schemes for each District area, included in appendix A of this report.**

	Officer contact:		***Member contacts:***
Name:	Richard Lumley	Name:	Cllr Mathew Shuter/Cllr Bill Hunt
Post:	Assistant Director Highways	Post:	Chairman/Vice Chairman
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Tel:	(01223) 703839	Tel:	(01223) 706398

1.0 BACKGROUND

1.1 For 2018/19 the approved budget to facilitate a programme of Local Highway Improvements (LHI) is £607,000, as approved by the Highway & Community Infrastructure committee (H&CI) and the Environment & Economy (E&E) Committee in December 2017.

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. The schemes are community driven, giving local people a real influence over bringing forward highway improvements in their community that would not normally be prioritised by the Council.

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 This year officers have completed feasibility studies with applicants in advance of the panel meetings, in a bid to provide a more consistent stage of development for applications. This has proved challenging within the timescales and resources that were available this year, but the benefit of this new stage in the process has still been evident at panel meetings.

2.2 The panel assessment meetings remain a member led process, where applicants are invited to present their proposal. 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 is agreed by the Cambridge Joint Area Committee.

2.3 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 assessing four categories; persistent problem, road safety, community improvement and added value. Each category was scored out of 5 and the average across all panel members was then used to rank applications. Panel members were not permitted to score applications in their own division.

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 Should any applications subsequently prove unfeasible, or the actual cost be less than expected, further applications may be allocated funding later in the year.

2.8 All estimated project costs now also incorporate the estimated cost of time spent by officers designing, managing and delivering it. The actual cost of the new feasibility stage, which has recently been completed, has been top sliced from east district area budget before being allocated to applications.

2.9 This recharge of both the feasibility and officer project delivery costs was agreed by H&CI in July 2017, to better reflect the actual cost to the authority of delivering the LHI Initiative. The total recharge is estimated to be £200k and will deliver the corresponding saving identified in the Business Plan for 2018/19.

2.10 The LHI budget has been allocated to each district area based on population and for 2018/19 is therefore as follows:

District	Initial Budget	Feasibility	Remaining Available Budget
East Cambridgeshire	£79,174	£7,192	£72,150
Fenland	£96,768	£8,790	£88,183
Huntingdonshire	£167,146	£12,145	£155,249
South Cambridgeshire	£140,752	£10,102	£130,823
Cambridge City	£123,160	£10,226	£113,246
TOTAL	**£607,000**	**£48,455**	**£558,545**

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 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 LHI 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 2018/19	Appendix A
Individual LHI Panel Member scoresheets	Witchford Highways Depot Stirling Way, Witchford, Ely CB6 3NR

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heywood
Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Debbie Carter-Hughes
Are there any Equality and Diversity implications?	Yes Name of Officer: Tamar Oviatt-Ham
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Sarah Silk
Are there any Localism and Local Member involvement issues?	Yes Name of Officer: Tamar Oviatt-Ham
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Stuart Keeble

East Cambridgeshire LHI Panel Scorecard 2018/19

Panel Members:

AB	Cllr Anna Bailey
BH	Cllr Bill Hunt
DAS	Cllr David Ambrose-Smith
LD	Cllr Lorna Dupre
PR	Cllr Paul Raynes

2018/19 East Cambridgeshire Budget	£72,150

App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	£ Applicant	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Persistant Problem Av Score	Road Safety Av Score	Community Impact Av Score	Added Value Av Score	Overall Average Score
3194395	Jason on behalf of the residents of Bell Lane - Soham	Corner of Ten Bell Lane and Pratt Street	Double Yellow Lining around junction	£3,140	£1,000	32%	£2,140	£2,140	£2,140	**4.50**	**4.75**	**4.25**	**4.50**	**4.50**
3195688	Little Downham Parish Council	Pymoor	Change the central core of the village to 30mph and keep approaches to 40mph. Remove the existing VASs and replace with MVAS	£11,120	£3,000	27%	£8,120	£8,120	£10,260	**4.25**	**4.25**	**4.25**	**3.75**	**4.13**
3194404	Witchford Parish Council	Main Street outside Rackham Primary School	Raised table outside of Rackham Primary School	£24,943	£14,943	60%	£10,000	£10,000	£20,260	**3.75**	**4.00**	**3.75**	**4.25**	**3.94**
3194487	Sutton Parish Council	High Street/The Brook junction (B1381)	Re-prioritiase junction to prevent 'rat running' which has further consequence on increased vehicle speeds	£8,931	£893	10%	£8,038	£8,038	£28,298	**4.25**	**3.00**	**3.75**	**3.50**	**3.63**
3194707	Wicken Parish Council	Various streets	Install double yellow lines	£3,140	£1,570	50%	£1,570	£1,570	£29,868	**3.50**	**3.50**	**3.25**	**3.50**	**3.44**
3194821	Coveney Parish Council	The Green and Jerusalem Drove, Wardy Hill	Enhance existing playground warning signs on both approaches	£3,500	£350	10%	£3,150	£3,150	£33,018	**3.25**	**3.75**	**3.50**	**3.00**	**3.38**
3193650	City of Ely Council	Three approaches into Prickwillow	Introduce buffer zones and gateway features at village entrances	£9,000	£900	10%	£9,000	£9,000	£42,018	**3.60**	**3.60**	**3.40**	**2.80**	**3.35**
3194222	Fordham Parish Council	Isleham Road cross roads at Mildenhall Road	Improve the signing and lining on the approaches to the junction on the B1102 Mildenhall Road and Church Street	£2,860	£286	10%	£2,574	£2,574	£44,592	**3.60**	**3.80**	**3.20**	**2.60**	**3.30**
3194301	Woodditton Parish Council	Village entrances	Installation of 40mph buffer zone to the north and 3 gateway features on village approaches	£9,120	£3,000	33%	£6,120	£6,120	£50,712	**3.40**	**3.20**	**3.00**	**3.60**	**3.30**
3193665	City of Ely Council	Fore Hill, Ely, before the junction of Broad Street and Waterside	Shallow table at bottom of Forehill	£18,800	£8,800	47%	£10,000	£10,000	£60,712	**3.00**	**3.50**	**3.25**	**3.25**	**3.25**
3194687	Lode Parish Council	B1102 between the crossroads and the entrance to Anglesey Abbey	Supply and install MVAS	£5,355	£1,000	19%	£4,355	£4,355	£65,067	**3.40**	**3.40**	**3.20**	**3.00**	**3.25**
3188419	Isleham Parish Council	Fordham Rd	Provision of speed watch equipment and MVAS	£6,000	£1,000	17%	£5,000	£5,000	£70,067	**3.25**	**3.00**	**3.25**	**2.75**	**3.06**
3194695	Littleport Parish Council	Parsons Lane	Targeted treatment of select location within this road. (Speed Cushions/Chicanes)	£11,171	£2,000	18%	£9,171			**3.25**	**3.00**	**3.00**	**3.00**	**3.06**
3194838	Little Thetford Parish Council	Red Fen Road	Installation of Unsuitable for HGVs signs	£1,823	£182	10%	£1,641			**3.75**	**3.00**	**2.25**	**2.75**	**2.94**
3194090	Stretham Parish Council	Cambridge Road and Wicken Road	Supply MVAS in accordance with policy and remove existing VAS	£8,451	£845	10%	£7,606			**3.00**	**3.25**	**2.75**	**2.25**	**2.81**

3193962	Brinkley Parish Council	High Street/Carlton Road	Installation of Speed Cushions further North from existing cushions & Install a 40mph buffer zone	£13,171	£3,171	24%	£10,000			**3.20**	**3.20**	**2.40**	**1.80**	**2.65**
3194423	Dullingham Parish Council	Dullingham Cross Roads A1061	Bollards within footway to physically prevent parking whilst ensuring visibility splay at junction.	£5,393	£539	10%	£4,854			**2.60**	**2.60**	**2.20**	**1.80**	**2.30**
3194374	Haddenham	Station Road / Sutton Road (A1421)	Reduce 40mph speed limit to 30mph and new footway construction	£100,000	£5,000	33%	£10,000			**0.25**	**0.25**	**0.25**	**0.25**	**0.25**
3194840	Wilburton Parish Council	Carpond Lane	Install SYL along the verge side of Carpond Lane to ensure suitable widths. Change direction of existing bays at the school end of Carpond Lane and DYL to ensure turning bay is available.	£7,201	£3,601	50%	£3,601			**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
			TOTALS	**£238,860**	**£52,080**	**22%**	**£116,939**							

Fenland LHI Panel Scorecard 2018/19

Panel Members:

SH	Cllr Samantha Hoy
SK	Cllr Simon King
JG	Cllr John Gowing
DC	Cllr David Connar

2018/19 Fenland Budget £88,183

App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	£ Applicant	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Persistant Problem Av Score	Road Safety Av Score	Community Impact Av Score	Added Value Av Score	Overall Average Score
3194648	Parson Drove, Wisbech St Mary & Gorefield Parish Councils	Bellamy Bridge Junction, Wisbech St Mary, Wisbech.	Lining/ coloured surfacing enhancements to Bellamy's Bridge junction	£11,000	£1,000	10%	£10,000	£10,000	£10,000	**4.67**	**4.33**	**4.33**	**4.33**	**4.42**
3194712	Cllr Alex Miscandlon - Coates / Eastrea Ward Cllr	Village area	Provide MVAS/ SID	£6,119	£1,071	18%	£5,048	£5,048	£15,048	**4.50**	**4.00**	**4.50**	**4.50**	**4.38**
3194747	Benwick Parish Council	Doddington Road	Gateway feature and 40mph buffer	£8,158	£816	10%	£7,343	£7,343	£22,390	**4.33**	**4.00**	**4.33**	**4.33**	**4.25**
3194879	Manea Speedwatch group	Station Road	Provide MVAS/ SID	£5,335	£536	10%	£4,800	£4,800	£27,190	**4.00**	**3.67**	**4.33**	**4.67**	**4.17**
3192264	Wisbech Town Council	Ramnoth Road, Money Bank, Queen Elizabeth Drive, Copperfields, Mansell Road	Extend existing double yellow lines	£3,140	£314	10%	£2,826	£2,826	£30,016	**4.00**	**4.33**	**4.00**	**4.33**	**4.17**
3194197	Christchurch Parish Council	Village area	Gateway feature at Upwell Road and upgrade existing cross road warning sign	£4,107	£615	15%	£3,492	£3,492	£33,508	**3.75**	**4.00**	**4.25**	**4.25**	**4.06**
3194841	Wisbech St Mary Parish Council	High Road	Reduced localised speed limit with 40mph buffers in conjunction with traffic calming	£11,118	£1,118	10%	£10,000	£10,000	£43,508	**4.00**	**4.00**	**4.00**	**4.25**	**4.06**
3188882	March Town Council	The footpath between Suffolk Way leading to Eastwood Avenue	Install bollards/ kissing gate	£3,053	£1,000	33%	£2,053	£2,053	£45,561	**4.00**	**3.67**	**4.00**	**4.33**	**4.00**
3195038	Newton-in-the-Isle Parish Council	B1165 High Road near junction with Goodens Lane	Culvert drain and widen adjacent footway at High Road/ Goodmens Lane	£12,421	£2,421	19%	£10,000	£10,000	£55,562	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**
3195056	Tydd St Giles Parish Council	Kirkgate outside Tydd Manor	Provide MVAS/ SID only	£5,335	£1,334	25%	£4,001	£4,001	£59,563	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**
3191775	Gorefield Parish Council	High Road	Gateway features on eastern and western approach	£3,158	£316	10%	£2,842	£2,842	£62,405	**4.00**	**4.00**	**4.00**	**3.67**	**3.92**
3194762	Wimblington Parish Council	Village entrances	Gateway installation on 3 approaches and kerb re-alignment	£10,440	£1,044	10%	£9,396	£9,396	£71,800	**4.00**	**4.00**	**3.67**	**3.33**	**3.75**
3194684	Whittlesey Town Council	T Junction of West Delph and Yarwells Headlands	Kerb realignment and subsequent footway extension	£4,454	£700	16%	£3,754	£3,754	£75,554	**3.50**	**3.75**	**3.75**	**2.75**	**3.44**
3194969	Wisbech Town Council	Colvile Road / Trafford Road Crossroads	Build out from both sides of footway or build out from one footway and speed cushion	£11,032	£1,103	10%	£9,929	£9,929	£85,483	**3.25**	**3.25**	**3.50**	**3.50**	**3.38**
3193184	Parson Drove Parish Council	Sealeys Lane	Footway extension - Cont from previous year	£11,000	£1,000	10%	£10,000			**2.00**	**2.00**	**2.00**	**1.67**	**1.92**
3194515	Oasis Centre and Trust Manager	Waterlees Ward	Install 20mph limit within ward area	£12,400	£2,400	19%	£10,000			**1.50**	**1.25**	**1.50**	**1.25**	**1.38**
3193335	Chatteris Town Council	Wenny Road	Traffic calming and safer crossing point	£14,396	£4,396	31%	£10,000			**0.75**	**1.25**	**1.00**	**0.75**	**0.94**
3195025	Manea Parish Council	Station Road	Priority giveway feature o/s No.45	£7,952	£795	10%	£7,157			**1.00**	**1.33**	**0.67**	**0.33**	**0.83**
3194624	Elm Parish Council	Gosmoor Lane	7.5T weight limit	£10,098	£1,010	10%	£9,088			**0.50**	**0.25**	**0.25**	**0.00**	**0.25**
			TOTALS	**£154,715**	**£22,988**	**15%**	**£131,728**							

Huntingdonshire LHI Panel Scorecard 2018/19

Panel Members:

IG	Cllr Gardener
TR	Cllr Rogers
PD	Cllr Downes
TS	Cllr Sanderson
GW	Cllr Wilson
MM	Cllr McGuire

2018/19 Huntingdonshire Budget	£155,249

App No.	Applicant Name	Road Name/Location	Objective/Issue Description	£ Estimated Project Cost	£ Applicant	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Persistant Problem Av Score	Road Safety Av Score	Community Impact Av Score	Added Value Av Score	Overall Average Score
3192859	Old Hurst Parish Council	Church Street	Double yellow lines on the bend	2,567	£300	12%	£2,267	£2,267	£2,267	**4.60**	**4.60**	**4.40**	**4.40**	**4.50**
3193443	Alconbury Parish Council	Great North Road / Rusts Lane / Sharps Lane	Install 'Unsuitable for HGV's' sign and additional 3T weight limit signs	£2,206	£300	14%	£1,906	£1,906	£4,173	**4.00**	**4.50**	**4.25**	**4.25**	**4.25**
3193098	Little Paxton Parish Council	Mill Lane	Install zebra crossing	£19,104	£9,200	48%	£9,904	£9,904	£14,077	**4.33**	**4.00**	**3.83**	**4.00**	**4.04**
3193942	Yaxley Fourfields Primary School	Daimler Avenue	Double yellow lines and single yellow lines	£3,743	£401	11%	£3,342	£3,342	£17,419	**3.80**	**3.80**	**4.00**	**4.20**	**3.95**
3194627	St Neots Priory Junior School	Longsands Road	Install wig-wag devices with a temporary 20mph limit.	£13,275	£7,000	53%	£6,275	£6,275	£23,694	**3.50**	**4.00**	**4.00**	**4.00**	**3.88**
3194970	Yelling Parish Council	Village area	Supply and install MVAS/SID	£6,420	£2,000	31%	£4,420	£4,420	£28,114	**3.67**	**3.50**	**3.50**	**4.50**	**3.79**
3193102	Huntingdon Town Council	California Road	Construct speed table	£12,314	£2,400	19%	£9,914	£9,914	£38,028	**4.00**	**3.75**	**3.75**	**3.50**	**3.75**
3194620	Elton Parish Council	Village area	Replace and renovate the existing conservation lighting columns	£20,221	£10,222	51%	£9,999	£9,999	£48,027	**3.50**	**2.83**	**4.00**	**4.17**	**3.63**
3194807	Great Gransden Parish Council	Crow Tree Street / Meadow Lane	Level the footway and install a 40mph buffer zone	£9,840	£2,000	20%	£7,840	£7,840	£55,867	**3.67**	**4.00**	**3.83**	**3.00**	**3.63**
3193360	Huntingdon Town Council	Various Streets	Various parking restrictions to increase safety	£8,557	£860	10%	£7,697	£7,697	£63,564	**4.25**	**3.00**	**3.75**	**3.00**	**3.50**
3193608	Glatton Parish Council	Glatton Ways / Infield Rd / Sawtry Rd / High Haden Rd	Install gates on entrances to village	£8,059	£2,400	30%	£5,659	£5,659	£69,223	**3.40**	**3.20**	**3.40**	**4.00**	**3.50**
3193329	Huntingdon Town Council	Sapley Road	Relocate existing give way feature and install speed cushion	£11,602	£1,605	14%	£9,997	£9,997	£79,220	**3.60**	**3.60**	**3.20**	**3.20**	**3.40**
3194922	St Neots Town Council	Nelson Road / Bushmead Road	Junction widening and improvements	£18,172	£8,200	45%	£9,972	£9,972	£89,192	**3.80**	**2.80**	**3.20**	**3.60**	**3.35**
3190924	Tilbrook Parish Council	High Street / Station Road	Supply and install MVAS/SID 20mph limit on Station Rd	£7,847	£1,000	13%	£6,847	£6,847	£96,039	**3.40**	**3.60**	**3.40**	**3.00**	**3.35**
3194551	Ramsey Town Council	Uggmere Court Road - Ramsey Heights	Supply and install MVAS/SID Improve entrances with gates/signs/lines	£13,242	£5,000	38%	£8,242	£8,242	£104,281	**3.17**	**3.33**	**3.33**	**3.50**	**3.33**
3194828	St Ives Town Council	Marley Road	Improve existing warning signs and lining	£3,000	£895	30%	£2,105	£2,105	£106,386	**3.33**	**3.00**	**3.00**	**3.00**	**3.08**
3193916	Earith Parish Council	Cooks Drove	Construct new footway	£12,283	£2,500	20%	£9,783	£9,783	£116,169	**3.33**	**3.00**	**2.83**	**2.83**	**3.00**
3193813	Brampton Parish Council	Village area	20mph limit around the extent of the village	£12,301	£3,000	24%	£9,301	£9,301	£125,470	**2.60**	**2.80**	**3.40**	**3.00**	**2.95**
3194765	Godmanchester Town Council	West St / Cambridge St / Post St	Supply and install MVAS/SID	£6,421	£1,000	16%	£5,421	£5,421	£130,891	**3.20**	**3.00**	**2.80**	**2.60**	**2.90**

3194570	Abbots Ripton Parish Council	B1090 / Station Rd / Huntingdon Rd	Supply and install MVAS/SID 40mph buffer zones on entrance to village	£9,496	£1,000	11%	£8,496	£8,496	£139,387	**3.20**	**2.80**	**2.80**	**2.60**	**2.85**
3191600	Upwood and The Raveleys Parish Council	Huntingdon Road	Supply and install MVAS/SID	£6,420	£2,500	39%	£3,920	£3,920	£143,307	**2.60**	**3.00**	**2.60**	**3.00**	**2.80**
3194645	Alconbury Weston Parish Council	North Road / Highfield Avenue	Improve drainage on the junction with installation of soakaway and gullies	£11,458	£1,500	13%	£9,958	£9,958	£153,265	**2.60**	**2.80**	**3.20**	**2.20**	**2.70**
3193966	Buckden Parish Council	Mill Road / Church Street	Install zebra crossing	£19,104	£10,000	52%	£9,104			**3.25**	**2.00**	**2.75**	**2.75**	**2.69**
3190929	Warboys Parish Council	Fenton Road	Install give way feature	£10,635	£2,000	19%	£8,635			**2.80**	**2.80**	**2.20**	**2.60**	**2.60**
3182668	Holme Parish Council	Station Road	Give way features and additional lining	£14,084	£4,100	29%	£9,984			**3.00**	**2.20**	**2.60**	**2.60**	**2.60**
3195007	Great Paxton Parish Council	High Street	Install give way features	£13,314	£3,320	25%	£9,994			**2.67**	**2.50**	**2.50**	**2.50**	**2.54**
3194978	Bluntisham Parish Council	Wood End	Supply and install MVAS/SID 40mph buffer zone and improve entrance with gates/signs/lines	£12,064	£3,000	25%	£9,064			**2.50**	**2.67**	**2.50**	**2.50**	**2.54**
3194079	Kimbolton and Stonely Parish Council	Thrapston Rd / Pound Ln	Double yellow lines around junction	£4,444	£1,000	23%	£3,444			**2.60**	**2.80**	**2.00**	**2.40**	**2.45**
3194791	Great & Little Gidding Parish Council	Main Street	Supply and install MVAS/SID 40mph buffer zone and improve entrance with gates/signs/lines	£12,859	£3,000	23%	£9,859			**2.40**	**2.20**	**2.60**	**2.60**	**2.45**
3191728	Pidley-cum-Fenton Parish Council	Fenton Road - Fenton	Supply and install MVAS/SID Improve entrance with gates/signs/lines	£11,460	£3,000	26%	£8,460			**2.00**	**2.50**	**2.50**	**2.33**	**2.33**
3194924	St Neots Town Council	Linely Road	Double yellow lines around turning head	£2,567	£1,500	58%	£1,067			**2.20**	**2.00**	**2.00**	**2.40**	**2.15**
3194525	Waresley Parish Council	Gamlingay Road	Install give way feature	£10,304	£1,050	10%	£9,254			**2.33**	**2.33**	**2.33**	**1.50**	**2.13**
3188529	Holywell-cum-Needingworth Parish Council	Bluntisham Road	Improve entrance with gates/signs/lines	£6,565	£750	11%	£5,815			**2.00**	**2.50**	**1.83**	**2.00**	**2.08**
3191923	The Stukeleys Parish Council	Ermine Street	Convert existing 40mph buffer into 30mph limit	£6,566	£660	10%	£5,906			**1.60**	**1.80**	**2.20**	**1.60**	**1.80**
3194775	St Ives Town Council	Needingworth Road	Improve crossing at junction	£14,521	£4,550	31%	£9,971			**0.83**	**0.83**	**1.00**	**1.00**	**0.92**
			TOTAL	**£357,035**	**£103,213**	**29%**	**£253,822**							

South Cambridgeshire LHI Panel Scorecard

Panel Members:

HB	Cllr Henry Batchelor
TW	Cllr Tim Wotherspoon
DJ	Cllr David Jenkins
RH	Cllr Roger Hickford
SK	Cllr Sebastian Kindersley
AB	Cllr Anna Bradnam
MS	Cllr M Smith

2018/19 South Cambridgeshire Budget £130,823

App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	£ Applicant	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Persistant Problem Av Score	Road Safety Av Score	Community Impact Av Score	Added Value Av Score	Overall Average Score
3193491	Hauxton Parish Council	Church Road	Supply and install MVAS/SID to be mounted on existing street furniture	£4,796	£1,850	39%	£2,946	£2,946	£2,946	**4.33**	**4.67**	**4.67**	**4.67**	**4.58**
3194084	Bassingbourn-cum-Kneesworth Parish Council	High Street	Install give way feature	£7,991	£3,000	38%	£4,991	£4,991	£7,937	**4.50**	**4.50**	**4.33**	**4.67**	**4.50**
3191409	Balsham Parish Council	High Street	Install zebra crossing and additional waiting restrictions. Supply and install wig-wag devices with temporary 20mph speed limit	£29,919	£20,000	67%	£9,919	£9,919	£17,856	**4.33**	**4.33**	**4.33**	**4.67**	**4.42**
3192944	Cambourne Parish Council	School Lane	Install zebra crossing	£26,894	£16,894	63%	£10,000	£10,000	£27,856	**4.50**	**4.33**	**4.33**	**4.50**	**4.42**
3194901	Whittlesford Parish Council	North Road	Relocate 30mph limit, Install 40mph buffer zone, Install give way feature.	£9,582	£5,000	52%	£4,582	£4,582	£32,438	**4.50**	**4.50**	**4.00**	**4.50**	**4.38**
3189747	Caxton Parish Council	Entrance to village	Supply and install MVAS/SID 40mph buffer zones on entrance to village, improve existing lining	£11,285	£2,300	20%	£8,985	£8,985	£41,423	**4.40**	**4.40**	**4.00**	**4.00**	**4.20**
3196344	Granchester Parish Council	Village area	Install 20mph speed limit Install traffic calming on Coton Rd Install village gateways on 2 entrances	£22,358	£16,358	73%	£6,000	£6,000	£47,423	**4.00**	**3.83**	**4.00**	**4.67**	**4.13**
3195294	Coton Parish Council	High Street	Adjust lining around bend Install solar studs	£12,984	£3,000	23%	£9,984	£9,984	£57,407	**4.25**	**4.00**	**4.00**	**4.00**	**4.06**
3194123	Longstanton and Oakington Parish Council	Village area	Supply and install MVAS/SID to be mounted on existing street furniture	£4,796	£1,450	30%	£3,346	£3,346	£60,753	**4.00**	**4.00**	**4.00**	**4.20**	**4.05**
3196382	Litlington Parish Council	Royston Road	Supply and install MVAS/SID	£6,374	£3,000	47%	£3,374	£3,374	£64,127	**3.60**	**3.80**	**4.20**	**4.40**	**4.00**
3193336	Duxford Parish Council	St Peter's Street	Install 'Unsuitable for HGV' signs	£2,588	£259	10%	£2,329	£2,329	£66,456	**4.17**	**3.83**	**4.17**	**3.83**	**4.00**
3195058	Toft Parish Council	Comberton Road / High Street	Supply and install MVAS/SID to be mounted on existing street furniture	£4,796	£480	10%	£4,316	£4,316	£70,772	**4.17**	**4.00**	**3.83**	**3.67**	**3.92**
3194984	Bourn Parish Council	High Street	Reconstruction of existing footway and reshaping of embankment	£13,890	£3,890	28%	£10,000	£10,000	£80,772	**4.00**	**3.67**	**3.83**	**4.17**	**3.92**
3194333	Steeple Morden Parish Council	Station Road	Supply and install MVAS/SID	£6,374	£650	10%	£5,724	£5,724	£86,496	**3.80**	**4.00**	**4.00**	**3.60**	**3.85**
3189594	Fulbourn Parish Council	Station Road	Install raised kerbs, reinstall centre line on bend and edge lines	£8,380	£1,000	12%	£7,380	£7,380	£93,876	**4.33**	**4.17**	**3.67**	**3.17**	**3.83**
3194850	Haslingfield Parish Council	Barton Road	Install give way feature and speed cushions	£14,688	£5,000	34%	£9,688	£9,688	£103,564	**4.20**	**3.60**	**3.60**	**3.80**	**3.80**

3194275	Newton Parish Council	Whittlesford Road / Cambridge Road / Town Street / Fowlmere Road	Move give way line, install speed cushions, adjust carriageway/verge line through junction	£8,271	£828	10%	£7,443	£7,443	£111,007	**4.00**	**4.00**	**3.40**	**3.40**	**3.70**
3194565	Elsworth Parish Council	Brockley Road	Install 20mph speed limit	£7,312	£3,000	41%	£4,312	£4,312	£115,319	**4.33**	**2.67**	**3.67**	**4.00**	**3.67**
3194318	Rampton Parish Council	King Street	Install new street light	£3,354	£1,750	52%	£1,604	£1,604	£116,923	**3.80**	**3.40**	**3.20**	**4.20**	**3.65**
3194948	Castle Camps Parish Council	Entrance to village	40mph buffer zones on entrance to village Supply and install wig-wag devices with temporary 20mph speed limit	£9,497	£2,000	21%	£7,497	£7,497	£124,420	**3.50**	**3.67**	**3.83**	**3.50**	**3.63**
3189373	Eltisley Parish Council	Entrances to village	Improve entances to village with signs and lines	£3,959	£400	10%	£3,559	£3,559	£127,979	**3.60**	**3.20**	**3.60**	**3.80**	**3.55**
3194843	Guilden Morden Parish Council	Pound Green	Construct new short sections of footway	£10,601	£1,062	10%	£9,539			**3.50**	**3.50**	**3.50**	**3.50**	**3.50**
3192891	Cottenham Parish Council	High Street / Rooks Street	Install zebra crossing	£29,345	£19,345	66%	£10,000			**3.80**	**3.00**	**3.20**	**3.80**	**3.45**
3193658	Little Shelford Parish Council	Bridge Lane / Whittleseford Road / Church Street	Change priority between junctions	£13,952	£4,000	29%	£9,952			**3.60**	**3.80**	**3.00**	**3.00**	**3.35**
3195032	Histon and Impington Parish Council	Near Baptist Church	Construct new bus stop areas to include correct kerbing, lining and flag/post (conservation)	£19,984	£10,000	50%	£9,984			**3.20**	**2.80**	**3.20**	**3.80**	**3.25**
3195141	Graveley Parish Council	High Street	Supply and install MVAS/SID	6,374	£650	10%	£5,724			**3.20**	**3.20**	**3.00**	**3.00**	**3.10**
3190795	Foxton Parish Council	Fowlmere Road	Extend existing 30mph limit beyond new development	£4,327	£433	10%	£3,894			**3.50**	**3.33**	**3.50**	**1.83**	**3.04**
3193906	Wimpole Parish Council	Village area	Supply and install MVAS/SID to be mounted on existing street furniture	£4,796	£480	10%	£4,316			**3.00**	**3.00**	**3.00**	**2.25**	**2.81**
3194764	Babraham Parish Council	High Street	Install 4 x bolt down speed cushions	£13,696	£7,000	51%	£6,696			**3.00**	**3.00**	**2.40**	**2.80**	**2.80**
3196367	Ickleton Parish Council	Abbey Street	Install new kerbing and bus stop marking	£6,398	£1,000	16%	£5,398			**2.50**	**2.75**	**2.75**	**2.25**	**2.56**
3194298	Swavesey Parish Council	Middle Watch / School Lane	Increase width of existing footway	£9,941	£1,000	10%	£8,941			**3.00**	**3.20**	**2.00**	**2.00**	**2.55**
3194199	Horseheath Parish Council	Howards Lane	Highlight existing crossing point with signing/lining and 50mph limit	£9,477	£950	10%	£8,527			**2.50**	**2.67**	**2.67**	**1.67**	**2.38**
3195008	Waterbeach Parish Council	Bannold Road / Greenside / High Street / Chapel Street / The Gault / St Andrews Hill / Station Road	Double yellow lines around junctions	£8,706	£1,000	11%	£7,706			**2.40**	**2.17**	**2.20**	**1.60**	**2.09**
3194964	Great and Little Abington Parish Council	High Street - Abington	Supply and install wig-wag devices with temporary 20mph speed limit Install waiting restrictions Install gateway feature at 50mph limit	£13,333	£3,500	26%	£9,833			**1.83**	**1.83**	**1.83**	**2.83**	**2.08**
3194313	Heydon Parish Council	Chishill Street	Supply and install MVAS/SID	£6,374	£650	10%	£5,724			**2.00**	**2.00**	**2.17**	**1.50**	**1.92**
3192988	Hinxton Parish Council	Ickleton Road	Replace damaged rails and bollards	£4,896	£500	10%	£4,396			**1.67**	**2.17**	**1.83**	**2.00**	**1.92**
3194923	Linton Parish Council	High Street	Install double yellow lines on eastern side from the bridge to the junction of A1307	£2,809	£800	28%	£2,009			**2.20**	**1.60**	**1.40**	**2.40**	**1.90**
N/A	Milton Parish Council	Winship Road	Improve visibility at junction, improve signs and lines	£8,374	£1,000	12%	£7,374			**2.50**	**2.00**	**1.25**	**1.50**	**1.81**
3197090	Stapleford Parish Council	Haverhill Road	Install give way features	£10,629	£1,063	10%	£9,566			**1.80**	**1.60**	**1.00**	**1.60**	**1.50**

3194874	Shepreth Parish Council	Between A10 and village	40mph buffer zone on entrance to Melbourn	£4,019	£1,500	37%	£2,519			**1.33**	**1.17**	**1.00**	**1.83**	**1.33**
3194470	Harston Parish Council	London Road	40mph buffer zones on entrance to village, improve entrances with signs/lines	£7,038	£1,500	21%	£5,538			**1.20**	**0.80**	**2.00**	**1.00**	**1.25**
3193889	Great Shelford Parish Council	Granhams Road / Cambridge Road	Feasibility design to reduce cyclist and vehicle conflicts	£7,586	£900	12%	£6,686			**1.00**	**1.20**	**1.00**	**1.40**	**1.15**
3194637	Little and Great Wilbraham Parish Council	Wilbraham Road / Little Wilbraham Road	Undertake feasibility study to assess HGV usage for the possiblity of a weight limit	£2,668	£267	10%	£2,401			**1.50**	**0.67**	**0.50**	**0.67**	**0.83**
3193944	Stow-cum-Quy Parish Council	B1102	Remove build out features and replace with rumble strips	£14,378	£4,500	31%	£9,878			**0.33**	**0.33**	**0.33**	**0.83**	**0.46**
3196375	Dry Drayton Parish Council	Park Lane	Permanently close the road at Madingley Road using drop down locakable bollards	£11,092	£1,600	14%	£9,492			**0.17**	**0.17**	**0.17**	**0.17**	**0.17**
			TOTAL	**£450,881**	**£156,809**	**35%**	**£294,072**							

Cambridge City LHI Panel Scorecard 2018/19

Panel Members:

NK	Cllr Noel Kavanagh
DT	Cllr Damien Tunnacliffe
KB	Cllr Kevin Blencowe
LJ	Cllr Linda Jones
DB	Cllr Dave Baigent
AT	Cllr Amanda Taylor

2018/19 Cambridge City Budget £113,246

App No.	Applicant Name	Road Name/Location	Objective/Issue Description/Location	£ Estimated Project Cost	£ Applicant	% Applicant	£ CCC	Proposed CCC funding allocation	£ Cumulative CCC Total	Persistant Problem Av Score	Road Safety Av Score	Community Impact Av Score	Added Value Av Score	Overall Average Score
3194884	Cllr Jocelynne Scutt	Carlton Way	Install School Keep Clear markings	£2,744	£275	10%	£2,469	£2,469	£2,469	**4.67**	**4.67**	**4.00**	**3.17**	**4.13**
3195031	Cllr Linda Jones	Mill Road / Mill Road Bridge to Gonville Place	Extend TRO operation hours to improve traffic flow and ped/cycle safety	£8,398	£840	10%	£7,558	£7,558	£10,027	**4.75**	**4.50**	**3.75**	**3.00**	**4.00**
3194643	Cllr Mike Sargeant	Chesterton Road / Croft Holme	Increase cyclist reservoir	£2,000	£200	10%	£1,800	£1,800	£11,827	**4.20**	**4.20**	**3.60**	**2.40**	**3.60**
3195071	Cllr Noel Kavanagh	Coleridge Road	Supply and install MVAS/SID	£6,374	£638	10%	£5,736	£5,736	£17,563	**4.00**	**4.00**	**3.50**	**2.75**	**3.56**
3193706	Cllr Amanda Taylor	Hills Road	Install cycle parking	£9,939	£1,000	10%	£8,939	£8,939	£26,502	**3.80**	**3.00**	**4.00**	**3.40**	**3.55**
3194780	Cllr Claire Richards	Mount Pleasant / Shelly Row / Albion Road	Install a 20mph limit	£5,963	£600	10%	£5,363	£5,363	£31,865	**4.17**	**4.00**	**3.67**	**2.33**	**3.54**
3194947	Cllr Jocelynne Scutt	Metcalfe Road / Carlton Way	Install street lighting column	£3,354	£336	10%	£3,018	£3,018	£34,883	**4.33**	**3.67**	**4.00**	**2.17**	**3.54**
3195017	Cllr Patrick Sheil	Gilbert Road	Replace pavement slabs place to place where there is a ponding issue	£5,231	£525	10%	£4,706	£4,706	£39,589	**4.17**	**3.33**	**4.00**	**2.50**	**3.50**
Additional 2	Jasper Green	Newton & Glisson Road	Implement temporary TRO for road closures to determine if a suitable location for a permanent closure could be found	£9,900	£999	10%	£8,901	£8,901	£48,490	**3.83**	**3.67**	**3.50**	**2.83**	**3.46**
3195026	Cllr Mike Sargeant	Chesterton Ward	Check/improve all shared/segregated cycleway signs	£2,285	£229	10%	£2,056	£2,056	£50,546	**4.40**	**3.60**	**4.00**	**1.80**	**3.45**
3194769	Cllr Claire Richards	Victoria Road / Histon Road	Install bollards and replace metal fencing	£2,358	£250	11%	£2,108	£2,108	£52,654	**3.83**	**3.83**	**3.50**	**2.50**	**3.42**
3189821	Cllr Sandra Crawford	Church End - Cherry Hinton	Initiate point closure to prevent through traffic	£6,881	£689	10%	£6,192	£6,192	£58,846	**4.67**	**3.33**	**4.00**	**1.67**	**3.42**
3195066	Cllr Noel Kavanagh	Mamora Road	Install double yellow lines around junctions	£4,284	£429	10%	£3,855	£3,855	£62,701	**4.00**	**3.60**	**3.40**	**2.60**	**3.40**
3195027	Mathew Danish	Arbury & Kings Hedges	Remove barriers at locations where safe to do so and look into replacing with bollards	£7,747	£775	10%	£6,972	£6,972	£69,673	**3.67**	**3.50**	**3.33**	**2.83**	**3.33**
3184984	Cllr Mike Todd-Jones	Erasmus Close and Darwin Drive	Install double yellow lines	£2,744	£275	10%	£2,469	£2,469	£72,142	**3.80**	**4.00**	**3.60**	**1.80**	**3.30**

3195016	Cllr Ian Manning	Logans Way	Install double yellow lines	£2,744	£275	10%	£2,469	£2,469	£74,611	**3.60**	**4.00**	**3.40**	**2.20**	**3.30**
3195343	Cllr Richard Johnson	Rawlyn Road	Install bus layby markings	£3,220	£322	10%	£2,898	£2,898	£77,509	**3.67**	**3.83**	**3.67**	**2.00**	**3.29**
3194997	Bettina Furnee	Devonshire Road	Implement a HGV restriction with TRO and signing	£8,906	£891	10%	£8,015	£8,015	£85,524	**4.75**	**3.25**	**3.50**	**1.50**	**3.25**
3195011	Cllr Elisa Meschini	Cambury Court	Install dropped kerbs for crossing points	£4,101	£412	10%	£3,689	£3,689	£89,213	**3.83**	**3.33**	**3.67**	**2.00**	**3.21**
3195003	Cllr Elisa Meschini	Jolley Way	Install street lighting column	£3,354	£336	10%	£3,018	£3,018	£92,231	**3.83**	**3.17**	**4.17**	**1.67**	**3.21**
3195006	Cllr Elisa Meschini	Woodhead Drive	Install double yellow lines	£2,744	£275	10%	£2,469	£2,469	£94,700	**3.83**	**3.50**	**3.50**	**1.83**	**3.17**
3195030	Cllr Amanda Taylor	Gunhild Close	Install double yellow lines	£2,774	£275	10%	£2,499	£2,499	£97,199	**4.00**	**3.40**	**3.20**	**2.00**	**3.15**
3194888	Cllr Richard Robertson	Great Northern Road	Install zebra crossing	£25,000	£15,000	60%	£10,000	£10,000	£107,199	**3.50**	**4.00**	**2.50**	**2.25**	**3.06**
3195004	Cllr Ian Manning	Fen Road (Chesterton)	Install 'Keep Clear' markings	£1,680	£170	10%	£1,510	£1,510	£108,709	**3.40**	**3.00**	**3.40**	**2.20**	**3.00**
3194387	Cllr Nichola Harrison	Unitarian Church / Victoria Street	Install double yellow lines	£2,744	£275	10%	£2,469	£2,469	£111,178	**3.83**	**2.67**	**3.67**	**1.67**	**2.96**
3194903	Cllr Richard Robertson	Broad Street / Flower Street	Install no through road signs	£1,625	£163	10%	£1,462	£1,462	£112,640	**3.75**	**2.50**	**3.75**	**1.75**	**2.94**
3195081	Cllr Richard Johnson	Newmarket Road junction with Whitehill Road/Ditton Fields	Install double yellow lines	£2,744	£275	10%	£2,469			**3.67**	**3.17**	**2.83**	**1.83**	**2.88**
3194623	Cllr Claire Richards	Huntingdon Road / Victoria Road	Increase conspicuity of weight limit signs	£4,864	£500	10%	£4,364			**3.83**	**2.33**	**3.83**	**1.50**	**2.88**
3194979	Cllr Richard Robertson	Sturton Street / York Street / Sleaford Street	Install no through road signs and 'unsuitable for HGVs' signs	£3,332	£340	10%	£2,992			**4.00**	**2.25**	**3.25**	**1.75**	**2.81**
3195028	Cllr Amanda Taylor	Fendon Close	Extend parking restrictions. Convert existing single yellow lines to double yellow lines	£2,744	£275	10%	£2,469			**3.80**	**3.20**	**3.00**	**1.20**	**2.80**
3195022	Cllr Ian Manning	4 bridge crossing of Cam - Chesterton Road Area	Improve pedestrian wayfinding signing	£3,148	£315	10%	£2,833			**2.80**	**2.80**	**3.40**	**2.00**	**2.75**
3194760	Cllr Diana Mills	George IV Street	Install double yellow lines	£2,744	£275	10%	£2,469			**3.80**	**3.00**	**2.40**	**1.60**	**2.70**
3195054	Cllr Ian Manning	Nuffield Road (cut through to Green Park)	Improve access for cyclists	£3,664	£367	10%	£3,297			**3.20**	**2.80**	**3.00**	**1.60**	**2.65**
3195000	Cllr Elisa Meschini	Milton Road / Union Lane	Install no waiting at any time on verge/footway	£6,398	£640	10%	£5,758			**3.83**	**1.67**	**3.50**	**1.50**	**2.63**
3194629	Cllr Jocelynne Scutt	Harding Way / Thireby Close	Install double yellow lines	£2,631	£270	10%	£2,361			**3.50**	**2.83**	**3.00**	**1.00**	**2.58**
3195051	Cllr Tim Moore	Rotherwick Way	Install double yellow lines	£2,744	£275	10%	£2,469			**3.00**	**3.00**	**2.50**	**1.67**	**2.54**
3194855	Lilian Runblad	Carisbrooke Road	Trial temporary parking restriction, if successful install double yellow lines	£3,019	£302	10%	£2,717			**3.67**	**2.67**	**2.50**	**1.17**	**2.50**
Additional 1	Cllr Mike Sargeant	Milton Road	Install bollards to prevent parking on the footway	£2,074	£208	10%	£1,866			**4.40**	**2.00**	**2.60**	**0.80**	**2.45**
3194183	Cllr Amanda Taylor	Hills Road - opposite Addenbrooks	Extend bollards to restrict parking on verges	£3,513	£360	10%	£3,153			**3.00**	**2.25**	**2.50**	**1.75**	**2.38**
3194946	Cllr Sandra Crawford	Colville Road	Liaise with Civil Enforcement to increase enforcement in this area	£0	£0	0%	£0			**3.00**	**2.33**	**2.50**	**1.00**	**2.21**
3192874	Lucy Nethsingha	The Crescent - Storey's Way	Install double yellow lines	£2,774	£275	10%	£2,499			**3.00**	**2.17**	**2.50**	**1.17**	**2.21**
3195055	Cllr Ian Manning	Cambridge North Station	New wayfinding signs to be installed, crossing of Milton Road	£5,040	£504	10%	£4,536			**2.60**	**2.00**	**2.40**	**1.80**	**2.20**
3194999	Cllr Ian Manning	Chesterton High Street	Install bollards to prevent parking on footway	£4,529	£460	10%	£4,069			**2.40**	**2.20**	**2.60**	**1.00**	**2.05**
3195001	Cllr Ian Manning	Green End Road / Milton Road	Install highway mirror	£0	£0	0%	£0			**2.20**	**2.40**	**1.60**	**1.00**	**1.80**

3190172	Lucy Nethsingha	Madingley Road	Upgrade existing traffic island to allow for un-controlled pedestrian crossing	£7,000	£700	10%	£6,300			**2.50**	**1.67**	**1.33**	**1.00**	**1.63**
3195013	Cllr Ian Manning	Highworth Avenue / Milton Road	Amend lining and improve hatching	£4,657	£1,100	24%	£3,557			**1.80**	**2.20**	**1.40**	**1.00**	**1.60**
3194920	Cllr Ian Manning	Moss Bank / Long Reach Road	Install bollards on private property	£0	£0	0%	£0			**2.00**	**1.60**	**1.80**	**1.00**	**1.60**
3194383	Cllr Nichola Harrison	Portugal Place	Improve no cycle signing	£2,397	£240	10%	£2,157			**2.50**	**1.50**	**1.50**	**0.50**	**1.50**
3196074	Cllr Ian Manning	Kindersley Crescent / Union Lane	Street naming issues	£0	£0	0%	£0			**2.25**	**0.50**	**1.25**	**0.75**	**1.19**
3195019	Cllr Ian Manning	Chesterton High Street near Health Centre	Refresh existing bus stop markings	£1,334	£134	10%	£1,200			**1.60**	**1.40**	**0.80**	**0.60**	**1.10**
3195015	Cllr Ian Manning	Highworth Avenue / Leys Road	Remove brick planters, post and barriers. Replace with bollards and relocate signing	£6,611	£662	10%	£5,949			**1.20**	**0.60**	**1.60**	**0.40**	**0.95**
			TOTAL	**£217,055**	**£34,931**	**16%**	**£182,124**							

FINANCE AND PERFORMANCE REPORT – JANUARY 2018

To:	**Highways and Community Infrastructure Committee**
Meeting Date:	**13th March 2018**
From:	**Executive Director, Place & Economy Services** **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 2018 Finance and Performance report for Place & Economy Services.** **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 2018.**
Recommendations:	**The Committee is asked to:-** • **review, note and comment on the report.**

	Officer contact:
Name:	Sarah Heywood
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Tel:	01223 699714

1. BACKGROUND

1.1 The appendix attached provides the financial position for the whole of Place & Economy Services, 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 Place & Economy Services Finance and Performance report for January 2018. Following the restructure, Places & Economy Services came into being on 1st January. However, the layout of the Finance & Performance will be retained in the old ETE structure for the remainder of this financial year so the new reporting and coding hierarchy will be input direct to the new financial system which is being implemented in April 2018.

2.2 **Revenue**: The forecast overspend on Winter Maintenance has increased but this is offset by the increased forecast underspend on Highways Other.

2.3 The forecast bottom line position across Places & Economy Services is a £112K underspend.

2.4 **Capital**: There is some additional slippage on Delivering the Transport Strategy Aims but there has also been increased slippage on some of the major schemes which fall under the remit of E&E Committee which means the Capital Programme Variations is now fully met and exceeded.

2.5 **Performance**: The Finance & Performance Report (Appendix A) provides performance information for the 2017/18 suite of key indicators. H&CI Committee has fourteen **performance indicators** reported to it. Of these fourteen, six 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 – narrowing the gap between Fenland and other areas of the County
- Killed or seriously injured casualties – 12 month rolling total
- South Cambridgeshire LHI Programme
- Cambridge City LHI Programme
- Fenland LHI Programme
- East Cambridgeshire LHI Programme

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

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.

Source Documents	Location
There are no source documents for this report	.

Place & Economy Services

Finance and Performance Report – January 2018 for Highways & Community Infrastructure Committee

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	6	3	5	14
Year-end prediction (for 2017/18)	6	2	6	14

2. INCOME AND EXPENDITURE

2.1 Overall Position

Forecast Variance - Outturn (Previous Month) £000	Directorate	Current Budget for 2017/18 £000	Current Variance £000	Current Variance %	Forecast Variance - Outturn January £000	Forecast Variance - Outturn January %
+207	Executive Director	1,832	99	4	+250	14
+671	Infrastructure Management & Operations	58,564	-2,196	-5	+468	1
-735	Strategy & Development	9,861	-225	-3	-830	-8
0	External Grants	-28,228	-1	0	0	0
+143	**Total**	**42,030**	**-2,322**	**-5**	**-112**	**0**

The service level budgetary control report for January 2018 can be found in appendix 1. Further analysis of the results can be found in appendix 2.

2.2 Significant Issues

2.2.1 Waste Private Finance Initiative (PFI) Contract

We are currently forecasting the Waste PFI budget to be around £1.6m overspent. This is largely due to an increase in the quantity of waste collected compared to the forecast, lower levels of Third Party Income through the contract, an increase in the amount of bulky waste collected that is sent direct to landfill, an increased quantity of material rejected from the In-Vessel Composting process, rising costs for recycling wood and rigid plastics collected at Household Recycling Centres and a shortfall in the delivery of savings for the current financial year – it is expected that these will however be delivered next year. Although the Mechanical Biological Treatment (MBT) plant has performed slightly better than the 2016/17 performance levels, the savings this has delivered are not sufficient to offset the additional pressures.

The variable nature of the MBT creates significant uncertainty in the forecast and actual performance could improve (and the forecast overspend reduce) or worsen (and the overspend increase). There are also historic disputes to consider, which are not factored into any of the above.

A number of predicted underspends have been identified across ETE, (either one-off, which will help offset the waste pressure this financial year, or ongoing,which can be brought out in the Business Plan) which can be used to offset the pressure in waste. The areas which are predicted to underspend (or achieve additional income) are Concessionary Fares, Traffic Signals, Streetlighting, Highways income and City centre access cameras.

2.2.2 Winter Maintenance

This budget is expected to overspend due to the number of gritting runs that have taken place in November to January compared to previous years. For this year 45.5 runs have taken place compared to 35.5 runs that took place over the same period last year. We are now forecasting 50 runs for the year based on the estimated expected runs for the remainder of the year comparing to previous years. The Highways budget is expected to cover the overspend on the winter maintenance service.

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 2018.
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)

There are no items above the de minimis reporting limit recorded in January 2018.

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

3.2.1 Ely Southern By Pass

The construction target cost for the contract was £27.4m at the time of award of Stage 2. Whilst work is progressing on site, some significant risks have emerged requiring additional work, including Network Rail requirements, the diversion of statutory undertakers' plant, buildability issues arising from the complex V piers and additional temporary works resulting from poor and variable ground conditions. These will increase the outturn cost of the scheme significantly and are currently being considered with the contractor to minimise the impact on the project and to reduce the cost impact.

The completion date is likely to be late summer/Autumn 2018 depending on weather. The Council is working with the contractor to identify options to mitigate against delay and minimise costs. A number of value engineering opportunities are also being explored.

The current expected expenditure for 17/18 financial year is £3.8m below budget. This is due to the extended construction programme. As a reduced quantity of construction work is anticipated during the 17/18 financial year there is in turn a reduced anticipated spend.

3.2.2 Scheme Development for Highways Iniatives

To shortlist schemes for development, discussions have been required with Members. This has meant that the Committee did not approve schemes for development until February 2018 meaning that new schemes could not be developed until this point.

3.2.3 Soham Station

Network Rail who will be constructing the work on this scheme have submitted a spend profile that is not as was originally expected. This means that more spend will be carried out in 2018-19 than was originally expected. Due to the increase in cost for the next stage of work further discussion has been required before we could progress with the next stage of work GRIP3. Network Rail have now provided a revised forecast of spend

Funding

All other schemes are funded as presented in the 2017/18 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 2017/18. At this stage in the year, we are still reporting pre-2017/18 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)

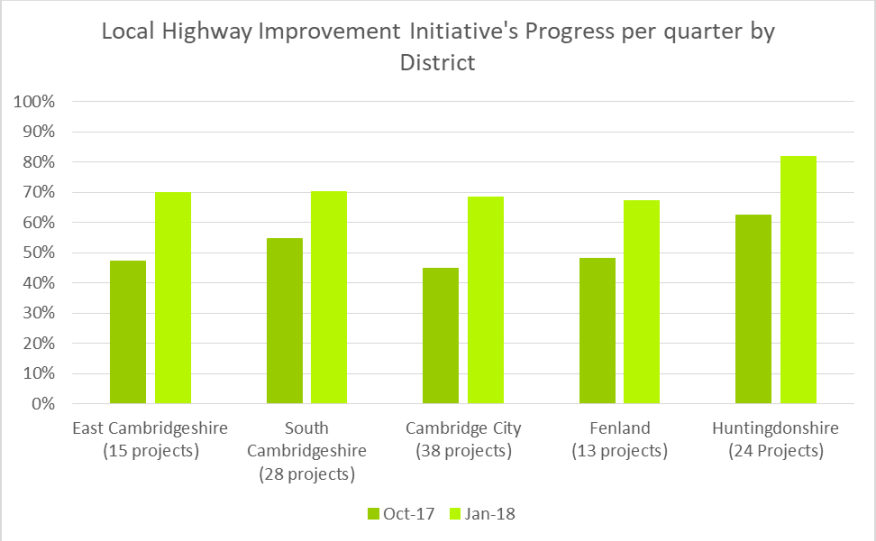
This section covers indicators where 2017/18 targets are not expected to be achieved.

a) Highways & Community Infrastructure

Local Highway Initiatives

- Local Highway Initiatives Progress by District – year to date ALL EXCEPT HUNTINGDONSHIRE (to January 2018)
  With 118 LHI projects to manage and deliver alongside the rest of the TDP across the county, resources are under significant pressure, with a significant number of vacant posts proving very difficult to successfully recruit to. Supplementing design and management resources from our highway services contractor has minimised this impact, however a small number of schemes in four of the five district areas aren't due to complete until April/May 2018. The required funding will therefore need to be carried forward to the 2018/19 financial year.

  At present all of the districts with the exception of Huntingdonshire have a year-end predicted status RAG rating of Red. The graph below shows the quarterly performance and progress for each district.



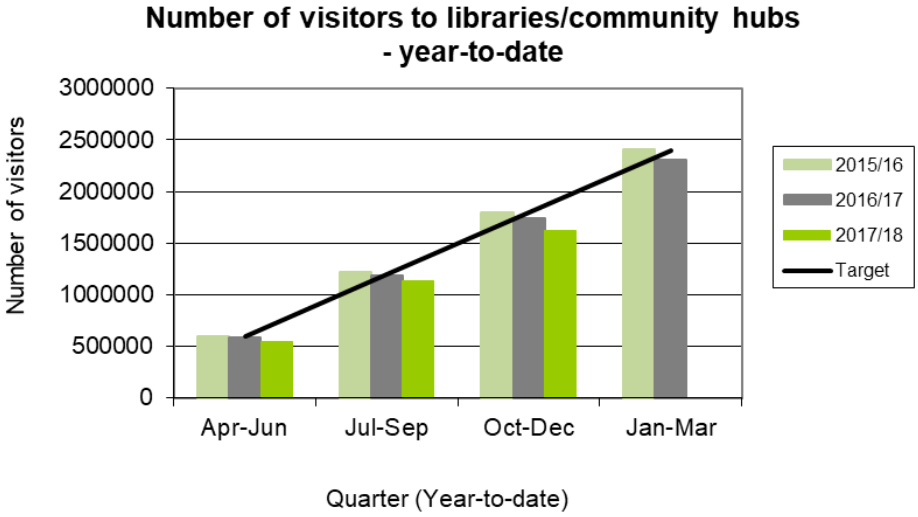
4.3 Amber indicators (new information)

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 September 2017)
  There have been 496,020 visitors to libraries/community hubs between October and December 2017 and a total of 1,625,917 during the year to date (April to December 2017).



Numbers during the quarter have been buoyed up following hard-work by staff to promote the Summer Reading Challenge. Compared with 2016-17 25% more children started the Challenge while the number of children's activities over the period rose by 17% and the number of children attending these activities increased by 46%.

Public PC and Wi-Fi usage also show a 9% and 20% increase respectively compared with the same period last year.

4.4 Green Indicators (new information)

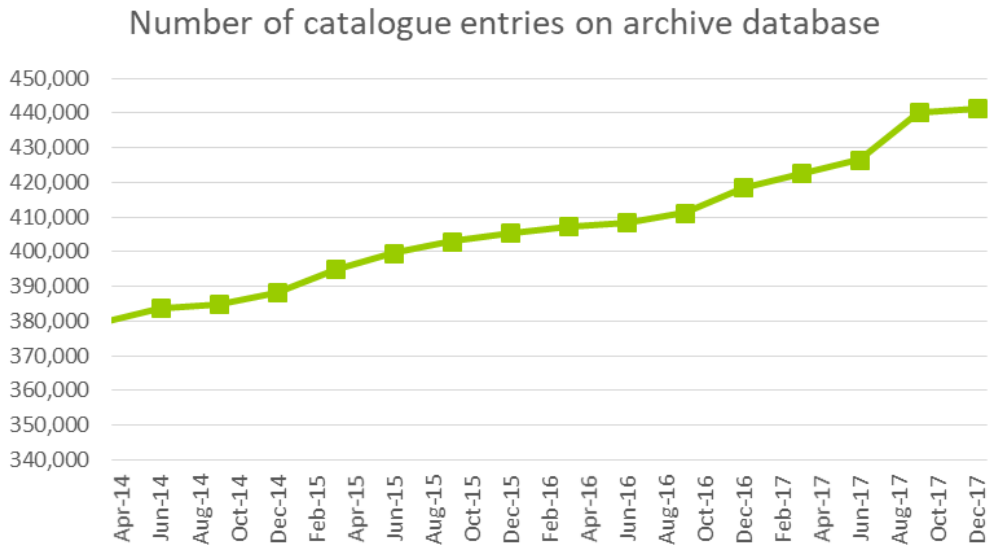
The following indicators are currently on-course to achieve year-end targets.

b) Highways & Community Infrastructure

Archives

- Increase digital access to archive documents by adding new entries to online catalogue (to December 2017)
  The figure to the end of December 2017 is 441,325 which means the year-end target of 417,000 has been achieved.

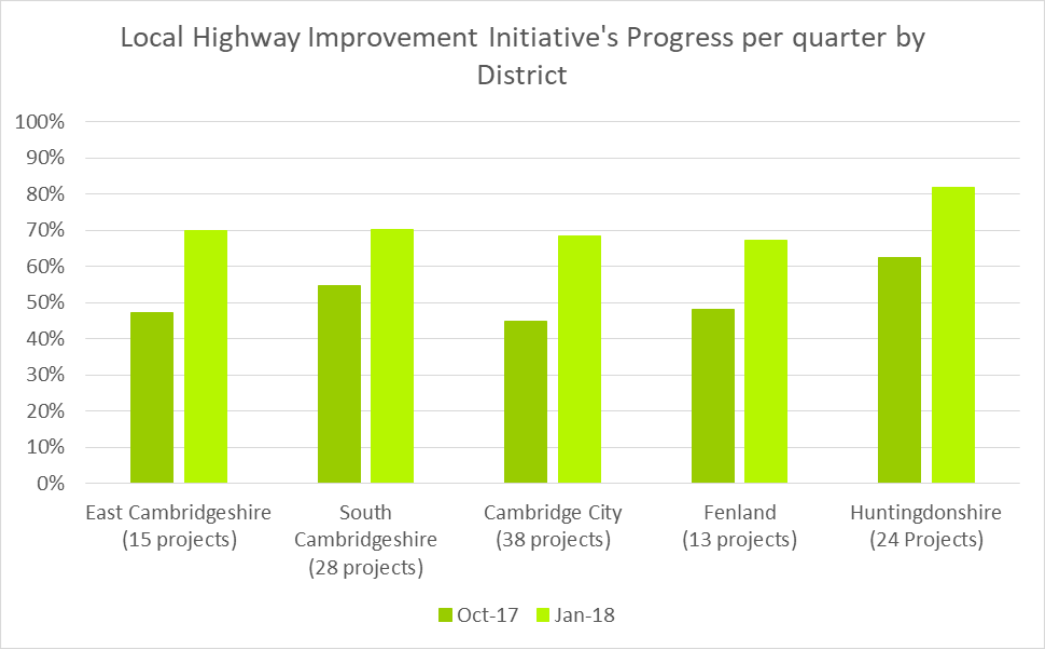
  This equates to an increase over the previous quarter of 1,037, or roughly 15 new catalogue entries per working day.



Local Highway Initiatives

- Local Highway Initiatives Progress by District – year to date HUNTINGDONSHIRE ONLY (to January 2018)
  With 118 LHI projects to manage and deliver alongside the rest of the TDP across the county, resources are under significant pressure, with a significant number of vacant posts proving very difficult to successfully recruit to. Supplementing design and management resources from our highway services contractor has minimised this impact, however a small number of schemes in four of the five district areas aren't due to complete until April/May 2018. The required funding will therefore need to be carried forward to the 2018/19 financial year.

  At present only Huntingdonshire has a year-end predicted status RAG rating of Green. The graph below shows the quarterly performance and progress for each district.



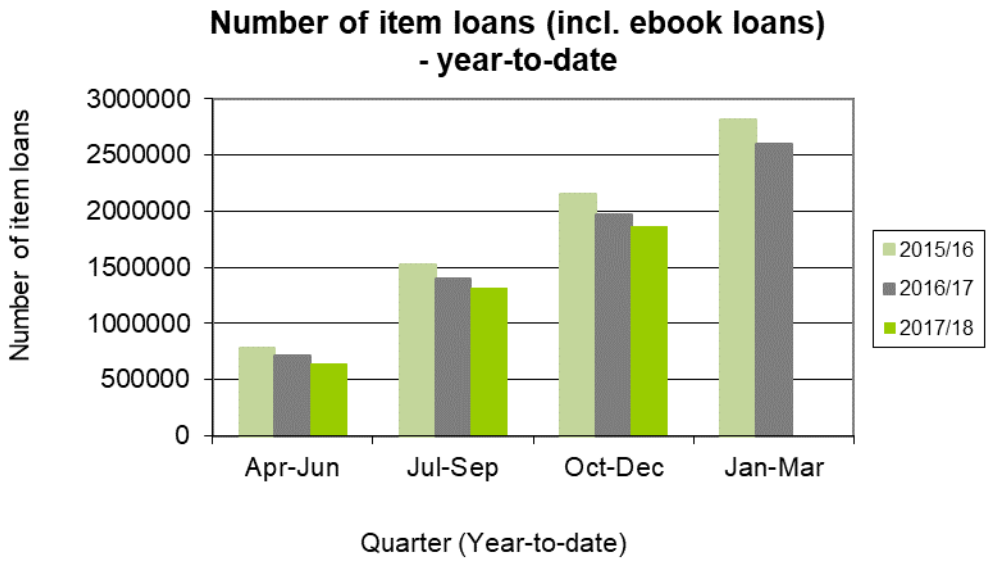
4.5 Contextual indicators (new information)

a) Highways & Community Infrastructure

Library Services

Number of item loans (including eBook loans) – year-to-date (to December 2017)

There have been 496,020 item loans between October and December 2017 and a total of 1,858,094 during the year to date (April to December 2017).



The reduction in book issues is in response to the 59% drop in the stock fund from £946,979K in 15/16 to £387,381 in 2017/18. We plan to put back £230k into the book fund in 2018/19 to start reversing the decline.

The reduction in the book fund also meant that expenditure on paper copy newspapers and magazines was severely reduced but mitigated against by increasing access to and promotion of eAudio books, eMagazines and eNewspapers which explains the increase in use of these resources.

The Summer Reading Challenge has ended which was very successful this year and that is why the figures show a small drop. Next year we are introducing Homework Clubs for 2018/19 to reverse this trend.

Rogue Traders

- Money saved for Cambridgeshire consumers as a result of our intervention in rogue trading incidents - annual average (to December 2017)
  £14,804 was saved as a result of our intervention in rogue trading incidents during the second quarter of 2017/18. The annual average based on available data since April 2014 is £109,752. Data for 2017/18 includes Peterborough savings.

  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.
  It is also important to note that not all of the money saved has been reimbursed at the same time as the repayments of court ordered reimbursements may be repaid over months or years.

APPENDIX 1 – Service Level Budgetary Control Report

Forecast Variance - Outturn December	Service	Current Budget for 2017-18	Expected to end of January	Actual to end of January	Current Variance		Forecast Variance - Outturn January	
£'000		£'000	£'000	£'000	£'000	%	£'000	%
	Place & Economy Services							
+206	Executive Director	1,564	2,048	2,167	+119	+6	+246	+16
+0	Business Support	268	233	214	-19	-8	+4	+2
0	Direct Grants	-21,673	0	0	+0	+0	+0	12
+207	**Total Executive Director**	**-19,841**	**2,281**	**2,380**	**+99**	**+4**	**+250**	**-1**
	Directorate of Infrastructure Management & Operations							
-4	Director of Infrastructure Management & Operations	144	120	105	-15	-13	-4	-3
+1,604	Waste Disposal including PFI	34,080	27,666	27,585	-81	-0	+1,604	+5
	Highways							
+0	- Road Safety	332	297	293	-4	-1	+0	+0
-131	- Traffic Management	1,384	1,205	1,038	-167	-14	-177	-13
+51	- Highways Maintenance	6,786	5,625	5,356	-269	-5	+129	+2
-9	- Permitting	-1,333	-913	-963	-50	+6	-23	+2
+112	- Winter Maintenance	1,975	1,764	1,809	+45	+0	+234	+12
-240	- Parking Enforcement	0	-444	-1,590	-1,145	+258	-240	+0
-372	- Street Lighting	9,505	6,889	6,703	-186	-3	-429	-5
-45	- Asset Management	578	674	615	-59	-9	-40	-7
-400	- Highways other	438	-250	-213	+38	-15	-639	-146
+0	Trading Standards	706	525	503	-22	-4	+0	+0
	Community & Cultural Services							
-67	- Libraries	3,383	2,835	2,603	-233	-8	-120	-4
-7	- Archives	347	302	259	-43	-14	-9	-2
+44	- Registrars	-541	-412	-422	-10	+2	+46	-9
+135	- Coroners	780	624	629	+5	+1	+135	+17
0	Direct Grants	-6,555	-4,916	-4,917	-1	+0	0	22
+671	**Total Infrastructure Management & Operations**	**52,009**	**41,590**	**39,393**	**-2,197**	**-5**	**+468**	**+1**
	Directorate of Strategy & Development							
+0	Director of Strategy & Development	142	118	110	-8	-7	+0	+0
+9	Transport & Infrastructure Policy & Funding	297	81	215	+134	+166	+9	+3
	Growth & Economy							
-84	- Growth & Development	549	456	350	-106	-23	-84	-15
+0	- County Planning, Minerals & Waste	304	188	156	-33	-17	-3	-1
+0	- Historic Environment	53	103	131	+27	+26	+0	+0
+0	- Flood Risk Management	422	312	284	-28	-9	+1	+0
-250	- Highways Development Management	0	45	-421	-466	-1,036	-311	+0
-47	- Growth & Economy other	165	338	319	-18	-5	-39	-24
+0	Major Infrastructure Delivery	0	277	336	+59	+21	+0	+0
	Passenger Transport							
+70	- Park & Ride	193	487	785	+298	+61	+43	+22
-408	- Concessionary Fares	5,393	3,996	3,666	-330	-8	-408	-8
-26	- Passenger Transport other	2,342	1,591	1,836	+246	+15	-39	-2
0	Direct Grants	0	0	0	0	+0	+0	0
-735	**Total Strategy & Development**	**9,861**	**7,993**	**7,768**	**-225**	**-3**	**-830**	**-8**
143	**Total Place & Economy Services**	**42,030**	**51,864**	**49,542**	**-2,322**	**-4**	**-112**	**-0**
	MEMORANDUM							
£'000	**Grant Funding**	**£'000**	**£'000**	**£'000**	**£'000**	**%**	**£'000**	**%**
0	- Combined Authority funding	-21,673	0	0	+0	+0	+0	+0
0	- Street Lighting - PFI Grant	-3,944	-2,958	-2,958	+0	+0	+0	+0
0	- Waste - PFI Grant	-2,611	-1,958	-1,959	-1	+0	+0	+0
+0	**Grant Funding Total**	**-28,228**	**-4,916**	**-4,917**	**-1**	**0**	**0**	**+0**

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 2017/18 £'000	Current Variance		Variance	
		£'000	%	£'000	%
Executive Director	1,564	+119	+6	+246	+16
The review of Senior management within ETE has completed with implementation on 1st January 2018. This limits the amount of savings that can be made in this financial year. The full year will save up to £250k.					
Waste Disposal incl PFI	34,080	-81	-0	+1,604	+5
We are currently forecasting the Waste PFI budget to be around £1.6m overspent. This is largely due to an increase in the quantity of waste collected compared to the forecast, lower levels of Third Party Income through the contract, an increase in the amount of bulky waste collected that is sent direct to landfill, an increased quantity of material rejected from the In-Vessel Composting process, rising costs for recycling wood and rigid plastics collected at Household Recycling Centres and a shortfall in the delivery of savings for the current financial year – it is expected that these will however be delivered next year. Although the Mechanical Biological Treatment (MBT) plant has performed slightly better than the 2016/17 performance levels, the savings this has delivered are not sufficient to offset the additional pressures. The variable nature of the MBT creates significant uncertainty in the forecast and actual performance could improve (and the forecast overspend reduce) or worsen (and the overspend increase). There are also historic disputes to consider, which are not factored into any of the above. A number of predicted underspends have been identified across ETE, (either one-off, which will help offset the waste pressure this financial year, or ongoing, which can be brought out in the Business Plan) which can be used to offset the pressure in waste. The areas which are predicted to underspend (or achieve additional income) are Concessionary Fares, Traffic Signals, Streetlighting, Highways income and City centre access cameras.					
Traffic Management	1,384	-167	-14	-177	-13
The signals budget is expected to underspend by £100k mainly due to savings from a new contract and savings on energy. There is also expected to be an increase in income of £65k for Temporary Traffic Regulation Orders (TTRO), however the income for New Roads and Street Works Act (NRSWA) charges is behind expected budgeted position. This underspend will be used to help cover the pressure on the Waste budget.					

Winter Maintenance	1,975	+45	0	+234	+12
This budget is expected to overspend due to the number of gritting runs that have taken place in November to January compared to previous years. For this year 45.5 runs have taken place compared to 35.5 runs that took place over the same period last year. We are now forecasting 50 runs for the year based on the estimated expected runs for the remainder of the year comparing to previous years.					
Parking Enforcement	0	-1,145	+258	-240	0
Income from City centre access cameras is currently ahead of budget, due to new cameras but the level of income is not expected to continue as drivers get used to the new restrictions.					
Street Lighting	9,505	-186	-3	-429	-5
We are currently forecasting the Street Lighting budget to be £429k under spent. This is due to the higher number of deductions for performance failures than expected, which were made in line with the PFI contract and relate to adjustments due under the contract Payment Mechanism regarding performance. An element of this forecast outturn is also due to project synergy savings which have now been realised in this financial year.					
Highways other	438	+38	-15	-639	-146
Additional Highways income that has been achieved would normally be re-invested in preventative maintenance work but until the spend on the Waste budget is clearer, this funding will be held to cover the pressure on the Waste budget. This budget is also expected to cover an overspend on the winter maintenance service.					
Libraries	3,383	-233	-8	-120	-4
Projected savings in Libraries are due to a number of staffing vacancies within the service.					
Coroners	780	+5	+1	+135	+17
Costs in this area have increased due to more deaths and also an increase in costs relating to Assistant Coroners handling complex cases. There is also an increase in inquest costs due to the large case load.					
Highways Development Management	0	-466	-1,036	-311	0
Section 106 and section 38 fees have come in higher than expected for new developments and is expected to lead to an overachievement of income. However, this is an unpredictable income stream and the forecast outturn is updated regularly.					
Concessionary Fares	5,393	-330	-8	-408	-8
The projected underspend is based on the final spend in the last financial year and currently the initial indications are that this level of underspend will be achieved this year. This underspend will be used to help cover the pressure on the Waste budget.					

APPENDIX 3 – Grant Income Analysis

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

Grant	Awarding Body	Expected Amount £'000
Grants as per Business Plan	Various	32,051
Waste PFI Grant		-80
Reduction to match Combined authority levy		-1,327
Adult Learning & Skills - now being reported under People & Communities		-2,418
Non-material grants (+/- £30k)		+2
Total Grants 2017/18		**28,228**

APPENDIX 4 – Virements and Budget Reconciliation

	£'000	Notes
Budget as per Business Plan	38,682	
Apprenticeship Levy	61	
Implementation of the Corporate Capacity Review	-698	
Allocation of Waste inflation	200	
Waste – allocation of demand funding to cover increased costs	170	
Adjustment to match Combined authority levy	1,327	
Use of earmarked reserve – Asset Information records	45	
Use of earmarked reserve – Transport Strategy & Policy	200	
Use of earmarked reserve – Flood Risk Management	42	
Use of earmarked reserve – Former Whippet Bus Routes	118	
Transfer of Service from Corporate Services – Green Spaces	56	
Adult Learning & Skills - now being reported under People & Communities	-180	
Transfer of Service from Corporate Services – Cultural Services	427	
Allocation of budget to match insurance charges	1,615	
Non-material virements (+/- £30k)	-35	
Current Budget 2017/18	**42,030**	

APPENDIX 5 – Reserve Schedule

Reconciliation List for Personal Accounts for P&E Services as at 31st January 2018

Fund Description	Balance at 31st March 2017 £'000	Movement within Year £'000	Balance at 31st January 2018 £'000	Yearend Forecast Balance £'000	Notes
General Reserve					
Service carry-forward	2,229	(2,229)	0	0	To be transferred to central reserve
Sub total	**2,229**	**(2,229)**	**0**	**0**	
Equipment Reserves					
Libraries - Vehicle replacement Fund	218	0	218	218	
Sub total	**218**	**0**	**218**	**218**	
Other Earmarked Funds					
Deflectograph Consortium	57	0	57	57	Partnership accounts, not solely CCC
Highways Searches	55	0	55	0	
On Street Parking	2,286	0	2,286	2,000	
Bus route enforcement	117	(117)	0	0	
Streetworks Permit scheme	98	0	98	0	
Highways Commutted Sums	620	81	700	620	
Asset Information records	0	0	0	0	
Streetlighting - LED replacement	0	200	200	0	
Community Transport	0	444	444	562	
Guided Busway Liquidated Damages	1,523	(707)	816	300	This is being used to meet legal costs if required.
Waste and Minerals Local Development Fra	59	0	59	59	
Strategic Transport Corridor Feasibility Studies	0	0	0	0	
Flood Risk funding	0	0	0	0	
Proceeds of Crime	356	0	356	356	
Waste - Recycle for Cambridge & Peterborough (RECAP)	291	0	291	250	Partnership accounts, not solely CCC
Fens Workshops	61	0	61	61	Partnership accounts, not solely CCC
Travel to Work	211	0	211	211	Partnership accounts, not solely CCC
Steer- Travel Plan+	72	0	72	72	
Northstowe Trust	101	0	101	101	
Archives Service Development	234	0	234	234	
Other earmarked reserves under £30k - IMO	36	3	38	0	
Other earmarked reserves under £30k - S&D	(188)	(1)	(189)	0	
Sub total	**5,989**	**(98)**	**5,890**	**4,883**	
Short Term Provision					
Mobilising Local Energy Investment (MLEI)	669	0	669	0	
Sub total	**669**	**0**	**669**	**0**	
Capital Reserves					
Government Grants - Local Transport Plan	0	25,368	25,368	0	Account used for all of ETE
Government Grants - S&D	786	13,731	14,517	0	
Government Grants - IMO	0	0	0	0	
Other Capital Funding - S&D	5,532	(1,102)	4,430	5,000	
Other Capital Funding - IMO	699	208	907	200	
Sub total	**7,017**	**38,204**	**45,222**	**5,200**	
TOTAL	**16,123**	**35,877**	**51,999**	**10,301**	

APPENDIX 6 – Capital Expenditure and Funding

Capital Expenditure

2017/18							TOTAL SCHEME	
Original 2017/18 Budget as per BP	Scheme	Revised Budget for 2017/18	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							
200	- Major Scheme Development & Delivery	200	46	198	-2		200	0
682	- Local Infrastructure Improvements	1,014	485	995	-19		863	0
594	- Safety Schemes	594	54	594	0		594	0
345	- Strategy and Scheme Development work	601	585	488	-113		345	0
2,362	- Delivering the Transport Strategy Aims	4,501	1,434	3,468	-1,033		4,178	0
23	- Air Quality Monitoring	23	0	23	0		23	0
14,516	Operating the Network	16,255	9,225	15,345	-910		16,248	0
	Infrastructure Management & Operations Schemes							
6,269	- £90m Highways Maintenance schemes	6,000	2,834	6,259	259		90,000	0
0	- Pothole grant funding	1,155	841	1,155	0		1,155	0
395	- Waste Infrastructure	395	7	395	0		5,120	0
2,060	- Cambridgeshire Archives	1,975	85	163	-1,812		5,180	0
284	- Community & Cultural Services	1,993	87	1,493	-500		3,042	0
0	- Street Lighting	752	0	752	0		736	0
0	- National Productivity Fund	2,890	1,787	2,909	19		2,890	0
0	- Challenge Fund	4,583	443	4,583	0		6,250	0
0	- Safer Roads Fund	1,175	126	1,175	0		1,175	0
	Strategy & Development Schemes							
4,370	- Cycling Schemes	5,149	2,141	2,216	-2,933		17,598	0
850	- Huntingdon - West of Town Centre Link Road	1,510	546	665	-845		9,116	0
25,000	- Ely Crossing	25,891	17,503	22,080	-3,811		36,000	0
0	- Chesterton Busway	200	240	206	6		200	0
1,370	- Guided Busway	1,200	172	1,200	0		148,886	0
11,667	- King's Dyke	6,000	518	5,580	-420		13,580	0
0	- Wisbech Access Strategy	449	337	449	0		1,000	0
1,000	- Scheme Development for Highways Initiatives	1,000	4	5	-995		1,000	0
100	- A14	342	308	310	-32		25,200	0
250	- Energy Efficiency Fund	250	96	166	-84		1,000	0
0	- Soham Station	500	13	200	-300		6,700	0
	Combined Authority Schemes	626	181	626	0		55	0
	Other Schemes							
3,590	- Connecting Cambridgeshire	4,217	1	850	-3,367		36,290	0
0	- Other Schemes	200	200	200	0		200	0
75,927		**91,640**	**40,299**	**74,748**	**-16,892**		**434,824**	**0**
-9,664	Capital Programme variations	-15,022		0	15,022			
66,263	**Total including Capital Programme variations**	**76,618**	**40,299**	**74,748**	**-1,870**			

The increase between the original and revised budget is partly due to the carry forward of funding from 2016/17, this is due to the re-phasing of schemes, which were reported as underspending at the end of the 2016/17 financial year. The phasing of a number of schemes has been reviewed since the published business plan and this has included a reduction in the required budget in 2017/18, for King's Dyke. This still needs to be agreed by GPC.

Three additional grants have been awarded since the published business plan, these being Pothole grant funding, the National Productivity fund and the Challenge Fund.

The Capital Programme Board have 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.

Operating the Network

One of the signals schemes will be delayed until 2018/19, as traffic modelling work needs to be completed to determine the final design options. The scheme is on Cherry Hinton Road, Cambridge at the Queen Ediths Way / Robin Hood junction. The scheme is funded by developer contributions and expected cost is £556k.

Safer Roads Fund

A successful bid was made to Department for Transport (DfT) to secure £1,300,000 worth of funding from the Safer Roads Fund. This funding is specifically for safety improvements on the A1303. The scheme will be completed in 2018/19.

Cambridgeshire Archives

When last assessed it was assumed that a third of the construction work would be delivered in 2017/18. The latest schedule received from the Contractor indicates that all construction work will now start in May 2018, therefore £3.778m of the £3.817m capital budget will be required in 2018/19. However, the scheme is still on track to complete in 2018/19.

King's Dyke

Negotiations on land acquisition are progressing and land costs have been established. It is anticipated that contracts will be exchanged during the coming week. However, it is not expected that completion on all the land acquisitions will be made before the end of March. This amount has now been removed from the spend profile for the 2017-2018 year and will be carried into the first quarter of 2018/19.

Kier, the appointed contractor, has commenced on the Stage 1 contract for detailed design. Progress has been slower than expected owing to delays in agreeing access to land for ground investigation. Further and more detailed land and ground survey work is required to feed into the design and the first of the Ground Investigation (GI) works are expected to start early in mid-February. This will involve trial holes in the existing A605 to locate and survey the public utility services within the road and verges, vegetation clearance and any remaining GI surveys. The design will inform a more robust construction target price prior to award of the Stage 2 contract for construction. Slower progress has reduced this year's expenditure on Stage 1 of the contract.

Negotiations with statutory undertakers on the scope of diversions is continuing. We are expecting to make payment to one provider in early February with 3 others in March. The final provider we expect to make payment in April, which has been reflected in the spend profile.

The current business plan forecast remains at £13.6m based on early estimates. As previously reported to Economy and Environment (E&E) Committee, the estimated cost could increase and an upper possible figure of £16.9m was indicated. Stage 1 will provide an opportunity to assess in more detail the potential risks, including ground conditions,

statutory undertakers' costs, Network Rail requirements and any associated construction difficulties. It will also provide the opportunity to undertake value engineering exercises to provide a more economical design. Any additional funding requirements, will be reported to the E&E Committee and GPC.

Ely Southern By Pass

The construction target cost for the contract was £27.4m at the time of award of Stage 2. Whilst work is progressing on site, some significant risks have emerged requiring additional work, including Network Rail requirements, the diversion of statutory undertakers' plant, buildability issues arising from the complex V piers and additional temporary works resulting from poor and variable ground conditions. These will increase the outturn cost of the scheme significantly and are currently being considered with the contractor to minimise the impact on the project and to reduce the cost impact.

The completion date is likely to be late summer/Autumn 2018 depending on weather. The Council is working with the contractor to identify options to mitigate against delay and minimise costs. A number of value engineering opportunities are also being explored.

The current expected expenditure for 17/18 financial year is £3.8m below budget. This is due to the extended construction programme. As a reduced quantity of construction work is anticipated during the 17/18 financial year there is in turn a reduced anticipated spend.

Abbey - Chesterton Bridge

This project is still in the process of discharging planning conditions to enable works to start on site, as per below.

Originally, planned spend for 2017/18 was £1,917,000 but now looks to be £300,000. The planning application was submitted in July 2016 and it was anticipated that this process would complete by Autumn 2016, with construction of the bridge in late 2017, and thus significant construction related spend could be achieved.

The planning permission was not granted until February 2017 following the need to submit multiple packages for certain aspects of the application. Construction now looks likely to commence in March 2018, though this is dependent upon discharging the pre-start planning conditions.

Significant spend will not be encountered until the construction work actually commences, thus the majority of spend will now come in 2018/19 rather than 2017/18.

A contractor is currently mobilising resources to commence the required scrub clearance and tree felling before the bird nesting season commences.

Huntingdon – West of Town Centre Link Road

The outturn for the scheme has reduced to £665,000 from £1,510,000, this is due to land cost claims which have not been resolved as anticipated and it is now expected these claims will be resolved in 2018/19.

Cambridge Cycling infrastructure

This is the programme of S106 funded cycling projects in Cambridge. The funding is generally not time limited, and thus any underspend rolls into the next year. The original planned spend was £1,580,000 but now looks to be around £100,000. This is a consequence of public consultation and scheme development work being extended, not least Queen Edith's Way, which is the project with the largest single budget.

Following consultation, E&E Committee agreed to undertake further development and consultation with local residents. The delivery team's priority has been to complete projects that have some time limited funding associated with them such as DfT Cycle City Ambition funded schemes and St Neots Northern foot and cycle bridge, and to progress some of the higher profile projects such as Abbey-Chesterton Bridge.

Cycle City Ambition Grant

- **A10 Harston** - Scheme substantially complete with minor works required to tidy up verges. Current spend suggests a slight overspend for the year but a contribution from the Traffic Signals Team towards the costs is yet to be received so therefore still on track to achieve spend forecast of £1,130,000 for the year;

- **Trumpington Road** - Scheme recently completed with a few minor snagging items. Spend coming in very close to the original forecast of £480,000 now that a contribution towards the works has been received from the Traffic Signals Team;

- **Quy to Lode** - Scheme substantially complete - 2km new village link. Final costs coming in slightly higher than the original spend forecast of £451,000 for the year, due to the need to import more sub-base material to address level differences.

Major Scheme Development and Delivery – Relocation of BT poles has been ordered in advance of a new foot and cycleway being built in the future on the A1198 between Papworth and Cambourne. Preliminary design work is underway to determine the feasibility of improved street lighting on West Fen Road, Ely and a new foot and cycleway between Burwell and Exning.

Milton Road to Cambridge North Station - This project is now substantially complete apart from some minor snagging issues. The previous Network Rail Track is to become public highway and the adoption process is underway. There will be some fees and charges associated with this process either in 2017/18 or 2018/19 depending on the date of adoption.

Cambridgeshire Busway Lighting - This project is now complete and operational. There is a requirement to pass on a commuted sum of £50k for maintenance purposes from 2018/19.

Scheme Development for Highways Iniatives

To shortlist schemes for development, discussions have been required with Members. This has meant that the Committee did not approve schemes for development until February 2018 meaning that new schemes could not be developed until this point.

Soham Station

Network Rail who will be constructing the work on this scheme have submitted a spend profile that is not as was originally expected. This means that more spend will be carried out in 2018-19 than was originally expected. Due to the increase in cost for the next stage of work further discussion has been required before we could progress with the next stage of work GRIP3. Network Rail have now provided a revised forecast of spend

Connecting Cambridgeshire

Expenditure in this year will be lower than estimated in relation to the BT contract. To confirm, delivery is on track but expenditure has been re-phased, and therefore the funding will be required next financial year.

Capital Funding

2017/18				
Original 2017/18 Funding Allocation as per BP	**Source of Funding**	**Revised Funding for 2017/18**	**Forecast Spend - Outturn (January)**	**Forecast Funding Variance - Outturn (January)**
£'000		**£'000**	**£'000**	**£'000**
17,991	Local Transport Plan	17,815	17,058	-757
2,483	Other DfT Grant funding	21,965	20,348	-1,617
19,231	Other Grants	10,367	10,367	0
4,827	Developer Contributions	6,418	3,622	-2,796
18,992	Prudential Borrowing	23,768	14,537	-9,231
12,403	Other Contributions	11,307	8,816	-2,491
75,927		**91,640**	**74,748**	**-16,892**
-9,664	Capital Programme variations	-15,022	1,870	16,892
66,263	**Total including Capital Programme variations**	**76,618**	**76,618**	**0**

Funding	Amount (£m)	Reason for Change
Rolled Forward Funding	6.0	This reflects slippage or rephasing of the 2016/17 capital programme to be delivered in 2017/18 which will be reported in August 17 for approval by the General Purposes Committee (GPC)
Additional / Reduction in Funding (Specific Grant)	-9.0	Rephasing of grant funding for King's Dyke (-£1.0m), costs to be incurred in 2018/19. Grant funding for Ely Crossing now direct from DfT previously part of Growth Deal funding (-£8.3m)

Revised Phasing (Section 106 & CIL)	-0.8	Revised phasing of Guided Busway spend and receipt of developer contributions.
Revised Phasing (Other Contributions)	-3.2	Revised phasing of King's Dyke spend
Additional Funding / Revised Phasing (DfT Grant)	16.3	New Grant funding – National Productivity Fund (£2.9m), Pothole Action Fund (£1.2m), Challenge Fund (£3.5m) and Safer Roads Fund (£1.2m). Grant funding for Ely Crossing now direct from DfT previously part of Growth Deal funding (£11.3m)
Additional / Reduction in Funding (Prudential borrowing)	-1.0	Rephasing of grant funding for Ely Crossing reduced the requirement for borrowing (-£3.0m). Brought forward borrowing to fund DfT Challenge Fund schemes (£2.25m).

The increase between the original and revised budget is partly due to the carry forward of funding from 2016/17, this is due to the re-phasing of schemes, which were reported as underspending at the end of the 2016/17 financial year. The phasing of a number of schemes have been reviewed since the published business plan and this has included a reduction in the required budget in 2017/18, for King's Dyke.

Four additional grants have been awarded since the published business plan, these being Pothole grant funding, the National Productivity fund, Challenge Fund and Safer Roads Fund.

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

b) Highways & Community Infrastructure

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
Archives									
Quarterly	**Operating Model Enabler: Exploiting digital solutions and making the best use of data and insight**								
	Increase digital access to archive documents by adding new entries to online catalogue	High	↑	To 31 December 2017	441,325	417,000	**G**	**G**	The figure to the end of December 2017 is 441,325 which means the year-end target of 417,000 has been achieved. This equates to an increase over the previous quarter of 1,037, or roughly 15 new catalogue entries per working day.
Communities									
Yearly	**Operating Model Outcomes**: **People lead a healthy lifestyle and stay healthy for longer & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents**								
	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	↑	2015/16	22.7%	24.2%	**A**	**A**	The indicator is measured by a survey undertaken by Sport England. 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 a 5-year target to increase the participation rate in Fenland and East Cambridgeshire (combined) to 26.2%. The 2013/14 figure was 21.3% and the 2014/15 figure improved to 21.9%. The 2015/16 figure has continued the improving trend at 22.7% but is slightly off track.
Library Services									
Quarterly	**Operating Model Outcomes**: **The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents & People lead a healthy lifestyle and stay healthy for longer**								

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
	Number of visitors to libraries/community hubs - year-to-date	High	↑	To 31 December 2017	1,625,917	2.4 million	**A**	**A**	There have been 496,020 visitors to libraries/community hubs between October and December 2017 and a total of 1,625,917 during the year to date (April to December 2017). Numbers during the quarter have been buoyed up following hard-work by staff to promote the Summer Reading Challenge. Compared with 2016-17 25% more children started the Challenge while the number of children's activities over the period rose by 17% and the number of children attending these activities increased by 46%. Public PC and Wi-Fi usage also show a 9% and 20% increase respectively compared with the same period last year.
	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.								
	Number of item loans (including eBook loans) – year-to-date	High	↑	To 31 December 2017	1,858,094	Contextual			There have been 496,020 item loans between October and December 2017 and a total of 1,858,094 during the year to date (April to December 2017). The reduction in book issues is in response to the 59% drop in the stock fund from £946,979K in 15/16 to £387,381 in 2017/18. We plan to put back £230k into the book fund in 2018/19 to start reversing the decline. The reduction in the book fund also meant that expenditure on paper copy newspapers and magazines was severely reduced but mitigated against by increasing access to and promotion of eAudio books, eMagazines and eNewspapers which explains the increase in use of these resources.

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
									The Summer Reading Challenge has ended which was very successful this year and that is why the figures show a small drop. Next year we are introducing Homework Clubs for 2018/19 to reverse this trend.
Road and Footway maintenance									
Yearly	**Operating Model Outcomes**: **The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents & People live in a safe environment**								
	Principal roads where maintenance should be considered	Low	↔	2017/18	3%	3%	**G**	**G**	Provisional results indicate that maintenance should be considered on 2.8%, rounded to a reportable 3%, of the County's principal road network. This indicates a slight deterioration from the previous year where the figure was 2.3%, rounded to a reportable 2%
	Classified road condition - narrowing the gap between Fenland and other areas of the County	Low	↓	2017/18	3.5% gap	2% gap	**R**	**R**	Provisional figures show the gap increasing by 0.5%. However, the gap is not significant, and may be affected by the experimental error within the machine condition survey methodology. It should also be mentioned that significant investment has recently been carried out in the Fenland area associated with the DfT Challenge Fund bid, and these works will not have been included in this year's survey. Additionally, this is only an annual sample survey and does only include 25% of the classified road network, and so will not always capture recent improvement works undertaken. The narrowing the gap indicator will continue to be monitored.
	Non-principal roads where maintenance should be considered	Low	↔	2017/18	6%	8%	**G**	**G**	Provisional results indicate that maintenance should be considered on 6% of the County's non-principal road network. This is considered a steady state condition and is the same as the figure for 2016/17 and for 2015/16 and better than the Council's target of 8%.

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
	Unclassified roads where structural maintenance should be considered	Low	↑	2017/18	22%	Contextual			Provisional figures suggest the condition has seen significant improvement from 33% to 22% However, unlike last year, when the worst roads were surveyed to assist in prioritising works, a random sample has been undertaken, and this will reflect more accurately the condition of the unclassified network.
Road Safety									
Monthly	**Operating Model Outcomes**: **People live in a safe environment & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents**								
	Killed or seriously injured (KSI) casualties - 12-month rolling total	Low	↔	To 31 July 2017	408	<275	**R**	**R**	The provisional 12 month total to the end of July 2017 is 408 compared with 299 for the same period of the previous year. During July 2017 there were 3 fatal and 24 serious casualties. We are waiting for outstanding 2017 data from August onwards from the police and we are liaising with them to obtain this information.
	Slight casualties - 12-month rolling total	Low	↓	To 31 July 2017	1631	Contextual			There were 1,631 slight injuries on Cambridgeshire's roads during the 12 months ending July 2017 compared with 1,636 for the same period the previous year. During July there were 111 slight casualties. We are waiting for outstanding 2017 data from August onwards from the police and we are liaising with them to obtain this information.
Rogue Traders									
Quarterly	**Operating Model Outcomes**: **People live in a safe environment & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents**								

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 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 December 2017	£109,752	Contextual			£14,804 was saved as a result of our intervention in rogue trading incidents during the second quarter of 2017/18. The annual average based on available data since April 2014 is £109,752. Data for 2017/18 includes Peterborough savings. 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. It is also important to note that not all of the money saved has been reimbursed at the same time as the repayments of court ordered reimbursements may be repaid over months or years.
Trees									
6 monthly	**Operating Model Outcomes**: **People live in a safe environment & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents**								
	Number of trees removed		↓	July to December 2017	6				3 trees were removed because of disease and 3 were removed because of obstruction.
	Number of trees planted		↓	July to December 2017	0				No trees have been replanted between July and December 2017 and a total of 3 trees have been replanted during the whole year.
Local Highway Initiative Projects									
Quarterly	**Operating Model Outcomes**: **People live in a safe environment & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents**								
	East Cambridgeshire LHI Programme (15 Projects)	High	↑	To 31 January 2018	69.8%	100%	**R**	**R**	With 118 LHI projects to manage and deliver alongside the rest of the TDP across the County, resources are

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
	South Cambridgeshire LHI Programme (28 Projects)	High	↑	To 31 January 2018	70.1%	100%	**R**	**R**	under significant pressure, with a significant number of vacant posts proving very difficult to successfully recruit to. Supplementing design and management resources from our highway services contractor has minimised this impact, however a small number of schemes in four of the five district areas aren't due to complete until April/May 2018. The required funding will therefore need to be carried forward to the 2018/19 financial year.
	Cambridge City LHI Programme (38 Projects)	High	↑	To 31 January 2018	68.5%	100%	**R**	**R**	
	Fenland LHI Programme (13 Projects)	High	↑	To 31 January 2018	67.3%	100%	**R**	**R**	
	Huntingdonshire LHI Programme (24 Projects)	High	↑	To 31 January 2018	81.9%	100%	**G**	**G**	
Street Lighting									
Monthly	**Operating Model Outcomes**: **People live in a safe environment & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents**								
	Percentage of street lights working	High	↓	To 31 October 2017	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 30 November 2017	11.15 million KwH	10.59 million KwH	**A**	**G**	Actual energy use to November is 11.15 KwH, which is up from the last reported figure of 10.84 and currently above our target of 10.59. 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

Frequency	Measure	What is good?	Dir'n of travel	Latest Data		2017/18 Target	Current status	Year-end prediction	Comments
				Period	Actual				
									by Cambridge City and Parish Councils).
Waste Management									
Monthly	**Although this indicator does not link directly to an Operating Model outcome, it has a large financial impact on the Council**								
	Municipal waste landfilled – 12-month rolling average	Low	↑	To 31 October 2017	33.9%	Contextual			During the 12-months ending October 2017, 33.9% of municipal waste was landfilled.

# HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE AGENDA PLAN	Published on 1st March 2018 Updated on 5th March 2018	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.

The following are standing agenda items which are considered at every Committee meeting:

- **Minutes of previous meeting and Action Log;**
- **Finance and Performance Report;**
- **Agenda Plan, Appointments to Outside Bodies and Training Plan.**

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
13/03/18	Highways Infrastructure Assets Management Plan 2018-28	Richard Lumley/ Mike Atkins	2018/031	28/02/18	02/03/18
	Road Safety across Cambridgeshire	Andy Preston/ Matt Staton	2018/019		
	Local Highway Improvement (LHI) Schemes 2018/19	Andy Preston	Not applicable		
[10/04/18] *Provisional mtg.*				28/03/18	30/03/18

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
22/05/18				09/05/18	11/05/18
[12/06/18] Provisional mtg.				30/05/18	01/06/18
10/07/18	Annual review of the Highways Contract			27/06/18	29/06/18
	Coroners Service Update	A Donovan	Not applicable		
[14/08/18] Provisional mtg.				01/08/18	03/08/18
11/09/18	Highway Contract Monitoring	Richard Lumley	Not applicable	29/08/18	31/08/18
	Report back on Library Service Transformation	C May/S Wills	Not applicable		
09/10/18				26/09/18	28/09/18
13/11/18				31/10/18	02/11/18
04/12/18				21/11/18	23/11/18
15/01/19				02/01/19	04/01/19
[12/02/19] Provisional mtg.				30/01/19	01/02/19
12/03/19				27/02/19	01/03/19
[16/04/19] Provisional mtg.				03/04/19	05/04/19
21/05/19				08/05/19	10/05/19

November 2019: Review of withdrawal of £1 Park & Ride parking charge

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.

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

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.

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

For further information, please contact Quentin Baker on 01223 727961 or Quentin.Baker@cambridgeshire.gov.uk

HIGHWAYS & COMMUNITY INFRASTRUCTURE COMMITTEE TRAINING PLAN

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Cllrs Attending	Percentage of total
1.	Waste – visit to treatment plant at Waterbeach			12/02/18 (11am-2pm)		Visit	Batchelor Bates Kindersley Connor	
2.	Pot-hole/Highway Maintenance session			11/05/18 10am	Richard Lumley	Seminar		
3.	The budget and ETE business planning process (H&CI and E&E Committees)	• An overview of the Council's budget and how it works in ETE • A understanding of the business planning process and cycle • The committee process for approving, delivering and monitoring business cases and transformation ideas		09/08/17 (10am-12) KV Room **12/09/17 (11.30-1pm) KV Room**	Amanda Askham			
4.	Highways - minibus tour to see work out on the network including dragon patcher					Tour/ visits		
5.	Highways – depot open days			03/10/17 Huntingdon 09/10/17		Visit		

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Cllrs Attending	Percentage of total
				Witchford 11/10/17 March 16/10/17 Whittlesford (10am to 4pm)				
6.	Community and Cultural Services – 'package tour' to see libraries, archives, registration and coroner services working closely together in Huntingdon	Tour and introduction to Coroners, Registration, Libraries and Archives.		Arranged for 10/04/18 in Huntingdon starting at 9.30am		Tour/ visit		
7.	follow up visits to (4) e.g. coroner inquest, citizenship ceremony, local libraries/LAPs					Visits		
8.	Trading Standards – diary dates to accompany various campaigns					Visits		

- Members can ask officers for one-to-one meetings if they would like to discuss topics further.
- In addition to the training plan, Member Seminars often include relevant items e.g. 13/04/18: Road adoption.

Updated 05/03/18